



# AP Tech Computer Institute

(An I.T & Vocational Training Awareness Programme)

Initiated By: AP Tech Computer I.T. & Educational Development (India)

*An Autonomous National Organization for I.T, HRD & Literacy Works*

**An ISO 9001:2015 Certified Organization**

Certified/Licensed by Central Govt. of India Central Registration Center Certificate of  
Incorporation Vide License. No. AS02D0000875

Photograph of  
Centre Head

## APPLICATION FOR CENTRE AUTHORIZATION

**(Use Capital Letters)**

**1. Name of Centre/Institutions/Organizations/NGO** \_\_\_\_\_

**2. Name of Owner/President/Director** \_\_\_\_\_

S/o, D/o, W/o \_\_\_\_\_ D.O.B \_\_\_\_\_

**3. Address of Centre/Institutions/Organizations/NGO**

Near \_\_\_\_\_

Village/Town/City \_\_\_\_\_ P.O. \_\_\_\_\_

Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_

State \_\_\_\_\_ Pin Code \_\_\_\_\_ Ph.No \_\_\_\_\_

Mobile No/s \_\_\_\_\_ Fax No \_\_\_\_\_

Active Email Address/s \_\_\_\_\_ Whatsapp Mobile No \_\_\_\_\_

**4. Correspondence/Postal Address of Institutions/Organizations/NGO**

Near \_\_\_\_\_

Village/Town/City \_\_\_\_\_ P.O. \_\_\_\_\_

Tehsil/Taluka \_\_\_\_\_ Distt \_\_\_\_\_

State \_\_\_\_\_ Pin Code \_\_\_\_\_ Ph.No \_\_\_\_\_

Mobile No/s \_\_\_\_\_ Fax No \_\_\_\_\_

Active Email Address/s \_\_\_\_\_ Whatsapp Mobile No \_\_\_\_\_

**5. Date Opening Centre/Institutions/Organizations/NGO** \_\_\_\_\_

6. Detail of Centre Infrastructure/Machinery/Equipment.

[A] No. of Computers/Machines (Required Min. 3 to 5) \_\_\_\_\_ [B] No. of Chairs (Required Min.10) \_\_\_\_\_

Signature of Centre Head	Left thumb Impression of Cen	Date of Submission	Place

Centre Head/Owner/Director Profile

Centre Head Name		Centre Head/Owner Color Photo
Centre Head Father/Husband Na		
Date of Birth		
Religion		
Gender (Male/Female)		
Language Known		
Centre Head Permanent Address (Street/Sector/Village, Post Office, Tehsil/Taluka/City, District, State, Pin Code)		
Qualifications (Attach Copies of Certificates)		
Experience (If any)		
Active Email-ID		
Centre Landline Number or Mobile No.		
Centre Head WhatsApp Mobile N o		
Centre Head Active Email IDs		

Signature of Centre Head	Left thumb Impression of Cent	r Date of Submission	Place

## Declaration by Centre Head

I/We.....S/o,D/o,W/o.....  
.....Aged.....R/o.....Permanent Address.....  
.....Pin Code.....  
Ph.No.....Mob.....EmailID.....

