



**training
course
prospectus
2011**

Welcome to the National Academy of Indian Payroll (NAIP) training course prospectus

Welcome to the 2011 National Academy of Indian Payroll Prospectus.

Increasingly those working in HR and Payroll are playing strategic roles in taking the country's leading companies and organisations forward within India's buoyant economy and so in these exciting developmental times it is the perfect opportunity to take advantage of NAIP's training and qualification opportunities.

It is vital that there is accuracy and timeliness in payroll production, ensuring not only the correct net pay to employees but computing accurate overheads to ensure accounting accuracy.

Payroll management has also direct linkage to the strict compliance of stringent provisions of large number of complex labour laws prevailing in India. Any non-compliance attracts severe penal consequences. To ensure accurate salary and rewards are paid on time, efficient payroll management is necessary. This will help lead to a satisfied workforce and avoidance of penalties for non-compliance.

Investment in training enhances your knowledge in the payroll field that benefits both employees and their employer. NAIP is offering a number of courses in the HR and Payroll arena.

We offer studies at all levels so whether you are a seasoned HR and Payroll person wanting to refresh and update your knowledge or a complete beginner wishing to enter this exciting profession, we have a suitable course for your requirements.

After browsing this prospectus feel free to email NAIP at training@naip.in for course bookings or further details.

LOCATIONS

| | |
|-----------|-----------|
| Ahmedabad | Hyderabad |
| Bangalore | Kolkata |
| Chennai | Mumbai |
| Delhi | Pune |

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Essential Payroll affecting Pension and Provident Fund (1 Day)



Workshop 1

Because administration of Pensions and Provident Fund (PF) issues is complex and time consuming, NAIP is providing this one day not-to-be missed opportunity for delegates to get to grips with Pension and PF issues within the Payroll, Finance, and HR environment

About the Course

Anyone involved in or associated with the Payroll, Finance and HR function will, at some point in their career, receive a query or have to deal with the Pensions and PF. This workshop explains the legal and practical issues about detailed Pensions and PF calculations which are fundamental to effective payroll administration.

Who Should Attend

Finance Staff
Consultants
Payroll Staff
Students
HR Staff
Facility Management

Benefits of the Course

3 months complimentary membership of NAIP
Complete information about Payroll, Pensions and Provident Fund
Statutory Returns
Latest amendment copies of Provident Fund
Attendance Certificate as part of Personal Development Plan

COURSE CONTENT

| | | | |
|--|--|---|--|
| <i>1: Types of industries inclusion of minimum wages (half yearly/yearly revised wages</i> | <i>2: Pensions and PF loans and advances</i> | <i>3: Calculation of gross salary / CTC</i> | <i>4: Ingredients of pensions and PF</i> |
| <i>5: Pensions and PF eligibility</i> | <i>6: Calculations of Pensions and PF</i> | <i>7: Pensions and PF Benefits</i> | <i>8: Types of salary heads</i> |
| <i>9: Withdrawals / transfers</i> | <i>10: PF for International Workers</i> | <i>11: PF Returns</i> | <i>12: PF Office</i> |

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organisations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1001

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

Essential Payroll affecting Employee's State Insurance(1 Day)

Workshop 2

This one-day program has been designed by NAIP for all those needing to understand ESI within the payroll and HR setting and will be of benefit to employers and employees alike.

About the Course

There are multiple dynamics of the payroll function which needs focusses attention if one wants to gain knowledge of Employee's State Insurance (ESI). Anyone involved in or associated with the payroll function will, at some point in their career, receive a query or have to deal with ESI. This workshop explains the legal and practical information about detailed ESI calculations which is integral part of payroll system which holds the key to all other elements of the salary allowances to included in ESI calculations.



Who Should Attend

- Finance Staff
- Consultants
- Payroll Staff
- Students
- HR Staff
- Facility Management

Benefits of the Course

- 3 months complimentary membership of NAIP
- Complete information about the essential payroll affecting ESI
- Statutory Returns
- Latest amendment copies of ESI
- Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1002

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

| | | | |
|--|---|---------------------------------|--|
| <i>1: Payroll Management of ESI</i> | <i>2: Calculation of Gross Salary CTC limit of Gross Salary</i> | <i>3: Types of Salary Heads</i> | <i>4: Implementation and non-implementation areas of ESI</i> |
| <i>5: ESI Eligibility and Benefits</i> | <i>6: Calculation of ESI</i> | <i>7: On-Line Portal</i> | <i>8: ESI Hospitals</i> |

Essence of Payroll and Statutory Compliance (2 Day)

Workshop 3

This is a vital one-day workshop for all payroll professionals and HR staff needing to ensure that they are compliant and completely up-to-date with ever changing legislation. This course will enable delegates to fully appreciate the impact of legislative changes which will facilitate them to introduce good practice on behalf of their employer and improve business effectiveness within the HR and Payroll environment

About the Course

Statutory payments are complex and are often a common area of confusion for payroll staff as legislation continuously changes for statutory deductions, maternity, gratuity, ex-gratia etc. This workshop concentrates on the complex rules surrounding these areas to make certain that delegates are able to ensure their employers are compliant with legislation.



