

Form No. _____

Enrollment No. _____
(To be allotted by the Institute)

Please read the instructions given at the end carefully before filling the form. Use block letters ('√' the appropriate Boxes)

Admission Form

Executive Program in Corporate Finance & Investment Banking (EPIB)

Signature of the Candidate

Instructions

1. Read the application form carefully before filling it.
2. Please ensure that all requisite fields are filled in CAPITAL LETTERS. Incomplete and illegible form will not be accepted.
3. Information provided by you is intended for official use only and will remain confidential.
4. Please write 'N/A' wherever necessary.
5. Please ensure that the application form is properly signed.

Personal Details

1. Admission Session: _____
2. Name: _____
(First Name) (Middle Name) (Last Name)
3. Father's/ Guardian's Name: _____
4. Date of Birth: _____ / _____ / _____
5. Gender: Male Female
6. Nationality: _____
7. Marital Status: Married Single
8. Email ID: _____
9. Correspondence Address: _____

City: _____
State: _____ Country: _____ Pin Code: _____
Mobile No.: _____ Phone No.(STD Code): _____
- 10.. Permanent Address: _____

City: _____
State: _____ Country: _____ Pin Code: _____
Mobile No.: _____ Phone No.(STD Code): _____

ACADEMIC RECORD

11. Educational Qualification:

Exam/ Degree	College/ University/ Institute/ Board	Marks obtained	Year of Passing
Sr. Secondary			
Bachelors			
Masters			
Professional			

PROFESSIONAL EXPERIENCE

12. Current Employment Details (Ignore, if not employed):

Category: _____ Service: Self Employed:

Name of the Organisation: _____

Designation: _____

Industry: _____ Finance: Non-Finance:

Employed/ Engaged Since: _____

Office Address: _____

_____ City: _____

State: _____ Country: _____ Pin Code: _____

Phone No.(STD Code): _____ Fax No. (STD Code): _____

13. Past Employment Details:

From	To	Name of the Organisation	Department	Designation

14. Total years of experience _____ In finance industry _____ In non-finance industry _____

15. Mode for collecting Delivery Instructions: (Tick any one)

Self Permanent Address Correspondence Address Office Address

16. Objective of Joining the Program:

Additional Qualification Knowledge Update Career Oriented

Signature of the Candidate

17. From which source did you learn about BIFM & its courses:

Newspaper Friends Website Seminar
 Company Any other (please specify)

18. **PAYMENT DETAILS**

Payment Option:

Lumpsum: Instalment:

Total Course Fee Payable Rs. _____

Payment Mode:

Cash Cheque/ DD Credit Card Amount Paid

Remittance through Cheque/ Demand Draft (DD should be in favour of BLB Institute of Financial Markets Ltd, payable at New Delhi)

Cheque/ DD Detail	Date	Bank	Branch	Amount

Remittance through Credit Card

(Particulars to be filled by the person holding the credit card & authorising the Institute to recover the course fee therefrom)

I authorize BIFM to charge my credit card towards the Fee of Rs. _____ Card Type (Master/ VISA)

Card Number

Card Holder's Name _____ Card Expiry Date ____ / ____ / ____

Amount to be charged _____ Signature _____

Remittance through Post Dated Cheques

Post Dated Cheque Amount

S.No.	Cheque No.	Name of the Bank

Please mention Name, Course, and Batch at the reverse of the PDC.

