

**INDIAN COUNCIL OF WORLD AFFAIRS
SAPRU HOUSE, BARAKHAMBA ROAD,
NEW DELHI – 110 001.**

REGISTRATION FORM FOR PUBLISHING OF BOOKS

I/We _____ the
Proprietor(s)/ Others (Please specify) _____ of the
firm/company submit the following information for registration as book publishers
of the ICWA, Sapru House for the Financial Year 2017 -18.

1. Firm's Name: _____
Address of the firm: _____

Mob.No. _____
Tel.No. _____ Fax _____
_____ Email: _____
2. Proprietor's Name _____
Address of the firm: _____

Mob.No. _____
Tel.No. _____
Fax _____ Email: _____
Address _____
3. Nature of Business _____
4. Type of Establishment : Proprietary Ltd. _____
Company _____
Others(PleaseSpecify) _____
5. Date of Establishment _____
6. Financial Turnover (Per annum) _____
7. PAN / TAN No. _____
8. Name as given in the PAN Card _____
9. Memberships of Association etc. (Please give details National/State Level Professional Associations only).
i) _____
ii) _____
iii) _____

Eligibility Criteria for Empanelment of Publishers

List of Documents (Self attested) enclosed. (Please specify Serial Nos of documents attached.....)

1. A complete list of titles (excluding the revised editions) on International Relations during the last 3 (three) years.
2. List of top five best selling books on International Relations during the last three years.
3. Complete List of distributors / office branches in India and Abroad.
4. List of Government Institutions and other reputed Institution/ Universities/Libraries which are regular clients of the firm. (Attach at least one supply order for each during the last financial year 2016-17)
5. Copies of membership certificate of Associations etc. (National/State Level/International Professional associations only).
6. Copy of PAN/TAN Card
7. Copies of Income Tax Return of last three years, if PAN Card is not in the name of the firm.
8. Balance Sheet of the firm for the last three financial years duly certified by Chartered Accountant.
9. The **Annual turnover of the firm must be Rupees 1.00 crore or more per year during the last three financial years.** Annual Turnover certificate duly certified by Chartered Accountant for the year three financial years.
Copy of Registration / Incorporation Certificate of the firm.

UNDERTAKING

I/We undertake that :

1. I/We shall participate actively in the publishing and distribution of books of the ICWA.
2. The information given above is correct. Any change in the above information shall be intimated immediately..
3. I/We have carefully read the terms and conditions for registration and publication of books of the ICWA, Sapru House as amended from time to time and agree to publish books of ICWA on the terms and conditions prescribed by the ICWA.
4. I/We shall be liable to action as deemed fit by the ICWA for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature of the Proprietor

Name Seal Date : _____

Place : _____

Terms and Conditions for publishers for Registration with Indian Council of World Affairs:-

1. Every Publisher shall have to register with the Indian Council of World Affairs before undertaking business with the Council.
2. The Publisher shall submit the copy of their IT returns for the last three years and PAN/TAN in the prescribed application form along with the address proof.
3. The firm order shall be acknowledged and executed up to the specified date, failing which, it would be deemed to be cancelled.
4. The Director General, ICWA decision in all the exceptions to these terms and conditions shall be final and binding on all concerned.
5. All legal disputes, if any, shall be settled in Delhi.
6. Application should be addressed to "**Deputy Director General, Indian Council of World Affairs, Sapru house, Barakhamba Road, New Delhi – 110 001. The last date and time of submission of application is 09.10.2017 upto 3.00 PM.**"