



## Arrangements to safeguard against mistaken or fraudulent claims for certificates.

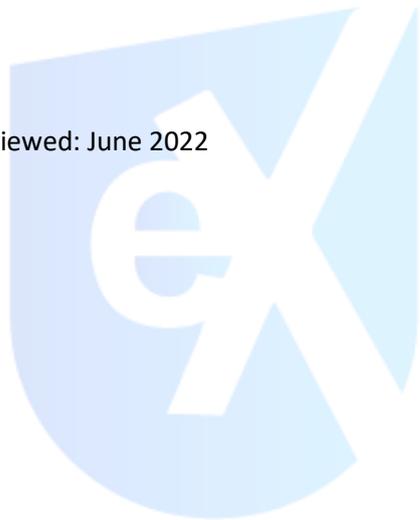
- 1.** On registration, all students will be entered into the Student Management System. The information required includes:
  - i.** Centre reference Number
  - ii.** awarding body reference number
  - iii.** Title/Gender
  - iv.** Name
  - v.** Date of Birth
  - vi.** Nationality
  - vii.** Registration Date
  - viii.** Mobile number
  - ix.** Local Address
  - x.** Overseas address
  - xi.** Place of birth
  - xii.** Passport Number, copy of passport and photograph
  - xiii.** Student type – overseas or local
  - xiv.** Primary and secondary email
  - xv.** Centre allocated email and personal login details
  - xvi.** Qualifications – documents scanned in
  - xvii.** Course enrolment with date of commencement of course
  - xviii.** Module completion assessments and marks



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- xix.** Fees paid
  - xx.** Notes – to chart progress and any additional correspondence.
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- 2.** All claims for certificates will require verification of items as to above, together with a signed current photograph and passport copy.
  - 3.** The Centre will ensure completion of all modules via its own internal procedures in addition to the awarding body procedures.

Reviewed: June 2022



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