

Member- Partnership Firm

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 Managing Partner mentioned in the application should match in all the documentation.	
ii.	All the pages of the Application form are to be signed by the authorised signatories.	
iii.	Last Page – Date of making an application to be mentioned AND Place to be given.	
iv.	Last Page – Specimen of the signature(s) under the rubber stamp of the firm/ authorized signatories should be provided along with the Name and designation of the signatories. Photographs of the Managing Partners should be affixed and signed across.	
(2)	PAN Details	
i.	Certified Copies of the PAN Cards (Both Sides) of the Managing Partners /Firm.	
(3)	Proof of Address of the Applicant	
i.	Is the applicant Indian National /Registered in India	
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.)	
(4)	Bio- data	
i.	Bio data submitted for Managing Partners who have signed the Application Form and in the prescribed format of the Exchange.	
(5)	Brief History of the Applicant	
i	Submitted on the letterhead of the Applicant and certified by authorised signatory under the rubber stamp of the firm.	
(6)	Latest Annual Financial Statement	
i	Certified true copy of the Annual Financial Statement containing Balance Sheet, Profit & Loss A/c, Schedule and Notes to the A/c	
(7)	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	
(8)	Firm Registration Certificate	
i.	The firm registration certificate submitted as certified true copy by the authorized signatory under the rubber stamp of the firm.	
ii.	The name of member and date of registration mentioned in the certificate matches with the name of the member and date of registration mentioned in the application form.	
(9)	Registered Partnership Deed	
i.	The Registered Partnership Deed submitted is certified as true copy by the authorised signatory under the rubber stamp of the firm.	
ii.	The Registered Partnership Deed submitted should contain trading in Electricity/REC as nature of Business	

(10)	Sharing Pattern	
i.	Sharing Pattern submitted is in the prescribed format of the Exchange and on the letterhead of the Firm.	
ii.	Sharing Pattern submitted is certified by authorized signatories under the rubber stamp of the firm.	
iii.	Sharing Pattern submitted is by Chartered Accountant/ Company Secretary along with rubber stamp of C.A. / C.S. Firm and Membership number.	
(11)	Undertaking from all the Partners Authorizing Managing Partners	
i.	The Undertaking is in the prescribed format of the Exchange and on the letterhead of the firm.	
ii.	The undertaking contain name of all the partners and signature of all the Partners.	
(12)	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 Firm.	
iv.	Authorised Signatory 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.	
(13)	Copy of valid Trading License(applicable for Trader Members)	

Scan Done Date	
Scan By:	
Checked By:	

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