



A Government of India Registered an Autonomous Organization, New Delhi

CHECK LIST FOR SUBMISSION OF APPLICATION FORM

Prepare all the details mentioned in Check List and contact us for Centre Inspection.

(Authorization will be given only after receiving the complete documents listed in the Check List)

1.	Request Letter for Franchise with Course Titles in your Letter Pad. (With full details)
2.	Filled Franchise Application Form. (Issued by STED COUNCIL)
3.	Directors resume with ID Proof & 1 photo (Bio-Data).
4.	Details of computers/machinery/lab and related equipments.
5.	List of Faculties/Teaching & Non-Teaching staff with their qualification & experience.
6.	Photograph of your Institute. (Building, Reception, Theory/Class Room, Library, Lab/Practical Workshop etc...).
7.	Is your institute affiliated with any University or Autonomous Society. (If YES send copy of the certificate).
8.	Pay Rs.100 (One Hundred only) for Franchise Application Form.
9.	Indian Non-Judicial Stamp Paper worth Rs.100 (in the name of Director/Centre).
10.	Deposit an amount of Rs. 10,000 (Ten Thousand only) as franchise processing fee as Money Order through Post Office (in favor of STED COUNCIL, SB Tower, Sreemoolam Road, Mele Thampanoor, Thiruvananthapuram 695001, Kerala, South India)
11.	A copy of Brochures/Prospectus/Notice etc... of your centre/institute.
12.	Copy of Rent agreement/Ownership deed of the building.

The said processing and approval charges are non-refundable after the date of approval. In case the proposed centre/site is not found suitable then amount of DD will be refund. Entire process of Franchise will take to complete within 7 to 10 days.

For related query, Please feel free to call

HelpLine : 0471-2323743

Mobile : 9447132311, 9746133743

