

## **ELIGIBILITY CRITERIAS FOR TRADE MEMBERSHIP OF BHARAT DIAMOND BOURSE**

[Note: First 4 pages are for information and page no. from 1 – 8 is the Application Form]

Such persons who are eligible under the provisions of the Articles of Association of Bharat Diamond Bourse and further are eligible as per the criteria stated herein can apply for Trade Membership of the Bharat Diamond Bourse.

1. (i) (a) The Applicant, in addition to the provisions of the Articles of Association of the Company, should be a member for at least 3 financial years (as certified by respective Council/Association/Club/Bourse) of the clubs / organisations / associations and federations as approved by the Bharat Diamond Bourse and as listed in Annexure “A”, hereto;  
  
(b) For an applicant who is a member of any other Registered Association of Diamond / Gem & Jewellery or Dealers / Manufacturers of Diamond, Gem and Jewellery the Enrolment Committee may consider such Application on case to case basis and the admission of such applicant shall be at the sole discretion of the Enrolment Committee / BDB.
- AND**
- (ii) The applicant should also satisfy any one of the following criteria (from Diamond/Gem & Jewellery business only), as certified from Chartered Accountant.
  - a) Minimum average Turnover of Rs.50 Lakhs during last Three financial years; or
  - b) Minimum Turnover of Rs.1.5 Crore during last financial year.
2. In case the Applicant is engaged in the business of Diamond Broking then, he must satisfy the criteria of minimum Average Annual Commission (earned exclusively from diamond/ gem & Jewellery trade) of Rs. 2 Lakhs during last 3 Financial Years as certified by Chartered Accountant.

### **Notes:**

- I. In the event the Applicant is not a member of any of the entities mentioned in Criteria No.1 (i), but is actively engaged in diamond / gem & jeweller business / industry (manufacturing / trading / broking / commission agent), and fulfils any one of the criteria's specified in Criteria No.1(ii), then the Enrolment Committee may consider such applications on the basis of merit of each respective Applicant.
- II. The Applicant may be considered as eligible if the Applicant is an existing/retired/former Partner / shareholder cum Director / Karta (date of the retirement / dissolution / resignation not being more than 1 year from the date of the application) of any Partnership Firm / Company / HUF (hereinafter referred to as “the Entity”), wherein the Entity satisfies the Criteria/s at criteria No. 1(i) & (ii) above. The Enrolment Committee may also consider an application if the Applicant, instead of individual membership, chooses to make his new Partnership Firm / Company to become Trade Member (only 1 partnership firm/company is eligible). The Applicant must submit the necessary proof duly certified by a Chartered Accountant.
- III. In addition to Note II above, the Applicant should have also been either a Partner/Director/Karta of any

Entity for a minimum period of One year wherein such Entity also satisfies the criteria/s at Criteria No.1(i) & (ii) and only thereafter shall be entitled to seek Trade Membership in BDB.

- IV. Applications of Foreign entities/ NRI will be subject to compliance of all the rules, regulations and guidelines as per RBI Guidelines, FEMA Act and other applicable statutes.
- V. The Enrolment Committee may call the eligible Applicants for interview, if they deem fit and necessary;
- VI. The Enrolment Committee reserves the right to consider/ reject the Application without assigning any reason whatsoever.
- VII. Trade Membership of BDB is not transferable.
- VIII. All the Trade Membership Applications approved on or before March 15 of any financial year are required to pay the Annual Subscription fee for the subsequent financial year.
- IX. None of the Applicants (including any of its partners / directors where applicable) should be blacklisted by any of the bourses in the world or declared as insolvent, defaulter by any authority or court or convicted by any offence of any nature whatsoever in India or abroad.
- X. **None of the Applicants (i.e. partners / directors) should be blacklisted by any of the bourses in the world or declared as insolvent, defaulter by any authority or court or convicted by any offence of any nature whatsoever in India or abroad**
- XI. No Applicant shall deal with or trade / sell / barter with any diamonds that are mined and sourced from conflict zones i.e. diamonds that are known as “Conflict Diamonds”.

