

APPLICATION FORM

TRUSTED CERTIFIED AUDITOR PROGRAMME

Retail & Shopping Centre Certification Auditing
IRF Trusted Mark Secretariat

1. APPLICANT DETAILS

Full Name	
Designation	
Organisation / Certification Body	
Department / Function	
Office Address	
City / State / PIN	
Mobile	
Email	
LinkedIn Profile (optional)	

2. PROFESSIONAL & SECTOR EXPERIENCE

Total Professional Experience	____ Years ____ Months
Retail / Shopping Centre / Allied Sector Experience	____ Years ____ Months
Audit / Certification Experience	____ Years ____ Months
Current Responsibilities (brief)	
Key Retail / Shopping Centre Sector Expertise	

3. AUDITOR / CERTIFICATION BACKGROUND

Existing Auditor Qualification(s) / Certification(s)	
Standards / Certification Schemes currently audited	
Approx. No. of audits conducted	
Certification Body / Bodies presently empanelled with	
Experience with Remote / e-Audits / Hybrid Audits	☐ Yes ☐ No Brief details: _____
Languages	
Geographical availability for audits (Cities / States / Regions)	

4. CERTIFICATION BODY / ORGANISATION NOMINATION (if applicable)

Nominated by a Certification Body / Organisation?	☐ Yes ☐ No
CB / Organisation Name	
Nominating Official / Designation	
Email / Mobile	
Signature / Authorisation / Date	

5. PROGRAMME FEE

Category	Fee	GST @ 18%	Total
Standard Programme Fee	₹25,000	₹4,500	₹29,500
Registered Certification Bodies / IRF Privilege Members	₹10,000	₹1,800	₹11,800

6. PAYMENT DETAILS

Account Name	IRF TRUSTED MARK LLP	Bank	Kotak Mahindra Bank
Branch	Greater Kailash-I, New Delhi	Account No.	0812117224
IFSC	KKBK0000195	GSTIN	07AAGFI1315Q1Z7
Amount Paid	Payment Date	Transaction / UTR / Payment Ref.	Remitted By
₹			

7. DOCUMENTS TO BE SUBMITTED

☐ Brief CV / Professional Profile ☐ Recent Photograph ☐ Auditor qualification/training evidence, where applicable ☐ CB/Organisation nomination, where applicable ☐ Proof of Payment ☐ Other information requested by Secretariat

8. COURSE MATERIAL, ASSESSMENT & AUDITOR STATUS

On receipt of the completed Application Form and applicable programme fee, the application will be reviewed by the IRF Trusted Mark Secretariat. Following approval, the prescribed course material/e-Handbook and preparation guidelines will be shared and available examination dates/options communicated. Successful completion demonstrates completion of the prescribed TRUSTED Scheme-specific learning and assessment programme. It does not by itself authorise the candidate to conduct certification audits. Auditor qualification, empanelment and authorisation remain subject to applicable IRF Trusted Mark Scheme requirements and the concerned Certification Body's competence evaluation, approval and monitoring processes.

9. APPLICANT DECLARATION

I confirm that the information provided is true and correct to the best of my knowledge. I understand that admission is subject to review and approval by the IRF Trusted Mark Secretariat and that certification under this programme is awarded only upon successful completion of prescribed learning and assessment requirements. I agree to abide by applicable programme guidelines.

Applicant Name	Signature	Date	Place

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Application No.		Date Received	
Eligibility Review	Approved / Clarification Required / Not Approved	Trust 203 Relevance Reviewed	Yes / No / NA
Proforma Invoice No.		PI Date	
PI Amount	₹	GST	₹
Total PI Amount	₹	Payment Received	₹
Payment Date		Payment Reference	
Tax Invoice No.		Tax Invoice Date	
Application Approved On		Course Material Shared On	
Study / Preparation Period		Examination Date / Option	
Written Assessment Result		Interview / Final Interaction Date	
Final Result	Pass / Reassessment Required / Other	Certificate No.	
Certificate Date		Authorised By	
Remarks			

Enquiries & Submissions

Priti Gupta, Sr. Manager

IRF Trusted Mark Secretariat

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