

Member: Proprietor	
	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.	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 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)	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.	
(4)	Brief History of the Proprietary Firm	
	Submitted on the letterhead of the Applicant and signed by the Proprietor and under the Rubber Stamp of the Proprietor.	
(5)	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.)	
(6)	Affidavit for Proprietor as per Exchange format	

Sr. No	Particulars	Submitted (Yes /No/N.A.)
(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, UDIN No. and Membership No. of the Chartered Accountant is mentioned in the Networth Certificate submitted. Digitally signed certificate is also acceptable.	
(8)	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 addresses of witness.	
vi.	The Common seal of the company is affixed on the last page of the Undertaking in case of a Corporate member.	
(9)	Certified Copy of Valid Trading License(<i>applicable for Trader Member</i>)	
(10)	Undertaking for Trader member as per IEX Format. (<i>applicable for Trader Member</i>)	