

LICENCE APPLICATION FORM

Section (A) Basic Information

Choose your project as:

- ☐ Pre-School
 ☐ Pre-School with IT Education
 ☐ Pre-School with NTT
☐ Pre-School with Vocational Training Programme

Your Location falls under:

- ☐ Metro
 ☐ City
 ☐ Town
 ☐ Tehsil / Village

Your business venture will be:

- ☐ Self financial with existing fund
 ☐ Finance through Bank Loan

Do you have one of the following:

- ☐ A Registered Society / Trust
 ☐ Existing Company / Corporate Group
 ☐ NGO

Your qualification as:

- ☐ Graduation
 ☐ Post Graduation
 ☐ M.Phil / PHD
 ☐ Others

Any experience in Educational Sector:

- ☐ More than 5 years
 ☐ More than 2 years
 ☐ More than 1 years
 ☐ Fresher

You received information about our brand initially through:

- ☐ Phone
 ☐ Email
 ☐ Newspaper
 ☐ Internet
 ☐ Website
 ☐ Personally

Affix here recent
passport size
coloured
photograph

Section (B) Licensee Information

Licence Information:

Licensee Location.....
 Name of School / Organization / Institute
 Name of Licensee.....
 Email Mob.

Licence Fees for your location :

Prescribed Licence fee Licence Amount.....
 Mode of Payment
 Due Amount, if any Payable on or before.....

Licence fee prescribed by Alma Foundation only would be agreeable.

Date of the information initially received by you.....
 Date of finalization of licence with you.....
 Name of the Marketing Manager finalizing of Licence with you

Name of the Applicant	:
Proposed Address	:	Location
	:	Tehsil Town Distt.
	:	PIN Code State..... .Country
Father's/ Husband's Name	:
Date of Birth	: Qualification
Experience, if any	:
Residential Address	:
	: Ph. No.
Mob. No.	:	1..... 2
Email Id	: Web Site
Area Assigned to School (Location)	:

PAYMENT DETAILS Applicable Licence Fees ₹ Dues.....

Cheque / DD No. Date Bank Drawn for an amount of ₹..... (In words) in favor of '**Alma Foundation**' payable at Indore (Madhya Pradesh) India towards the Licence fees is enclosed herewith.

Section (C) Details of Associate / Partner

Mr./Ms./Mrs.	:	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Affix here recent passport size coloured photograph </div>
Father's/Husband's Name	:	
Date of Birth	:	
Qualification	:	
Experience	:	
Address	:	
	: City	
	:	State Country..... PIN Code.....	
Mob. No.	:Ph. No.	
Email Id	: Web Site	

Declaration :

I / we DECLARE that the above information provided by us is TRUE to our best of knowledge. We possess sufficient knowledge to work as a Licensee/ Co- Licensee on behalf of Alma Foundation. We shall follow the directives laid down by Alma Foundation. We, therefore request you to kindly authorize us to work as a Licensee/ Co- Licensee in the area as mentioned above. Please find attached the above relevant documents ✓ ticked in the check list in this regard.

Date :

Place : Signature of Licensee Signature of Partner

STAFF DETAILS : (Attach Address Proof / ID Proof & 2 Passport Size Photographs)

Name of the Faculty	Qualifications	Experience	Contact No.	Email ID

ONLY FOR OFFICE USE: APPROVAL ALMA KIDS PRE-SCHOOL - Centre Code Allotted.....

Development Officer, Alma Foundation-----
Director, Alma Foundation**Section (D) Guidelines and Checklist**

Constitute of NTT Centre: The NTT centre must be legally constituted and registered in the respective state under State Society Act / Central Society Act / Trust Act / Company Act, if choosing multiple units.

(Basic Infrastructure)

Alma Foundation allows the policy of following infrastructure for all categories to suit the basic requirement for the opening of NTT centre at your locality.

(List A)

S.No.	Requirements	No.
1.	Reception	1
2.	Activities Class Room	1
3.	Class Room	3
4.	Knowledge Station	1
5.	Library	1
6.	Wash Room	1

(List B)

S.No.	Requirements	No.
1.	Website	1
2.	Computer System	1
3.	Printer	1
4.	Internet	1
5.	Telephone and Fax	1
6.	Proxy Staffing	1
7.	Counselor	1
8.	Equipments	1
9.	LED Screen	1
10.	DVD Player	1

(Checklist)

Enclosure Check List (Tick ✓ whichever is applicable)

- ☐ Filled & Signed Application Form.
- ☐ Copies of the school / organization / institute name registration as Company, Trust, Society etc.
- ☐ Partnership Deed/ Memorandum of Articles / Association.
- ☐ Filled forms of Co-Licensee / Principal / Faculty of the school / institute / organization.
- ☐ Rent Agreement / Address Proof of the School.
- ☐ Personal Identification (ID Proof) & Address Proof.
- ☐ 2 Passport sized Photographs - Self/ Partner / Principal / Faculty.
- ☐ Bio-data / Profile of the Self / Partner/ Faculty.
- ☐ 2 Stamp Papers of Rs. 500 each for the Agreement on the prescribed stamp papers.
- ☐ Setup- Establishment photos - Exterior & Interior.
- ☐ Others- Please Specify, if any:

Terms & Conditions

Payments: The Licensee shall commence operations only after the payment of appropriate one time License Fee and subsequent Renewal Charges. The Licensee shall pay the amount collected from the applicants against the registration, materials and courseware. Registration fee must be paid within 1 month of fee collection and the material will be dispatched only after receiving the advance amount.

Syllabus: The Licensee shall conduct only the course syllabus as per the guidelines mentioned in the NTT Prospectus. For convenience of the Licensee the courses are made available at the website www.almakids.com | www.alma.in | www.iiml.mu

Website: It is mandatory to develop a website for school / institute / organization.

Sign Board: A prescribed sign-board of NTT should be put on a prominent place at the school/ institute / organization. The design, layout and other instructions are mentioned in the Corporate Manual. In the sign board the school/ institute / organization should use only NTT registered trade mark without any alteration & modification.

Place: The Licensee shall conduct the NTT operations only at the approved place mentioned in the application. Any change of place shall be approved after the payment of fresh License fee, as applicable and subject to the availability of the vacant place and previous deposited License fee would be forfeited, due to failure in opening or running the NTT in the allotted place.

Performance: The Licensee shall achieve the targets set by Alma Foundation Head Office. In case of non-performance the License agreement shall be terminated of the concerned school/ institute / organization.

Financial Audit: All NTT centres will have to follow and assist in regular Annual Financial Audit Process.

The confirmation shall be followed by the Agreement on prescribed Rs. 500 stamp papers.

Staff: The Licensee will submit to the Alma Foundation Head Office. The profile of the faculties to be engaged to conduct the classes at the authorised NTT centre. The staff of the NTT shall be expected to confirm the terms of Alma Foundation as per the agreement. The basic requirement is as under:

Post	No.
Patron / Chairman	1
Principal	1
Teachers	2
Peon	1

Signature of Licensee

Date :

1. Reference

Name.....
Address.....
.....
Contact No.
Signature.....

2. Reference

Name.....
Address.....
.....
Contact No.
Signature.....

Santosh Shukla
Supreme Court, Advocate
Director, Alma Foundation

