EXPRESSION OF INTEREST (EOI)

EMPANELMENT OF ARCHITECTS & ARCHITECTURAL CONSULTANCY FIRMS

For professional services in relation to projects aligned with the Master Plan for Delhi @ 2047 (MPD @ 2047)

Issued by:	**FORUM OF FINANCIAL INITIATIVES (FFI)**
Registered office:	304, Third Floor, 56 Eros Apartment, Nehru Place, New Delhi- 110019
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1. INVITATION AND PURPOSE

FORUM OF FINANCIAL INITIATIVES (FFi) invites Expressions of Interest from eligible, qualified and experienced Architects and Architectural Consultancy Firms for inclusion in its independent professional panel (the "Panel"). The Panel is intended to support the Organisation in identifying professionals for potential architectural, planning, design, documentation and allied consultancy assignments relating to projects that may be aligned with the objectives and applicable provisions of the Master Plan for Delhi – 2047 ("MPD@2047").

The MPD@2047 reference is used only to describe the broad planning context of potential projects. Each project shall be assessed on its own site-specific facts, land-use status, applicable statutory controls, approvals and the laws and policies in force on the relevant date.

2. DEFINITIONS AND INTERPRETATION

2.1 Applicant. means an individual Architect or Architectural Consultancy Firm submitting an application under this EOI.

2.2 Empanelled Professional. means an Applicant whose inclusion in the Panel has been confirmed in writing by the Organisation.

2.3 Project Assignment. means a specific professional engagement offered by the Organisation and accepted by an Empanelled Professional through a separate written work order, consultancy agreement or engagement letter.

2.4 Applicable Law. means all laws, rules, regulations, development controls, building bye-laws, professional standards, notifications, directions and binding requirements applicable to the relevant professional service or Project Assignment, as amended or replaced from time to time.

2.5 Interpretation. headings are for convenience only. The singular includes the plural and vice versa. In case of inconsistency between this document and a Project Assignment, the Project Assignment shall prevail only for that particular assignment to the extent of the inconsistency.

3. OBJECTIVES OF THE PANEL

- Create a transparent and professional database of qualified Architects and Architectural Consultancy Firms.
- Identify suitable professionals for potential architectural, urban design, planning and related consultancy assignments.
- Encourage sustainable, inclusive, safe and context-sensitive design practices, where relevant to the project brief.

- Promote professional accountability, statutory compliance and quality of technical submissions.
- Enable project-specific engagement based on capability, experience, availability and the requirements of each assignment.

4. NATURE AND LEGAL STATUS OF EMPANELMENT

- Empanelment is an administrative shortlisting arrangement maintained by the Organisation for its own potential professional requirements. It does not create an agency, partnership, joint venture, employment, franchise or fiduciary relationship between the Organisation and an Empanelled Professional.
- Empanelment does not guarantee any work, minimum number of assignments, revenue, exclusivity, retainer, project allocation or continued engagement.
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5. INDICATIVE SCOPE OF PROFESSIONAL SERVICES

Subject to the nature of each Project Assignment, the Organisation may invite Empanelled Professionals to provide one or more of the following services:

- Architectural concept development, schematic design, detailed design and design development.
- Site analysis, feasibility inputs, area statements and preliminary development options.
- Building planning, space planning, residential, commercial, institutional and mixed-use design.
- Urban design, public realm, streetscape, landscape coordination and area-level planning inputs.
- Redevelopment, refurbishment, adaptive reuse and rehabilitation-related design consultancy.
- Sustainable design, climate-responsive design, energy efficiency and green-building related inputs.
- Preparation and coordination of drawings, specifications, schedules, reports, presentations and tender documentation.
- Assistance in preparation of submissions for statutory approvals, where lawfully engaged and within the professional competence of the Applicant.
- Design coordination with structural, MEP, fire, traffic, environmental, geotechnical and other specialist consultants.
- Site visits, design review, construction-stage architectural support and periodic reporting, where specifically included in the work order.

The above list is indicative only. No service is included in any assignment unless expressly stated in the relevant written Project Assignment.

