

Annexure-I

(Refer to Rule 6.0, 7.0 and 14.0)

**Application for Enlistment and re-validation in all categories and classes
(Supporting documents annexed with the application form should be listed in Annexure-II)**

Class
Category

1. (a) Name of the applicant

(b) Status of entity (Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/Company)

(c) Registration Number for Firm (LLPIN for LLP and CIN for Company).....

2. Nationality.....

3. Address

(a)Registered Office.....

(b) Head Office (if different from Registered office)

4. Contact Details

(a) Telephone Number.....

(b) Fax Number.....

(c) Mobile Number.....

(d)Website URL (If any).....

(e) Email Id.....

5. (a) PAN (Individual / Firm / LLP/ Company).....

(b) GST registration number.....

6. Name, scanned passport size photograph and signature of the Individual(s)/ Partner(s)/Director(s) (Size of photograph should be 2.5 X 3.5 cm having white background and printed name at bottom)

Sl. No.	Name	Photo	Aadhar Card Number last four digit only	PAN Number	Mobile number	Signature (without stamp)

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7. Is the individual / sole proprietor / any partner / director of company:

- (a) Dismissed Government servant : Yes No
- (b) Removed from approved list of contractors : Yes No
- (c) Demoted to a lower class of contractors : Yes No
- (d) Having business banned/suspended by any Government in the past : Yes No
- (e) Convicted by court of law : Yes No
- (f) Retired engineer/official from Engineering Department of Government of India within last one year : Yes No
- (g) Director or partner of any other company/firm enlisted with DDA or any other organization : Yes No
- (h) Member of Parliament or any State Legislative Assembly : Yes No

If answer to any of the above is 'Yes' furnish details on a separate sheet.

- 8. (a) Name of person holding power of attorney (if any) :
- (b) Nationality :
- (c) Liabilities (if any) :
- 9. (a) Name of the banker :
- (b) Full address :
- (c) Phone number :
- (d) e-mail account :
- 10. (a) Whether already enlisted with DDA or any other Department : Yes/No

(b) If yes, give details in table below:

S. No.	Class/Category	Department Name	Enlistment Authority and address	Enlistment number and date	Validity date	Tendering Limit (in Rs. Lakhs)

11. (a) Is any person working with the applicant a near relative of the official of DDA (See Rule

(b) If yes, give details (Name, Designation, PIMS ID).....

12. Enlistment fee details:
- (a) Reference of DD Number
- (b) Date of DD issued
- (c) Amount of DD
13. Details of completed works secured during the last 7 years, eligible for work experience (to be filled in the proforma given in Annexure-III. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.
14. Certificates (Strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DDA as amended up to date and shall abide by them.
- (b) I/We certify that I/we are not registered and will not get myself/ourselves registered as contractor(s) in the Department under more than one name in the same category.
- (c) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (d) I/We certify that,
- (i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(b) and 7 above are as applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.
- (e) I/We undertake that I/we will hire or otherwise arrange the tools and plants required for the works procured as a result of this enlistment if I/we do not have our own tools and plants. I/we further undertake that I/we will hire or otherwise arrange the required Engineering Establishment required for the works procured as a result of this enlistment if I/we have not already employed the required Engineering Establishment.
- (f) I/We undertake that, if I/we do not possess in my/our name a valid electrical license as required, I/we shall associate an agency having such a license for execution of work which requires such a license.
- (g) I/We have attached Annexure-II duly completed.
- (h) I/We undertake that the works have not been got executed through another contractor on back-to-back basis.
- (i) I undertake that I am unemployed engineer/ architect/ horticulturist (submit on affidavit executed before the executive magistrate/ first class magistrate/ notary)
- (j) I undertake that I am neither empanelled nor working as arbitrator nor consultant in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.
- (k) **I/we undertake that we will not breach the code of integrity as per rule 175 of GFR-2017.**
- Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

Place _____

Date _____

**Signature of applicant
(Authorized Signatory)**

Annexure-II*(Refer to S No 14(g) of Annexure-I)***List of Documents Attached for Enlistment****Name of entity:****Category:****Class:**

