THE INSTITUTE OF CO-OPERATIVE MANAGEMENT FOR AGRICULTURE & RURAL DEVELOPMENT

Training Institute of The WBSCARD Bank Ltd.
Website: www.icmard.org

Guidelines for Online Application
Registration Process

Please Read the "Expression of Interest" carefully before proceeding for Registration

The following steps are required to fill up the online application form:

1. Every Applicant (Individual and Training Agency) must have valid Email Id for login and verification.
2. Please make sure the Non-Refundable Application Fee has been paid by NEFT/ RTGS/ IMPS to the Bank Account stated in the "**Expression of Interest**".
3. Keep the UTR No./ Transaction No. and Date of Transaction handy.
4. **Ensure all the required documents are scanned in PDF/ JPG format as stated below.**
5. **For Organisations-** Ensure that the Soft Copy in MS Excel of the following 2 formats are duly filled up and ready to be uploaded

    a. **TRAINER DETAILS**
    b. **AVAILABLE INFRASTRUCTURE DETAILS**

6. Visit the Registration Page on www.icmard.org.
7. Enter the required information in the Registration Page.
8. Read the EoI and click on the "ACCEPTED" button to proceed.
9. Fill the online form along with uploading of the documents.
10. Click on the Checkbox beside "Declaration" and then Submit the form by clicking on the SUBMIT button.
11. An E-mail containing application number and login ID information will be forwarded to your registered email ID.
12. Note: Please note down the application number carefully as you need to essentially mention it in all your future correspondence queries related to your application form.

13. For any Technical Support- **Contact: 94333 25259** [Timings 10.00 am to 5.00 pm except Sundays and Holidays]

DOCUMENTS TO BE SUBMITTED
A. Individual Applicants

Applicant Type	Documents	Format	Size
INDIVIDUALS	1. Photo	JPG	50 KB
	2. PAN Card	PDF	50 KB
	3. Aadhaar Card/ Voter ID/ Passport	PDF	50 KB
	4. UDYAM Registration (Optional)	PDF	50 KB
	5. Artisan Card (Optional)	PDF	50 KB
	6. Certificate of Highest Educational Qualification	PDF	50 KB
	7. Certificate (s) of Highest Professional Qualifications in the Trades Applied for- all trades for which the candidate submitted application	PDF	50 KB
	8. Certificate of Recognition/ Empanelment/ Affiliation (Optional)- Maximum- 5 Nos.	PDF	50 KB
	9. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	10. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	JPG	50 KB
	11. Scan of Full Signature	JPG	50 KB

B. Organisations

Type of Organisation	Documents	Format	Size
Proprietor	1. Valid Trade License	PDF	50 KB
	2. Photo of the Proprietor	JPG	50 KB
	3. Aadhaar Card of the Proprietor	PDF	50 KB
	4. PAN Card/ TAN	PDF	50 KB
	5. GSTIN (Optional)	PDF	50 KB
	6. UDYAM Registration (Optional)	PDF	50 KB
	7. **Address Proof:** Utility Bills in the name of proprietary concern	PDF	50 KB
	8. Vision & Mission Document of the Organisation	PDF	50 KB
	9. Organizational Structure	PDF	50 KB
	10. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	11. Income Tax Return – Last 1 Assessment Years	PDF	50 KB
	12. Audited Balance Sheet & P/L Accounts- Last 1 Years	PDF	50 KB
	13. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.	PDF	50 KB
	14. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	15. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	16. TRAINER DETAILS- as per the Prescribed Format	MS Excel	50 KB
	17. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	18. Scan of Full Signature of the Authorised Signatory	JPG	50 KB
Partnership Firm	1. Registration Certificate	PDF	50 KB
	2. Valid Trade License	PDF	50 KB
	3. **Address Proof:** Utility Bills in the name of partnership concern (Telephone Bill/ Electricity Bill)	PDF	50 KB
	4. Partnership Deed	PDF	50 KB
	5. PAN Card/ TAN	PDF	50 KB
	6. GSTIN (Optional)	PDF	50 KB
	7. UDYAM Registration (Optional)	PDF	50 KB
	8. Vision & Mission Document of the Organisation	PDF	50 KB
	9. Organizational Structure	PDF	50 KB
	10. Photos of the Partners	JPG	50 KB
	11. Aadhaar Cards of the Partners	PDF	50 KB
	12. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	13. Income Tax Return – Last 1 Assessment Year	PDF	50 KB
	14. Audited Balance Sheet & P/L Accounts- Last 1 Year	PDF	50 KB
	15. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.	PDF	50 KB
	16. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	17. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	18. TRAINER DETAILS- as per the Prescribed Format	MS Excel	50 KB
	19. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	20. Scan of Full Signature of the Authorised Signatory	JPG	50 KB