#### **DOCUMENTS TO BE ATTACHED WITH TRADE MEMBERSHIP FORM**

1. Trade Membership form duly filled along with one photograph and together with 2 (two) cheques for the sum of (i) **Rs. 47,200/- (Rupees Forty Seven Thousand Two Hundred Only)** and (ii) **Rs. 1,180/- (Rupees One Thousand One Hundred and Eighty Only)** in the name of “Bharat Diamond Bourse”. The Applicants shall also be liable to bear and pay applicable taxes such as GST, VAT, cess etc. as may be levied by the government on the aforesaid amounts.
2. Membership Certificate for last 3 years together with a recommendation letter from the club / association / organisation / federation listed in Annexure A hereto. If the applicant is not a member of any of club / association / organisation / federation as listed in Annexure A, then such Applicant is to fill in the Reference Form attached herewith. (Attached)
3. C. A. Certificate for Last 3 Years Annual Turnover (In case of individual, CA Certificate of turnover of Partnership firm where he is a partner)(As per attached format)
4. Photocopy of Importers Code No. (IEC), Permanent Account No. (PAN)(Firm & Authorised), Sales TAX/VAT Registration Number.
5. In case of a Partnership Firm, copy of Partnership Deed to be attached, which is duly certified by C.A & in case of Company, copy of MOA and AOA and DIR 12 in respect of directors is to be attached.

6. Name of all Partners / Directors of the Applicant to be attached.
7. In case of a partnership firm, all partners thereof should jointly authorise one of the partners of the firm to act on behalf of the firm and all its partners with BDB and such authorisation / power of attorney should be signed by all partners.
8. In case of a Company / LLP, a board resolution authorising the Director / Designated Director to be the authorised representative of the Company for BDB.
9. All applicants shall also submit a photocopy of their PAN Card. Further, individual applicants / sole proprietors / partners of firms shall submit a photocopy of their PAN Card, Aadhar Card and Passport / Diving License (as may be available).
10. If an Applicant is not a member of any association / club / association / federation listed in Annexure "A" hereto a reference of one Managing Committee member of BDB and 2 (two) trade members of BDB shall be required in addition to the signature on the original form.

### પાર્ટ ૧- બી માટે ની જરૂરી જાણકારી

જો તમે જેમ એન્ડ જ્વેલરી એક્ષ્પોર્ટ પ્રમોશન કાઉન્સિલ (GJEPC) અથવા મુંબઈ ડાયમંડ મરચન્ટ અસોસિએશન (MDMA) અથવા કોઈ પણ અન્ય બુર્સ, ક્લબ, અસોસિએશન જે વર્લ્ડ ફેડરેશન ઓફ ડાયમંડ બુર્સ (WFDB) અથવા ઇન્ટરનેશનલ ડાયમંડ મેન્યુફેક્ચરર્સ અસોસિએશન (IDMA) અથવા કોઈ પણ રજીસ્ટર્ડ અસોસિએશન ઓફ ડાયમંડ/ જેમ એન્ડ જ્વેલરી ડિલર્સ/ મેન્યુફેક્ચરર્સ ના સભ્ય ના હોવ તો ભારત ડાયમંડ બુર્સ ના એક કમિટી મેમ્બર અને બે રેગ્યુલર ટ્રેડ મેમ્બર્સ ના રેફરન્સ ( Page-12) પર આપવા પડશે. (ઓરીજનલ ફોર્મ માં સહી કરી હોય તે સિવાયના).

(For Trader/Exporter/Importer/Manufacturer)  
**ON THE LETTERHEAD OF CHARTERED ACCOUNTANT**

DATE: \_\_\_\_\_ .