S. No.	Document description	Applicable for	Submitted (Yes/No)
1.	Proof of constitution {(Annexure-I, S No 1(b))}		
a)	In case of sole proprietorship: an affidavit executed before the Magistrate not below the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm.	Other applicant	
b)	In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm.	Other applicant	
c)	In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP	Other applicant	
d)	In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors.	Other applicant	
2.	Power of attorney, if any, Annexure-I, S No 8 (a) or Board Resolution, if any.	Other applicant	
3.	Self-attested copy of enlistment order, if any {Annexure-I, S No 10 (a) & 10 (b)}.	All applicant	
4.	List of all near relatives working in DDA {Annexure-I, S No 11(a) & 11 (b)} (See also Rule 10.0 of Enlistment Rules)	All applicant	
5.	List of completed works (see Rule 6.0) in Annexure-III	Other applicant	
6.	Self-attested copies of award letters and final bill for completed works included in Annexure-III (See Rule 6.0).	Other applicant	
7.	Self attested copies of final bill for completed works included in Annexure-III(See Rule 6.0). Not required for works executed for central / state Govt. departments or undertakings.	Other applicant	
8.	Banker's Certificate from Scheduled Bank (in Annexure V-1) or Net worth Certificate (in Annexure V-3).	Other applicant	
9.	Banker's Certificate from Scheduled Bank (in Annexure V-1)	Retired Govt. Servant	
10.	Average Annual Turnover Certificate on works during the last three financial years in Annexure V-2	Other applicant	
11.	Self attested copy of Tripartite agreement for back-to-back contract. (See rule 6.2.2(a))	Other applicant	
12.	Self attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back contract. (See rule 7.6)	Other applicant	
13.	Self attested copy of GST registration. (Annexure-I S. NO. 5(b))	All applicant	
14.	Self attested copy of PAN Card. (Annexure-I S. NO. 5(a))	All applicant	
15.	Self attested copy of PPO- Pension Payment Order to be attached by retired Govt. servant (See rule 6.1.7 & 6.1.9)	Retired Govt. servant	

16.	Self attested copy of retirement order to be attached by retired Govt. servant (See rule 6.1.7 & 6.1.9)	Retired Govt. servant	
17.	Self attested copy of Affidavit for Engineers/Architects/ Agriculturist & Horticulturist applying under Rule 6.1.6 or 6.1.8 along with Form 16/16A & 26AS (if applicable) in Annexure-VII	Unemployed applicant	
18.	Self attested copy of Degree/diploma. (See Rule 6.1.6 & 6.1.8)	Unemployed applicant	
19.	Self attested copy of Aadhaar Card (of all partners/directors as applicable)	All applicant	
20.	Self attested copy of income certificate issued by state govt.	Unemployed applicant	

Note:-

1. Applicants who are neither retired Govt. servants nor unemployed are termed as other applicant.

Annexure-III

(Refer to Rule 6.0)

Details of Completed Works: Eligible works completed during the last seven years

1.	Name of work/Project & Location	
2.	Name of Agency	
3.	Agreement number, date	
4.	Agreement amount	
5.	Gross value of completed work	
6.	Stipulated date of start	
7.	Date of Completion	
	(a) Stipulated date of completion	
	(b) Actual date of completion	
	(c) Justified extended date of completion, if any	
8.	Details of services included	
	(a) Civil/Building (water supply, sanitary installation, drainage and water proofing work, etc)	
	(b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set, etc)	
	(c) Number of storey constructed.	
9.	Details of compensation levied for delayed completion if any	
	Whether case of levy of compensation for delay has been decided or not ? Owner department officers are requested to only mention either Yes or No against this option. Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion.	
	If EOT case has been decided i.e. answer to (a) above is Yes, then please intimate amount of compensation levied for delayed completion.	
10.	Details of Conciliation/Mediation/Arbitration/ Court Cases (from start of work till issue of this certificate), if any	
11.	Quality of work	Outstanding/Very Good/Good/Satisfactory/Poor
	Comments on Capability of Contractor	
11.1	Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
11.2	Financial Soundness	Outstanding/Very Good/Good/Satisfactory/Poor
11.3	Mobilization of Adequate T&P	Outstanding/Very Good/Good/Satisfactory/Poor
11.4	Mobilization of Manpower	Outstanding/Very Good/Good/Satisfactory/Poor
11.5	General Behaviour	Outstanding/Very Good/Good/Satisfactory/Poor
12.	Details of department/owner/client where work executed	
	(a) Name	
	(b) Address	
	(c) Phone	
	(d) e-mail	

Owner's Signature with seal and designation
(Project Manager or Executive Engineer or Equivalent)

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/us. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

Self-attestation by Applicant

Notes:-

1. This Performa shall be filled up separately for all three (maximum) eligible works proposed for works experience.
2. Annexure-III without valid signature of owner is invalid. Owner means department who owns the project/work executed by the applicant.

