

Member: Corporate	
	MEM/RE/01
Name of the Member :	<i>Office Use</i>
Segment: (Electricity/REC/ESCerts)	<i>Office Use</i>
Category of Membership: (Proprietary/Facilitator/Trader)	<i>Office Use</i>
Type of Entity : (Corporate/Partnership/Individual/LLP)	<i>Office Use</i>
Prepared By:	<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	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 authorized signatories 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)	PAN Details and GST Details	
i.	Applicant name should match with the legal or trade name mentioned in PAN and Trade name in GST Certificate.	
ii.	Certified Copy of the PAN Card (Both Sides) of the member signed by authorised signatories.	
iii.	Certified Copy of GST Registration Certificate of the member signed by authorised signatories.	
(3)	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.	
ii.	The Board resolution submitted is signed/ certified by the Chairman/ Company Secretary/Director. Rubber stamp of the company is affixed.	
iii.	The Specimen signature of the Authorised Signatories is provided in the Board Resolution.	
(4)	Bio- data	
i.	Bio data submitted for authorized signatories who have signed the Application Form and in the prescribed format of the exchange and self-certified with rubber stamp of company.	

Sr. No	Particulars	Submitted (Yes /No/N.A.)
(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, UDIN No. and Membership No. of the	
(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.	
ii.	The main objects of the company should include the business of trading of power, energy, and related products. (<i>only applicable for Facilitator member category</i>)	
(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, UDIN No. and Membership number.	
(8)	Latest Annual Report	
i.	Certified true copy of the Annual Report Submitted. Annual Report contains : a) Directors Report b) Auditors Report c) Balance Sheet d) Profit & Loss A/c e) Schedule and Notes to the A/c	
(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 as per exchange format.	
iv.	Authorized Signatory has signed next to every hand written details in the Membership Undertaking and attested under the rubber stamp of the company.	
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 a Corporate member.	
(10)	Certified Copy of Valid Trading License(<i>applicable for Trader Member</i>)	
(11)	Undertaking for Trader member as per IEX Format. (<i>applicable for Trader Member</i>)	