**TO WHOMSOEVER IT MAY CONCERN**

We hereby Certify that Mr. \_\_\_\_\_ (Proprietor / Partner / Director) of M/s. \_\_\_\_\_ having PAN No. \_\_\_\_\_ and office at \_\_\_\_\_ is engaged in Diamond / Diamond & Gem & Jewellery Business and their turnover for last 3 years from Diamond / Gem & Jewellery Business OR Commission / Brokerage earned is as follows:

Period	Total Turnover	Net Profit Before Tax
1.		
2.		
3.		

This is also to certify that Mr. \_\_\_\_\_ is Partner / Director of \_\_\_\_\_ (Name of Firm / Company) since \_\_\_\_\_ till date.

Yours Faithfully,

For\_ Name of CA  
Signature & Stamp of the firm  
(Membership No. \_\_\_\_\_)

.....  
(For Broker/Commission Agent)

**ON THE LETTERHEAD OF CHARTERED ACCOUNTANT**

DATE: \_\_\_\_\_ .

**TO WHOMSOEVER IT MAY CONCERN**

We hereby Certify that Mr. \_\_\_\_\_ Broker/Commission Agent having PAN No. \_\_\_\_\_ and address at \_\_\_\_\_ is engaged in Diamond / Diamond & Gem & Jewellery Business and their Commission/ Brokerage for last 3 years from Diamond earned is as follows:

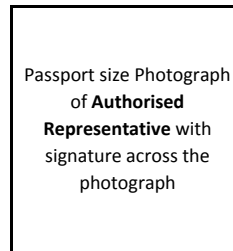
Period	Commission/ Brokerage from Diamond	Total Income
1.		
2.		
3.		

Yours Faithfully

FOR\_(Name of CA)  
Signature & Stamp of the Firm  
(Membership No. \_\_\_\_\_)

**FORM OF APPLICATION FOR TRADE MEMBERSHIP OF  
BHARAT DIAMOND BOURSE**

To,  
**The Managing Committee**  
**Bharat Diamond Bourse**  
Member Relations Centre, GE Tower  
G-Block, Bandra-Kurla Complex,  
Bandra (East), Mumbai – 400051



Kindly enroll me / us as a Trade Member of the Bharat Diamond Bourse pursuant to Article 9 of the Articles of Association. Given below are required particulars :

**To be filled in CAPTIAL LETTERS**

**PART – I**

1. a) Name of the Applicant

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b) Whether Individual / Proprietary / Partnership concern or  
Private / Public Limited Co / Statutory Corporation /  
Government Co. or Hindu Undivided Family or Association of  
persons

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c) Name of the Authorised Representative of  
the Applicant & his position

<i>Surname</i>																				
<i>Name</i>																				
<i>Name of Father / Husband</i>																				

d) Designation of the Authorised Representative of the Applicant

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Proprietor / Partner / Director / Karta of HUF

2. Details of Office/s at Bharat Diamond Bourse Complex

Sr. No.	Office No.	Area (sq.ft.)	No. of Car Parking(s) (Please mention in words)
<b>TOTAL</b>			

(Separate sheet may be enclosed in case of more details)

3. a) Address of Registered Office / Head Office of the Applicant

<i>City</i>																							
													<i>PIN Code</i>										

b) Addresses of the Branches of the Applicant in India

City																			

4. a) Tel. No. of Registered Office / Head Office of the Applicant

Country Code	Area Code	Telephone No.

b) Fax No. of Registered Office / Head Office of the Applicant

Country Code	Area Code	Telephone No.

c) Mobile No. of Applicant / Authorised Representative

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d) \*E-mail ID of the Applicant **(Mandatory)**

1. \_\_\_\_\_

2. \_\_\_\_\_

(\*All communications will be sent to your email id only unless specifically instructed by the members in writing)

e) Web Site of the Applicant (if any)

\_\_\_\_\_

f) Permanent Account Number (PAN)

\_\_\_\_\_

g) In case of Non-Resident / Foreign National, **also provide** Social Security Number: **Passport No.:**

\_\_\_\_\_

5. a) Name(s) of all the Partners / Directors of the Applicant.