Signature of the Candidate

Declaration by the Applicant

- 1 I, hereby declare that I have carefully read the instructions and state that the particulars filled up by me in this form are correct to the best of my knowledge and nothing material has been concealed therefrom. I understand that my admission is liable to be cancelled if any of the statements made by me is found to be incorrect.
- 2 I undertake to observe proper standards of academic conduct.
- 3 I shall abide by the prescribed courses of reading and the modes of examinations, which may prevail from time to time, even though these may be at variance with those of the previous years.
- 4 I shall maintain good conduct with fellow students and do not indulge in any activity causing defame to others or involving moral turpitude. In case of default the Institute may have the right to rusticate me from the rolls of the Institute.
- 5 I shall pay full respect and faithfully carry out the instructions issued by the Faculty members and other Staff Members of the Institute.
- 6 I hold myself responsible for due and timely payment of fees and all other dues. In case of default the Institute may have the right to abstain me from attending the class and my name may be struck off from the rolls of the Institute. I have further understood, that fee once paid shall not be refunded under any circumstances.
- 7 I understand that the fee paid to the Institute cannot be transferred or adjusted in the account of any other individual. I further understand that I cannot switchover to another course from the one enrolled for. Also, it is understood that I shall not be entitled to switchover from one batch to another batch of the same course except under unavoidable circumstances and that too with the express permission of the Institute. The permission in this regard may be granted subject to the availability of vacancy in the other batch.
- 8 I shall not destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, documents, monies, stamps or chattels of the Institute, or employees of the Institute.
- 9 I shall help the institute in the maintenance of its property and assets
- 10 I shall return the books taken from the library at the completion of the course or if leaving the course in between.
- 11 I undertake to carry my identity card at the time of my visit to the institute and produce the same for my identification as and when the same is asked for. Otherwise the institute shall have the right to abstain me from attending the classes.

Date:

.....
(Full Signature of the Candidate)

Indemnity Bond

I S/o r/o
..... am the responsible parent/ guardian of
..... enrolled with BLB Institute of Financial Markets Limited, hereinafter called as BIFM, as a student of
..... course for batch. I hereby declare that I shall not hold BIFM or any of its Directors, Managers, responsible for any possible loss whether financial or physical, caused in any accident or mis-happening either at the Institute's premises or while proceeding to or from BIFM.

Date:

Place:

Signature:

Name of Parent/ Guardian:

Address:

.....

GENERAL GUIDELINES

1. ELIGIBILITY CRITERIA

Graduates/ Post Graduates, with 6 months experience in any discipline. CA/ CS/ ICWA/ CFA / Corporate Professionals/ Businessmen/ Brokers/ Investors and traders may also apply for the program.

2. WHERE TO SEND THE FILLED APPLICATION FORMS

The admission form complete in all respects along with the following documents may be sent/ submitted at the following address:

- Four recent passport size color photographs.
- Account payee cheque or demand draft (payable at New Delhi) in favour of "BLB Institute of Financial Markets Ltd". (Refer to Annexure 'A' for Fee particulars).
- Post dated Cheques in case of payment of fee in installments (For details refer to Annexure 'A').
- Photocopy of the Graduation Certificate / Certificate of 12th Standard to fulfill the eligibility criteria.
- Date of Birth Proof (For e.g. Birth Certificate/ Xth/ XIIth Certificate).
- Address Proof (For e.g. Licence/ Passport/ Voter ID/ Telephone Bill/ Ration Card etc).
- No Objection Certificate from the Employer.

All copies of Certificates, Photographs, Birth Certificates, etc., must be self attested and the originals thereof may be shown to the Institute's staff for verification.

BLB INSTITUTE OF FINANCIAL MARKETS LTD

Vanita Mandali Building, 2 Azad Bhawan Road, Opp. Police Head Quarter, ITO, New Delhi- 110 002

Ph.: 011-23379718/ 19/ 20

3. REJECTION OF THE FORM

The application form may be rejected due to any of the following reasons:

- a. Eligibility conditions are not fulfilled.
- b. The fee is not deposited in the given time period.
- c. The application form is not signed by the candidate and his/ her parents/ guardian, wherever required.

The Institute reserves the right to reject any form and the decision taken in this regard is final.

4. ENROLLMENT

Once the candidate is selected for admission to the course conducted by the Institute, he/ she will be enrolled and allotted a unique enrollment number. The enrollment number is for entire duration of the course and the enrollment number will be assigned after submission & verification of all the necessary documents & deposit of fee.

In all communications addressed to the Institute, reference of enrollment number should be given.

An identity card will also be issued thereafter, which may be produced to the authorities when asked for.

5. ISSUE OF BOOKS, STUDY MATERIAL & HANDOUTS

Our course material is exclusively for the use of our bonafide students only. All copyrights are reserved and Institute privilege over this material. It shall not be redistributed, sold, loaned or copied. If a student is found to have allowed our study material to be misused, his/ her enrollment with Institute will be terminated without refund of fee and an immediate action will be initiated against such student.

