



ELIGIBILITY CRITERIAS FOR ASSOCIATE TRADE MEMBERSHIP OF BHARAT DIAMOND BOURSE

The Applicant should also satisfy any one of the following criteria (from Diamond/Gem & Jewellery business only), as certified from Chartered Accountant (on CA's letter head only and signed by the CA):-

- a Minimum Annual Turnover of Rs. 25 Lakhs each during current/last financial years; or
- b Minimum Annual Turnover of Rs. 25 lakhs during current financial year as on date of application

The Associate Trade Membership will be issued in the name of the business (who's turnover is provided herein) except for cases mentioned in the note (i) below.

Notes

- I. The Applicant may be considered as eligible, if the Applicant, is existing/ retired (date of the retirement will not be more than 1 year) Partner / Director / Karta of any Partnership Firm / Company / HUF (hereinafter referred to as "the Entity"), wherein the Entity satisfies the criteria mentioned above. The Enrolment Committee may also consider 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) as certified by Chartered Accountant (on CA's letter head only and signed by the CA) along with necessary proof.
- II. Applications of Foreign entities/ citizens/ NRI will be subject to compliance of necessary rules, regulations and guidelines as per RBI Guidelines, FEMA Act and other applicable statutes.
- III. The Enrolment Committee may call the eligible applicants for interview.
- IV. The Enrolment Committee reserves the right to consider/ reject the application without assigning any reason.
- V. After Approval from Enrolment Committee for the Trade Membership Application if found any discrepancy in Trade Membership Application by Legal & CS/ Security Dept. or any concerned committee then BDB reserve rights to reject the said Trade Membership at any time.
- VI. Associate Trade Membership of BDB is not transferable.
- VII. The admission fees and annual subscription fees paid are not transferable and are particular to the Entity that has applied for the associate trade membership of BDB.
- VIII. The Associate Trade Members will not have voting rights and hence will not be allowed to vote in any matters of BDB.
- IX. The Associate Trade Membership is issued only for a period of five years, from the date of issue of Associate membership number.
- X. 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 year.
- XI. All trade members, at the time of renewal of their Membership, shall comply with KYC norms and shall submit a certificate duly certified by a CA or audited balance sheets or trading account/ P & L Account showing Diamond/Gem and Jewellery turnover for the concerned year/years and other related documents in relation thereto (if any), showing adequate turnover of the Member. If the Member fails to
(i) submit such CA certificate or audited balance sheets or trading account/ P & L Account showing Diamond/Gem and Jewellery turnover along with the documents related thereto (if any) and (ii) maintain an adequate turnover, then the membership of such Member may not be renewed, at the sole discretion of BDB / Enrolment Committee.
- XII. If an Associate Trade Member surrenders/terminates his/her/their license as regards to a Diamond Trading Centre (DTC) cabin, then the membership of such Trade Member will also simultaneously stand terminated. It is clarified that the applicant who is occupying a premises in BDB on Leave & License basis (except DTC Cabins) and/or having office premises, is not eligible to apply for Associate Trade Membership.

Charges:-

<p>One Time Entrance Fee:</p>	<p>(i) For Individual/Sole Proprietor</p> <p>(ii) For Partnership Firms / Company / LLP, etc. (other than individual/Sole Proprietor)</p> <p>(Note: fees is inclusive charges for 1 (one) Identity card fees of Rs.200/-only. Please note that BDB shall be entitled to charge such amount as then applicable for any duplicate identity cards)</p>	<p>(i) Rs.15,000/- (Rupees Fifteen Thousand Only) plus GST</p> <p>(ii)Rs. 30,000/- (Rupees Thirty Thousand Only) plus GST</p>
<p>Annual Subscription:</p>	<p>(i) For Individual/Sole Proprietor</p> <p>(ii) For Partnership/Company/LLP etc (other than individual/Sole Proprietor)</p>	<p>(i) Rs.1,500/- (Rupees One Thousand Five Hundred Only) plus GST per Annum</p> <p>(ii)Rs.3,500/- (Rupees Three Thousand Five Hundred Only) plus GST per annum</p>



