

The instructions listed below may be followed while filling the AEP application forms:

- A. Incomplete applications shall not be accepted.
- B. AEP applications forms should be completely handwritten.
- C. AEP Form should be printed on both sides on a single A4 Sheet only.
- D. AEP form printed on 02 sheets shall not be accepted.
- E. AEP application should be filled in the same handwriting; applications filled in different hand writing are liable to be rejected.
- F. **AEP application form should be filled in Black Ink only.** Use of two different ink pens on a single application will not be accepted.
- G. Any correction and overwriting on the application form will not be accepted.
- H. Use of whitener and/or Fluid pen on the application form will not be accepted.
- I. Copy of supporting documents attached along with the AEP application form should be clear and **self-attested by the applicant.**
- J. **AEP application form should be filled properly as mentioned below. Any deviation would result in rejection of application.**
 - a. 1 Passport size colour photograph (background of photo in white with face covering 70% of the photo) should be pasted properly on the application form **(Without any Attestation)**
 - b. Signature of the Applicant must be there at specified place/s.
 - c. BCAS Police Verification number should be mentioned on the top of the application form (if applicable).
 - d. Employee number, Mobile Number, Dates, seals, stamps, marking of Zones should be properly marked or filled.
 - e. All the above documents (Including AEP application form) should be signed by the applicant and counter signed by the Authorized Signatory (MD/CEO/DIRECTOR)

Fees structure is enumerated below:

HOTELS / TOUR OPERATORS	Basic Rate = 59486.00 GST 18% = <u>10707.48</u>
	TOTAL = <u>70193.48</u>

P.S : All applicants are requested to deposit requisite amount of commercial AEPs fees only after scrutiny of required documents or after taking consent from DIAL AEP SECTION.