

Instructions for Filing Online Training / Exemption Forms

STEP 1 : CLICK ON THE TAB "ONLINE TRAINING FORMS" ON THE HOME PAGE OF WWW.ICMAI.IN



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

Toll Free Number 18003450092 (Mon. to Sat. from 10 A.M. to 6.30 P.M)
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- Home
- About Us
- Members
- Students
- Examination
- Training
- Placement
- CAT
- Media Centre
- Contact Us

- ICMAT
- Practical Training Scheme
- Online Training Forms**
- Empanellment of Organisations for Practical Training
- Empanellment of Cost Accountants Firm for Training
- Organisations Registered for Training
- PCAs Registered for Training
- Contact Us
- FAQs on Practical Training

**Please Note: No
offline forms
available
henceforth**

- Home
- Training
- Online Training Forms
- ✉
- 🖨
- +

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Online Training Forms

1. On-line Submission of Practical Training/Exemption Forms. **New**
2. Form T-6 for I-CMAT module for Practical Training.

Featured Links

- > [Click here for information relating to list of training/exemption candidates...](#)
- > [Organisations Registered for Training](#)
- > [PCAs Registered for Training](#)
- > [MOU with FCI for imparting Training to Students](#)

STEP 2 : CLICK ON THE TAB “ONLINE SUBMISSION OF TRAINING FORMS”



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- Students
- Examination
- Training
- Placement
- CAT
- Media Centre
- Contact Us



- Home
- Training
- Online Training Forms
- ✉
- 🖨
- +

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STEP 3 : DOWNLOAD HARD COPY OF FORM T-1, T-4 AND T-5, ENTER YOUR 11 DIGIT REGISTRATION NUMBER IN THE BOX, SELECT FORM TYPE, AND CLICK ON THE SUBMIT TAB



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Login Page

Download Training Form

- Form T1 Intimation for Engagement of CMA Students as Trainees (for PCA / Firm of PCA).
- Form T4 Intimation for Engagement of CMA Students as Trainees (for Company / Organisation).
- Form T5 Certificate of Training Imparted by PCA or Firm of PCA or Organisation.

Registration No.: *

(Format : 09552000000)

Form Type: *

- Intimation for Engagement of CMA Students as Trainees (for PCA / Firm of PCA), (FORM T1)
- Intimation for Engagement of CMA Students as Trainees (for Company / Organisation), (FORM - T4)
- Certificate of Training Imparted by PCA or Firm of PCA or Organisation, (FORM - T5)
- Application for Exemption from Practical Training, (FORM - T3)

SUBMIT

Please Download Hardcopy of Form T1, T4 and T5 from Here

Please Select Form Type to fill

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STEP 4: IN CASE OF T-1 OR T-4 AFTER CLICKING ON SUBMIT BUTTON FOLLOWING WINDOW WILL OPEN, PLEASE SUMIT YOUR DETAILS AND DETAILS OF PRACTISING COST ACCOUNTANT/ORGANISATION WHERE YOU ARE ENGAGED FOR TRAINING. AFTER THAT AGAIN CLICK ON SUBMIT BUTTON


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FORM-T1 Logout

Student Details

Registration No: <input type="text" value="22101021897"/> Address: <input style="width: 100%; height: 40px;" type="text"/>	Name: <input type="text" value="SUKA RAJESHWAR VISHWASIA"/> Pan: <input type="text"/> Phone: <input type="text"/> Mobile: <input type="text"/> Email ID: <input type="text"/>
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Fill Your Personal details here

PCA Details

Name of PCA: <input style="width: 100%; height: 20px;" type="text"/> Address: <input style="width: 100%; height: 40px;" type="text"/>	City: <input type="text"/> State: <input type="text" value="Select"/> Pin: <input type="text"/> Phone: <input type="text"/> Mobile: <input type="text"/> Email ID: <input type="text"/>
Membership No: <input type="text"/> No of Associates: <input type="text"/> Members: <input type="text"/> Training Designated: <input type="text"/>	No of Fellow Members: <input type="text"/> Non Training: <input type="text"/> Authorized: <input type="text"/>

Fill details of PCA/ Organisation Here

Period of Training

From Date: <input type="text"/> Work Area: <input type="text"/> Upload PCAB-T1: <input type="text" value="Choose File"/> <small>to file browser</small> only jpg or pdf file (Max Size 200KB)	To Date: <input type="text"/> Special: <input type="text"/>
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Attach Form T-1 Hard copy duly signed by PCA/Organisation Here. Max Size 200 KB

SUBMIT RESET

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STEP 5: AFTER UPLOADING AND SUMITTING, FOLLOWING WINDOW WILL OPEN. YOUR FORM T-1/T-4 IS SUBMITTED, NOW AFTER 6 MONTHS OR COMPLETION OF TRAINING, YOU CAN SUBMIT FORM T-5

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FORM-T1 [Logout](#)

Your Informations have been saved successfully.

