

Dear Sir/ Madam,

**Re : Conducting NISM Certification Examination PAN India under NISM under NISM Invigilation**

During the Meeting of AMFI Officials with NISM Officials on October 3, 2013, one of the issues discussed was about NISM exam being conducted at limited centres. In this regard, NISM informed that they are ready to conduct exam at any place in India, other than the present exam locations, provided there are minimum 50 candidates appearing for the exam subject to complying with the policy guidelines as per the attached document.

AMCs, which desire to avail this facility, are requested approach Mr. Vishvesh Bhagat, Sr. Vice President, NISM for any further details. His contact details are as under :

E-mail : [vishvesh.bhagat@nism.ac.in](mailto:vishvesh.bhagat@nism.ac.in)

Phone :

Direct : 022- 66735113

Mobile : 9820292746

With Regards,

**C G Parekh**  
**Sr. Vice President**

Association of Mutual Funds In India  
One Indiabulls Centre,  
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Mumbai - 400 013  
Phone - 022-43346700

**Policy Guidelines by NISM for conducting NISM Certification Examination at the test centre outside NISM Campus :**

1. The minimum batch size of the candidates per day is 50. However, in the event of the actual number of candidates on a certain day falling short of 50, concerned organization shall be reimbursing to the NISM an amount equivalent to the total fee of the number of candidates falling short.
2. To and fro pick up from airport, stay and food arrangements of NISM invigilators will be provided by the concerned organization, free of cost.
3. The concerned organization has to offer a Test Centre (compatible to NISM requirements) as the infrastructure for conducting NISM Certification Examinations. These centers will be made available for inspection by NISM officials one day prior to the scheduled date of the examination.
4. Invigilation support will be provided to NISM by deputing officers from the concerned organization as and when required.
5. Prior approval of NISM will be obtained before enabling any centre for conducting NISM examinations. Mock run for the examination at the center will be conducted by NISM to ensure that all the conditions stipulated for conducting such examinations have been fulfilled.
6. NISM will neither be paying any charges to the concerned organization for using the infrastructure provided to conduct the examinations nor shall share any fees with the concerned organization.
7. All the registration and enrollment against the NISM Certification Examination will be made by the candidate/s or the concerned organization in an online mode.
8. Upon finalizing the arrangements, a formal Agreement in the form of exchange of letters will be entered in to.