

## ANNEXURE X: Proposal for Change in Ownership of ECPF

1. Name of the ECPF: \_\_\_\_\_

2. Address of the ECPF: \_\_\_\_\_

3. Name of the Proponent: \_\_\_\_\_

4. CID No.: \_\_\_\_\_ (attach copy)

5. Contact No:

5.1 Telephone: \_\_\_\_\_

5.2 Mobile: \_\_\_\_\_

5.3 Fax: \_\_\_\_\_

5.4 E-mail: \_\_\_\_\_

6. Address of the proponent:

<b>Residential:</b> <i>Flat No:</i> _____ <i>Building No:</i> _____ <i>Location:</i> _____ <i>Dzongkhag:</i> _____	<b>Permanent:</b> <i>Village:</i> _____ <i>Gewog:</i> _____ <i>Dzongkhag:</i> _____
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7. **Vision, mission, and objectives of the ECPF:** The proponent should provide a comprehensive statement of the vision, mission and objectives (VMO) with particular references to the current VMO of the firm. S/he must also include a short paragraph on “*why I want to take over the ECPF*”.

8. **Linkages:** The proponent should provide details on how the firm will continue or discontinue with the established linkages and on potential new linkages with colleges/universities/institutes along with their recognition and accreditation documents, and approval from the University Grants Commission and/or equivalent professional bodies of the host country.

1. **Infrastructure:** The proposal should provide plans for the current infrastructure and new initiatives.

**10. Human Resource Plan:** The proponent should provide an overall human resource plan of the firm in reference to the current HR of the firm. Attach CV and relevant certificate, if intending to recruit new counselor.

**11. Finance Plan:** The proponent should provide plans for salary and remuneration for the staff. It should also include measures to ensure sustainability.

**12. Services Provided:** The proponent should provide details of services that they intend to provide in addition to the current services provided.

**13. SWOT Analysis:** The SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis must be conducted for the change of ownership.

**14. 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 counselor
7. Proposal