**TEAM REPLY FORM FOR HR COMPETITION**

**(Please email this form immediately)**

The Regional Secretary Phone : (020)66061219-20

ACMA – Western Region Cell   : +91-9923602443

10th Floor, Godrej Eternia—“C” E-mail : ashwini.kulkarni@acma.in

Old Mumbai – Pune Highway acmawr@acma.in

Wakdewadi, Shivaji Nagar Pune-411005

**Last Date: 10th December, 2021**

Dear Sir,

### 2nd ACMA (WR) HR BEST PRACTICES COMPETITION - VIRTUAL

Tuesday 21st December, 2021

\* Kindly make sure that each column of reply form is filled

Name of the Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Categories to participate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Communication Language: (English / Marathi / Hindi) (Please tick)

Please fill in names of the persons in the team who will actually make the presentation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Presenters** | **Designation** | **Mobile no.** | **Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

Name of the Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participation fee : **Rs. 5,000/- + 18% GST** (**Total Rs. 5,900/-**) per team, per presentation slot.

**\*Important** :

1. **The participating companies are requested to send participation fee by 10th December 2021 to reconfirm their participation. Intimation of cancellation will be accepted one week prior after that the participation fee will be applicable.**
2. Since the competition is online, therefore, presentations reaching on time (by Wednesday, 15th December, 2021) will also be part of the criteria to decide winners.

*For invoice purpose please see page no. 2*

|  |  |
| --- | --- |
| **Invoice to be sent to** | **Particulars** |
| Name |  |
| Designation |  |
| Company Name |  |
| Address registered for GST |  |
|  |  |
| GST No. |  |
| Mobile/ Phone Number |  |

Note:

* **To avoid TDS on higher rate, duly signed declaration will be sent on confirmation along with invoice.**
* **The invoice will be raised as per the above information. Kindly note no changes will be accepted after digitally signed tax invoice is raised, so please make sure the above information is correct.**
* **The Participation Fee is non-refundable**
* **The programme is non-residential & Participation will be by prior registration only**
* **Reconfirmation will be sent by ACMA**
* **Cancellation will be allowed one week prior to the event date.**
* **NEFT / RTGS Payment has to be credited in the below bank account only:**

---------------------------------------------------------------TEAR OFF HERE, ENCLOSE CHEQUE---------------------------------------------------------------------

Please find enclosed herewith our at par cheque no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ favouring **Automotive Component Manufacturers**

**Association of India** for Rs.\_\_\_\_\_\_\_\_\_ towards participation fee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

TDS has/ has not been deducted, TDS Amount Rs.\_\_\_\_\_\_\_\_\_\_\_. Company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |
| --- |
| **Send payment cheque to:** Kind Attn: Mr. Ashwani Jotshi, Regional Secretary, ACMA WR, Office No. C, 10th Floor, Godrej Eternia C, B-Wing, Old Mumbai Pune Highway Wakdewadi, Shivajinagar, Pune- 411005. Tel No.(020) 66061219/20 |
| **Bank Details for NEFT/ RTGS**: Name of AC Holder: Automotive Component Mfg. Association of India  Name of Bank : State Bank of India Branch : Shivaji Nagar, Pune Nature of Bank AC : Current AC  Bank AC No .: 32690146194 IFSC Code : SBIN0007339 MICR Code of the Branch : 411002016 |