The information contained in the books, study material & handouts is presumed to be correct at the time of printing. The Institute reserves the right to modify any of the specified information contained therein or with regard to the programme in general at any time without notice.

6. GENERAL AWARENESS

- a. To use Water & Electricity economically in the Institute.
- b. To switch off the lights, fans, computers, equipments while going out of the Classroom/ Lab.
- c. Not to write on benches, walls or doors in the Institute premises.
- d. To throw the garbage only in dustbins.
- e. To switch off the mobile phones during the lectures in the classroom.
- f. Smoking, drinking, eating, chewing (gum/ paan) are strictly prohibited inside the Institute premises.
- g. The student should be properly dressed up
- h. To maintain silence while moving through the corridors.

7. LIBRARY GUIDELINES

Library is open to all bonafide students of the BIFM.

One can avail the Library membership with the Institute by depositing an amount of Rs. 500.00 as a security deposit, which is refundable after the completion of the course. Once the Library Card is issued to the student, one can get the books issued from the Library on producing the Library Card.

Books will be issued for a maximum period of three days, thereafter a penalty of Rs. 10.00 will be imposed on the student for every day of default or the cost of book, whichever is lower.

Signature of the Candidate

EPIB

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To avoid penalty, students should get the books renewed regularly depending upon the demand of the particular books.

Books borrowed by the students will be checked for missing pages/ damages or marking of pens when the same is returned and a fine may be levied for the loss or damage caused to the book.

Library resources like reference books, periodicals, bound volumes etc are to be referred within the library premises.

Default in the above rules will lead to termination of library membership.

Strict silence should be maintained in the Library premises.

Mobile Phones should be switched off in the Library premises.

Timings:-

Reading Room: **Monday to Saturday** **9.00 am to 5.15 pm**

Issue/ Return : Monday to Saturday **9.00 am to 5.15 pm**

NOTE: Suggestions for improvement in the library services are always welcome

8. EXAMINATION & EVALUATION

Evaluation is a continuous process, which starts from the beginning of the course and ends with the declaration of results of the course. The details of the policy of Examination & Evaluation will be announced by the concerned Faculty and Operations Department in the beginning of the course.

Grades will be given on the basis of the percentage of marks secured which shall be as per under:

GRADES	% AGE SECURED	REMARKS
A +	90 and above	Excellent
A	80 – 89	Very Good
B +	70 – 79	Good
B	60 – 69	Average
C +	55 – 59	Below Average
C	50 – 54	Marginal
F	< 50	Fail

The Institute will prepare the students taking the CFP^{CM} examination (FPSB India) and/ or NCFM modules (NSE) and/ or CFA[®] Level1 Exam. However, the institute will not be held responsible for passing or failing of the candidate.

The fee payable to the institute as per Annexure 'A' does not include the examination fee for CFP^{CM}, NCFM & CFA[®] and the fee required by the concerned authority is payable separately by the aspiring candidate directly to FPSB India, NSE and CFA[®] Institute respectively.

9. RE-EXAMINATION

If a student fails in any examination(s), he/she can re-appear for the same in the month following the final examinations.

To re appear in the EPIB for examination, the students have to apply in the prescribed form and have to pay Rs.500/- for each exam that they intend to take.

If a student fails twice in any examination(s), he/ she can appear for the same, only at the end of 3rd Trimester.

To re-appear for CFP^{CM} Examination, the students have to apply in the prescribed form and have to pay Rs. 2000.00 for each exam that they intend to take, as per the FPSB guidelines.

10. FORCE MAJEURE

Notwithstanding any other provision of this admission form, neither party shall be deemed to be in breach of the terms and conditions of admission, or otherwise be liable to other, for any delay in performance or the non-performance of any of its obligations, to the extent that the delay or non-performance is due to any force majeure of which it has notified the other party and the time for performance of that obligation shall be extended accordingly. Disputes, differences of all kind and nature which may arise between the Institute and the student shall be referred to the sole arbitrator duly appointed by the Chairman of the Institute. The said sole arbitrator can be a practising advocate in Delhi High Court or a Company Secretary or an Academician.