Annexure-IV

(To be filled in by inspection team in reference to rule 3.0 and 3.2 in Guidelines for departmental officers)

Assessment of quality certificate of completed work (Inspection report)

1. Name of work/project & location
2. Name of Agency
3. Agreement number
4. Agreement amount
5. (a) Gross value of completed work(approx.)
(b) Gross amount of work paid
(c) Amount of work done but not paid
6. Stipulated date of start
7. Date of completion
(a) Stipulated date of completion
(b) Actual date of completion
(c) Justified extended date of completion if any
8. Type of building and number of storeys including basement, stilt
9. Road/bridge lane length
10. Details of services included with approximate amount.
(a) Civil (water supply, sanitary installation, drainage, and water proofing work etc.)
(b) Electrical (internal electric installation, firefighting, fire alarm, HVAC, lift, electrical substation and DG set etc.)
11. Details of compensation levied for delayed completion, if any
(a) Whether case of levy of compensation for delay has been decided or not. Inspecting officers are requested to clearly write this information as either Yes or No
(b) If EOT case has been decided. Please intimate amount of compensation levied for delayed completion. If any
12. Details of Conciliation/Mediation/Arbitration/Court Cases, if any. Inspecting officers are advised to give brief detail
13. Details of owner/client

Sl. No.	Details	Description
a)	Name of division/circle/zone	
b)	Address of division	
c)	Phone	
d)	e-mail	

14. Inspection report by inspecting officer.

Building work

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Woodwork	
4	Flooring	
5	Roofing	
6	Finishing of walls	
7	Water supply and sanitary installations	
8	Aluminum and steel work	
9	Bulk services like road, sewage treatment plant, tube well sump etc.	

10	Steel structure work	
11	Retaining wall and Reinforced Earth Wall	
12	Expansion joint	
13	Seepage and leakage	
14	Lines and levels	
15	Structural defects and distress	
16	Quality of works inside shaft	
17	Quality of works in wet areas like toilet, kitchen , labs etc.	
18	Elevation of Building & Road	
19	Green features in the Building & Road	
20	Workmanship in general	
21	Special technology used, if any	
	Total marks	

Road work

S No	Description	Marks
Quality of components of work		
1	Cement concrete and reinforced cement concrete	
2	Stonework	
3	Steel structure work	
4	Retaining wall and Reinforced Earth Wall	
5	Bituminous work	
6	Finishing of road surface	
7	Shoulders	
8	Footpath	
9	Cross drainage/surface drainage work	
10	Quality of protection works in hill roads	
11	Crash barrier, central verge	
12	Road marking	
13	Road signage	
14	Expansion joint	
15	Profile and surface of flyover/bridge	
16	Seepage and leakage	
17	Lines and levels	
18	Structural defects and distress	
19	Workmanship in general	
20	Special technology used, if any	
	Total marks	

Electrical & Mechanical Works

S No	Description	Marks
Quality of components of work		
1	Internal Electrical installation	
3	Fire alarm and firefighting systems	
4	Lifts and escalators	
5	Air conditioning work	
6	Outdoor street lighting	
7	Bulk services like underground cabling etc.	
8	Substation equipment like transformer, HT< panel and , DG set.	
9	Fitting, fixtures, switchboards etc.	
10	Metering location layout of fittings and cables	
11	Earthing	
12	Lightening arrester	
13	SCADA system	
14	EPBAX, Sound, CCTV, LAN System	
15	Building & Road Management System	
16	E&M defects	
17	Workmanship in general	
18	Special technology used, if any	
19	Lifts and escalators	
20	Air conditioning work	
21	Street lighting	
22	Feeder pillars	
23	Electric Poles	
24	Bulk services like underground cabling etc.	
25	Substation equipment like transformer, HT< panel and DG set	
26	Earthing	
27	Lightening arrester	
28	SCADA system	
29	E&M defects	
30	Workmanship in general	
31	Special technology used, if any	
	Total marks	

Horticulture work

S No	Description	Marks
Quality of components of work		
1	Development of lawns and gardens (general layout, slope for drainage of water)	
2	Tree plantation (general layout, spacing, choice of species)	
3	Plantation of shrubs (general layout, spacing, choice of species)	
4	Hedge/edge/plants (general layout, spacing, choice of species)	
5	Flowerpots/Indoor foliage plants	
6	Irrigation facilities – Sprinkle/drip	
7	Drainage of area	
8	Composting and disposal of organic waste	
9	General health of plants	
10	Pest /insets/disease control measures	
11	Vertical wall/terrace/hanging/water/bog/zen garden	
12	Hydroponics	
13	Automation of garden	
14	Cacti and succulents	
15	Type of plantation, collection of plants, varieties and diversity	
16	Quality of existing garden features of lawn, trees, shrubs, hedges/edges, etc.	
17	Whether any water logging found in the garden area	
18	Technical proficiency	
19	Horticulture and landscaping	
20	Workmanship in general	
	Total marks	

