
	Meena International Training and Certification Division Application for Late/Deferred Renewal	Form No. 60
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Points to be followed before filling in the forms below:

1. IPC certificates cease to be valid upon the date of expiry given on the certificate, and applicants cannot claim to have held valid certification after this date. No extensions to the maximum five-year period of validity are permitted.
2. Applications for deferred approval shall be received by admin@meenainternational.com or at Plot No.7, 1st Cross Street, VGN Royal Enclave, Avadi-Poonamallee Road, Paruthipattu, Chennai, 600071, BEFORE the expiry date of the certificate.
3. Meena will not consider applications for LATE approval beyond 12 calendar months after the date of expiry.
4. In order to obtain dispensation for late/deferred approval, the certificate holder must complete and return the attached application, together with the appropriate application fee.
5. Applications MAY be refused, in which case the certificate holder will be considered an initial candidate for certification in the sector, method and level concerned.
6. IPC's policy for late/deferred approval is to issue a letter of authorization which must subsequently be presented with any application for recertification or renewal. If the letter of authorization is not attached along with the application for renewal or recertification, the application will be refused.
7. If the application for late/deferred approval is accepted, any certificate which subsequently results from the application will be valid to the previous certificate date minus a day.
8. An application form and fee must be submitted in respect of EACH certificate for which late/deferred approval is sought. The application will not be processed until payment has been received.
9. In addition to the late/deferred approval application fee, the usual renewal or recertification fees remain payable.
10. Forms which are not signed where necessary will not be accepted.

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General Information: (To be completed by the candidate)

Full Name:	
IPC Unique ID:	
Certificate Number	
Date of expiry of certificate	
E-Mail:	
Address	
Contact Number	
Reason for late/deferred application	


Declaration by the applicant:

I understand that my IPC Certificate is not valid once the date of expiry is reached and I shall not claim any validity to the certificate upon its expiry.

I also understand that if an application for late/deferred approval is accepted and as a result of it, a new certificate is issued the validity of the certificate shall be for 5 years from the date of expiry of the initial certificate.

Signature of Applicant:

Date

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Information to be filled in by applicant's employee:

Company's Name:	
Company's Full Address:	
Contact Number:	Email ID:

Declaration by employee:

I can confirm that the information given by the applicant in this form is true to the best of my knowledge.

Signature:

Date:

Name:

Position:

The completed applications shall be forwarded to admin@meenainternational.com or by post to Meena International, Plot No.7, 1st Cross Street, VGN Royal Enclave, Avadi-Poonamallee Road, Paruthipattu, Chennai-600071.