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Type of Organisation	Documents	Format	Size
Society/ NGO/ Trust	1. Registration Certificate	PDF	50 KB
	2. **Address Proof:** Utility Bills in the name of concern (Telephone Bill/ Electricity Bill)	PDF	50 KB
	3. MoA of the Society/ Deed of Trust	PDF	50 KB
	4. PAN Card/ TAN	PDF	50 KB
	5. GSTIN (Optional)	PDF	50 KB
	6. UDYAM Registration (Optional)	PDF	50 KB
	7. Vision & Mission Document of the Organisation	PDF	50 KB
	8. Organizational Structure	PDF	50 KB
	9. Photos of the Secretary / Directors	JPG	50 KB
	10. Aadhaar Cards of the Secretary / Directors	PDF	50 KB
	11. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	12. Income Tax Return – Last 1 Assessment Year	PDF	50 KB
	13. Audited Balance Sheet & P/L Accounts- Last 1 Year	PDF	50 KB
	14. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.	PDF	50 KB
	15. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	16. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	17. TRAINER DETAILS- as per the Prescribed Format	PDF	50 KB
	18. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	19. Scan of Full Signature of the Authorised Signatory	JPG	50 KB
Private Limited Company	1. Registration Certificate	PDF	50 KB
	2. Valid Trade License	PDF	50 KB
	3. **Address Proof:** Utility Bills in the name of the concern (Telephone Bill/ Electricity Bill)	PDF	50 KB
	4. Certificate of Incorporation under Company Registration Act	PDF	50 KB
	5. PAN Card	PDF	50 KB
	6. TAN	PDF	50 KB
	7. GSTIN (Optional)	PDF	50 KB
	8. UDYAM Registration (Optional)	PDF	50 KB
	9. Vision & Mission Document of the Organisation	PDF	50 KB
	10. Organizational Structure	PDF	50 KB
	11. Photos of minimum of two Directors	JPG	50 KB
	12. Aadhaar Cards of the Directors	PDF	50 KB
	13. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	14. Income Tax Return – Last 1 Assessment Year	PDF	50 KB
	15. Audited Balance Sheet & P/L Accounts- Last 1 Year	PDF	50 KB
	16. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.		
	17. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	18. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	19. TRAINER DETAILS- as per the Prescribed Format	MS Excel	50 KB
	20. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	21. Scan of Full Signature of the Authorised Signatory	JPG	50 KB