Student Details

Registration No: 04121000153

Name:* VAIBHAV GAUR

Pin:* 124001

Address:*

Phone: 9851258447

Mobile:* 2586955475

Email ID:* abcde@123.com

Form Type	Name	Address	From Date	To Date	Edit	Upload Form T-5 Certificate	Payment Status
FORM-T1	abc & co	12121511 cola revari Haryana 121001	01/04/2012	31/03/2014	Edit	Choose File No file chosen Upload	

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Form T-1
Submitted, You can
check Status Here

Now you can upload hard
copy of form T-5 (**duly
signed by employer**) here
after 6 Months or
Completion of training.

STEP 6: AFTER UPLOADING FORM T-5, PROCESS IS OVER FOR TRAINING, IF YOU WANT TO SUBMIT AGAIN FORM T-1 OR T-5 FOR CHANGE OF EMPLOYER, FIRST YOU HAVE TO PAY ONLINE FEE Rs. 1000/- FOR CHANGE OF EMPLOYER AND THAN YOU CAN PROCEED FURTHER.

The screenshot shows the 'FORM T1' page on the Institute of Cost Accountants of India portal. At the top, there is a header with the institute's logo and name. Below the header, the page title 'FORM T1' is centered, and a 'Logout' link is on the right. A red message states 'Please Pay Rs. 1000/- for change of Employer'. The 'Student Details' section contains several input fields: 'Registration No.' (04121000153), 'Name' (VAIBHAV GAUR), 'Pin' (124001), 'Phone' (9851258447), 'Mobile' (2586955475), 'Email ID' (abcde@123.com), and 'Address' (abc). Below this is a table with the following data:

Form Type	Name	Address	From Date	To Date	EBR	Upload Form T-5 Certificate	Payment Status
FORM-T1	abc @ co	12121511 abc renan hayara 121000	01/04/2012	31/03/2014		Uploaded Form T-5	Payment Gateway

At the bottom of the page, there is a copyright notice: 'Copyright © 2014 The Institute of Cost Accountants of India. All rights reserved.'

Your form T-5 uploaded and status is shown here. You can edit T-5 once you complete 3 Years of training

STEP 6 : IN CASE IF YOU ARE OPTING FOR FORM T-3, FOLLOWING WINDOW WILL OPEN, FILL YOUR PERSONAL DETAILS, DETAILS OF ORGANISATION YOU ARE WORKING, ATTACHED TURNOVER PROOFS, SALARY PROOFS OF COMPANY AND CLICK ON **SUBMIT BUTTON.**

The screenshot shows the ICAI FORM T-3 registration form. The header includes the ICAI logo and the text "The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)". The form is divided into three main sections: Student Details, Organisation Details, and Period of Employment. Each section contains various input fields and file upload buttons. Callouts are placed over the form to guide the user: "Please Submit Your Personal Details Here" points to the Student Details section; "Please Submit the Details of Organisation Here" points to the Organisation Details section; "Attach Turnover Proofs of Company" points to the "Upload Balance Sheet" field; "Upload your salary proofs here." points to the "Salary Slip Upload" field; and "Upload your experience Certificate here." points to the "Upload Experience Certificate" field. At the bottom of the form, there are "SUBMIT" and "RESET" buttons.

- AFTER CLICKING ON SUBMIT, PAYMENT GATEWAY SCREEN WILL OPEN, YOU CAN MAKE PAYMENT WITH YOUR DEBIT OR CREDIT CARD.

IMPORTANT NOTE: AFTER MAKING PAYMENT OF RS. 2000/- ONLY YOU ARE ABLE TO ADD MORE EXPERIENCE AND ADD ORGANISATIONS BY AGAIN OPTING FORM T-3 WITH YOUR REGISTRATION NUMBER.