

## Application Process

### **Step 1: Document and Proposal Evaluation Fees Collection (Day 0)**

Collection of following documents from the applicant:

- Constitutional documents (e.g., MOA, AOA, and Incorporation Certificate).
- Registration documents (e.g., Aadhaar Card / PAN of the directors, PAN/GST certificate of company, Startup India etc.).
- Collection of proposal evaluation fees.
- PAN Card of the entity.
- Course Curriculum for Proposed Courses.
- Business Plan for the Next 3 Years
- Entity Deck
- Placement tie-ups
- Audited financial statements for the last 3 years.
- Business premises documents:
  - Rental agreement, lease deed, etc., if rented.
  - Registration papers/tax receipts, etc., if owned.

### **Step 2: Documents Review and Verification (Day 2 to Day 4)**

- Checking up and evaluation of the above-mentioned documents.
- Analysis of the Programs proposed by the applicant.
- Strategic Alignment discussion under the partnership.
- Virtual Inspection of the training centers proposed by the applicant.

### **Step 3: Preparation of Term Sheet (Day 5 to Day 6)**

- Preparation of term sheet based on the evaluation outcomes.
- Commercial negotiation and Finalization of key terms of partnership.
- Obtaining internal approval.

### **Step 4: Post-Approval Actions (Day 7 to Day 8)**

- Sharing the Term Sheet with applicant (Applicant generally share the term-sheet in one day).
- Payment of Year 1 Partnership Affiliation Fee.

### **Step-5: Agreement (Day 9 to Day 12)**

- Request is raised with the Legal team to provide the NFA number and stamp duty number.
- Once the stamp duty and NFA number are received, the agreement is sent for zoho sign from senior management. After the agreement is signed, it is shared with the applicant for their signature.

**Step 6: Onboarding as NSDC Partner (Day 13 to Day 14)**

- After the agreement is signed, the partner is connected to the operations team who onboard the partner on Skill India Digital Hub.
- Once the onboarding procedure is completed, the partner receives the Certificate of Partnership.