

Checklist of Documents for seeking NCEL Membership

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|---|--------------------------|
| 1. Duly filled Application form | <input type="checkbox"/> |
| 2. DD / Cheque for share amount as per membership category +
Rs 500 registration fee | <input type="checkbox"/> |
| 3. DD/Cheque should be in favour of “ National Cooperative Exports Ltd. ”
and payable at par at New Delhi | <input type="checkbox"/> |
| 4. Board resolution for seeking membership of NCEL | <input type="checkbox"/> |
| 5. Copy of registration certificate of the society | <input type="checkbox"/> |
| 6. Copy of PAN of the society | <input type="checkbox"/> |
| 7. Copy of GSTIN of the society | <input type="checkbox"/> |

Note: Application Form along with above requisite documents may be sent at 24/1, D Block, Janakpuri, Institutional Area, New Delhi-110058.

NATIONAL CO-OPERATIVE EXPORTS LIMITED (NCEL)

(Registered under MSCS Act, 2002; Reg. No. MSCS/CR/1395/2023)
24/1, D Block, Janakpuri Institutional Area, Janakpuri, New Delhi-110058

APPLICATION FORMAT FOR ORDINARY MEMBERSHIP

1. I, _____ (Name) _____, (Designation) _____ of the _____ (Society/ Federation/ Union) _____ request you to enrol our Society/Federation/Union as a member of NCEL and allot us _____ (Number of Shares) having Face Value of Rs.10,000/- each. In this regard, a cheque/demand draft bearing No. _____ dated _____ issued by the _____ Bank for an amount of Rs. _____ is enclosed, towards share subscription alongwith admission fee of Rs.500/-
2. The Board of Directors/Managing Committee of our Society have resolved to become a member of NCEL. The certified true copy of the Resolution is attached herewith.

The Board of Directors of Society/ Federation/ Union have read and understood the Bye-laws of NCEL and accordingly undertake to abide by NCEL Bye-laws, MSCS Act & Rules, 2002 and the "Code of Conduct" as approved by General Body of NCEL. The Board of Directors of Society/ Federation/ Union understands and agrees that the admission as a member of NCEL is the sole discretion of NCEL Board. In case a dispute of any nature whatsoever with NCEL, the provisions of NCEL Bye-laws and MSCS Act & Rules, 2002 would prevail and shall be binding on the society.

3. Our entity is a registered Cooperative and the particulars are as under :

- (i) Name of entity in full (Capital letters) _____.
- (ii) Address in full (Capital letters) at _____ Village _____
Grampanchayat _____ Block _____ Taluk _____ District _____
State _____ Pincode _____.
- (iii) Registration No. _____ & Date _____, Registered under
_____ Cooperative Societies Act _____ (copy of
registration certificate is enclosed).
- (iv) PAN No. _____ GST No. _____ TIN No. _____
- (v) Entity's Bank Name _____ Branch _____ Address
_____ Type of A/c. _____ Bank A/c No.
_____ MICR No. _____ IFS
Code _____ (copy of cancelled cheque or passbook for above Bank account,
containing the name of entity, is enclosed).
- (vi) Contact Person Name _____ Designation _____
Phone No. _____ Mobile No. _____ Email Id

Yours faithfully,

(Signature of authorized signatory of Society/Federation/Union with designation and Seal)

Date: ___/___/____

FORMAT OF RESOLUTION TO BE PASSED

Copy of the Resolution passed in the Board of Directors / Managing Committee Meeting held on _____ of the (Society/Federation/Union) .

<u>COPY OF THE RESOLUTION</u>	
<u>Agenda Item</u>	<u>Decision</u>
To purchase <u>(Number of Shares)</u> of NCEL, having the Face Value of Rs.10,000/- each for total value of Rs. _____ alongwith Admission Fee of Rs.500/-.	“Considered & approved. It was resolved that <u>(Number of Shares)</u> of the NCEL be purchased having the Face Value of Rs.10,000/- each for total value of Rs. _____ alongwith Admission Fee of Rs.500/-. Mr/Ms _____ Chairman/ President/ Chief Executive/ Secretary/ Manager of the Society/Federation/Union is authorised to sign relevant papers in this connection and remit Rs. _____ to NCEL” <p style="text-align: right;">Authorized Signatory</p>

Note: To be certified as true copy with signature and affix seal of the entity