SUB: REGARDING ISSUE OF DIPLOMA / GRADUATE DIPLOMA / PG DIPLOMA CERTIFICATE

Dear Student,

We are pleased to inform that you are eligible to receive Diploma. Students who have passed in all the subjects will have to pay requisite fees & fill up the Certification form and submit it to IIMM NHQ, Navi Mumbai.

FEES:
For Diploma/Graduate Diploma/PG Diploma Certificate: Rs.1000/- in favour of IIMM, NHQs, Mumbai

HOW TO SUBMIT A DIPLOMA CERTIFICATE FORM:-
Required document are:
❖ Cash payment or DD of Rs. 1000/-
❖ A Xerox copy of all Mark sheets(if available)

HOW TO PAY THE FEES:
❖ Students can pay their fees by DD or Cash or Electronic transfer. DD should be in favour of “IIMM NHQ Collection A/c”.

HOW TO CONTACT US:
❖ Students can come personally or send their forms on the address mentioned below:

The Deputy Registrar,
IIMM - National Head Quarters
102 & 104, Institutional Area, Sector 15, CBD Belapur,
Navi Mumbai: 400614.
Ph: 022-27571022

HOW TO COLLECT CERTIFICATE:
❖ Students can collect the certificate during the Convocation Ceremony if being held by their respective branch of IIMM (exact dates will be communicated to all the students)
❖ Alternatively, the Certificate would be sent to them at their risk by Registered Post or Courier Service to their address.

Date____________
Place____________

Dy. Registrar

FOR OFFICE USE ONLY

Received Rs. | Receipt No: | Dated: |
Remarks if any:
APPLICATION FOR ORIGINAL CERTIFICATE

To,

The Deputy Registrar,
IIMM - National Headquarters
102 &104, Institutional Area, Sector 15, CBD Belapur,
Navi Mumbai: 400614.
Ph: 022-27571022

(To be filed in BLOCK LETTERS only)

Surname : ____________________________________________
First Name : __________________________________________
Middle Name : _________________________________________
Mother Name : _________________________________________
Residential Address : __________________________________

Mobile No. : __________________________________________
Email: ________________________________________________

I will collect my Degree: In Person [ ] In Absentia [ ]

In this connection, I am giving following details. (BLOCK LETTER)

<table>
<thead>
<tr>
<th>No.</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Full Name of student at the time of Examination</td>
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<td>2</td>
<td>Name of the Examination</td>
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<td>3</td>
<td>Month &amp; Year of Examination</td>
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<td>4</td>
<td>Roll No.</td>
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<td>5</td>
<td>Examination Centre</td>
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<tr>
<td>6</td>
<td>Membership No.</td>
</tr>
<tr>
<td>7</td>
<td>Certification Fees Paid DD No. DD Date NEFT</td>
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</tbody>
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DD/ Online Payment: Account Name: IIMM NHQ Collection A/c.
Account No.: 015101027881 ICICI Bank – IFSC Code: ICIC0000151 Branch: Vashi, Navi Mumbai

Whether all membership dues Cleared? YES [ ] NO [ ]

N.B: Membership is Mandatory for all students. Please make sure that you have cleared membership dues before applying for certificate.

For details of membership contact: 022-27565592