



**Following Documents To Be Attach With Application Form:**

Sr. No.	PARTICULARS	Yes	No
1.	Copy of Society and Trust registration certificates.		
2.	If Private Limited company please attach a copy of Memorandum of association and Article of Association.		
3.	Copy of PAN certificates of your trust / society/ Co. / Institute.		
4.	Copy of PAN certificate of the owner of the Institute / President.		
5.	If your Premises is on rent, please attach rent or lease deed, if your premises is owned by you, please attach ownership / registry / allotment papers.		
6.	Please also attach a copy of owner's Voter ID / Passport / Driving License of owner / Director.		
7.	Photograph of Director/President.		
8.	Map of Building.		
9.	Map, How to reach institute by Road.		
10.	List of Staff Members.		

After the completion of all these formalities, within 15 days Centre will be declared.

**Place :**

**Signature of the Head of Institution**

**Date :**

**Name & Seal**

Form No.....

To,  
The Secretary  
National Board of Open School, INDIA  
Delhi NCR

Dear Sir,

We wish take affiliation (Type of affiliation see chapter VIII) of the board thereby we are submitting this application form. We certify that we have very well understood our responsibilities and the implications of the scheme. We undertake to follow all the instructions issued by the board from time to time. We assure to follow all the rules and regulations, terms, conditions and norms of the board. We further assure you to that we will try our level best to provide quality education to fulfill the objectives of the board.

Authorized Signatory of the Authorized Signatory of the

Institution Society/Trust/Company

Name: ..... Name: .....

Designation..... Designation.....

Signature & Seal with date: .....

Signature & Seal with date .....

Note: This letter must be typed / photocopied on the letterhead of the Institution and attached at the top of application form.

NOTE: (Please read the following instructions carefully before filling in the form.)

1. Go through the constitution of board, rule & regulations & all other information related to board, as there is no provision of affiliation fees refunding.
2. Use only prescribed Application Form.
3. Type/Write in Block/Capital letters only.
4. To be submitted along with self certified photocopies of the documents and enclosures.
5. Separate forms are to be used for Institutions having different premises/Locations/branches.

**DETAILS OF THE INSTITUTION :**

Name of the Institution : .....

Name of the Director of the Institution : .....

Year of the Establishment of the Institution : .....

Address : .....

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City : ..... Distt.: ..... State.: .....

Pin Code : .....

Phone No. with STD code : .....

Mobile No : .....

Fax No. : .....

E-mail address : .....

Website address if any : .....

Population of the city : .....

**THE SOCIETY/TRUST/COMPANY GOVERNING THE INSTITUTION**

a. Name :.....

b. Registered Address : .....

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c. Year of establishment : .....

d. Registration Number : .....

e. Registering Authority : .....

f. List of Office Bearers:

President : .....

Vice-President : .....

Secretary : .....

Treasurer : .....

g. Phone No. with STD code : .....

h. Fax No. : .....

i. Email Address : .....

j. Objectives of the Society/Trust/Company :

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**INFRA STRUCTURAL DETAILS OF THE INSTITUTION:**

Description of Rooms Area in sq.ft.

(A) Director Room : .....

(B) Faculty Room : .....

(C) Office : .....

(D) Library and Reading room : .....

(E) Computer Laboratory : .....

(F) Class Rooms :

1. ....

2. ....

3. ....

4. ....

(G) Reception : .....

(H) Toilets for Boys/Girls : .....

(I) Parking Area : .....

(J) Girls/Boys Common room : .....

Total Area in Sq. Ft. : .....

Facilities of Computer, peripherals and communication devises

(i) Number of Computers : .....

(ii) LCD Projector and LCD screens : .....

(iii) Number of Printers with Details of each : .....

(iv) Number of Scanners : .....

(v) Details of Internet Facilities : .....

(vi) Details of Networking : .....

(vii) Teleconferencing Facility : .....

(viii) : .....

(ix) : .....

**Finances**

1. Financial capability and strength of the Institution : .....

2. Source of Finances : .....

**Declaration :**

1. I / We certify that all the information given above and in the preceding pages signed by me / us is / are complete and correct.

2. I / We declare that the institute will abide by all the rules and directions of National Board of Open School India (NBOSI) given time to time.

3. I / We declare that I / We am / are authorized to sign on behalf of my organization and that my directors and shareholders / members (were relevant) are in total agreement of my / our application.

4. In case of any information furnished by me / us is found wrong or incomplete, I / We declare that the institute may be derecognized and is also open to any action as per law.

5. I / We undertake not to do any advertisement of our own in print / electronic media without the prior written permission of NBOSI.

6. I / We hereby undertake that if it is ever found that the Institution is not able to run as per the norms, rules and procedures laid down by NBOSI, shall be free to withdraw the study centre recognition.

7. I / We understand that NBOSI reserve the right to terminate the study centre registration if it is found that I / We have knowingly made a false declaration in the form.

8. I / We understand that the approval of my / our institution as Study Centre shall be done as per the norms of the NBOSI.

9. I / We understand that NBOSI reserve the right to reject the application without assigning any reason.

10. I / We understand that the Study Centre is approved for FIVE years only, subject to subsequent renewal.

**Place :**

**Signature of the Head of Institution**

**Date :**

**Name & Seal**