

## **Application Form for Organisations**

**Application No** *(for office purposes):*

### **Section 1: GENERAL INFORMATION**

**Registered name of the applicant organisation:**

**Legal Entity** *(such as an NGO, Society, Proprietorship, Company etc.):*

**Brand Name(s) under which the organisation sells:**

**Name and Designation of the Head of the Organisation:**

**Address for Communication:**

**Phone:**

**Fax:**

**Email:**

**Website:**

**Nature of Business:**

*Tick on the relevant ones*

- Producer / Original Manufacturer of the Craft(s)**
- Trader**
- Both**

**Number of Production Units:**

*Please mention the no. of units and their addresses, as per Section 3 of this form*

**Region(s)/ Area(s) of Work:**

**Number of artisans engaged:**

	Full-time	Part-time
Male		
Female		

**Annual Sales of the organisation:**

*Please provide an attested Balance Sheet or CA certificate for the same (see section 3 of form)*

**Craftmark processes applied for:**

*Mention the Craft Processes. Pls refer to the Application Guide/ AIACA website for the processes.*

*If you are applying for more than 5 processes, pls attach a similar matrix at the end of the application.*

**Application- Verification fees for EACH craft process is for ₹3000/-**

Craft Process

**List of Products that the organisation will make using these processes:**

**Section 2: SELF DECLARATION**

	<i>(Please check Yes or No for each statement.)</i>	<b>Yes</b>	<b>No</b>
1	The organization produces hand-made products.		
2	The organization's products are made in India.		
3	The organization does not use child labour.		
4	The organization employs children between the ages of 14-17.		
5	The organization pays the State Minimum Wage.		
6	The organization does not use forced labour.		
7	The organisation's working environment offers sufficient space, light, and ventilation.		
	<i>(For factory set-ups only)</i>		
8	The factory has been approved to operate under the Factories Act of 1948.		

On behalf of the applicant organisation, I, hereby agree to extend all reasonable cooperation to AIACA in their inspection of our handicraft production / sourcing / sales procedures.

**On behalf of the applicant organisation, I** agree to submit my organisation's balance sheet or a CA certification authenticating my annual sales to AIACA.

Should the license to use the Craftmark be granted, on behalf of the applicant, I hereby undertake to abide by all the terms and conditions of the Craftmark Certification in accordance with Section 4 of this form.

**On behalf of the applicant organisation, I** agree to supply the documents required in section 3 of this form.

**On behalf of the applicant organisation, I** undertake that if any of the information supplied in the above application form is found to be wrong, the application may be rejected.

On behalf of the applicant organisation, I agree to supply samples, in case AIACA- Craftmark requires them.

**I HAVE APPLIED FOR \_\_\_\_\_ (number of) CRAFT PROCESSES, FOR WHICH I AM PAYING**  
**₹ \_\_\_\_\_ THROUGH AN ATTACHED Cheque/Demand Draft/ Internet Banking( NEFT/ RTGS).**  
**Please mention the Cheque / DD no / Name of internet banking account: \_\_\_\_\_.**

**I Agree/ Declare the above for and On behalf of (Name of Organisation):**

**Signature:**

**Name:**

**Designation:**

**Name of Father/Mother:**

**Residential Address:**

*Seal of Organisation  
(if relevant)*

**Phone:**

**Email:**

**Dated:**

### **Section 3: List of Required Documents**

**Please attach the following documents to your application:**

*Note: Please tick the documents that have been attached and FILL IN DETAILS, wherever relevant.*

*Note: AIACA will not be able to process applications without the relevant documents.*

1. A non-refundable Fee of ₹3,000 is payable for EACH sub-genre craft process. The total amount can be paid through a CHEQUE / INTERNET TRANSFER/ DEMAND DRAFT. Please fill in details of your payment method in the SELF DECLARATION section of this form.
  - If you send a **CHEQUE**, it should be payable to **ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION**
  - If you send a **DEMAND DRAFT**, it should be payable to **ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION**
  - If you transfer funds online, please refer to the following details. Please send an email to [contactcraftmark@aiacaonline.org](mailto:contactcraftmark@aiacaonline.org) to confirm you transfer.

ACCOUNT NAME : **ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION**

NAME OF THE BANK: **CITIBANK,N.A.,**

BRANCH ADDRESS: **D-11, SOUTH EXTENSION PART – II, NEW DELHI – 110 049 INDIA**

CURRENT ACCOUNT NO.: **0802205228**

IFSC CODE : **CITI0000002**

***We will email/ post you a receipt once the FEE and APPLICATION FORM are received.***

2. A brief description of how the organization/business was started, by whom, and in what year.
3. A brief description of the Craft-type, include: specific **region** and **community** associated with the production of the craft-type [if applicable], **other names** used to describe the craft-type [if applicable], the **raw materials** and **tools** used in its manufacture, any **seasonal restrictions** of production (if the craft can or cannot be made during certain months of the year).
4. An attested photocopy of the organization's Balance sheet for the previous year.

**OR**

A certificate from a Chartered Accountant certifying the previous year sales of the organisation.
5. A self-attested photocopy of the Certificate of Incorporation issued by the Registrar of Firms or Societies; or the Director of Industries [in case the applicant is a small scale unit]; or similar

other documents authenticating the name of the organization and its registered address. (In case of non-registration, please enclose documentary evidence in the form of publicity / packing material, etc. in support of the Trade-mark(s) / Brand-Names(s).

6. Please provide a physical sample of the craft process applied for **OR** send good quality pictures.
7. If applicant organization is the original manufacturer, please enclose a list of **specific addresses** of manufacturing facilities [if applicable] and the number of craftworkers employed in each facility. If organization does not have centralized manufacturing facilities, please enclose a brief description of how this product is manufactured.
8. If the applicant organization is NOT the original manufacturer, please enclose the names and **specific addresses** of original manufacturer(s) / supplier(s) / craftworker(s).

#### **Section 4: TERMS AND CONDITIONS**

1. Applicant will provide all information requested by AIACA, during application, verification or post certification, in a timely manner.
2. Applicant shall update AIACA in case of change of its contact details
3. Applicant will abide by terms and conditions listed in the License Agreement for Craftmark Logo
4. Use of Craftmark Seal

Applicant shall not:

- i. Use an incomplete seal
- ii. Use the seal on products that are not covered under the 'handmade' definition prescribed by AIACA
- iii. Use a seal that has expired its validity
- iv. Use the seal without the license number
- v. Use the seal for any other handmade process which is not certified by Craftmark



Example of Craftmark Seal

5. Services are provided to Craftmark members on need basis. Members are requested to approach us with their requirements which will be evaluated by the AIACA team. Appropriate support will then be suggested/ extended by the team.
6. AIACA can revoke the Craftmark seal in case of non- compliance by member of any terms or requirements mentioned in this form, Craftmark Manual or License Agreement for Craftmark logo. The member must immediately stop use of Craftmark logo in such a case.

*All Applications should be posted to:*

**All India Artisans and Craftworkers Welfare Association**  
Basement, B-223, C.R. Park, New Delhi-110019  
Tel.: 011-26272492; 011-26270493/94  
[www.aiacaonline.org](http://www.aiacaonline.org) | [www.craftmark.org](http://www.craftmark.org)

*For any application related inquiries, please contact us on:*

**Email:** [contactcraftmark@aiacaonline.org](mailto:contactcraftmark@aiacaonline.org)  
**Tel:** 011-26272492; 011-26270493/94