Who Should Attend

Finance Staff
Consultants
Payroll Staff
Students
HR Staff
Facility Management

Benefits of the Course

3 months complimentary membership of NAIP
Complete information about the essential payroll affecting Pensions, Provident Fund and Employee's State Insurance
Statutory Returns
Latest amendment copies of ESI
Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1003

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

| | | |
|---|--|---|
| <i>1: Payroll Management of Pensions, PF and ESI</i> | <i>2: Types of Industries</i> | <i>3: Calculation of gross salary / CTC, Minimum Wage, /Salary Heads and Leave policy</i> |
| <i>4: Information covering Pensions, PF and ESI eligibility</i> | <i>5: Information covering Profession Tax (State-wise)</i> | <i>6: Information covering Labour Welfare Fund (State-wise)</i> |
| <i>7: Income Tax Deductions</i> | <i>8: Gratuity Calculations and Eligibility</i> | <i>9: Bonus and Ex-Gratia Payments</i> |

Procedure For Filing Returns affecting Payroll By State (1 Day)



Workshop 4

Throughout the payroll world all payroll and HR professionals have to ensure they are compliant with statutory filing procedures. Hence NAIP has designed this one day course to guide and support those who work in payroll and HR environments who are either responsible for statutory filing or who actually undertake the task themselves.

About the Course

Anyone involved in or associated with the payroll function will, in any year, be responsible for submission for various annual, half yearly, quarterly and monthly returns. This workshop will explain the legal requirements and the intricacies of the filing procedures.

Who Should Attend

Finance Staff
Consultants
Payroll Staff
Students
HR Staff
Facility Management

Benefits of the Course

3 months complimentary membership of NAIP
Understanding the procedures for filing returns under various Labour Laws affecting payroll by State
Attendance Certificate as part of Personal Development Plan

COURSE CONTENT

| | | |
|--|--|--|
| <i>1: Payroll Management of filing returns</i> | <i>2: Definition of Statutory Returns</i> | <i>3: Key Dates for Filing Statutory Returns</i> |
| <i>4: The Various Types of Statutory Returns</i> | <i>5: Penalties for late/non-submission of returns</i> | <i>6: Eligibility for Submission of Returns</i> |

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1004

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

Essential Payroll and Taxation (1 Day)

Workshop 5

This is an interactive and comprehensive course aimed at people with existing knowledge of basic payroll and taxation. This course will give detailed information of all key elements of current Indian payroll and taxation legislation which will enable attendees to ensure that they are compliant and up to date to meet their obligations.

About the Course

NAIP recognizes that crucial to the employer's peace of mind is the comfort of knowing that the company's payroll fundamentals are in good hands. Consequently this course is designed to ensure that the requirements of taxation are well understood by Payroll and HR Professionals to ensure complete compliance with the law.



Who Should Attend

Finance Managers
Consultants
Payroll Managers
Payroll Supervisors
Commerce Students
HR Managers
Facility Management

Benefits of the Course

3 months complimentary membership of NAIP
Complete information about essential payroll and taxation
Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1005

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

| | | |
|---|--|--|
| <i>1: Payroll Management of filing return</i> | <i>2: Accounts of Head of Salary</i> | <i>3: Eligibility for Taxation Table / How to Save Tax</i> |
| <i>4: Calculation of Tax</i> | <i>5: Exemption / Perquisites under Sections</i> | <i>6: HRA Exemption</i> |
| <i>7: Investments</i> | <i>8: IT Declarations / Investments Proofs</i> | <i>9: E-TDS Return (On-Line)</i> |

Various Labour Laws affecting Payroll (1 Day)

Workshop 6

An understanding of the intricacies of Labour Laws is vital to the smooth running of the HR and Payroll functions within companies and NAIP has designed this intensive one-day course to train delegates to a high level of competence to ensure organizations can administer their contractual and legal obligations efficiently whilst avoiding legal action.

About the Course

Changes to legislation constantly impact on payroll departments. The rapid pace of change regularly affects the normal procedure of day to day functioning. This workshop will give an in-depth analysis of labour laws which affect the payroll system and impact on the HR function.