(Separate sheet may be enclosed in case of more details)

b) Name and Membership No. of Partners/ Directors of the Applicant, who are member of MDMA/ GJEPC supported with documentary proof.

\_\_\_\_\_

(Separate sheet may be enclosed in case of more details)

6. Names of the associate firms for whom the Applicant acts as agent in business (letters from Associates to be furnished)


7. a) Date of Incorporation / commencement of business in India

D	D	M	M	Y	Y	Y	Y

b) Whether Trader / Exporter / Importer / Manufacturer / Broker / Commission Agent

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c) **Give details whether a star trading house/Super Star Trading House/Export house**

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8. Membership Details :

a) Importers' Exporters' Code Number granted by Director General of Foreign Trade

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b) GJEPC Registration Cum Membership Code Number

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c) Panel in which enrolled as a member of GJEPC

Diamond / Gold Jewellery / Colour Stone / Synthetic Diamond

d) MDMA Membership Number with year of Enrollment

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e) Membership No. with Year of Enrolment with any Bourse / Club / Association Affiliated to WFDB /IDMA

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i) Name of Bourse / Club / Association

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ii) Country

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iii) Type of Membership (Individual / Corporate)

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f) Membership No. with Year of Enrolment with any Registered Association of Diamond / Gem & Jewellery of Dealers / Manufacturers.

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i) Name of Registered Association

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ii) Country

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iii) Type of Membership (Individual / Corporate)

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9. a) The value of 'Turnover' from Diamond/ Gem & Jewellery business for the last 3 financial years and furnish a certificate from the Chartered Accountant

Financial Year	Turnover

b) In case the Applicant is Diamond Broker, Annual Commission earned exclusively from Diamond/ Gem & Jewellery trade during last 3 Financial years and furnish a certificate from the Chartered Accountant

Financial Year	Commission/Brokerage from Diamond

(In case the applicant is newly incorporated proprietorship/ partnership/ company/ association, the above turnover/ profit before tax/ commission details may be provided for the any other proprietorship/ partnership/ company/ association of the Applicant/ Authorised representative)

10. Details of Proposer & Seconder who are Trade Members of Bharat Diamond Bourse from last 2 financial years :

a) I, Proposer hereby state that I have known the Applicant Mr. / Ms./ M/s \_\_\_\_\_  
\_\_\_\_\_ since \_\_\_\_\_ years and I further state that his / her / their Social & Financial status is satisfactory.

Name of BDB Member (Proposer)

\_\_\_\_\_

Membership No.

\_\_\_\_\_

Name of Authorized Representative of the Proposer

\_\_\_\_\_

**Stamp of the Proposer**

**Signature of Authorized Representative of the Proposer**

b) I, Seconder hereby state that I have known the Applicant Mr. / Ms./ M/s. \_\_\_\_\_  
\_\_\_\_\_ since \_\_\_\_\_ years and I further state that his / her / their Social & Financial status is satisfactory.

Name of BDB Member (Seconder)

\_\_\_\_\_

Membership No.

\_\_\_\_\_

Name of Authorized Representative of the Seconder

\_\_\_\_\_

**Stamp of the Seconder**

**Signature of Authorized Representative of the Seconder**

**Declaration / Undertaking :**

1. I / We hereby declare that the above stated information and representation is true and correct to the best of my / our knowledge and belief.
2. I / We hereby declare that all terms and conditions and other details submitted in all my / our earlier applications made to Bharat Diamond Bourse shall be deemed to be part of this application and we shall abide all the terms and conditions stated therein.
3. I / We hereby declare that I / we have read the attached new Memorandum and Articles of Association of the Company and agree and undertake to abide by the same and further agree, accept and undertake to abide by the rules, regulations, bye-laws, including but not limited to the arbitration rules and procedures, code of conduct of members, etc. of Bharat Diamond Bourse framed from time to time and so also the resolutions of the Company and / or Managing Committee subject to which the Trade Membership may be granted to me / us. I hereby unconditionally and irrevocably agree, declare and confirm that in the event I participate in any arbitration proceedings and have not given any formal letter of consent in respect of the same then my participation in the arbitration proceedings and unconditional and irrevocable consent granted herein to BDB arbitration rules and procedures, code and conduct shall be deemed to be my/our consent to the Arbitrator/s and Arbitration proceedings as conducted by BDB. The Arbitration proceedings conducted under the consent contained herein shall be valid and binding on me/us.
4. Disputes, if any, are subject to Mumbai Jurisdiction only.



