

Member – Proprietor

MEM/RE/01

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>
Prepared By:	<i>Office Use</i>
Checked By:	

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.	The Trade name of the applicant and name of the proprietor mentioned in the application should match in all the documentation.	
ii.	All the pages of the application form are to be signed by the Proprietor	
iii.	Last Page – Date of making an application to be mentioned AND Place to be given.	
iv.	Last Page – Specimen of the signature(s) of authorized signatories should be provided under the rubber stamp along with the Name of the signatories. Photograph of the proprietor should be affixed and signed across.	
(2)	PAN Details	
i.	Certified Copies of the PAN Cards (Both Sides) of the Proprietor under the rubber stamp.	
(3)	Bio- data	
i.	Bio data submitted for Proprietor who have signed the Application Form and in the prescribed format of the Exchange.	
(4)	Brief History of the Proprietary Firm	
i.	Submitted on the letterhead of the Applicant and signed by the Proprietor and under the Rubber Stamp of the Proprietor.	

(5)	Networth Certificate	
i.	Submitted in Method 1 /Method 2	
ii.	Networth Certificate submitted is in the prescribed form at 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)	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 Proprietor.	
iv.	Proprietor 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.	
(7)	Copy of valid Trading License(applicable for Trader Members)	
(8)	Proof of Address	
i.	Is the applicant Indian National	
ii.	The copy of the address proof submitted is self certified under the rubber stamp.	
iii.	The address proof submitted is valid (i.e. validity of the documents should not expire.)	
(9)	Affidavit for Proprietor	

Scan Done Date	
Scan By:	
Checked By:	

Maker :	
Sign & Date :	
Checker :	
Sign & Date :	