



## DOCUMENTS SUBMISSION CHECKLIST

Please use this checklist as a guide to ensure that the documents meet STED COUNCIL requirements.  
Make sure that all documents that are complete, clear and legible.  
Prepare all the documents mentioned in Check List and contact us for centre inspection.  
Authorization will be given only after receiving the complete documents and payment listed.

01.	Request Letter for Franchise in Centre Letter Head (With full details)
02.	Filled Franchise Application Form (Downloaded Copy)
03.	Resume of Authorised person with passport size photo and copy of Aadhaar Card.
04.	List of Faculties/Teaching & Non-Teaching staff with their qualification. (Bio-Data)
05.	Course Name, Duration with detailed syllabus for approval.
06.	Indian Non-Judicial Stamp Paper worth Rs.100 (In the name of Director/Centre).
07.	Photograph of Institute (Main Board View/Building, Reception, Lab, Theory Room, Practical Workshop etc...).
08.	A round stamp seal in the name of centre to affix seal on Inspection & Application Form.
09.	Copy of Brochures/Prospectus/Notice etc... of centre/institute. (If any)
10.	Copy of Rent agreement/Ownership deed of the building.
11.	An amount of <b>Rs.10,000/- (Inspection, Processing &amp; Documentation charge)</b> and <b>Rs.3,750 (Prospectus/Application Form %0 Nos.)</b> . ie; <b>10,000 + 3,750 + 2613 (19% GST) = Rs.16,363</b> as Demand Draft in favor of STED COUNCIL payable at Thiruvananthapuram 695001). shall submitted to the Inspecting Officer along with all documents.

- The said processing and approval charges are non-refundable after the date of approval.
- In case the proposed centre facility and infrastructure is not found suitable then amount of Rs. 11,000 + 2,090 (19% GST) = Rs. 13,090/- will be refund.
- Entire process of franchise will take to complete within 7 to 10 days.
- An amount of Rs. 3,000/- will be charged for re-inspection.

For related query, Please feel free to call  
Help Line Nos : +91 79078 21713, +91 94471 32311  
Office No. : +91 0471-2323743

