

INSTRUCTIONS for filling up the School Summary Form

Thank you for registering for **ASSET**

We request you to carefully read and follow these instructions which will help us process your registration quickly and in an error-free manner.

General Instructions:

1. Retain a copy of this form and submit the ORIGINAL to Educational Initiatives (EI). Our fax number is 079-26841400.
2. The last date for submitting the form is as per here:

Registration	Last Date
Final Registration	July 15 th , 2008

3. A Test Administration Fee may be retained by the school to cover test administration expenses including invigilation charges, DD charges, courier/postage charges, etc.
4. Please mention the SCHOOL CODE (provided by EI if the school has taken ASSET earlier) in the space provided on the top right corner. Schools registering for the first time may leave the school code blank.
5. Students should be charged Rs. 135/- per paper.
6. We accept payments in the form of Multi-City Cheques or Demand Draft (payable at Ahmedabad) or Direct Cash Deposit Only. Multi-City Cheques and Demand Drafts must be drawn in favour of 'Educational Initiatives Pvt Ltd' (payable at Ahmedabad).
7. If you choose to deposit cash or a local cheque in our ICICI Bank account no. 006405000246, our account name is EDUCATIONAL INITIATIVES PVT LTD. Retain a copy of the Pay-In Slip and send the ORIGINAL to our Ahmedabad office, along with this form.

Item-wise Specific Instructions:

Item No.	Special Instructions
1.	Please use CAPITAL Letters only. Fill the School Name legibly in the blocks provided writing one letter per box. Leave a blank box between words. The School Name will appear on all certificates as written here, followed by the town name in brackets.
6.	Please provide an Email ID on which the school will receive automatic updates, dispatch details and relevant communications.
11.	If you wish to conduct the test on dates different from the ones specified, you must obtain prior written/email approval from EI. Kindly note that ASSET Test CAN NOT be conducted earlier than the specified dates. For any clarification or confirmation please email us at manoj.sopory@ei-india.com or call Mr. Manoj @ 0-9871150777
12.	School should aim to get maximum benefits as per below offer:

SPECIFIC BENEFITS FOR PARTICIPATING SCHOOLS

	Registrations with 200-399 papers	Registrations with 400-799 papers	Registrations with 800-1599 papers	Registrations with > 1600 papers
BENEFITS	Set of 6 pen drives 1 GB each 	DVD player worth Rs. 4,000/- 	Digital Camera worth Rs. 7,000/- 	Desktop Computer worth Rs. 15,000/- 

Please do not pay by cash or local cheque. You may pay by multi-city cheque, or demand draft or deposit the amount directly into the Educational Initiatives Pvt. Ltd. ICICI Bank account No. **006405000246** in any ICICI Bank branch in your city. Multi-city cheques and demand drafts must be drawn in favour of "Educational Initiatives Pvt. Ltd." (payable at Ahmedabad).