



GLOBAL BOARD OF TECHNICAL & PROFESSIONAL EDUCATION

Institute Affiliation Guide

Eligibility, the documents the Board requires, what happens on the verification visit, and how long each stage takes.

Who Can Apply

Five things must already be in place.

Any registered training institute may apply. Each of the five points opposite corresponds to a document the Board must receive, so an institute that cannot satisfy one of them will not be able to complete the application. Check them now rather than discovering it later.

Check your eligibility

Nothing here is recorded or sent. It is only for you.

- ☐ The institute is a registered legal entity — with the Registrar of Firms, SECP, as a trust or society, or through a Chamber of Commerce.
- ☐ The premises are owned by the institute, or held on a lease of at least three years.
- ☐ A dedicated bank account is maintained in the institute's own name.
- ☐ An approved layout plan of the premises is available.
- ☐ The institute is registered with the FBR and holds a valid NTN.

Tick each point that already applies to your institute.

How It Works

Six stages, from application to certificate.



1

Complete the application

Six steps online — institute details, the trades applied for, campus, faculty and documents. Your answers save as you go, so you can stop and return.



2

Pay the fee

A challan is generated for you. Deposit it at the bank and upload the stamped Board copy. Your application is submitted at that moment.



3

Send the hard copies

Print the application, enclose the original affidavit and the original challan, and courier the packet so it reaches the Board within seven days.



4

Board review

A Board officer checks every declared detail against the documents you uploaded. Anything missing or unclear comes back to you as a deficiency notice.



5

Verification visit

A qualified trade assessor and a Board member visit the premises and verify what was declared. The Board bears the entire cost of this visit.



6

Approval and certificate

On approval the Board allots your registration number, issues the affiliation certificate, and lists the institute publicly as an affiliate partner.

Submitting online is not the end of the process. Hard copies of all documents must reach the Board by registered courier within 7 days. Nothing is rejected automatically for a late packet — the application is held and the Board follows up — but it cannot be approved until the papers arrive.

Documents You Will Need

Six are mandatory. Copies are acceptable except where an original is marked.

1

Firm Registration Certificate / Legal Status

FIRM REGISTRATION CERTIFICATE / LEGAL STATUS

Registered with the Registrar of Firms, SECP, a trust deed or NGO registration, Association of Partnership, Memorandum of Association, Articles of Association, Private Limited registration, or Chamber of Commerce.

2

Valid Lease Agreement or Ownership Proof

VALID LEASE AGREEMENT OR OWNERSHIP PROOF

A lease of not less than three years, or documentary proof that the premises are owned by the institute.

3

Institutional Bank Account

INSTITUTIONAL BANK ACCOUNT

The institute must maintain a dedicated bank account in the institute's own name.

4

Approved Layout Plan

APPROVED LAYOUT PLAN

A complete layout plan of the premises, approved by the relevant authority.

5

FBR Registration

FBR REGISTRATION

Registration with the Federal Board of Revenue, with a valid National Tax Number (NTN).

6

Affidavit

Original required

AFFIDAVIT

Declaring that the institute is not blacklisted, and undertaking not to issue its own certificates to trainees. Required in original.

Trades per application, and adding more later

One affiliation application covers up to 7 trades. Further trades can be added at any time after registration.

TRADES INCLUDED

7

- ✔ Trades are recorded by their national course code exactly as published; the Board does not alter names, codes or levels.

What the Verification Team Checks

The visit confirms that what you declared online matches what exists at the premises.



Premises & facilities

10 points checked on site

PREMISES & FACILITIES

- ✔ Ownership or lease documents for the premises
- ✔ Classrooms — number, size and seating capacity as declared
- ✔ Workshops and laboratories for each trade applied for
- ✔ Major equipment and training consumables in each workshop
- ✔ Separate washroom provision
- ✔ Clean drinking water
- ✔ First aid and medical provision
- ✔ Fire safety and security arrangements
- ✔ Library and learning resources
- ✔ Signage identifying the institute at the premises



Staff, programmes & records

9 points checked on site

STAFF, PROGRAMMES & RECORDS

- ✔ Head of institute — qualification and experience
- ✔ Permanent faculty against the qualifications required for each trade
- ✔ Visiting faculty records
- ✔ Non-teaching staff
- ✔ Enrolment against the approved capacity declared for each trade
- ✔ Attendance and assessment records
- ✔ Industry linkages and any placement records
- ✔ Institutional bank account and FBR registration
- ✔ Original affidavit and the original bank-stamped challan

This list is published so that an institute can prepare properly. The team records each item as verified, discrepant or not available, which is what allows a decision to point at specific findings rather than a general impression.