DOCUMENTS TO BE ATTACHED WITH TRADE MEMBERSHIP FORM

1. **For Individual/ Sole Proprietor** – (a) Trade Membership form along with ___ Photographs duly filled in with two cheques for the sum of Rs.15,000/- (Rupees Fifteen Thousand Only) plus GST towards the entrance/admission fees and Rs. 1,500/- (Rupees One Thousand Five Hundred Only) plus GST per annum towards the annual subscription fees in the name of “Bharat Diamond Bourse”;

(b) **For Partnership/Company/LLP** - Trade Membership form along with ___ Photographs duly filled in with two cheques for the sum of Rs. 30,000 (Rupees Thirty Thousand Only) plus GST per annum towards the entrance/admission fees and Rs. 3,500/- (Rupees Three Thousand Five Hundred Only) plus GST per annum towards the annual subscription fees in the name of “Bharat Diamond Bourse”.

[NOTE: The aforesaid Admission Fees are inclusive of fees of Rs.200/- (Rupees Two Hundred Only). Please note that BDB shall be entitled to charge such amount as then applicable for any duplicate identity cards]

2. **(a) For Individual / Sole Proprietor** – Chartered Accountant Certificate shall be submitted showing Turnover for current/last years; or
(b) For Partnership / Company / LLP – Chartered Accountant Certificate shall be submitted showing Turnover for current/last years of the Partnership firm/ LLP/Company where he is a partner / director.
3. Photocopy of (i) Importers Code No. (IEC), (ii) Permanent Account No. (PAN)(Firm / Company & Authorized representative), and (iii) GST Certificate.
4. **(a) In case of Partnership Firm** - Photocopy of Partnership Deed to be attached, which is certified by C.A;
(b) In case of Company - Photocopy of MOA/AOA and DIR 12 in respect of directors is to be attached.
5. In case of Sole Proprietor Firm a Shop and Establishment Registration Certificate / VAT / TAN certificate/GST Certificate is required.
6. In case of Partnership Firm/LLP/Company, please furnish all details (i.e. Name, address, Mobile No. and valid Email Id) of all the Partners/Directors including PAN Card, Company's Pan Card/ Partner's name with the DPIN Nos. (in case of LLP) / Partner's name /Director's names with their DIN Nos. and Partner's/Director's undertaking listing out names of the Partners/Directors.
7. Proof of Address – Photocopies of Passport, Aadhar Card, Voter ID Card, latest telephone bill (last two months), latest Electricity Bill (last two months), Bank Statement (last six months) of the Entity and the authorised representative.
8. In case of individual/sole proprietor, the Applicant is requested to fill up the KYC Form and submit the same along with the photocopies of Aadhar Card/Passport and Pan Card of the Applicant which shall be self-attested and also furnish a valid email id and mobile number (As may be available).
9. 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. [Attached Part 2 (B)].

10. In case of a Company, a board resolution authorising the Director / Designated Director to be the authorised representative of the Company for BDB.
11. In case of a Partnership Firm / LLP, all partners thereof should jointly authorize one of the partners of the firm to act on behalf of the firm and all its partners with BDB and such authorization / power of attorney should be signed by all partners and/or by authorized representatives.

(Note: Save and except as stated above, all documents should be self-attested.)

9 State whether the Applicant or any of its Proprietor, or Karta of HUF, Member of Association of Person or Partners or Directors or Senior Executives etc. has / have been convicted / blacklisted or declared as defaulter under any economic / criminal or other laws in India or Abroad. If so give details

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

11 State whether the Applicant or any of its Proprietor or Karta of HUF, Member of Association of Person or Partners or Directors or Senior Executives etc. has / have been convicted / blacklisted or declared as defaulter under any economic / criminal or other laws in India or Abroad. If so give details

