



TQ SERVICES

**STAR SCHEME CERTIFICATION
APPLICATION (Annexure – 1)**

The details of No. of employees and Manufacturing / Offices / Service location(s) and any support location(s) with addresses which are to be covered in certification. (Example: any other manufacturing sites, design, marketing, sales, purchase etc.). To provide details of contact person, contact phone, fax and mail address.

Number of employees													
		Head Office		Site 1		Site 2		Site 3		Site 4		Site 5	
		Billable	Non-Billable	Billable	Non-Billable	Billable	Non-Billable	Billable	Non-Billable	Billable	Non-Billable	Billable	Non-Billable
1	Management												
2	Office Staff, helpers												
3	Operation												
4	HR/ Training												
5	Marketing / Sales												
6	Others–Stores, Admin, purchase etc												
7	Outsourced / Contract personnel												
8	Security Guards												
9													
	Total												

Note:

- Use extra sheet for additional sties
- Non-Billable means permanent employees hired on man-month basis.
- Billable employees are those employees hired on man-day basis or seasonal basis and would not be considered for commercial offer.