6. ELIGIBILITY AND MINIMUM QUALIFICATIONS

6.1 Category A – Large-Scale Urban Design & Infrastructure Firms / Institutions (More than 15 Years Experience)

- The Applicant must be a legally constituted architectural/engineering consultancy firm with more than 15 years of continuous professional practice in large-scale urban design, master planning, and infrastructure projects.
- The firm must identify designated lead Architect(s) holding valid Council of Architecture (CoA) registration with more than 15 years of post-registration experience.
- The Applicant must demonstrate a substantial project portfolio of executed major public, institutional, commercial, or urban development assignments.
- The Applicant must not be subject to any subsisting professional suspension, debarment, or legal restriction preventing performance of large-scale consultancy services.
- Required Competencies: Large commercial complexes, infrastructure, Transit-Oriented Development (TOD) zones, and large-scale master planning.

6.2 Category B – Mid-Size Architectural & Engineering Firms (8 Years to 15 Years Experience Both Inclusive)

- The Applicant must be a legally constituted business entity, partnership, LLP, or company with 8 to 15 years of professional experience in architectural and engineering consultancy.
- The firm must identify responsible CoA-registered Architect(s) with at least 8 years of post-registration experience and provide complete credentials.

- The firm must present a proven track record of mid-scale residential, commercial, or institutional projects and technical capacity.
- The firm must fulfill all legal constitution requirements and not claim statutory rights except as permitted under the Architects Act, 1972.
- Required Competencies: District centres, community centres, commercial mixed-use developments, and group housing.

The Organisation may prescribe additional experience or technical criteria for a particular Project Assignment. Such criteria shall be communicated in the project-specific invitation or work order.

6.3 Category C – Independent Registered Architects & Young Practitioners (3 to less than 8 Years Experience)

- The Applicant must be an individual architect or young practice firm with 3 to less than 8 years of relevant professional experience post-qualification.
- The Applicant must possess a recognised qualification in architecture and hold valid, active registration with the Council of Architecture (CoA).
- The Applicant must demonstrate technical competence, professional aptitude, and a verified portfolio of completed or ongoing design works.
- Required Competencies: Individual plot redevelopment, local shopping centres, and architectural documentation.

7. DOCUMENTS TO BE SUBMITTED

No.	Document / Information	Individual Architect	Architectural Firm
1	Completed application form	Required	Required
2	Identity and address proof of Applicant / authorised signatory	Required	Required
3	PAN details	Required	Required
4	CoA registration certificate and current status details	Required	For responsible Architect(s)
5	Qualification certificates / professional credentials	Required	Key personnel, as relevant
6	Firm constitution / incorporation / registration documents	N/A	Required
7	GST registration details, if applicable	If applicable	If applicable
8	Professional profile and project portfolio	Required	Required
9	List of key personnel and technical resources	If applicable	Required
10	List of relevant completed / ongoing assignments	Required	Required
11	Declaration of non-debarment, conflicts and accuracy	Required	Required
12	Any additional information reasonably requested	As applicable	As applicable

Documents may be submitted as clear, legible PDF copies. The Organisation may request originals or digitally verifiable records for verification. Sensitive personal information not required for evaluation should not be submitted.

8. APPLICATION SUBMISSION AND CLARIFICATIONS

- Applications shall be submitted in the format in Annexure A, signed by the Applicant or its duly authorised signatory, together with the documents listed in Clause 7.
- Applications must be received at the email / address stated on the cover page on or before the specified closing date and time. Late or incomplete applications may be rejected, unless the Organisation decides otherwise for recorded reasons.
- The Applicant is responsible for ensuring that all information is accurate, complete and current. Any material change after submission must be notified promptly in writing.
- The Organisation may seek clarifications, additional evidence, presentations or an interview. A clarification shall not be used to materially alter the Applicant's submitted credentials after the closing date.
- All costs incurred in preparing and submitting an application shall be borne by the Applicant.

9. EVALUATION AND SELECTION

Applications may be evaluated by an internal committee or designated representatives of the Organisation. The Organisation may consider the following factors, as relevant:

- valid professional registration and statutory eligibility;

- qualification, relevant experience and technical expertise;
- quality, relevance and diversity of the project portfolio;
- competence and availability of the proposed team;
- past performance, references and client feedback, where verifiable;
- quality systems, professional conduct, integrity and conflict-of-interest disclosures; and
- ability to meet the specific requirements of the services for which empanelment is sought.