11. VIEWS

The views expressed by faculties are their personal views. BIFM and/or concerned faculty will not be responsible for any genuine and un-intentional/ accidental omissions/ commissions.

12. VENUE & FACULTY

The Institute reserves the right to change the venue & the faculty of the classes at any time. The Institute also reserves the right to change or cancel the course due dates due to unforeseen circumstances. The company's liability will be limited to a transfer to the next appropriate date or a refund of the course fee.

Further the student opines that the Institute reserves the absolute right to decide all administrative decisions like selection of the faculty, timing of the batch, what infrastructure facility is to be given to the students, place of class etc; The student in addition acknowledges that the decision of the Institute with regard to the subjects stated above shall be final and binding on him and he shall always follow all the disciplinary rules and regulations as well as decisions of the Institute framed from time to time in this regard.

13. POWER TO MODIFY

Notwithstanding any of the above, the Institute has the right to modify any of the rules and regulations from time to time wherever considered necessary and appropriate.

Signature of the Candidate

EPIB

FOR OFFICE USE ONLY

Course Applied: _____
Batch Identification: _____
WMAT Score _____
Date of Interview _____
Remarks of the Interviewer/ Counselor _____
Admitted/ Rejected _____

I have checked the education background of the candidate. He/ she is eligible for the program

Signature of the Interviewer

Signature of the Authority

FEE DETAILS

Payment Option (As opted by the student)	Lumpsum/ Installment
Total Course Fee:	
a) In Lumpsum:Rs.	_____
b) In Installments:Rs.	_____
Due Dates	
1) _____	Rs. _____
2) _____	Rs. _____
3) _____	Rs. _____
4) _____	Rs. _____
5) _____	Rs. _____
6) _____	Rs. _____

(Authorised Signatory-Marketing)

OFFICE CHECK LIST

i) Registration Fee Received:

- a) Amount: Rs. _____
b) Mode: Cash/ Cheque/DD/ C Card Rs. _____
c) Instrument No. _____ dated _____ drawn on _____
d) Receipt No. _____ Issued with date _____

ii) Enrollment No granted _____

iii) Identity Card Issued Yes / No
a.Date of Issue _____

iv) Library Card Issued Yes / No
a.Date of Issue _____

v) Course Material dispatched/ issued
a.Mode of Dispatch Post/ Courier/ Hand
b.Date of Dispatch _____
c.Particulars of Material Sent

- a) _____
b) _____
c) _____
d) _____
e) _____

vi) Date of Posting of Registration Letter/ E-mail

(Authorised Signatory-Operations)

- vii) At the completion of the course:
a) Date of Examination/ Test _____
b) Status/ Result _____
c) Whether No Dues Certificate has been received on the prescribed formats _____
d) Library Card Returned _____
e) Identity Card Returned _____
f) Particulars of Certificate issued _____

viii) Periodic Feedback Received
On _____ Yes / No
On _____ Yes / No

NO DUES CERTIFICATE

Enrollment No. _____

Name _____

Batch _____

a) Accounts Department

i. Amount of Fee Receivable: _____

ii. Amount of Fee Received: _____

iii. Whether Library Security has been _____

a. Refunded Yes/ No _____

If Yes, Details of Payment _____ vide cheque no _____

iv. Balance Due if any _____

NO DUES FROM THE STUDENT

(Authorised Signatory- Accounts)

Dated: _____

b) Library

i. Books borrowed have been returned Yes/ No

ii. Amount due against the books lost _____

iii. Amount recovered _____

iv. Balance Recoverable, if any _____

v. Date of Return of Library Card _____

NO DUES FROM THE STUDENT

(Authorised Signatory- Library)

Dated: _____

c) Operations/ Administration

i. Amount due against loss/ damage caused to
Institute's property or belongings of its employees. _____

ii. Penalties/ Fines, if any levied

iii. Amount received _____

iv. Balance recoverable, if any _____

NO DUES FROM THE STUDENT

(Authorised Signatory)

Dated: _____

Signature of the Candidate