

## **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 / Laboratory Grown Diamonds / Synthetic Diamonds / 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 and / or broking of Laboratory Grown Diamonds / Synthetic Diamonds then, he must satisfy the criteria of minimum Average Annual Commission (earned from Diamond/ Laboratory Grown Diamonds / Synthetic Diamonds /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/ Laboratory Grown Diamonds / Synthetic Diamonds / 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 15<sup>th</sup> 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/ Laboratory Grown Diamonds / Synthetic Diamonds / 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)  
OR  
In case of Individuals/Sole Proprietor the Applicant, the Applicant who is a broker, is liable to submit a certificate duly certified by a Chartered Accountant showing turnover of last 3 financial years earned from earned from Diamond/ Laboratory Grown Diamonds / Synthetic Diamonds /Gem & Jewellery trade from Individual Broking. (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 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. (ઓરીજીનલ 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 / Laboratory Grown Diamonds / Synthetic Diamonds / Diamond & Gem & Jewellery Business and their turnover for last 3 years from Diamond / Gem & Jewellery Business OR Commission / Brokerage earned is as follows:

Sr.No	Period	Total Turnover	Net Profit Before Tax

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. \_\_\_\_\_)

UDIN 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 / Laboratory Grown Diamonds / Synthetic Diamonds / Diamond & Gem & Jewellery Business and their Commission/ Brokerage for last 3 years from Diamond earned is as follows:

Sr. No.	Period	Commission/ Brokerage from Diamond / Laboratory Grown Diamonds	Total Income
1.			
2.			
3.			

Yours Faithfully

FOR\_(Name of CA)

Signature & Stamp of the Firm

UDIN NO

(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

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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/ Laboratory Grown 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

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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 / Laboratory Grown Diamonds / Synthetic Diamonds.

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/ Laboratory Grown Diamonds / Synthetic Diamonds /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, Broker in Laboratory Grown Diamonds / Synthetic Diamonds, Annual Commission earned exclusively from Diamond/ Laboratory Grown Diamonds / Synthetic Diamonds / Gem & Jewellery trade during last 3 Financial years and furnish a certificate from the Chartered Accountant

Financial Year	Commission/Brokerage from Diamond / Laboratory Grown Diamonds / Synthetic Diamonds

(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.





- (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) 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: 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)

<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;

**O  
r**

any other Registered Association of Diamond / Laboratory Grown Diamonds / Synthetic Diamonds / 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**

## **Rules for trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s**

Bharat Diamond Bourse (BDB) is a non-profit company incorporated for promoting exports of gem and jewellery from India and providing infrastructure and other facilities and to promote India as a modern and sophisticated Gem and jewellery market in the world, by establishing and maintaining an international trading centre for all those engaged as manufacturers, traders, importers, etc. in the gem and jewellery industry.

Pursuant to a resolution of the members of BDB, in or about 2018 the Articles of Association of BDB were amended whereby BDB and its members were permitted to deal only with natural diamonds and the trade of Synthetic Diamond/s / Laboratory-Grown Diamond/s was restricted therein.

The members of BDB have amended the Articles of Association permitting the trade of Synthetic Diamond/s / Laboratory-Grown Diamond/s within the BDB Complex by way of its Annual General Body Resolution dated 28<sup>th</sup> December 2020. Pursuant to the amendment to the Articles of Association of BDB, the present rules are now put in place to safeguard the interest of the consumers / buyers and to ensure that trading of Synthetic Diamond/s / Laboratory-Grown Diamond/s from within the BDB Complex is done in a transparent, ethical, organised and systematic manner. to ensure that there is zero tolerance of any breach in trade norms and ethics.

The present rules have been duly approved and passed by the BDB Managing Committee on **21.12.2022** in terms of the powers under Article 48 of the Memorandum of Association of Bharat Diamond Bourse.

### **Rules**

1. These rules are called the **Trade in Synthetic Diamond/s / Laboratory-Grown Diamond/s Rules**.
2. They shall come into force immediately.
3. The present Rules are in place to govern the sale and trade of Synthetic Diamond/s / Laboratory-Grown Diamond/s in and from BDB.
4. Definitions:
  - (i) **“BDB” and / or “Bharat Diamond Bourse”** shall mean the Bharat Diamond Bourse complex established at G Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051 including any and all events, trade shows, fairs, promotional events that may be organised in or outside the complex by BDB.
  - (ii) **“Diamond”** shall mean a mineral created by nature; a “diamond” always means a natural diamond. The denomination “diamond” without further specification always implies “natural diamond”.

