

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) As per norms of MMRDA Lease Agreement, Members have to carry on the business of Diamond/ Gem & Jewellery. The Managing Committee has decided to maintain undermentioned minimum turnover criteria to for the trade membership:
 - a) Minimum average Turnover of Rs. 1 crore during last three financial years; or
 - b) Minimum Turnover of Rs. 3 Crore during last financial year.
2. In case the Applicants engaged in the business of Diamond Broking then, he must satisfy the criteria of minimum Average Annual Commission (earned from Diamond/ Gem & Jewellery trade from Individual Broking) which should be between Rs. 3 Lakhs to 9 Lakhs during last 3 financial years.

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 Managing 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 (partner// Company (director) / 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 along with an Undertaking that Only Authorised Representative on merit is eligible until the new member/ company/firm achieves the eligibility criteria as mentioned in (a/b) as above).

- 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/ citizens/ 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. 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.
- VIII. Trade Membership of BDB is not transferable.
- IX. All the Trade Membership Applications approved on or before 15th March of any financial year are required to pay the Annual Subscription fee for the subsequent financial year.
- X. 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.
- XI. 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.
- XII. 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".
- XIII. Authorised representative (Applicant member) has to sign all the documents (Each page) and any person found blacklisted /defaulter by any trade body then he/she is not eligible to become a member.
- XIV. Member has to submit a declaration stating that the rules and regulations stated in the Byelaws will be acceptable and binding upon the members in timely manner.
- XV. In case the member requires any documents the same will be provided by email and no hardcopy of the documents will be given to the members.
- XVI. 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.

DOCUMENTS TO BE ATTACHED WITH TRADE MEMBERSHIP FORM

1. **(a) For Individual/Sole Proprietorship** - Trade Membership form duly filled along with three photographs and together with 2 (two) cheques for the sum of Rs. 50,000/- (Rupees Fifty Thousand Only) towards the entrance/admission fees and Rs. 1,500/- (Rupees One Thousand Five Hundred Only) plus GST @ 18% towards the annual subscription fees in the name of "Bharat Diamond Bourse".

(b) For Partnership / Company / LLP Etc. (Other than Individual) - Trade Membership form duly filled along with three photographs and together with 2 (two) cheques for the sum of Rs. 80,000/- (Rupees Eighty Thousand Only towards the entrance/admission fees) and Rs. 3,500/- (Rupees Three Thousand and Five Hundred Only) plus GST @ 18% towards the annual subscription fees in the name of "Bharat Diamond Bourse".

The Applicants shall also be liable to bear and pay applicable taxes such as GST plus any other tax 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.
3. In case of Individuals/Sole Proprietor, the Applicant is liable to submit a certificate duly certified by a Chartered Accountant showing turnover of Last 3 financial years. In case of Partnership Firm/LLP/Company where he/she is a partner/director, the Applicant is liable to submit a certificate duly certified by a Chartered Accountant showing turnover of Last 3 financial years. (As per attached format)
4. The Applicant is requested to submit the Photocopy of Importers Code No. (IEC), Permanent Account No. (PAN)(Company/Firm & authorised person), Sales Tax/GST certificate, Aadhar Card Copy, Passport Copy of authorised person.
5. In case of a Partnership Firm/LLP, the Applicant has to submit a copy of Partnership Deed to be attached, which is duly certified by the Chartered Accountant and in case of Company, the Applicant has to submit a copy of MOA, AOA and DIR 12 in respect of directors is to be attached.
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. In case of a Partnership Firm / LLP, 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 and/or by authorised representatives.
8. In case of a Company, a board resolution authorising the Director / Designated Director to be the authorised representative of the Company for BDB.
9. 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).
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. [Attached Part 2 (B)].

પાર્ટ ૧- બી માટે ની જરૂરી જાણકારી

જો તમે જેમ એન્ડ જ્વેલરી એક્ષ્પોર્ટ પ્રમોશન કાઉન્સિલ (GJEPC) અથવા મુંબઈ ડાયમંડ મર્ચન્ટ અસોસિએશન (MDMA) અથવા કોઈ પણ અન્ય બુર્સ, ક્લબ, અસોસિએશન જે વર્લ્ડ ફેડરેશન ઓફ ડાયમંડ બુર્સ (WFDB) અથવા ઈન્ટરનેશનલ 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 રેકર્ડ્સ (Page-8) 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. _____)**

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

8. Membership Details :

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

b) GJEPC Registration Cum Membership Code Number

c) Panel in which enrolled as a member of GJEPC

Diamond / Gold Jewellery / Colour Stone / Synthetic Diamond

d) MDMA Membership Number with year of Enrolment

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

i) Name of Bourse / Club / Association

ii) Country

iii) Type of Membership (Individual / Corporate)

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

i) Name of Registered Association

ii) Country

iii) Type of Membership (Individual / Corporate)

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 by 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 / We participate in any arbitration proceedings and have not given any formal letter of consent in respect of the same then my/our 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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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. 1 Crore during last Three financial years; or
 - b) Minimum Turnover of Rs. 3 Crore during last financial year; or
2. In case the Applicants engaged in the business of Diamond Broking then, he must satisfy the criteria of minimum Average Annual Commission (earned from Diamond/ Gem & Jewellery trade from Individual Broking) which should be between Rs. 3 Lakhs to 9 Lakhs during last 3 financial years.

