

Application form for **“New Center Registration-2015”**

(To be submitted in 2 copies to PSA-All fields in this form are mandatory)

Applicant Organization (AO) Details				
Name of PSA				
Course for which applying	RS-CIT Only / “RS-CIT+RS-CFA” both			
Name of AO				
Type of AO	Proprietorship/Partnership/Company/Society/Trust: If Other please specify:			
Name of Head of AO		Mobile		
Designation		E-mail ID		
Address of AO (Proposed Centre Address)				
Landmark		Village/Mohalla		
Police Station		Panchayat Samiti		
Tehsil		District		
Pin Code		Landline No.		
Photos of the proposed location attached	Front (Yes/No) Internal (Yes/No)	Status	Rented/Owned	
No. of Years of Operation (If already in same business)		Area (Sq. Ft.)		
RKCL's Nearest Authorized IT-Gyan Kendra	1. 2. 3.	Distance from proposed AO location	1. 2. 3.	
Whether AO has been RKCL's Authorized ITGK in past?	Yes/No		ITGK Code & Year of operation	
Details of Bank Account for Refund (if application is rejected)	A/C Name		Bank	
	A/C Number		IFSC Code	

We, Applicant Organization (AO) understand and agree that:

- I have read all terms and conditions of New Center Registration 2015 process available on RKCL website and shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by RKCL.
- I have been informed that the Registration fee for IT Gyan Kendra is Rs. 40000/- (Including All Taxes) for RS-CIT and Rs. 50,000/- (Including All Taxes) for RS-CIT + RS-CFA, refundable deposit is Rs. 10000/- and processing fee is Rs. 1000/- (including all taxes)

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3. I have been well informed that RKCL reserves the right to reject my application based on its NCR Policy criteria. I shall have no right to ask the reason of rejection.
 - (a) If all the information produced by me in this application is found to be true and my application is not approved by RKCL as per NCR policy criteria, the processing fee of Rs. 1000/- will not be refunded and balance Rs. 50,000/Rs. 60,000 as the case may be shall be refunded in the account number as given by me in this application.
 - (b) If it is found at any stage that any kind of wrong information has been submitted by me in this application form, RKCL shall have the right to reject my application and forfeit Rs. 6000/- (including processing fee of Rs. 1000/-) and refund remaining amount of Rs. 45,000/Rs. 55,000 as the case may be in the account number as given by me in this application.
 - (c) If I withdraw my application within 3 days of eligible AO list publishing by RKCL on website, Rs. 50,000/- shall be refunded by RKCL in the account number as given by me in this application.
4. I hereby declare that I have deposited my filled application form to my selected PSA M/s I further declare that I have not deposited any other application for the same address to any other PSA. If duplicate applications are found for the same location, RKCL reserves the right to cancel all the submitted applications. I further declare that I have not paid any other amount to the PSA or his representative.
5. I have gone through the various infrastructure & hardware requirements put up on the official website of RKCL i.e. "rkcl.in" for the new ITGK's. I hereby undertake to fulfill the same at the time of final inspection.
6. I have been well informed that ITGK shall be authorized upto 31st December 2016 at a time. Further Annual renewal is subject to fulfilling the renewal criteria of RKCL. I further understand that renewal fees as decided by RKCL from time to time shall be payable by me.
7. I will meet out the target norms of admissions set by RKCL.
8. I will not sublet my ITGK to any other person/organization.
9. This paper application is just a part of the sign up process. Online updation of the application & updation of various other information regarding the center after provisional approval by RKCL is also part & parcel of the application process. I shall upload the same as per the guidelines provided to me by the respective PSA & DLC well within time. Non completion of online process before the deadline may result in cancellation of my application.
10. Requirement of PAN card & bank account in the firm name (in proprietor name for proprietorship firm) is must. I shall comply with this requirement at the time of online registration process.
11. I will not carry out any marketing activities of any of the RKCL courses before final approval by RKCL and center code allotment.
12. I hereby declare that I (or any of the firms I am / were associated with in any manner) have not received any legal notices from RKCL in past for carrying out any illegal or unauthorized activities.
13. I hereby declare that there is no police complaint or criminal cases registered or pending against me or any of my firms (where I am / were associated with in any manner).
14. The location of the proposed Centre shall be fixed only in the specific Ward as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Network Partner Registration Process,

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RKCL reserves the right

15. To modify the terms and conditions of the Network Partner Registration Process at any time;
16. To discontinue/postpone the Network Partner Registration Process at any time (or any part thereof);
17. Of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
18. **In case we are granted authorization-**
 - a) we are responsible for maintaining the confidentiality of the password and login account given by RKCL and fully responsible for all activities that occur there under:
 - b) We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by RKCL from time to time.
19. In case of disputes or differences, if any, prior and/or subsequent to authorization (if granted), decision of MD RKCL shall be final.

Documents Checklist:

Phase I-Along with Application Form

- Demand Draft of Rs. 51,000/61,000 as the case may be in favour of RKCL payable at Jaipur
- Photographs of proposed center location
- Latest paid Electricity bill copy of the proposed location
- Passport size Photographs and Identity card (having address proof) of Proprietor/All Partners/All Directors including MD/All members of executive body (Photographs to be affixed on last page)
- PAN Card (Tick whichever is applicable)
 - Proprietorship - *Individual Applicants PAN Card*
 - Partnership - *Firm's PAN Card*
 - Trust - *Trust's PAN Card*
 - Society - *Society's PAN Card*
 - Cooperative Society - *Cooperative Society PAN Card*
 - Public & Private Ltd. Co. - *Public & Private Ltd. Co. PAN Card*
 - Others - *Others PAN Card*

Phase II-At the time of Site Inspection after Provisional Approval

- Property documents with latest paid Electricity Bill copy for the proposed location (if owned)
- Rent Agreement with latest paid Electricity Bill copy for the proposed location (if rented)
- PAN Card copy (as mentioned in Phase I)

Governing Document for firm (Tick whichever is applicable)

- For Proprietorship: Rajasthan Shops & Establishment Act or Bank Certificate
- For Partnership: Rajasthan Shops & Establishment Act & Partnership Deed or Bank Certificate
- For Trust: Registration Certificate & Trust Deed & List of Executive body
- For Society: Registration Certificate and Rules & Regulations & List of executive body
- For Cooperative Society: Registration Certificate and Rules & Regulations & List of executive body
- For Public & Private Ltd. Co.: Certificate of Incorporation and Memorandum & Article of Association & List of all Directors including Managing Director

Date

Place

Seal & Signature of Applicant Organization

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Please affix passport size photographs at space given below:

Name: _____

Designation: _____

Signature: _____

Name: _____

Designation: _____

Signature: _____

Name: _____

Designation: _____

Signature: _____

Name: _____

Designation: _____

Signature: _____

Name: _____

Designation: _____

Signature: _____

Name: _____

Designation: _____

Signature: _____

To be filled by PSA (For Office use only)

Distance Criteria: ☐ Open ☐ Negative

AO Location Type: ☐ District HQ ☐ Tehsil HQ ☐ Rural Market

DD Details:

DD Date- _____

Bank Name: _____

DD Number- _____

MICR No. _____

DD Amount- _____