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Type of Organisation	Documents	Format	Size
Public Limited Company	1. Registration Certificate	PDF	50 KB
	2. Valid Trade License	PDF	50 KB
	3. **Address Proof:** Utility Bills in the name of the concern (Telephone Bill/ Electricity Bill)	PDF	50 KB
	4. Certificate of Incorporation under Company Registration Act	PDF	50 KB
	5. PAN Card	PDF	50 KB
	6. TAN	PDF	50 KB
	7. GSTIN (Optional)	PDF	50 KB
	8. UDYAM Registration (Optional)	PDF	50 KB
	9. Vision & Mission Document of the Organisation	PDF	50 KB
	10. Organizational Structure	PDF	50 KB
	11. Photos of minimum of two Directors	JPG	50 KB
	12. Aadhaar Cards of the Directors	PDF	50 KB
	13. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	14. Income Tax Return – Last 1 Assessment Year	PDF	50 KB
	15. Audited Balance Sheet & P/L Accounts- Last 1 Year	PDF	50 KB
	16. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.	PDF	50 KB
	17. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	18. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	19. TRAINER DETAILS- as per the Prescribed Format	MS Excel	50 KB
	20. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	21. Scan of Full Signature of the Authorised Signatory	JPG	50 KB
Cooperative	1. Registration Certificate	PDF	50 KB
	2. **Address Proof:** Utility Bills in the name of the concern (Telephone Bill/ Electricity Bill)	PDF	50 KB
	3. Bye Law of the Cooperative	PDF	50 KB
	4. PAN Card	PDF	50 KB
	5. TAN (Optional)	PDF	50 KB
	6. GSTIN (Optional)	PDF	50 KB
	7. UDYAM Registration (Optional)	PDF	50 KB
	8. Vision & Mission Document of the Organisation	PDF	50 KB
	9. Organizational Structure	PDF	50 KB
	10. Photo of the Highest Authority of the Cooperative	JPG	50 KB
	11. Adhaar Card of the Highest Authority of the Cooperative	PDF	50 KB
	12. Scan of the Cheque of the Bank Account in the name of the organisation	PDF	50 KB
	13. Income Tax Return – Last 1 Assessment Year	PDF	50 KB
	14. Audited Balance Sheet & P/L Accounts- Last 1 Year	PDF	50 KB
	15. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos.		
	16. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	17. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	18. TRAINER DETAILS- as per the Prescribed Format	MS Excel	50 KB
	19. AVAILABLE INFRASTRUCTURE DETAILS – as per Prescribed Format	MS Excel	50 KB
	20. Scan of Full Signature of the Authorised Signatory	JPG	50 KB

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Type of Organisation	Documents	Format	Size
Self Help Group	1. Photographs of Group Leader and Associate Leader	JPG	50 KB
	2. Aadhaar Cards of the Group Leader and Associate Leader	PDF	50 KB
	3. Scan of the First Page of the Passbook of the Savings/ Flexi Account of the Group in the Bank/ Cooperative	PDF	50 KB
	4. Statement of the Savings/ Flexi Account of Last 6 Months	PDF	50 KB
	5. Scan of Proceedings of the 1st Group Meeting	PDF	50 KB
	6. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos. (Optional)	PDF	50 KB
	7. Work Order / Completion Certificate of Training Programmes conducted under Govt. Organisations/ Reputed Non-Govt. Organisations in last 3 years – Maximum- 3 nos.	PDF	50 KB
	8. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	9. TRAINER DETAILS- as per the Prescribed Format	PDF	50 KB
	10. Scan of Full Signature of the Authorised Signatory	JPG	50 KB
Govt. / Semi Govt. Organisation	1. Registration Certificate	PDF	50 KB
	2. Address Proof: Utility Bills in the name of the concern	PDF	50 KB
	3. PAN	PDF	50 KB
	4. GSTIN (Optional)	PDF	50 KB
	5. Vision & Mission Document of the Organisation	PDF	50 KB
	6. Organizational Structure	PDF	50 KB
	7. Scan of the Cheque of the Bank Account in the name of the organisation		
	8. Certificate of Recognition/ Affiliation/ Empanelments – Maximum- 5 Nos. (Optional)	PDF	50 KB
	9. Photos of Training Programmes/ Awards Received (Optional) - Maximum- 3 Nos.	PDF	50 KB
	10. TRAINER DETAILS- as per the Prescribed Format	PDF	50 KB
	11. Scan of Full Signature of the Authorised Signatory	JPG	50 KB