The Organisation may verify references and documents, reject an application, shortlist Applicants, conduct interviews, create service-specific categories, or keep an application under consideration. Technical evaluation and category approval will take place before the applicable empanelment fee is requested, and final empanelment confirmation will be issued after successful payment and verification. The Organisation is not required to select any minimum number of Applicants and may discontinue the process before issuing empanelment letters.

10. APPROVAL, COMMENCEMENT AND VALIDITY

- Inclusion in the Panel shall take effect only upon issue of a written empanelment confirmation by the Organisation, signed by an authorised representative.
- Unless the confirmation letter states otherwise, empanelment shall remain valid for two (2) years from the effective date stated in that letter. The Organisation may extend or renew the period in writing following review of performance and continued eligibility.
- The Organisation may update the Panel, categories, eligibility criteria or administrative procedures by giving written notice. Any material change affecting an existing Project Assignment shall be dealt with under that assignment's written terms.
- An Empanelled Professional must promptly notify the Organisation of any change in CoA registration status, legal constitution, key personnel, address, insolvency status, debarment or other matter that may affect eligibility.

11. PROJECT ALLOCATION AND ENGAGEMENT PROCESS

- For each proposed assignment, the Organisation may issue a project brief / request for proposal describing the scope, deliverables, milestones, expected timeline, required personnel, submission format and project-specific commercial terms.
- The Organisation may invite one or more Empanelled Professionals to submit a technical and / or commercial proposal. Inclusion in the Panel does not entitle an Empanelled Professional to receive every invitation or to be selected.
- An assignment shall commence only after both parties execute a written work order, consultancy agreement or engagement letter stating the agreed scope, deliverables, programme, responsibility matrix, payment milestones and other project-specific conditions.
- No oral instruction, informal message or preliminary discussion shall constitute authority to commence chargeable work unless expressly confirmed in writing by an authorised representative.
- The Empanelled Professional shall not subcontract or assign a material part of the services without prior written approval. Approved sub-consultants must be suitably qualified and remain under the Empanelled Professional's responsibility.

12. PROFESSIONAL DUTIES AND STANDARD OF CARE

- Perform services with reasonable skill, care, diligence and professional competence expected of a suitably qualified professional performing comparable services.
- Comply with the Architects Act, 1972, applicable CoA regulations and the professional code of conduct, wherever applicable.
- Use suitably qualified and registered specialists where required by law or by the project scope.
- Coordinate with the Organisation and other consultants, promptly identify design interfaces and notify the Organisation of material risks, constraints or errors discovered.
- Maintain proper records of instructions, drawings, revisions, approvals, site observations and key project communications.
- Not certify, sign or submit any drawing, calculation, report or declaration outside the Applicant's competence or legal authority.

- Not make any representation that statutory approval is assured. All approvals remain subject to the decision of the competent authority.

13. STATUTORY AND PLANNING COMPLIANCE

For each Project Assignment, the Empanelled Professional shall identify and consider the planning and regulatory framework applicable to the relevant land, site and proposed activity. This may include, as applicable, MPD-2047 and its notified modifications, land-use plans, development controls, building bye-laws, fire and life-safety requirements, accessibility requirements, environmental requirements, heritage controls, airport / defence restrictions, utility requirements and directions of the competent local or statutory authority.

The Empanelled Professional shall verify the applicable version, notification, site-specific restrictions and jurisdiction with the relevant official sources and competent authorities before relying on any planning provision. A reference to MPD-2047 in this document does not establish that a particular site or proposal is permissible under MPD-2047.

The Empanelled Professional shall assist with statutory submissions only to the extent expressly included in the Project Assignment and shall not offer, promise, procure or imply any improper influence over any public official or authority.

14. DELIVERABLES, REVIEW AND CHANGE CONTROL

- Deliverables, drawing scales, file formats, number of copies, submission dates and review periods shall be stated in the relevant Project Assignment.
- The Organisation may review submissions and provide consolidated comments. The Empanelled Professional shall address comments that fall within the agreed scope and shall identify any requested change that may affect scope, programme or cost before proceeding.
- Revisions required to correct the Empanelled Professional's errors, omissions or non-compliance with the agreed brief shall be rectified without additional charge, subject to the project-specific agreement and Applicable Law.
- Changes to the brief, site conditions, statutory requirements or instructions after approval of a design stage may be treated as a variation and shall be documented in writing, including any effect on programme and commercial terms.
- No drawing or document shall be treated as finally approved for construction or statutory purposes merely because it has been reviewed by the Organisation.