Who Should Attend

Finance Managers
Consultants
Payroll Managers
Payroll Supervisors
Commerce Students
HR Managers
Facility Management

Benefits of the Course

3 months complimentary membership of NAIP
Complete information about various labour laws affecting payroll
Demonstrate a full understanding of various acts
Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1006

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

1: Contract Labour Act (Central and State)

2: Shop, Establishment and Minimum Wage Act (State-wise)

3: Penalty Provision for Non-Adherence of Labour Statute

4: Employee Provident Fund and Pension Act

5: Employee State Insurance Act

6: Industrial Dispute Act

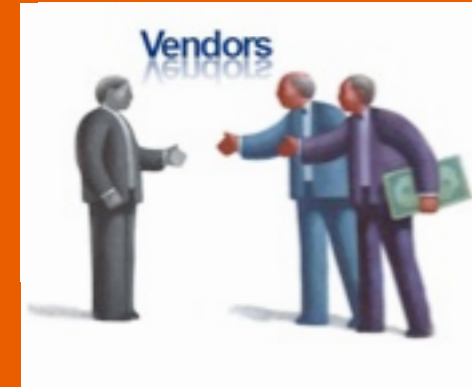
Vendor Compliance Management (1 Day)

Workshop 7

Increasingly companies are using vendors to supply payroll and/or HR services and NAIP has responded to the immense demand for training in how companies can get the best from vendors and manage the interface effectively and efficiently.

About the Course

Vendor compliance management is one of the essential skills necessary to any establishment that outsources its work to outside vendors. The workshop covers the adherence to laws which vendors need to follow and which companies should check on a day to day basis in order to run the business smoothly, legally and effectively. This workshop will give a meaningful overview of vendor compliance issues.



Who Should Attend

Finance Managers
Consultants
Payroll Managers
Payroll Supervisors
Commerce Students
HR Managers
Facility Management
Risk Assessors

Benefits of the Course

3 months complimentary membership of NAIP
An in-depth understanding of vendor compliance management
Understanding of how to manage compliance
Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1007

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

1: Importance of Vendor Compliance

2: Types of Vendor Compliance

3: Compliance under various Compliance Statute

4: Labour Compliance Visits and Handling of Inspections

5: Statutory Returns and Penalties for Non-Compliance

6: Visits of Labour Authorities, Shop and Establishments, LW Authorities, PT, PF, ESI Authorities

Report Writing (1 Day)



Workshop 8

As report writing is an essential tool of business communication, it is imperative that we have the skills, knowledge and ability to produce a clear and concise report. Therefore because of the demand, NAIP is providing this one day course to develop and improve individuals writing skills

About the Course

This workshop will help delegates prepare, plan and identify clear objectives to enable them to produce a report. The course will include drafting layouts, appropriate writing styles, presentation and acceptable abbreviations.

The course will also look at referencing and bibliography listings used for academic papers

Who Should Attend

Finance Managers
Consultants
Payroll Managers
Payroll Supervisors
Commerce Students
HR Managers
Facility Management
Risk Assessors

Benefits of the Course

3 months complimentary membership of NAIP
Gain confidence to prepare and write a clear business document
For those studying an academic qualification how to produce an academic paper
Ability to communicate with senior managers, peers and external business partners
Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1008

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

1: Advantages of Writing a Report

2: How to Prepare and Research

3: Planning and Identifying Objectives

4: Drafting Layout, Writing Style and Presentation

5: Referencing, Bibliographic Listing and Abbreviations

6: Report Structures and Final Review

Service Level Agreements and Key Performance Indicators (1 Day)

Workshop 9

As both Service Level Agreements (SLA's) and Key Performance Indicators (KPI's) help organizations define and measure progress towards the organizational goals, it is imperative that we understand the value in using SLA's and KPI's in the workplace. Therefore there is a need to understand what we can use to measure the performance and how we present to our organization.

About the Course

This workshop will help delegates to develop SLA's in their own functions and appreciate that this is a tool to help measure and quantify pre-defined timescales as well as performance.

As a result we can then develop KPI's to use in order to measure the efficiency of our SLA's that can reflect the critical success factors of an organization.



