

# BOOKING PROCEDURE OF IGF ADVANCE

For booking of a course please follow the below procedure after confirming the availability of a seat. Mail can be sent on [training@imare.in](mailto:training@imare.in) or contact

on: +91 22 - 27711663 / 27701664

→ Course ID - 5312

→ Course Duration: 5 days

→ Course Timings: 0900hrs to 1630hours with lunch break and tea breaks

## **For booking please follow the below STEPS**

**STEP 1:** For Registration: <https://forms.gle/DSmcvmMjkZAvLDvo9>

**STEP 2:** Upload the documents: Create a single folder with your Name + the Course name. Scan each of your documents and place them inside the folder and then email on [documents@imare.in](mailto:documents@imare.in)

For example: Folder Name Abhinav Class I. Files are CDC.pdf (Front page, last page and relevant stamped pages), Passport.pdf, INDos.pdf, 4 Basic Safety Courses. pdf, Certificate of Proficiency as watch keeping rating.pdf or Certificate of Competency as an Officer on Watch .pdf & Certificate of IGF Code Basic Course .pdf. Only your photo can be a .jpg file.

**STEP 3:** Pay the course Fee: Visit [www.imare.in](http://www.imare.in) --- Use the option “**Buy Online**” (</buy-online.aspx>) then choose the course you want to pay the course fee.

**STEP 4:** Send an email to [training@imare.in](mailto:training@imare.in) and [accounts@imare.in](mailto:accounts@imare.in). Kindly mention that you have completed all steps i.e., Step 1, 2 & 3. After completing all the steps, share your details and transaction details.

**STEP 5:** On completion of all 4 above steps, you will receive confirmation from training department.

**UNLESS YOU COMPLETE THE ABOVE 4 STEPS YOUR BOOKING WILL NOT BE CONFIRMED.**

*In Case of Cancellation 25% of the Course fee will be deducted.*