Notes:

1. Each attribute shall be assessed on maximum marks of 10. Those attributes which are not applicable, will not be considered for calculating marks. Relevant documents and photographs must be attached along with the inspection report.
2. Work with TOR of more than 1 shall not be considered for enlistment. TOR means actual time of execution divided by time of completion stipulated in the agreement plus extended time period without levy of compensation.
3. Inspecting authority may modify the above attributes by addition/deletion depending upon nature of the work being inspected.

Signature of the inspecting officer(s)

(Name, Date & Seal)

Annexure-V-1

(Refer to Rule 6.3)

Form of Banker's Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information Shri/Smt/M/S.....having registered address, a customer of our bank, is/are respectable and can be treated as reliable for any engagement up to a limit of Rs..... (Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

This certificate is issued on the request of Shri/Smt/M/S for obtaining enlistment in DDA in (name of category), in Class.....

(Signature)
For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, in sealed cover addressed to Secretary (CRB), DDA.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

Annexure-V-2

(Refer to Rule 6.3)

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company:

S. No.	Financial year	Annual turnover on work in Rs. lakhs

Unique Document Identification Number (UDIN)

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

Annexure-V-3

(Refer to Rule 6.3)

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the net worth of Shri/Smt/M/S (Name & Registered Address of individual/firm/company), as on (the date of certificate) is Rs. after considering all liabilities. It is further certified that the net worth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March _____(the relevant years as per Rule 6.3.6)

Unique Document Identification Number (UDIN)

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

Annexure-VI

(Refer to Rule 9.0)

Application for change of name, address, constitution and status (see Rule 6.1), merger and disassociation of enlisted entity

(Please fill in the applicable parts and strike out inapplicable parts)

Part A

Details of enlistment of the exiting entity

- 1. Name
- 2. Address
- (a) Registered office
- (b) Head office
- 3. Contact details
- (a) Phone number
- (b) Mobile number
- (c) e-mail account
- 4. Status (individual/sole proprietorship/partnership firm/limited liability partnership/company)
- 5. Name(s) of the individual/partners/directors of the entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

- 6. Category of enlistment
- 7. Class of enlistment
- 8. PAN
- 9. GST Registration number

Part B

Application for change of name, address, constitution and status (see Rule 6.1) of enlisted entity
(Give details of the proposed entity)

Prior approval required for: Change of status Yes/No OR Change of constitution Yes/No

1. Name
2. Address
- (a) Registered office
- (b) Head office
3. Contact details
- (a) Phone number
- (b) Mobile number
- (c) e-mail account
4. Status
5. PAN
6. Names of the partners/directors of the proposed entity

S. No.	Name	Share	Aadhar Number last four digit only	PAN
1				
2				
3				
4				
5				

7. Is any partner/director of the proposed entity
 - (a) Dismissed government servant : Yes No
 - (b) Removed from approved list of contractors : Yes No
 - (c) Demoted to a lower class of contractors : Yes No
 - (d) Having business banned/suspended by any government organization in the past : Yes No
 - (e) Convicted by a court of law : Yes No
 - (f) Retired official from Government of India within last one year : Yes No
 - (g) Director or partner of any other company/firm enlisted with DDA or any other organization : Yes No
 - (h) Member of Parliament or any State Legislative Assembly : Yes No

If answer to any of the above is yes, furnish details on a separate sheet.