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 / citizens / NRI will be subject to compliance of all the rules, regulations and guidelines as per RBI Guidelines, FEMA Act and other applicable statutes.
The Enrolment Committee may call the eligible Applicants for interview, if they deem fit and necessary;
- V The Enrolment Committee reserves the right to consider/ reject the Application without assigning any reason whatsoever.

- VI Trade Membership of BDB is not transferable.
- VII 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.
- VIII 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.
- IX 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".

X **Charges:-**

Entrance Fee: Individual/Proprietorship	Rs.50,000/- plus GST
Annual Subscription: Individual/Proprietorship	Rs.1,500/- plus GST
Entrance Fee: Company/Partnership Firm/LLP	Rs. 80,000/- plus GST
Annual Subscription: Company/Partnership Firm/LLP	Rs. 3,500/- 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)

No. 1

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

No. 2

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

APPROVED BY

<u>APPROVED BY</u>	
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

**BHARAT
DIAMOND
BOURSE**
DIAMOND CENTRE OF THE WORLD



Paste your Unsigned recent colour photograph

Size: 3.5X3.5

New ID Card/ Lost ID Card/ Renew ID Card/ Damaged ID Card
(Tick "P" which is applicable)

NOTE:

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

***ID Card will be issued against any one category as mentioned.**

**** ID Application to be processed along with authorised letter by Company.**

Tick (P) appropriate category:

Office Owner <input type="checkbox"/>	Office Employees <input type="checkbox"/>	External Customs User <input type="checkbox"/>
Broker <input type="checkbox"/>	BDB Employees <input type="checkbox"/>	BDB Outsourced <input type="checkbox"/>
Trademember <input type="checkbox"/>	(Trademembership No. _____)	Licensee <input type="checkbox"/>
MDMA <input type="checkbox"/>	(MDMA ID No. _____)	Attach xerox copy** <input type="checkbox"/>

PERSONAL DETAILS:

Name of Applicant: _____
(First Name)
(Father's Name)
(Surname)

Date of Birth:

Gender (Tick as applicable):
 Male Female

Company Name: _____ **Office No:** _____

Designation: _____ **Contact No:** _____

Nationality: _____ **Emergency Contact No:** _____

Identification Mark: _____

Correspondence Address:

Submission of Documents (Documents has to be Self Attested)

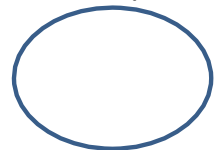
Proof of Address (POA- Attach Any One):

Passport <input type="checkbox"/>	Landline Phone Bill <input type="checkbox"/>	Electricity Bill <input type="checkbox"/>	Ration card <input type="checkbox"/>
Proof of Identity (POI- Attach Any One):			
Passport <input type="checkbox"/>	PAN Card <input type="checkbox"/>	Driving License <input type="checkbox"/>	Voter ID <input type="checkbox"/>
Fire Arms License <input type="checkbox"/>	(Applicable for Weapon Holders) <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Signature of Applicant

Stamp



Signed by Authorised Signatory:

Along with Seal

- ** 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 of 03 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 - Signature of MDMA Secretary/ Vice President/ President

(For the use of Security Department only)

Fees Amount Rs. Cash Cheque Cheque Details Receipt No.

HID Card Sr. No. [14 Digit]:

Date of Issue:

Valid Upto:

AREA ACCESS REQUEST: _____

Single Premises:

Multiple Premises:

(To be Approved by Head- Security and Fire Safety)

USER GROUP :

Application received by Name &
Date

ID Card Created by
Name & Date

ISSUANCE OF ID CARD:

Issuance Check	Name of Person	Signature	Date
Checked By (ID Section)			
Approved By (Security Executive)			
Received By (Applicant)			

NOTE:

- All the required document to be attached along with application form.
- Fees for ID Card i.e.
New ID Card- Rs. 300*/-
Damage - 300*/-
Lost- 500*/-
- ID will be issued within 15 days after the submission of Application Form**.
- ID Card of Trade members will be valid till financial year i.e. 31st March of every year**.
- ID Card of Brokers will be valid for 01 year from the date of issue.
- ID Card of Office Owner will be valid for 05 years from the date of issue.
- Licensee ID card will be valid for 3 yrs. (BANK/ DTC/ Rental Occupant & etc.)
- ID Card of Office Employee will be valid for 01 year from the date of issue.
- ID Card of BDB Employees will be valid for 01 year from the date of issue.
- ID Card of BDB Outsourced will be valid for 01 years from the date of issue.
- Weapon Holder to attach photocopy of their weapon license along with Application

* Subject to Change

** Mandatory (Compulsory)