5. I / We hereby agree and undertake that the decision of Bharat Diamond Bourse with regards to admission, suspension or expulsion of member/s shall be final and binding upon the member.

Name of the Applicant (IN BLOCK LETTERS) \_\_\_\_\_

Name of the Authorised Representative of the Applicant \_\_\_\_\_

Stamp of the Applicant \_\_\_\_\_

Signature of the Authorised Representative of the Applicant \_\_\_\_\_

Designation of the Authorised Representative of the Applicant

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Proprietor / Partner / Director / Karta of HUF

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**Eligibility criteria:-**

Such persons who are eligible under the provisions of the Articles of Association of Bharat Diamond Bourse and further are eligible as per the criteria stated herein can apply for Trade Membership of the Bharat Diamond Bourse.

1. (i) (a) The Applicant should be a member for at least 3 financial years (as certified by respective Council/Association/Club/Bourse) of the clubs / organisations / associations and federations as approved by the Bharat Diamond Bourse and as listed in Annexure “A”, hereto;
- (b) For an applicant who is a member of any other Registered Association of Diamond / Gem & Jewellery or Dealers / Manufacturers of Diamond, Gem and Jewellery the Enrolment Committee may consider such Application on case to case basis and the admission of such applicant shall be at the sole discretion of the Enrolment Committee / BDB.

**AND**

- (ii) The applicant should also satisfy any one of the following criteria (from diamond/gem & Jewellery business only), as certified from Chartered Accountant.
  - a) Minimum average Turnover of Rs.50 Lakhs during last Three financial years; or
  - b) Minimum Turnover of Rs.1.5 Crore during last financial year; or

2. In case the Applicant is engaged in the business of Diamond Broking then, he must satisfy the criteria of minimum Average Annual Commission(earned exclusively from diamond/ gem & Jewellery trade)of Rs. 2 Lakhs during last 3 Financial Years as certified by Chartered Accountant.

**Notes :**

- I In the event the Applicant is not a member of any of the entities mentioned in Criteria No.1(i), but is actively engaged in diamond / gem & jeweller business / industry (manufacturing / trading / broking / commission agent) and fulfils any one of the criteria’s specified in Criteria No.1(ii), then the Enrolment Committee may consider such applications on the basis of merit of each respective Applicant.
- II The Applicant may be considered as eligible if the Applicant is an existing/retired/former Partner / Shareholder cum Director / Karta (date of the retirement / dissolution / resignation not being more than 1 year from the date of the application) of any Partnership Firm / Company / HUF (hereinafter referred to as “the Entity”), wherein the Entity satisfies the Criteria/s at criteria No. 1(i)&(ii) above. The Enrolment Committee may also consider an application if the Applicant, instead of individual membership, chooses to make his new Partnership Firm / Company to become Trade Member (only 1 partnership firm/company is eligible). The Applicant must submit the necessary proof duly certified by a Chartered Accountant.

