

WAKO INDIA KICKBOXING FEDERATION

POLICY TO ISSUE DUPLICATE CERTIFICATE

The WAKO India Kickboxing Federation has established a policy to issue duplicate certificates for athletes who have lost or damaged their original certificates. The goal of this policy is to ensure a transparent and consistent approach in handling such situations, while maintaining the accuracy and integrity of official records.

1. Eligibility for Duplicate Certificates:

A duplicate certificate shall be issued to an athlete under the following circumstances:

- a) **Loss of Certificate:** The original certificate has been lost or misplaced.
- b) **Damage to Certificate:** The original certificate is damaged beyond recognition or is unreadable.

2. Procedure to Apply for a Duplicate Certificate:

- a) **Application Form:** The athlete must complete and submit a "Duplicate Certificate Request Form," available on the WAKO India's official website or from the office.

3. Supporting Documents:

- a) Sports Id
- b) Copy of Aadhar Card
- c) Copy of the original certificate (if do you have)
- d) In case of damaged certificates, the original damaged certificate must be submitted.

4. **Verification:** The request will be verified by the state association or relevant authorities.

5. **Payment:** A non-refundable processing fee of 1000/- will be required to cover the costs of issuing the duplicate certificate. **Fee** will be charged for each duplicate certificate request alongwith Application Form.

6. Timeframe for Processing:

- a) Duplicate certificates will be issued within **10-15 business days** after the complete application and payment have been received and verified.
- b) **Expedited Processing:** Expedited services may be available for an additional fee, with delivery within **5-7 business days**.
- c) **Receiving from Office:** If you need to pick certificate up in person or if you're already near the office.
- d) **Receiving from Courier:** Couriers can deliver directly to your location, but they might come with added delivery fees and longer wait times.

Limitations:

- Duplicate certificates will only be issued for certificates that were originally issued by the Federation on National Level.
- Only one duplicate certificate will be issued per request.

Terms and Conditions:

1. **Misuse of Certificates:** Any misuse of duplicate certificates, will lead to disciplinary action, including potential disqualification or legal consequences.
2. **No Duplicate for Invalid Certifications:** If the original certificate is revoked due to disciplinary actions or other reasons, a duplicate certificate will not be issued.
3. **Change of Policy:** The organization reserves the right to modify this policy at any time. Changes will be communicated to all relevant parties.

Contact Information:

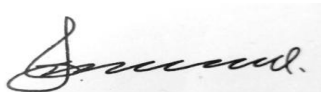
For questions or to submit a duplicate certificate request, athletes should contact:

- **Email:** wakoindiainfo@gmail.com

Address :- Basement, J-3180, Sainik Colony, Sector – 49, Faridabad-121001, Haryana

Contact No. – 8700091040

For WAKO India Kickboxing Federation



(Santosh Kumar Agrawal)
President