### Solemnly Affirm & Declare As Under:

1. That I/We, have established/opened Centre at \_\_\_\_\_  
\_\_\_\_\_ 2  
. Name of my/our centre is \_\_\_\_\_
3. That I/We, have established/opened above mentioned Centre/Institute/NGO on (date)\_\_\_\_\_.
4. That I/We have fulfilled all requirements to run authorized (**Software Zone/Hardware Zone/Teacher Training Zone/Vocational Zone/All Zone Courses**) \_\_\_\_\_Centre/s or Course/s under **AP Tech Computer** (An I.T & vocational Training Program me I.T & Educational Development) in my/our centre/Institute/NGO.
5. That **AP Tech Computer** shall issue authorization to run abovementioned zone/s courses, for abovementioned single location/address of my/our centre & the same authorization shall not applicable to my/our franchise/branch at different locations, for this, I/we shall separately  
submit new application for centre authorization for that franchise/branch at different location/address, The Branch Should not deal  
with any other organization on behalf of itself
6. That I/We shall remain liable for every due towards E-Max in every circumstance
7. That **AP Tech Computer** has no sharing in student Admission fee/tuition fee/exam fee & all said fees will be prescribed/decided by me/us in my/our centre as per investment, infrastructure facilities, student & teacher ratio, backwardness & geographical condition of my/our area. **AP Tech Computer** shall not be held responsible if any dispute arises for said fees & I/We shall be solely liable for the same. **AP Tech Computer** shall charge onetime nominal registration fee as per the duration of course/s per student/s.
8. That **AP Tech Computer** shall not invest/has not invested in my center/Institute set up, So all Investments, expenses and formalities relating to operation of my/our centre shall be managed & borne by me/us such as- computer systems, centre furniture, centre teacher's salary, centre building (rented/self owned), educational legal Softwares, Centre Audit, Centre ITR, Centre Taxes (all types), local  
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level NOC etc.
9. That I/We shall get student/s diploma/certificate via post at my/our centre/postal address, which are certified/issued under I.T. Vocational Training programme of E-Max Education
10. That all types of payments paid, to be paid to **E-Max**, shall not be refundable in any case, whatsoever.
11. That **AP Tech Computer** shall not be liable for any commitment or any scheme or any advertisement or tie-up, with students, govt., corporate, universities, public & other organizations of same nature, which I/We run on my/our personal level in my/our centre.
12. That I/We found involve in any criminal, financial, social or any other offence then the authorization of my/our centre shall  
automatically come to an end.

- 13.** That the authorization of my/our centre/Institute/NGO shall be valid from \_\_\_\_\_ & the same shall be renewed in the month of March every year (before 31st of said Month) if I/We fulfill the condition applied for the said renewal.
- 14.** That **AP Tech Computer** shall have full right to update/modify/change/add, any rules & regulations pertaining to my/our centre association/authorization/activation with **AP Tech Computer**.
- 15.** That I/We have read and understood the rules & regulations of the E-Max & accept the same. In case of infringement/non compliance by me/us, of any rules & regulations made in any application/form/document/file/webpage of emaxindia.in of E-Max, then, Director of E-Max shall have full right to take decision upon further activation/authorization of my/our centre & in this regard, his decision shall be acceptable to me/us.
- 16.** All the Data regarding the branch office should be sent on the E-Mail of the head office in excel sheet format before 10th of every month 16. At least 30 Admission Should be done in a Financial Year
- 17.** All the Dues Should be submitted in the head office before 10th of every Month
- 18.** ID-Cards are Compulsory for Teachers as well as for students.
- 19.** Any Center Head (Branch) will not create any page on social site in the Name of E-Max Education & Not Create any Website with the Name of E-Max Education, if any center found to be doing this then its franchise will be canceled & the law will be taken against his.
- 20.** If any Person found guilty in any wrong doings in the branch, then Head of the Branch Head will be responsible for those wrong doings and head office will not take any responsibility for those offences

Only after complete satisfaction, this declaration is being made which can be used for legal purposes as and when necessary against me/us. In the event of any dispute/matter, it will be settled by the committee appointed by the **AP Tech Computer -HR** & its decision will be binding on all concerned or at the court (HR) & I/we will be liable to all the expenses.

Therefore, I/we \_\_\_\_\_ Hereby declare & accept that the information furnished in this Declaration from and the information furnished in the Application for Centre Authorization & Centre head Profile for running courses under I.T & Vocational Training Programme of E-Max are true to the best of my/our knowledge and belief and & will remain in force, binding & acceptable on me/us, my/our successor for the period of my/our center's association with the **AP Tech Computer**.

Signature of Centre Head	Left thumb Impression of Centre Head	Date of Declaration	Place

**Note: Enclose/Attach the following documents along with this Application form:**

**1. Attach-** Centre Head/Owner/President/Director, Qualification copies, ID Proof- Aadhar Card, Voter Card.

**2. Attach-** Centre Front Photo, Centre Rooms/Lab Photo (If Centre Accommodation is not ready then send via email mentioned photos with in One Month from the date of centre authorization)

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