

APPLICATION FORM

TRUSTED CERTIFIED PROFESSIONAL PROGRAMME

Customer-Centric Retail & Shopping Centre Management
IRF Trusted Mark Secretariat

1. APPLICANT DETAILS

Full Name	
Designation	
Organisation / Institution	
Department / Function	
Industry / Sector	
Office Address	
City / PIN	
Mobile	
Email	
LinkedIn Profile (optional)	

2. PROFESSIONAL EXPERIENCE

Total Professional Experience	____ Years ____ Months
Relevant Retail / Shopping Centre / Allied Experience	____ Years ____ Months
Present Responsibilities (brief)	
Previous Relevant Experience (brief)	

Principal areas of experience: ☐ Retail Operations ☐ Shopping Centre Management ☐ Customer Service/CX ☐ Compliance/Legal ☐ Facilities ☐ Safety & Security ☐ HR/Training ☐ Marketing/Communication ☐ Digital/Omnichannel/IT ☐ Sustainability ☐ Quality/Business Excellence ☐ Research/Consulting ☐ Retail Real Estate ☐ Other: _____

3. PROGRAMME MODULE

Select	Module	Eligibility / Format
☐	MODULE I - Experienced Professionals Programme	15+ years relevant professional experience 7-day intensive programme
☐	MODULE II - Professional Development Programme	5+ years relevant professional experience Approx. 3 months
☐	MODULE III - Academic & Executive Programme	Approved academic / institutional / corporate / executive / industry programme route

Institution / Sponsoring Organisation (where applicable): _____

Final acceptance and module eligibility are subject to review by the IRF Trusted Mark Secretariat.

4. ORGANISATION / INSTITUTION NOMINATION (if applicable)

Organisation / Institution	
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
Privilege Members And Registered Certification Bodies	₹10,000	₹1,800	₹11,800

The applicable programme fee is the same across all three Professional Programme modules.

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 ☐ Organisation/Institution Nomination (if applicable) ☐ Proof of Payment
☐ Other supporting information, if requested

8. COURSE MATERIAL & ASSESSMENT

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. Available examination dates/options and applicable assessment/interview requirements will thereafter be communicated. Payment of the programme fee does not by itself constitute successful completion or certification.

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 the TRUSTED Certified Professional certificate will be awarded only upon successful completion of the 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 Verified	Yes / No / Clarification Required	Module Approved	I / II / III
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 Period / Programme Dates		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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