

# Center Proposal Form



Regional Center City Center Location..... State.....	District Center Area Center
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**Payment Information (For office use only)**

Mode	Details	Amount	Seal & Signature

Applicant Name.....

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Center Development Manager Name.....

Center Development Manager Code.....

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(Office Use) Center Code.....Issue Date.....

Software Code.....IssueDate.....

**INFORMATION SHEET**

**Fill form in capital letter**

DATE OF PROPOSAL / /

BY HAND .....POST .....

**PERSONAL INFORMATION**

1. NAME .....

2. FATHER'S NAME/HUSBAND NAME .....

3. DATE OF BIRTH / /  AGE  PAN CARD NO.

**4. CONTACT DETAILS**

Mobile No. 1(Register for OTP and Password Reset)

Mobile No. 2  Land Line No with STD. Code

Your E-Mail ID (Register).....

**5. PERMANENT ADDRESS (as per the attached)**

H.No..... Building Name.....Road.....

Area.....City.....District .....

State..... Pin Code  Land Mark.....

**6. CENTER ADDRESS**

Name of Your Center.....H.No.....

Building Name.....Road.....

Area.....City.....District .....

State..... Pin Code  Land Mark.....

Working

Tenure..... Occupation.....

Any Other Registered Center Yes [ ] No [ ] If Yes, Name.....

**ADDRESS FOR COMMUNICATION**

Permanent Address

Center Address

**8. PREMISE LOGISTIC DETAILS (Logistics You Have)**

OFFICE	YES [ ] NO [ ]	COMPUTER	YES [ ] NO [ ]
INTERNET	YES [ ] NO [ ]	PRINTER	YES [ ] NO [ ]
CLASSROOM	YES [ ] NO [ ]	SCANNER	YES [ ] NO [ ]
LAB	YES [ ] NO [ ]	WAITING AREA	YES [ ] NO [ ]

**9. BANK DETAIL**

Bank Name..... Account Holder Name.....

Branch Address & Location.....

Account No..... Pan Card No.

IFSC Code..... MICR Code.....

**10. NOMINEE DETAILS**

S.NO.	NAME	RELATION	AGE	CONTACT DETAILS

**11. YOUR ACADEMIC QUALIFICATION**

S.NO.	UNIVERSITY/BOARD NAME	YEAR OF PASSING	SUBJECT	DIVISION

Center Development Manager Signature

Applicant Signature

**CHECKLIST OF DOCUMENTS FOR CENTER OPENING**

<b>1. Proposal Hard Copy</b> (Your First Step for Joining)	<b>Compulsory</b>	YES [    ]	NO [    ]
<b>2. PAN Card (Compulsory)</b>	<b>Compulsory</b>	YES [    ]	NO [    ]
<b>3. Identity Proof</b>	<b>Compulsory</b>		
a. Driving License		YES [    ]	NO [    ]
b. Passport		YES [    ]	NO [    ]
c. Voter ID		YES [    ]	NO [    ]
f. Aadhar Card		YES [    ]	NO [    ]
<b>4. Address Proof</b>	<b>Compulsory</b>		
a. Driving License		YES [    ]	NO [    ]
b. Passport		YES [    ]	NO [    ]
c. Ration Card		YES [    ]	NO [    ]
d. Rent Agreement (Not more than one year old)		YES [    ]	NO [    ]
e. Land Line Bill (Not more than 3 months old)		YES [    ]	NO [    ]
f. Light Bill (Not more than 3 months old)		YES [    ]	NO [    ]
g. Mobile Bill (Not more than 3 months old)		YES [    ]	NO [    ]
h. Aadhar Card		YES [    ]	NO [    ]
i. Voter ID		YES [    ]	NO [    ]
<b>5. Qualification Proof</b>	<b>Compulsory</b>		
a. 10th,12th & Graduation Mark sheet		YES [    ]	NO [    ]
b. Academic Education Proof Document		YES [    ]	NO [    ]
c. Professional Education Proof Document		YES [    ]	NO [    ]
<b>6. Photos (5 Passport Size)</b>	<b>Compulsory</b>	YES [    ]	NO [    ]
<b>7. About MOU Minimum Rs.500</b> a.Rs. 500/- stamp for MOU Rs 100/- stamp for AFFIDAVIT	<b>Compulsory</b>	YES [    ]	NO [    ]
<b>8. Bank Details</b>	<b>Compulsory</b>		
a. Bank Cancel Cheque Compulsory		YES [    ]	NO [    ]
<b>9. Center Area Details (Total covered area in Sq. ft.)</b> .....			
a. Classrooms	Qty.....	Rooms Size n(Sq. ft.).....	
b. Computer Lab	Qty. ....	Rooms Size(Sq. ft.).....	
c. Computers	Qty.....	Configuration.....	
d. Printers & Scanners	Qty.....	Company.....	
e. Internet Connections	Qty.....	Name.....	
f. Waiting Area	Qty.....	Size(Sq. ft.).....	
g. Washrooms	Qty.....	Individual for Boys & Girls.....	
h. Counseling Room	Qty.....	Room Size(Sq. ft.) .....	

Date.....