15. PROJECT OVERVIEW AND VIDEO PRESENTATION

To understand the vision, objectives and proposed development activities of the Forum of Financial Initiatives (FFI), all interested Architects and Architectural Consultancy Firms are requested to watch the project overview video through the YouTube link provided below.

Project Overview Video:
Part I CLICK HERE TO WATCH PROJECT OVERVIEW VIDEO

Part II CLICK HERE TO WATCH PROJECT OVERVIEW VIDEO

Final MPD@2047 PDF- PDF

Execution Plan-MPD 2047 Mission - Execution Plan-MPD 2047 Mission (1).pdf

The video will provide an overview of our proposed initiatives, development vision and the nature of the projects. Applicants are encouraged to watch the video before submitting their applications.

16. EMPANELMENT FEE AND COMMERCIAL CONDITIONS

16.1 Empanelment Fee Structure. The empanelment fee structure according to category and experience is detailed below:

Empanelment Category	Minimum Experience	Empanelment Fee	GST @ 18%	Total Payable
Category A – Large-Scale Urban Design & Infrastructure Firms / Institutions	More than 15 Years	₹,100,000	₹18,000	**₹1,18,000**
Category B – Mid-Size Architectural & Engineering Firms	8–15 Years (Both Inclusive)	₹50,000	₹9,000	**₹59,000**
Category C – Independent Registered Architects & Young Practitioners	3 to Less than 8 Years	₹25,000	₹4,500	**₹29,500**

16.2 Payment Terms and Refund Policy. The empanelment fee shall be in the shape of an account-pay Demand Draft in favour of **Forum of Financial Initiatives (FFI)** payable at new delhi. The fee shall be non-refundable. Any project-specific consultancy fees or professional remuneration shall be mutually agreed upon separately through a written work order or project-specific agreement.

Any professional remuneration, reimbursable expense, tax treatment, invoice requirement, payment milestone, retention, advance, variation or other commercial condition for a Project Assignment shall be expressly agreed in a separate written work order or consultancy agreement before the relevant services commence.

16.3 Utilisation of Empanelment Fees. Collected empanelment fees will be utilised for:

- Development and maintenance of the professional empanelment portal.
- Secure document and credential verification.
- Stakeholder workshops and professional consultations.
- Technical training and capacity-building programmes related to MPD-2047.

Unless expressly agreed in the relevant Project Assignment, the Empanelled Professional shall not assume that any travel, printing, survey, specialist consultancy, statutory fee, authority charge or out-of-pocket expense is reimbursable. Reimbursement, if any, shall require prior written approval and supporting evidence.

Each party shall be responsible for its own taxes, statutory registrations and filings in accordance with Applicable Law. Where tax is required to be charged or withheld, the relevant invoice / payment documentation shall reflect the applicable statutory requirements.

Empanelment alone does not create an entitlement to payment, commission, retainer or reimbursement. Payment obligations arise only under an executed Project Assignment and against the agreed deliverables / milestones.

17. INTELLECTUAL PROPERTY AND USE OF DELIVERABLES

- Ownership and permitted use of project-specific drawings, designs, models, reports, specifications and other deliverables shall be expressly stated in the relevant Project Assignment.
- Unless otherwise agreed in writing, the Empanelled Professional retains ownership of pre-existing tools, templates, standard details, know-how and materials developed independently of the Project Assignment (“Background Materials”).
- To the extent Background Materials are incorporated into a deliverable, the Empanelled Professional shall grant the Organisation the non-exclusive, royalty-free right to use them only as reasonably necessary for the agreed project purpose, subject to the Project Assignment.
- The Empanelled Professional shall not use the Organisation’s name, project information, client identity, drawings or photographs for publicity, portfolio or promotional purposes without prior written consent, except where disclosure is required by law.

18. CONFIDENTIALITY AND INFORMATION SECURITY

- Each party shall protect confidential, non-public information received from the other party and use it only for the purpose for which it was disclosed.
- Confidential information may be disclosed to employees or approved sub-consultants who need to know it for the assignment and are bound by confidentiality obligations, or where disclosure is required by law or competent authority.
- The receiving party shall use reasonable security measures to protect project files, personal information, credentials and electronic communications against unauthorised access, loss or disclosure.
- Upon completion or termination, confidential material shall be returned or securely deleted on request, subject to lawful record-retention requirements.