- iii In addition to Note II above, the Applicant should have also been either a Partner/Director/Karta of any Entity for a minimum period of One year wherein such Entity also satisfies the criteria/s at Criteria No.1(i) & (ii) and only thereafter shall be entitled to seek Trade Membership in BDB.
- iv Applications of Foreign entities/ NRI will be subject to compliance of all the rules, regulations and guidelines as per RBI Guidelines, FEMA Act and other applicable statutes.
- v The Enrolment Committee may call the eligible Applicants for interview, if they deem fit and necessary;
- vi The Enrolment Committee reserves the right to consider/ reject the Application without assigning any reason whatsoever.
- vii Trade Membership of BDB is not transferable.
- viii All the Trade Membership Applications approved on or before March 15 of any financial year are required to pay the Annual Subscription fee for the subsequent financial year.
- ix None of the Applicants (including any of its partners / directors where applicable) should be blacklisted by any of the bourses in the world or declared as insolvent, defaulter by any authority or court or convicted by any offence of any nature whatsoever in India or abroad.
- x No Applicant shall deal with or trade / sell / barter with any diamonds that are mined and sourced from conflict zones i.e. diamonds that are known as "Conflict Diamonds".

**Charges:-**

Entrance Fee:	Rs.40,000/- plus GST
Annual Subscription:	Rs.1,000/- plus GST

- xi Disputes, if any, are subject to Mumbai Jurisdiction only.

**Annexure I**

List of Associations / Federations / Clubs and Organisations approved of by the Managing Committee of the Bharat Diamond Bourse for the purpose of obtaining Trade Membership :

1. Gem and Jewellery Export Promotion Council (GJEPC);
2. Mumbai Diamond Merchants Association (MDMA);
3. Councils / bourses / federations affiliated to the World Federation of Diamond Bourse (WFDB);
4. International Diamond Manufacturers Association (IDMA);
5. Councils / bourses affiliated to the World Diamond Council;
6. All India Gem and Jewellery Trade Federation;

## **PART – II**

(For Official use only)

<b>No. 1</b>	
<b>Name of the Applicant</b>	
Member Relations Inward Date	
Inward Number	
Approved / Rejected / Pending by Enrolment Committee	

<b>No. 2</b>	
<b>Trade Membership Number</b>	
Receipt Number / Date	
Trade Membership Certificate Issue date	

<b><u>APPROVED BY</u></b>	
Authorised Official ( Name & Sign )	
Convenor of Enrolment Committee	
Co-Convenor of Enrolment Committee	
Enrolment Committee Member	

## PART I B

**If the applicant is not a member of:-**

One of the clubs / organizations / associations and federations as approved by the Bharat Diamond Bourse and as listed in Annexure "A" to the Trade Member Form;

**Or**

any other Registered Association of Diamond / Gem & Jewellery or Dealers / Manufacturers of Diamond, Gem and Jewellery

Then the applicant must obtain reference of One Committee Member and Two Regular Trade Members of Bharat Diamond Bourse (Other than those signed in Original Form) in the format herein below:

i) I, hereby state that I have known the Applicant Mr. / Ms./ M/s. \_\_\_\_\_  
since \_\_\_\_\_ years and I further that his / her / their Social & Financial status is satisfactory.

Name of Committee Member of BDB

\_\_\_\_\_

Membership No.

\_\_\_\_\_

Name of Authorised Representative of the Member

\_\_\_\_\_

**Stamp of the Member**

\_\_\_\_\_  
**Signature**

ii) I, hereby state that I have known the Applicant Mr. / Ms./ M/s. \_\_\_\_\_  
since \_\_\_\_\_ years and I further that his / her / their Social & Financial status is satisfactory.

Name of Regular Trade Member of BDB

\_\_\_\_\_

Membership No.

\_\_\_\_\_

Name of Authorised Representative of the Member

\_\_\_\_\_

**Stamp of the Member**

\_\_\_\_\_  
**Signature**

iii) I, hereby state that I have known the Applicant Mr. / Ms./ M/s. \_\_\_\_\_  
since \_\_\_\_\_ years and I further that his / her / their Social & Financial status is satisfactory.

Name of Regular Trade Member of BDB

\_\_\_\_\_

Membership No.