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

12 Details of Proposer & Seconder (2 person) who are Regular 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 _____

c) 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 _____

13 Details of current Managing Committee members who is referring the applicant:

d) I 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 Managing Committee Member _____

Membership No. _____

Signature of Authorized Representative _____

e) I hereby state that I have known the Applicant Mr. / Ms./ M/s. _____

Name of BDB Managing Committee Member _____

Membership No. _____

Signature of Authorized Representative _____

Declaration / Undertaking:

1. I / We hereby declare that the above stated information is true and correct to the best of my / our knowledge and belief.
2. I / We hereby declare that terms and conditions and other details of my / our all-earlier applications made to Bharat Diamond Bourse shall be deemed to be part of this application.

- v) Associate Trade Membership of BDB is not transferable not refundable.
- vi) The admission fees and annual subscription fees paid are not transferable and are particular to the Entity that has applied for the associate trade membership of BDB.
- vi) The Associate Trade Members will not have voting rights and hence will not be allowed to vote in any matters of BDB.
- vii) The Associate Trade Membership is issued only for a period of five years, from the date of issue of Associate membership number.

Charges: -

<p>One Time Entrance Fee:</p>	<p>(i) For Individual/Sole Proprietor</p> <p>(ii) For Partnership Firms / Company / LLP, etc. (other than individual/Sole Proprietor)</p> <p>(Note: fees is inclusive charges for 1 (one) Identity card fees of Rs.200/-only. Please note that BDB shall be entitled to charge such amount as then applicable for any duplicate identity cards)</p>	<p>(iii) Rs.15,000/- (Rupees Fifteen Thousand Only) plus GST</p> <p>Rs. 30,000/- (Rupees Thirty Thousand Only) plus GST</p>
<p>Annual Subscription:</p>	<p>(i) For Individual/Sole Proprietor</p> <p>(ii) For Partnership/Company/I.I.P etc (other than individual/ Sole Proprietor)</p>	<p>(iii) Rs.1,500/- (Rupees One Thousand Five Hundred Only) plus GST per annum</p> <p>(iv) Rs.3,500/- (Rupees Three Thousand Five Hundred Only) plus GST per annum</p>

PART - II

(For Official use only)

Admitted / Rejected on _____

Associate Trade Membership No. _____

Receipt No. _____ Date _____

Refund Voucher No. _____ Date _____

Approved by :

1) Authorized Official _____

2) Convenor / Co-Covenor of Enrolment Committee _____

3) Enrolment Committee Member _____

DETAILS OF OFFICE RECOMMENDING THE APPLICANT:

Office Name :
Office No :
Membership No. : Office E-mail ID :
(MDMA / Trade Member Ship No.) :
Office GST No:
(Copy Of GST/Rubber stamp) :

Use for 2nd reference (Use For Broker/Third Party/Allottee Outsource/External Professional Only)

Note: Strike out which is not applicable.

Office Name :
Office No : Designation :
Contact Number

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

Signature of Applicant



**Signed by Authorized Signatory:
Along with Seal**



Use for 2nd reference (Use for Broker/Allottee Outsource/External Professional Only)

Signed by Authorized Signatory:



Along with Seal

- | | |
|--------------------------------------|---|
| ** For Office Owner/ Office Employee | - Signature of Office Owner / HR / Authorized 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 (Member Relation) |
| ** For MDMA | - Signature of MDMA Secretary/ Vice President/ President |

(For the use of Security Department only)

ISSUANCE OF ID CARD:

NOTE:

1. All the required document to be attached along with application form. **(Passport is Compulsory For Foreigner)**
2. Fees for Access Card i.e.
 - New Access Card- Rs. 200*/-
 - Damage - 200*/-
 - Lost- 300*/-
3. Access/PVC Card of Trade members will be valid till financial year i.e. 31st March of every year**.
4. Weapon Holder to attach Xerox copy of there weapon license along with Application.
5. Please bring Xerox copy of application form for acknowledgment which will be used for entry / exit for BDB premises.
6. While receiving access card please get acknowledged application form & receipt.