- (iii) **“Synthetic Diamond/s” and / or “Laboratory-Grown Diamond/s”** shall mean such stones that are laboratory-grown or laboratory-created and have essentially the same chemical composition, crystalline structure and physical (including optical) properties of a Diamond.
  - (iv) **“Member” / “member”** shall mean a Trade and / or Property Member of BDB.
  - (v) **“Disclosure”** shall mean the disclosure in writing to be provided by members to their customers in writing at the time of a parcel dealing with Synthetic Diamond/s / Laboratory-Grown Diamond/s stating there that the goods being sold / traded are Synthetic Diamond/s / Laboratory-Grown Diamond/s
5. All members desirous of dealing / trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s shall be bound to comply by all these rules and regulations stipulated by BDB. These rules may be amended from time to time as may be necessary as the trade / production in Synthetic Diamond/s / Laboratory-Grown Diamond/s evolves.
  6. Members desirous of trading in Synthetic Diamond/s/ Laboratory-Grown Diamond/s must register themselves with BDB and shall comply with the Know Your Customer (KYC) as may be prescribed from time to time.
  7. Any member that is currently undertaking / trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s outside BDB, shall have to disclose the same to BDB and submit such documents / declarations / writings in the format as may be stipulated from time to time intimate BDB as to the details of the business carried out i.e. office address, etc. It is stipulated that any member presently conducting currently undertaking / trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s outside BDB shall be bound to comply with these rules in the event they intent to carry out trade in Synthetic Diamond/s / Laboratory-Grown Diamond/s from BDB.
  8. The Members shall furnish to BDB such information as is required and called upon, together with documents as may be specified and requested from time to time pertaining to any activity, trade, compliance, undertakings, declarations, procedures and processes implemented, issued and observed in terms of these rules.
  9. In the event of a change in registered address/ mobile number of the Member or any change in structure of the Firm/Company/LLP or change in designated director/partner of the Member as mentioned in the Application Form, the same shall be intimated to BDB in writing and by way of email on support@bdbindia.org, in the format that shall be prescribed within 3 (three) working days from the date of such change.
  10. Members dealing in Synthetic Diamond/s / Laboratory-Grown Diamond/s must ensure that they provide a full Disclosure with complete and unambiguous information to the proposed purchaser including but not limited to the following and such other information as may be designated by BDB from time to time in addition to the information to be provided as per the existing provisions of law:

A. Invoices reflecting the following

i. HS Code Numbers

(7104:21 – which is qualified as “synthetic diamond, unworked or simply sawn or roughly shaped”)

(7104:91, which covers “synthetic diamonds, otherwise worked”, polished synthetic diamond);

ii. Aadhar Card Number (In case of Individual)

B. The Invoice shall also on the face thereof have the following language printed thereon in a clear and legible manner:

***“We hereby declare that all the goods mentioned in this invoice are Synthetic Diamond/s / Laboratory-Grown Diamond/s. The buyer agrees to purchase these with the clear understanding that they are buying Synthetic Diamond/s / Laboratory-Grown Diamond/s, and if they are resold or studded in jewellery, the buyer also agrees explicitly to sell them as Synthetic Diamond/s / Laboratory-Grown Diamond/s, making full and clear disclosure to the customer in the invoices. None of the merchandise are natural diamonds”.***

11. Members need to ensure that there is a clear, distinct and robust segregation process and technique implemented in the office premises to ensure that there is no contact of Diamonds and Synthetic Diamond/s / Laboratory-Grown Diamond/s in the entire supply chain including the implementation of a separate and distinct stock /inventory management system.
12. The members must utilise the term Synthetic Diamond/s / Laboratory-Grown Diamond/s for sale, marketing, packaging or any material in writing. It is clarified that in the event the Government of India stipulates any specific terminology not being the aforesaid, then such designation / definition stipulated by the Government of India may be utilised by members.
13. The member shall must not make any false, misleading or unsubstantiated claims regarding (i) the enduring value and / or use terminology stating or implying that Synthetic Diamond/s / Laboratory-Grown Diamond/s have the identical inherent value characteristics as Diamonds; (ii) benefits to the environment of Synthetic Diamond/s / Laboratory-Grown Diamond/s over Diamonds; (iii) ethical claims of LGDs Synthetic Diamond/s / Laboratory-Grown Diamond/s. Any claims made by a member will have to be verified and certified by a credible and independent third party.
14. In general, when disclosing information on Synthetic Diamond/s / Laboratory-Grown Diamond/s the member shall use in relation thereto the terms and definitions and classification set forth in, but not limited to:
  - a. ISO 18323:2015 Standard “Jewellery – Consumer Confidence in the Diamond Industry”
  - b. CIBJO Diamond Blue Book;

