

ANNEXURE III: Proposal for Establishment of ECPF

1. Name of the Proponent: _____
2. CID Number of the Proponent: _____
3. Name of the Proposed Firm: _____
4. Address of the Proposed Firm: _____
5. Type of firm (select one): Independent () FDI () Collaboration ()
6. Contact No:
 - 6.1 Telephone: _____
 - 6.2 Mobile: _____
 - 6.3 Fax: _____
 - 6.4 E-mail: _____
7. Address of the proponent:

Residential: <i>Flat No:</i> _____ <i>Building No:</i> _____ <i>Location:</i> _____	Permanent: <i>Village:</i> _____ <i>Gewog:</i> _____ <i>Dzongkhag:</i> _____
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8. Vision, mission, and objectives of the ECPF: Proponent should provide a comprehensive statement of the vision, mission and objectives with particular references to the Guidelines provided. S/he must also include a short paragraph on “*why I want to establish an ECPF*”. If the ECPF is not going to be an independent new firm, the proponent should also provide details of their partner.

9. Linkages: The proponent should provide evidence (e.g. email) of probable linkages with colleges/universities/institutes, their recognition and accreditation documents, and approval from the University Grants Commission and/or equivalent professional bodies of the host country.

10. Infrastructure: The proposal should include proposed details of office space with facilities such as number of rooms, furniture, equipment, internet connection, and website, as per *Annexure VI*.

11. Human Resource Plan: The proponent should provide an overall human resource plan of the firm. The minimum staff strength should include at least a qualified/trained counsellor and an office assistant. The CV of the Counsellor must be attached.

12. Finance Plan: The proponent should provide an amount of investment that will be made for the firm. The salary and remuneration for the staff should also be included. It should also include measures to ensure sustainability.

13. Services Provided: The proponent should provide details of services that they intend to provide including admission process, student welfare, support services and their academic results till completion of their studies.

14. SWOT Analysis: The SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis must be prepared based on the market trends.

15. Fees and charges: The proponent should **clearly spell out** the measures to ensure transparency for all applicable fees and charges (e.g. working out the fee break-up for each course semester-wise/annually). There should be no hidden cost. The **amount** of consultancy fee, if any, should be clearly mentioned.

Signature: _____

Name: Dasho/Mr. /Ms.: _____

Dated: ____/____/20____.

Documents to be submitted by the proponent:

1. CV
2. CID copy
3. Family tree
5. CID copy of the Guarantor
6. CV and relevant certificates of the counsellor
7. Proposal