

Member: Corporate

Name of the Member :	<i>Office Use</i>
Category of Membership: (Proprietary/Professional/Trader)	<i>Office Use</i>
Type of Entity :	<i>Office Use</i>
Checked By:	<i>Office Use</i>

Instruction for filling-up Membership Admission related documents

Sr. No	Particulars	Submitted (Yes /No/N.A)
	Payments for Membership	
I	Admission Fees	<i>Office Use</i>
II	Processing Fees	<i>Office Use</i>
III	Interest Free Security Deposit	<i>Office Use</i>
IV	Annual Subscription	<i>Office Use</i>
	Documents for Membership	
(1)	Membership Application Form	
i.	Last Page – Date of making an application to be mentioned AND Place to be given .	
ii	Last Page – Specimen of the signature(s) under the rubber stamp of the company / authorized signatories should be provided along with the Name and designation of the signatories. Photographs of the Designated Directors should be affixed and signed across.	
iii	All the pages of the application form are to be signed by the authorized signatories under the rubber stamp of the company.	
(2)	Latest Annual Report	
i.	Certified true copy of the Annual Report Submitted. Annual Report contains, Directors Report, Auditors Report, Balance Sheet, Profit & Loss A/c, Schedule and Notes to the A/c	
(3)	PAN Details	
i.	Certified Copies of the PAN Cards (Both Sides) signed by authorized Signatories.	
(4)	Bio- data	
i.	Bio data submitted for Designated Directors who have signed the Application Form and in the prescribed format of the exchange and self-certified.	

(5)	Networth Certificate	
i	Submitted in Method 1 /Method 2	
ii.	Networth Certificate submitted is in the prescribed format of the Exchange and on the letterhead of the Chartered Accountant and certified by him.	
iii	Networth Certificate submitted is not more than 6 month old.	
iv	The details of the Chartered Accountant such as Name of the firm, name of the Proprietor/Partner signing the certificate , rubber stamp and Membership no. of the Chartered Accountant mentioned in the Networth Certificate submitted	
(6)	Memorandum and Article of Association	
i.	The Memorandum and Article of Association and certificate of incorporation submitted is certified as true copy by the authorized signatories	
(7)	Shareholding Pattern	
i.	Shareholding Pattern submitted is in the prescribed format of the Exchange and on the letterhead of the company.	
ii	Shareholding Pattern submitted is certified by authorized signatories under the rubber stamp of the company.	
iii	Shareholding Pattern submitted is certified by Chartered Accountant/ Company Secretary along with rubber stamp of C.A. / C.S. Firm and Membership number.	
(8)	Board Resolution	
i.	Board Resolution should not be before the date of incorporation/ registration of the Applicant	
ii.	Board Resolution should be passed before the date of membership application	
iii.	The Board Resolution submitted is on the letterhead of the company.	
iv.	The Board resolution submitted is signed/ certified by the Chairman/ Company Secretary. Rubber stamp of the company is affixed.	

v.	The Specimen signature of the Authorised Signatories is provided in the Board Resolution.	
(9)	Membership Undertaking on Rs.300/- Stamp Paper	
i.	Membership Undertaking should type and duly notarized and in the format approved by the Exchange.	
ii.	Execution date mentioned in the Undertaking is after the date of the Non-Judicial Stamp Paper or date of Franking.	
iii.	Each Page of the Undertaking is signed by the Authorized Signatory under the rubber stamp of the company	
iv.	Designated Director has signed next to every hand written details in the Membership Undertaking.	
v.	The Undertaking is witnessed by two persons along with the details such as name and address of witness.	
vi.	The Common seal of the company is affixed on the last page of the Undertaking in case of Corporate member.	
(10)	Copy of valid Trading License(applicable for Trader Members)	