- c. Diamond Terminology Guideline supported by the Gem and Jewellery Export Promotion Council (GJEPC);
- 15. The member shall install high definition security cameras within the premises that shall afford a complete view of the office / designated area, and specifically the storage area / safe, sorting table etc. The member shall ensure that the security video footage and all data thereto is recorded and backed up in an easily accessible system for a continuous period of 60 (sixty) days. The member shall be liable to provide the data and footage to BDB as and when called upon to do so without any delay or demur.
- 16. If a member registered as a dealer / trader in Synthetic Diamond/s / Laboratory-Grown Diamond/s is also undertaking trade in Diamonds from the said premises through a separate entity, then the member shall at all times ensure that they can provide immediate and instant access to BDB recommended detection machines. The detection machines shall be located outside the designated area or be available through a third party service provider.
- 17. The responsibility and liability in the event of breach of any of the rules and regulations as may be stipulated from time to time shall vest with all directors / partners of the member organisation/s jointly and severally.
- 18. Any complaint received against any BDB Members as regards any breach of the ethics and rules established for the trade in Synthetic Diamond/s / Laboratory-Grown Diamond/s that are in breach and violation of any of the present rules and or the businesses practices and ethics shall be placed before the Arbitration, Disciplinary and Grievance Committee of BDB.

**CONFIRMATION AND DECLARATION**

I/We hereby agree, confirm and declare that I have been furnished with and have read and fully understood the Rules for trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s in BDB.

I / we hereby declare and confirm that we are bound by and shall comply and abide with such BDB Rules for trading in Synthetic Diamond/s / Laboratory-Grown Diamond/s.

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Applicant





# Department of Security & Fire Safety

Paste your One Unsigned recent colour photograph And also enclosed One With Application during submission Size: 3.5X3.5

New Access Card     
  Lost Access Card     
  Damaged Access Card     
  Dead Access Card

(Tick "☐" Which Is Applicable)  
**Access Card/Identity Card Request Form**  
**Date of Application.....**

**NOTE:** (Please read the Application Information form carefully before filling the form & fill form in "CAPITAL LETTERS" only)

**Tick "☐" appropriate category:**

- |                                       |   |   |                              |
|---------------------------------------|---|---|------------------------------|
| <input type="checkbox"/> 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/Allottee Outsource                               |                              |
| <input type="checkbox"/> Trademember  | <input type="checkbox"/> (Trade membership No. _____) | <input type="checkbox"/> DTC (Licensee)                                       |                              |
| <input type="checkbox"/> MDMA         | <input type="checkbox"/> (MDMA ID No. _____)          | <input type="checkbox"/> Ancillary Services<br>(Bank/Food/ Ground Floor Etc.) |                              |

**APPLICANT PERSONAL DETAILS:**

**Name of Applicant:** .....  
 (First Name) (Father's / Husband Name) (Surname)

**Date of Birth:** .....  
 (DD) (MM) (YYYY)

**Gender** Male  Female

**Marital Status** Married  Unmarried

**Height :** ..... **Weight :** .....

**Contact Number** ..... **Alternate Contact No.** .....

**Nationality:** ..... **Blood Group** .....

**Physically Challenged** Yes  No

**Disability Details :** .....

**Personal E-Mail ID :** .....

**Permanent Address :** .....

**State** ..... **City** .....

**Pin Code** .....

**Correspondence Address (Local)** .....

.....

**State** ..... **City** .....

.....

**Pin Code** .....

**Nearest Local Railway Station:** .....

**DOCUMENTS TO BE SELF ATTESTED BY APPLICANT**

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

Passport  Electricity Bill  Ration Card  Adhar Card

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

Passport  PAN Card  Driving License  Adhar Card

**IN CASE OF EMERGENCY, APPLICANT'S EMERGENCY CONTACT DETAILS :**

Contact Person Name	Relation	Contact No.								
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**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 2<sup>nd</sup> 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**

 Sign

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

 Sign & Stamp With Date

**Use for 2<sup>nd</sup> reference (Use for Broker/Allottee Outsource/External Professional Only)**

**Signed by Authorized Signatory:**

 Sign & Stamp With Date

**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.