19. CONFLICT OF INTEREST, INTEGRITY AND ANTI-CORRUPTION

- The Applicant shall disclose any actual, potential or perceived conflict of interest before empanelment and throughout the period of empanelment.
- The Empanelled Professional shall not offer, give, solicit or accept any improper payment, gift, commission, favour or advantage in connection with the Panel or a Project Assignment.
- The Empanelled Professional shall not make false statements, fabricate credentials, manipulate evaluation, collude with another Applicant or attempt to improperly influence the selection process.
- The Organisation may require an affected professional to implement safeguards, recuse themselves from a matter or withdraw from an assignment where a conflict cannot reasonably be managed.

20. REPRESENTATIONS, WARRANTIES AND VERIFICATION

- The Applicant represents that all information and documents submitted are true, complete, current and not misleading in any material respect.
- The Applicant has the legal capacity and professional authority to submit the application and, if selected, to enter into Project Assignments.
- The Applicant shall promptly correct any inaccurate or outdated information and shall cooperate with reasonable credential and reference checks.
- If a material misrepresentation or forged document is found, the Organisation may reject the application, suspend or terminate empanelment, cancel an unperformed assignment where contractually and legally permissible, and pursue other remedies available under law.

21. LIABILITY, INDEMNITY AND INSURANCE

Each party shall be responsible for its own acts and omissions and those of its personnel and approved sub-consultants. The Empanelled Professional shall be responsible for professional services under its control and shall maintain such professional indemnity or other insurance as may be required by Applicable Law or specified in a Project Assignment.

The Empanelled Professional shall indemnify the Organisation against third-party claims, direct losses, damages and reasonable costs to the extent arising from the Empanelled Professional's fraud, wilful misconduct, gross negligence, infringement of third-party intellectual property rights, breach of confidentiality or material violation of Applicable Law, subject to the terms of the relevant Project Assignment and Applicable Law.

Any financial cap, exclusion of indirect loss, limitation period or special risk allocation shall be expressly agreed in the relevant Project Assignment. Nothing in this document excludes liability to the extent such exclusion is prohibited by law.

22. SUSPENSION, REMOVAL AND TERMINATION

- The Organisation may suspend or remove an Empanelled Professional from the Panel by written notice where the professional no longer meets eligibility criteria, registration is suspended or cancelled, a material misrepresentation is discovered, professional misconduct is established, confidentiality is breached, a conflict is not disclosed, or the professional materially breaches this document.

- Where reasonably practicable, the Organisation shall give the professional notice of the grounds and a reasonable opportunity to respond before taking a final decision. Immediate interim suspension may be imposed where necessary to protect a project, client, public interest or legal compliance.
- An Empanelled Professional may request withdrawal from the Panel by giving thirty (30) days' written notice. Withdrawal shall not affect obligations under any ongoing Project Assignment unless separately agreed.
- Termination or removal from the Panel shall not by itself terminate an ongoing Project Assignment; that assignment shall be governed by its own termination provisions.

23. FORCE MAJEURE

Neither party shall be liable for delay in performing a non-payment obligation to the extent caused by an event beyond its reasonable control, including natural disaster, epidemic, war, civil disturbance, governmental restriction, major utility failure or other event recognised as force majeure under Applicable Law. The affected party shall promptly notify the other party, take reasonable steps to mitigate the effects and resume performance as soon as practicable. Project-specific consequences shall be addressed in the relevant Project Assignment.

24. NOTICES AND COMMUNICATIONS

Formal notices under this document shall be in writing and delivered by hand, recognised courier or email to the addresses stated on the cover page or subsequently notified in writing. Email notices shall be deemed received when no delivery failure notification is generated, provided that any notice of termination, legal claim or material breach should also be sent by courier or hand delivery where practicable.

25. DISPUTE RESOLUTION AND GOVERNING LAW

The parties shall first attempt in good faith to resolve any dispute through discussions between their authorised representatives. If the dispute is not resolved within thirty (30) days after written notice of dispute, either party may pursue remedies before the competent courts at New Delhi, subject to applicable law and rules on territorial and subject-matter jurisdiction. This document and the empanelment relationship shall be governed by the laws of India.