Who Should Attend

Finance Managers
Consultants
Payroll Managers
Payroll Supervisors
Commerce Students
HR Managers
Facility Management
Risk Assessors

Benefits of the Course

3 months complimentary membership of NAIP
Gain confidence to prepare and write a clear business document
For those studying an academic qualification how to produce an academic paper
Ability to communicate with senior managers, peers and external business partners
Attendance Certificate as part of Personal Development Plan

COURSE CONTENT

| | | |
|---|--|---|
| <i>1: Monitoring Business Performance</i> | <i>2: Analyse Strengths, Opportunities, Weaknesses and Threats</i> | <i>3: Identify and Develop Employment Related KPI's</i> |
| <i>4: Giving and Receiving Best Service</i> | <i>5: Identifying where SLA's can be used</i> | <i>6: Presentation of KPI's</i> |

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to create both SLA's and KPI's that they can develop for their own organizations in order to monitor performance and identify issues that reflect the organization goals. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1009

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

Mind Maps for the Payroll Professional (1 Day)

Workshop 10

This workshop will teach you the vocational skills that enhance your ability to start earning immediately after the course. MIND MAPS will help you DURING studies in learning, memory, revision (has been known to cut revision time by as much as 80%) and concentration among other areas. A MIND MAP is a thinking tool that reflects externally what goes on inside your head. It is like a Swiss Army knife for the brain. Anything you may want to do in terms of thinking, contemplation, cognition, remembering, creating.

About the Course

For the first time in India this is a MIND MAP embedded course on Payroll and is presented to you by Dharmendra Rai who was personally trained by the inventor Tony Buzan the worlds leading authority on the brain and learning



Who Should Attend

Finance Managers
 Consultants
 Payroll Managers
 Payroll Supervisors
 Commerce Students
 HR Managers
 Facility Management
 Risk Assessors

Benefits of the Course

3 months complimentary membership of NAIP
 Discover how MIND MAPS could enhance your creativity
 Discover how MIND MAPS demonstrate that we are unique and how to tap that uniqueness
 Understand the whole brain thinking and how it is enhanced dramatically with MIND MAPS
 Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to various uses of MIND MAPS for business, education and self development and the power of visual thinking. Questions are encouraged throughout the day and the trainer will give practical support and guidance.

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1010

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

1: Teaching of vocational skills that enhance your learning ability

2: Learning, Memory, Revision Skills

3: How MIND MAPS can be used after the course

4: Discover how MIND MAPS can help you to develop

5: The Laws of MIND MAPPING

6: About Inventor Tony Buzzard

International Training (1 Day)

Workshop 11

For each country these comprehensive 1 day training course are essential for any organization that is responsible for the International Payroll function giving you an overview of the legislative requirements needed to operate in various countries.



About the Course

The course material is jargon free and an easy to understand format looking at the day -to-day obligations in the countries covered

Countries Covered

Australia
Channel Islands
New Zealand
South Africa
United States of America
Canada
Isle of Man
Republic of Ireland
United Kingdom

Should there be requirements for other countries please contact us and we will endeavor to commission appropriate training

Who Should Attend

- Global Managers
- Finance Managers
- Consultants
- Payroll Managers
- HR Managers

Benefits of the Course

- 3 months complimentary membership of NAIP
- Understand complex and advanced legislation
- Knowledge and confidence to deal with queries
- Complex processes both internal and external
- Attendance Certificate as part of Personal Development Plan

Step - By - Step Approach

The workshop gives delegates a step-by-step approach to various uses of country complexities.

The understanding of data collection, calculation, payments and reporting in each country

Workshop Conclusion

After completing this comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain compliant whilst processing payrolls. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels.

Booking Your Place

To book your place, or a member of your team on this essential course, visit the NAIP website at www.naip.in or email training@naip.in for more information quoting reference M1011

Should you have more than 3 delegates please email us on training@naip.in to obtain a quote for us to deliver the training at your own organization. This is often a more cost effective solution.

COURSE CONTENT

| | | |
|--|---|--|
| 1: Processing for Starters and Leavers | 2: Calculation of Gross Pay | 3: Calculation of Statutory Deductions |
| 4: Calculation of benefits in kind | 5: Completing and processing of returns | 6: Checking the accuracy of payments |

Payroll training courses 2011

BOOKING FORM

Alternatively bookings can be made online at www.naip.in

please photocopy for multiple bookings

Delegate details

Title Mr Mrs Miss Other _____

Full Name _____

Address _____

Tel _____

Email _____

NAIP Membership No (if applicable) _____

Course Title _____

Payment Method

Please invoice (details above)

Purchase order number

Course dates cannot be guaranteed and are subject to change

Automatic Bank Payment

A/C: 001511023777

NEFT,RTGS & IFSC Code: BKDN0460015

Cheque enclosed payable to NAIP Education PVT Ltd

Credit / debit card payment

Please complete and submit this form. Upon receipt you will be contacted for your card details