

## APPLICATION FORM

### The Charles Correa Archive

Over 15,000 drawings, photos, articles and essays have been interlinked in a specially created digital program. The Archives are available at a nominal subscription only to accredited Schools of Architecture.

The requirements and conditions for use are as under:

#### A. PROTOCOL

- i. The Archives should be viewed on Mac OS or Windows operating system located in the institute's library, under supervision of the staff in charge.
- ii. Login should only be done by the librarian or staff in charge, with whom the password is secure. Username and password must not be disseminated to anyone as once other computers use your password, you will not be able to login.
- iii. Only one computer can log into the program at a time. Multiple logins is not possible on a single subscription.
- iv. The website is available continuously, 24 x 7. However, it may undergo maintenance annually during which it will be temporarily unavailable. For scheduled maintenance, the institute will be notified in advance.

#### B. COMPUTER REQUIREMENTS

- i. Google Chrome as the Internet browser. Ad-block must be disabled.
- ii. Minimum Screen resolution for the monitor is 1280 x 800 pixels.
- iii. Minimum 2 mbps broadband Internet connection.

#### C. SUBSCRIPTION FEE

- i. The Archives subscription consists of:
  - One-time Registration Fee<sup>1</sup>: ₹10,000
  - 3-Year Subscription Fee: ₹7,500
- ii. The program is available on subscription within one working day of CCF receiving this form and the registration and subscription fees.

Kindly fill in the FORM below and email it to: [connect@charlescorreafoundation.org](mailto:connect@charlescorreafoundation.org)

Name of Institute: \_\_\_\_\_

Registration # with Council of Architecture: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: 0 \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

Contact Person: \_\_\_\_\_

Payments can be made vide Demand Draft, Cross Cheque or RTGS, and should be made in the name of "**Charles Correa Foundation**".

Account Name: The Charles Correa Foundation

Address: 169, St. Sebastian Chapel Road, Fontainhas, Panaji, Goa 403001

PAN Number: AACTT0238R

Account Number: 50100118476083

Bank: HDFC Bank Ltd

Branch Address: Ground Floor, Sesa Ghor, Patto, Panaji, Goa 403001

SWIFT Code: HDFCINBB

IFSC Code: HDFC0001213

MICR Code: 403240018

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<sup>1</sup> The registration fee is paid only once if the subscription does not lapse.