26. GENERAL PROVISIONS

- No amendment to this document shall be effective unless made in writing and signed by an authorised representative of the Organisation. A Project Assignment may supplement these terms for that assignment.
- If any provision is held invalid or unenforceable, the remaining provisions shall continue to operate to the fullest extent permitted by law.
- Failure or delay in exercising a right shall not constitute a waiver of that right.
- The Applicant may not assign its empanelment status or rights without prior written consent of the Organisation.
- This document, the written empanelment confirmation and the relevant Project Assignment constitute the complete written understanding on their respective subject matters, superseding prior discussions on those matters.

ANNEXURE A – APPLICATION FORM

Please complete all applicable fields. Attach additional sheets where necessary.

Particulars	Details to be filled by Applicant
Applicant type	☐ Individual Architect ☐ Architectural Consultancy Firm Category applied for: ☐ Category A ☐ Category B ☐ Category C
Full name / legal name	_____
Constitution (for firm)	☐ Proprietorship ☐ Partnership ☐ LLP ☐ Company ☐ Other: _____
Registered / correspondence address	_____ _____
Authorised contact person	_____
Mobile / telephone	_____
Email address	_____
PAN	_____
GSTIN (if applicable)	_____
CoA registration number(s)	_____
Year of qualification / establishment	_____
Years of relevant experience	_____
Services / areas of expertise	_____ _____
Key personnel	_____ _____
Selected project references	Attach project list / portfolio with role and year
Website / portfolio link (optional)	_____

Documents attached (tick as applicable):

- ☐ Identity / address proof
- ☐ PAN details
- ☐ CoA registration certificate(s) and current status evidence
- ☐ Qualification certificates
- ☐ Firm constitution / incorporation documents (if applicable)
- ☐ GST registration (if applicable)
- ☐ Professional CV / firm profile
- ☐ Portfolio and project references
- ☐ Key personnel details
- ☐ Signed declaration in Annexure B
- ☐ Other: _____

ANNEXURE B – DECLARATION AND UNDERTAKING

I / We, the undersigned Applicant, hereby declare and undertake that:

- all particulars, statements and documents submitted with the application are true, complete and accurate to the best of my / our knowledge;
- I / We shall promptly notify the Organisation of any material change in the information submitted, including any change in professional registration, firm constitution, key personnel, address, debarment or legal status;
- where architectural services are offered, the responsible person(s) shall hold valid CoA registration wherever required under the Architects Act, 1972 and applicable regulations;
- I / We shall comply with Applicable Law, professional ethics, applicable planning and building controls and the terms of any Project Assignment accepted in writing;
- I / We shall disclose actual, potential or perceived conflicts of interest and shall not engage in bribery, collusion, fraud, misrepresentation or improper influence;
- I / We understand that empanelment does not guarantee any project, revenue, statutory approval.
- I / We authorise the Organisation to verify the credentials and references provided, to the extent reasonably necessary for evaluating this application; and
- I / We have read and agree to the Empanelment Terms and Conditions set out in this document.

I / We understand that any material false statement or forged document may result in rejection, suspension or removal from the Panel and may lead to further action as permitted by law.

For the Issuing Organisation	For the Applicant / Empanelled Architect
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____
Seal (if applicable):	Seal (if applicable):

ANNEXURE C – PROJECT-SPECIFIC ENGAGEMENT CHECKLIST

This checklist is to be completed for each Project Assignment. It does not itself authorise commencement of work unless signed by both parties as a work order / engagement letter.

Item	Project-specific particulars
Project title and location	_____
Client / project owner (if applicable)	_____
Site / property details	_____
Planning / land-use reference to be verified	_____
Scope of services	_____ _____
Exclusions / services by others	_____ _____
Deliverables and file formats	_____ _____
Key milestones and programme	_____
Named project team / lead Architect	_____
Statutory submission responsibilities	_____
Review and approval protocol	_____
Project-specific commercial terms	To be set out in a separate signed schedule / work order
Reimbursable expenses and approvals	_____
IP ownership / licence	_____
Insurance / liability requirements	_____
Special conditions	_____

For the Issuing Organisation	For the Applicant / Empanelled Architect
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____
Seal (if applicable):	Seal (if applicable):