Of · cer Signature

Center Development Manager Signature

Applicant Signature

## **9. PARTNER DESCRIPTION(In caseTaxway EDU Centreis a partnership firm)**

- 9.1 Party 2 agrees that the number of partners are to be declared at the time of entering the Agreement and cannot be increased afterward.
- 9.2 Party 2 agrees that the address of the centre holder will be same in the partnership documents.
- 9.3 Party 2 agrees that Partners cannot run parallel branches of the same agency.
- 9.4 Party 2 agrees that Partnership deed has to be submitted by the partners to get the centre (in which role of duties, investment & other important details are written)
- 9.5 Partnership bank A/C will be of the firm.
- 9.6 Party 2 agrees that signatures of all the partners are required on Agreement in case of partnership deed.
- 9.7 Partnership firm will communicate with the Party 1 through a single mobile no. and email ID generated by the Party 1.
- 9.8 Party 2 understands and agrees that the Partnership firm is free to print its name in addition to Party 1 on the stationary used for the purpose of carrying out the business under this Agreement.

### **TAXWAY EDU CENTER ACQUISITION ROADMAP**

The Center Holder is required to complete the below stated steps for the acquisition of TAXWAY EDU Center and its smooth functioning:

**STEP 1.** You will receive a Temporary Center Proposal Code through which you can track your proposal / application status. Obtain the Temporary Center Proposal . from the Center Distribution Manager (CDM) which will be sent to you on your registered mobile number.  
Through this Temporary Center Proposal Code. you will be able to fill up the form and available on our website [www.taxwaycollege.com](http://www.taxwaycollege.com)

**STEP 2.** While filling up the form, a clear scanned copy of all the documents mentioned in the checklist has to be attached along with the Center fee payment details.

**STEP 3.** The Original Center Opening Form, MOU, Passport size photographs and all the self-attested documents (as per checklist points1-9) along with the payment details have to be sent in hard copy to the TAXWAY EDU Head Office on the following address:

**TAXWAY COLLEGE EDUCATIONAL FOUNDATION TAXWAY BUILDING,  
JEEVAN JYOTI, DANMAL MATHUR COLONY, GULABBARI, , AJMER  
305001 (RAJASTHAN)**

**STEP 4.** As soon as all the documents are received in the HQ and verified, Original Center Code will be provided to you

**STEP 5.** You can get the Online Training from the H.Q.

**STEP 6.** After the online training you can attend the 1 day (according product) intensive training session at the HQ and appear in the assessments.

**STEP 7.** Within 15 days of filling and submitting FORM 9, you will receive the Taxway EDU stationary and advertisement material along with the Authentication Certificate, Through which you will be able to associate properly with taxway EDU in the long run.

**Center Development Manager Signature**

**Applicant Signature**

## **TAXWAY CENTER STARTUP & ALLOTMENT RULES / GUIDELINES**

- Proposal Form, Documents, Photograph and MOU should be submitted in hard copy within 7 days of applying.
- Stationary will only be issued after receiving the full amount along with due Taxes to be paid to the Government and the receipt of Original MOU.
- In case of any incomplete information or missing signature in the form, Center Code will not be issued.
- Stationary will be provided only on the receipt of Form 9 pertaining to the applicable TAXWAY EDU
- TAXWAY EDU will not bear the cost of additional member in the training without permission and the additional cost will have to be paid before training.
- No partner will exist in the project.
- All the information in relation to the documentation like the photographs of the center and the other required documents have to be sent in advance and if verified and passed by the Taxway then only the center will be issues and the code will beprocessed.
- No verbal commitment or promise shall be treated as actionable on the part of TAXWAY EDU even if it is done by any representative of TAXWAY EDU. It is clearly understood by the Center that if there is any commitment or promise to be made between the Center and TAXWAY EDU, it has to be through official email or in writing.
- TAXWAY EDU in context to the student's responsibilities will have to perform administrative functions, such as TAXWAY EDU branding, authentication to make relationship with students, documentation, training for marketing and courses knowledge, service on courses, support for courses. Center will approach, create and maintain relation with students, generate business, timely services to students, other marketing work such as sales and market expansion collect document from students. Center in context to center business will have to create
- / submit admissions / inquiry on center's software and make payment on confirm students and providing related documents whenever students get admitted.
- The center owner acknowledges that he/she is taking the center for the sole purpose of earning profits from the work done by him/her. The amount paid to Taxway College Educational Foundation will include the processing amount. In return TAXWAY EDU will extend training / stationery / advertisement material / website & software / application facilities and other day to day business support. It is fully understood by the center owner that the paid amount will not be repaid or refunded and is also nontransferable.
- The Center owner declares that it is financially competent enough to take the center and manage and pay the amount to take the center on his/her own.
- BRANCH OPENING STATIONERY COURIER CHARGES (ONE TIME) will be provided by TAXWAY.

## **TRAINING RULES & REGULATIONS**

- 1). On the day of training we will provide following items for fooding like:-  
Breakfast: - 9:00 am to 9:30 am  
Lunch: - 2:00 pm to 2:30 pm  
Dinner: - 7:30 pm to 9:00 pm  
Note: - Fooding will be as per our Taxway norms
- 2) We are not responsible for any theft and loss of your bag, item etc.
- 3) No room service will be provided you during accommodation.
- 4) You have to take care of hotel room assets.
- 5) You will receive water bottle inside the room.
- 6) For fooding and refreshment you have to present at cafeteria or campus garden.
- 7) You will receive bed tea in room @ 7:00 am onwards only.
- 8) Room allotment will be done only from our side. We can't entertain your choice because we have multiple training system on one particular day.
- 9) We don't have pick-up facilities but you can avail this at the time of leaving Taxway.
- 10) If you want some snacks or some edible items then you can order from our kitchen for this service or items you have to pay.

### **Declaration**

I, \_\_\_\_\_ have read all the Rules & Regulations/Process mentioned above and fully understood them. I agree to fully abide by them. If found in breach of the above mentioned guidelines & rules, Taxway can take action against me and cancel my taxway EDU center with Taxway.

**Center Development Manager Signature**

**Applicant Signature**