8. (a) Name of the person holding power of attorney (if any)
- (b) Nationality
- (c) Liabilities (if any)
9. (a) Name of the bank
- (b) Phone number
- (c) e-mail account
10. (a) Is any person working with the applicant a near relative of DDA official (See Rule 10.0)
- (b) If yes, give details (name, designation, PIMS ID)

11. Certificates (strike out whichever is not applicable):
- (a) I/We (including all partners) certify that I/we have read the Rules for Enlistment of Contractors in DDA as amended up to date and shall abide by them.
- (b) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.
- (c) I/We certify that
- (i) I/none of the partners/directors have retired from Government service during the last one year.
- (ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

Signature(s) of applicant(s):

In case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Aadhar Number last four digit only	PAN	Signature	Date

List of documents:

- (a) To be submitted along with application for prior approval
- (i) Copy of proposed partnership deed/proposed memorandum of articles, duly signed.
- (ii) An affidavit sworn before a First Class Magistrate by all the partners/directors to the effect that the new entity shall take over all the assets and liabilities of the existing entity.
- (iii) Consent of retiring partners/death certificate of partner.
- (b) To be submitted after obtaining prior approval of the enlistment authority.
- (i) Copy of registered partnership deed/memorandum of articles.
- (ii) Certificate from the banker indicating new status or constitution.
- (iii) Acknowledgment from the Income Tax and GST Departments for having noted the change.

Part C

Application for prior approval for change in the name of an entity

- 1. Name as per enlistment order
- 2. Proposed name

List of documents

- (a) To be submitted along with application for prior approval None
- (b) To be submitted after obtaining prior approval of the enlistment authority.
 - (i) An affidavit sworn before a First Class Magistrate by the individual/all the partners or directors to the effect that the entity has changed its name from to
 - (ii) Copy of registered partnership deed/memorandum of articles with the new name.
 - (iii) Acknowledgment from the banker for having noted the change in name.
 - (iv) Acknowledgment from the Income Tax and GST Department for having noted the change in name.

Signature(s) of applicant(s):

In the following table in case of partnership firm or limited liability partnership or company all partners or either all Directors or the Chief Managing Director if authorized specifically by a Board Resolution.

S. No.	Name	Address	Mobile number	Signature	Date
1					
2					
3					
4					
5					

Annexure-VII

(Refer to Rule 6.8)

Criteria for evaluation of contractors' performance for enlistment

Name of the applicant:

Category:

Class:

S No	Parameter and evaluation criteria	Maximum marks	Marks obtained
1	Work experience 18 marks for minimum eligible value 30 marks for twice the minimum eligible value or more Marks for intermediate values shall be determined by straight line variation	30	
2	Contract performance 30 marks for completion of work without litigation 18 marks for completion of work with litigation Zero mark for rescission of contract	30	
3	Time over Run TOR= Actual time for completion/stipulated period of completion of work plus extended time period without levy of compensation. In case, levy of compensation is not decided, extended time period without levy of compensation shall be nil. 10 marks if $TOR \leq 0.8$ 8 marks if $0.8 > TOR < 1$ 6 marks if TOR is = 1 Zero mark if TOR is > 1	10	
4	Quality of completed works	30	

Notes:

1. If the work experience consists of more than one completed works, the marks under each parameter shall be worked out separately for each work, and average marks shall be considered for final evaluation.
2. The eligibility criteria for enlistment shall be minimum 60% marks in each parameter and minimum 70% marks overall.
3. Work in which compensation is levied for delayed completion is not acceptable for enlistment.
4. Work in which EOT case is not decided is not acceptable.

Annexure-VIII
(Refer to Rule 6.1.6 & 6.1.8)
Affidavit of Engineers/Architects/Horticulturist/Agriculturist

(To be executed on Rs. 10 Non-Judicial Stamp Paper before the Executive Magistrate/First Class Magistrate/Notary)

I (Name of the applicant) age years resident of (Postal address of the applicant) do hereby solemnly affirm and declare as under:-

1. I am a Citizen of India.
2. That I am a graduate in (name of stream) from the (Full name and address of institution). I have completed my degree in the year
- Or
3. That I am a diploma holder in (name of stream) from the (Full name and address of institution). I have completed my diploma in the year
4. That I am executing this affidavit for purpose of applying for enlistment as contractor with DDA in Class, category
5. My details are as follows:
 - i. PAN Number
 - ii. Aadhaar card number
 - iii. GST registration number
6. Income Certificate issued by State Government is attached.
7. Form 16/16A and 26AS is not issued as I don't have taxable income.
Or
Self-attested photocopy of my Form 16/16A & 26AS are enclosed.
8. My annual income in last financial year has not exceeded Rs. 4 lakh per year.
9. That I am not employed in any Central/State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous body.

(Signature of the applicant)
Deponent

VERIFICATION:

Verified at _____ on _____ that the contents of above affidavit are true and correct to the best of my knowledge and nothing is concealed therein.

(Signature of the applicant)
Deponent

Attested/Sworn in my presence.
(Executive Magistrate/First Class Magistrate/Notary)

Note: Strike out whichever is not applicable.