

AFFILIATION GUIDE LINES FOR REGIONAL INFORMATION / DISTRICT INFORMATION/INFORMATION CENTER

Affiliation Guidelines

Following documents are to be attached with the Application Form:

- ✓ Copy of Society and Trust registration certificates.
- ✓ In case of a Private Limited company, attach a copy of Memorandum of association and Article of Association.
- ✓ Copy of PAN certificates of your trust / society / Co. / Institute.
- ✓ Copy of PAN certificate of the owner of the Institute / President.
- ✓ If your Premise is on rent, attach rent or lease deed, if the premise is owned by you, attach ownership / registry / allotment papers.
- ✓ Attach a copy of owner's Voter ID / Passport / Driving License of owner/Director.
- ✓ List of Staff Members.
- ✓ Map of the Building.
- ✓ Map to reach the institute by Road.

*** The Centre Code will be generated within 15 days after the completion of the above mentioned formalities.*

To,

The Director

Delhi Board of Senior Secondary Education

Delhi - 110084

Dear Sir,

We wish take affiliation of the board thereby we are submitting this application form. We certify that we have very well understood our responsibilities and the implications of the scheme. We undertake to follow all the instructions issued by the board from time to time. We assure to follow all the rules and regulations, terms, conditions and norms of the board. We further assure you that we will try our level best to provide quality education to fulfill the objectives of the board.

Authorized Signatory of the Institution Society/Trust/Company

Name: Name:

Designation..... Designation.....

Signature & Seal with date: Signature & Seal with date

Note: This letter must be typed / photocopied on the letterhead of the Institution and attached at the top of application form.