

Application Form for Artisans and Artisan Organisations

Application No. (For official purpose)

Section 1: GENERAL INFORMATION (to be filled by the applicant)

Name of the Artisan / SHG/ Cooperative: _____

Work Address: _____

GSTIN/PAN/Unique ID: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Facebook page (mention URL) _____

Instagram handle (mention URL) _____

Profile:

Tick on the relevant one

Master Artisan

Individual Artisan

SHG

Cooperative

Brand Name that (s) he / they sell under (if any): _____

Mention if there is an official name that they use to carry out their sales

How did you come to know about Craftmark? _____

DCH Artisan Card no: _____

Has the Applicant won any award? Please mention: _____

Number of Production Units: _____

Number of looms (applicable for weavers only): _____

Geographical Region of Production: _____

Number of artisans / craft workers engaged with the applicant:

	Full-time	Part-time
Male		
Female		

Estimate of Sales: Monthly: _____

Annually: _____

Design Rights: Do you have design rights for all design you produce/manufacture? Yes/No _____

Or

Designs you produce/manufacture don't have design right issues? Yes/No _____

Craftmark processes applied for:

Refer to Craftmark's Craft process list on the Craftmark website

*If you are applying for more than 5 processes, pls
Attach a similar matrix at the end of the application.*

Craft Process

List of Products that the artisan will make using these processes above: _____

Section 2: SELF DECLARATION

I, hereby agree to extend all reasonable cooperation to AIACA in their inspection of our handicraft production / sourcing / sales procedures.

I hereby declare that (SIGNATURE): _____

<i>(Please check Yes or No for each statement.)</i>		Yes	No
1	I work with hand-made products.		
2	My handicrafts/handloom products are made in India.		
3	My production unit does not use child labour.		
4	I pay the State Minimum Wage to my employees (if relevant).		
5	My work environment offers sufficient space, light, and ventilation.		

I, hereby declare that my annual sales for the previous year ending _____ was ₹ _____

Should the license to use the Craftmark be granted, on behalf of the applicant, I hereby undertake to abide by all the terms and conditions of the Craftmark Certification in accordance with Section 4 of this form.

I agree to supply the documents required in section 3 of this form.

I understand that if any of the information supplied in the above application form is found to be wrong, the application may be rejected.

I HAVE APPLIED FOR _____ (number of) CRAFT PROCESSES, FOR WHICH I AM PAYING ₹ _____ THROUGH AN ATTACHED Cheque/Demand Draft/ Internet Banking (NEFT/ RTGS). Please mention the Cheque / DD no / Name of internet banking account: _____.

I Agree/ Declare the above.

Signature:

Name:

Name of Father/Mother:

Residential Address:

Phone:

Date:

Thumb impression in case of no signature

Section 3: LIST OF REQUIRED DOCUMENTS

Please attach the following documents to your application:

Note: Please tick the documents that have been attached and FILL IN DETAILS, wherever relevant.

Note: AIACA will not be able to process applications without the relevant documents.

1. An Application and Verification Fee of ₹3000 is payable for EACH craft processes. The total amount can be paid through a CHEQUE / INTERNET TRANSFER/ DEMAND DRAFT. Please fill in details of your payment method in the SELF DECLARATION section of this form.
 - If you send a **CHEQUE**, it should be payable to **ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION**
 - If you send a **DEMAND DRAFT**, it should be payable to **ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION**
 - If you transfer funds online, please refer to the following details. Please send an email to contactcraftmark@aiacaonline.org to confirm you transfer.

ACCOUNT NAME	ALL INDIA ARTISANS AND CRAFTWORKERS WELFARE ASSOCIATION
NAME OF THE BANK	KOTAK MAHINDRA BANK LTD.
BRANCH ADDRESS	40/53 Chittranjan Park, Kalkaji, Bank Postal Code / Bank City : New Delhi-110019
CURRENT ACCOUNT NO	1412392202
IFSC Code:	KKBK0004593
MICR CODE	110485080

We will email/ post you a receipt once the FEE and APPLICATION FORM is received.

2. A brief description of how the organization/business was started, by whom, and in what year.
3. A brief description of the Craft-type, include: specific **region** and **community** associated with the production of the craft-type [if applicable], **other names** used to describe the craft-type [if applicable], the **raw materials** and **tools** used in its manufacture, any **seasonal restrictions** of production (if the craft can or cannot be made during certain months of the year).
4. A self-attested photocopy of the organization's Balance Sheet for the previous year.
5. A physical sample of craft process applied for, or good quality pictures

6. Please enclose a list of specific addresses of manufacturing facilities.

Section 4: TERMS AND CONDITIONS

1. Applicant will provide all information requested by AIACA, during application, verification or post certification, in a timely manner.
2. Applicant shall update AIACA in case of change of its contact details
3. Applicant will abide by terms and conditions listed in the License Agreement for Craftmark Logo

4. Use of Craftmark Seal

Applicant shall not...

- i. Use an incomplete seal
- ii. Use the seal on products that are not covered under the 'handmade' definition prescribed by AIACA
- iii. Use a seal that has expired its validity
- iv. Use the seal without the license number
- v. Use the seal for any other handmade process which is not certified by Craftmark



Example of Craftmark Seal

5. Services are provided to Craftmark members on need basis. Members are requested to approach us with their requirements which will be evaluated by the AIACA team. Appropriate support will then be suggested/ extended by the team.
6. AIACA can revoke the Craftmark seal in case of non- compliance by member of any terms or requirements mentioned in this form, Craftmark Manual or License Agreement for Craftmark logo. The member must immediately stop use of Craftmark logo in such a case.

All Applications should be posted to:

All India Artisans and Craftworkers Welfare Association

Basement, B-223, C.R. Park, New Delhi-110019

Tel.: 011-26272492; 011-26270493/94

www.aiacaonline.org | www.craftmark.org

For any application related inquiries, please contact us on:

Email: contactcraftmark@aiacaonline.org

Tel: 011-26272492; 011-26270493/94