



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

**Headquarters:** CMA Bhawan, 12 Sudder Street, Kolkata – 700016

Ph: 091-33-2252 1031/34/35/1602/1492

Web site: [www.icmai.in](http://www.icmai.in), E-Mail - training@icmai.in

**FORM T-4**

## **INTIMATION FOR ENGAGEMENT OF CMA STUDENTS AS TRAINEES/EMPLOYEES**

1.	Name of the Company/Organization with address	
	Contact Person with Designation and Email Id:	
	Telephone No. (with STD code)	Mobile No:
2.	Date of Registration/Incorporation of the organization	
3.	Nature of Business and Status of Organization like Proprietorship / Partnership Firm/ Pvt./Public Ltd. etc.	
4.	Turnover in the previous Year (Rs. in Crore)	
5.	Particulars of Student registered as Trainee:	
(a)	Name in full (in Capital Letters):	
(b)	Father's Name (in Capital Letters):	
(c)	Student's Registration No.	
(d)	Residential Address	
(e)	Telephone No.	Mobile No:                      Email Id:
(f)	The period for which the Cost and Management Trainee has been engaged.	From: (date)
6.	The work areas in which Trainee is being engaged	
7.	Amount of Stipend/CTC fixed for the Trainee	

**NOTE:** The following disclaimer is applicable in case of Practical Training in Chartered Accountants/Company Secretaries firm:

- 1) CA/CS articleship will not be set off for CMA practical training. Hence, this holds good for the said student.
- 2) The firm has separate Management Consultancy Division and the student is working exclusively in that division.

OR

The student is working as an employee (contractual/permanent) of the firm.

- 3) For students under the Old Practical Training Scheme, the turnover in case of CA/CS Firms should be more than 50 lakhs and above

OR

For students under the New Practical Training Scheme, the turnover in case of CA/CS Firms should be more than 25 lakhs and above.

Authorized Signatory with name  
Designation and Seal  
Date:

Signature of the Student  
Registration. No.:

Note: Upload the signed copy of this completely filled form online at:

<https://eicmai.in/Training-forms-new/login.aspx>