\_\_\_\_\_

Name of Authorised Representative of the Member

\_\_\_\_\_

**Stamp of the Member**

\_\_\_\_\_  
**Signature**



# Department of Security & Fire Safety

## Identity Card Request Form

Paste your Unsigned recent colour photograph

Size: 3.5X3.5

New ID Card/ 
  Lost ID Card/ 
  Damaged ID Card/ 
  Dead ID Card  
 (Tick "✓" which is applicable)

**NOTE:**

(Please read the Application Information form carefully before filling the form , in CAPITAL LETTERS only)

**Tick (✓) appropriate category:**

Office Owner	<input type="checkbox"/>	Office Employees	<input type="checkbox"/>	External Customs User	<input type="checkbox"/>	CHA	<input type="checkbox"/>
Broker	<input type="checkbox"/>	BDB Employees	<input type="checkbox"/>	BDB Outsourced	<input type="checkbox"/>		
Trademember	<input type="checkbox"/>	(Trademembership No. _____)		DTC (Licensee)	<input type="checkbox"/>		
MDMA	<input type="checkbox"/>	(MDMA ID No. _____)		Ancilliary Services	<input type="checkbox"/>		

(Bank/Food/ Ground Floor Etc.)

**PERSONAL DETAILS:**

Name of Applicant:

.....

(First Name) (Father's / Husband Name) (Surname)

Date of Birth:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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(DD) (MM) (YYYY)

Gender

(Tick as applicable):

Male  Female

Marital Status

(Tick as applicable):

Married  Unmarried

Contact No.1 :

.....

Contact No.2 :

.....

Nationality:

.....

Blood Group :

.....

Permanent Address :

.....  
.....

PIN Code :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Correspondence

Address ( Local ) :

.....  
.....

PIN Code :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Nearest Railway Station :

.....

**Submission of Documents (Documents has to be Self Attested)**

**Proof of Address (POA- Attach Any One):**

Passport  
 Electricity Bill  
 Ration card  
 Aadhar card

**Proof of Identity (POI- Attach Any One):**

Passport  
 PAN Card\* 
 Driving License  
 Voter ID  
 Aadhar card

**IN CASE OF EMERGENCY CONTACT DETAILS :**

Contact Person Name :

.....

Relation :

.....

Contact No. :

.....

**EMPLOYEE OFFICE DETAILS:**

Office Name : ..... Office No: .....

Office Name: ..... Office No: .....  
(Use For Broker & Third Party office Only)

Designation: ..... Contact No: .....

Membership No. : ..... Office GST No: .....  
(MDMA / Trade Member  
Ship No.)

Office E-mail ID : .....

I do hereby declare that the details mentioned above are true to my knowledge

Signature of  
Applicant

**Signed by Authorised Signatory:**

Along with Seal

Sign & Stamp

**Use for Broker , Allottee Outsource & BDB Outsource Only**

**Signed by Authorised Signatory:**

Along with Seal

Sign & Stamp

- \*\* For Office Owner/ Office Employee - Signature of Office Owner / HR / Authorised Representative
- \*\* For External Customs User - Signature of BDB Officials at Customs
- \*\* For Brokers - Recommendation Letter & Signature of 02 BDB Operational Office is required.
- \*\* For BDB Employees - Signature of Human Resource- BDB Administration
- \*\* For BDB Outsourced - Signature of Department Head
- \*\* For Trademember - Signature of BDB Authority
- \*\* For MDMA - Signaure of MDMA Secretary/ Vice President/ President

(For the use of Security Department only)

**ISSUANCE OF ID CARD:**

Issuance Check	Name of Person	Signature	Date
Application received by			
Application Updated by			
Checked by			

**NOTE:**

- All the required document to be attached along with application form.
- Fees for Access Card i.e.  
New Access Card- Rs. 200\*/-  
Damage - 200\*/-  
Lost- 300\*/-
- Access Card will be issued within 2 working days after the submission of Application Form\*\*.
- Access/PVC Card of Trademembers will be valid till financial year i.e. 31st March of every year\*\*.
- Weapon Holder to attach xerox copy of there weapon license along with Application