

## Checklist of Documents for seeking NCEL Membership

1. Duly filled Application form
2. DD / Cheque for share amount as per membership category +  
Rs 500 registration fee
3. DD/Cheque should be in favour of “**National Cooperative Exports Ltd.**”  
and payable at par at New Delhi
4. Board resolution for seeking membership of NCEL
5. Copy of registration certificate of the society/federation
6. Copy of PAN of the society/federation
7. Copy of GSTIN of the society/federation
8. Level of Society/Federation (Please tick anyone of following)
  - i. Primary
  - ii. District
  - iii. State
  - iv. National
  - v. Multistate
  - vi. Others

Note: Application Form along with above requisite documents may be sent at World Trade Centre, Tower I, 8<sup>th</sup> Floor, Nauroji Nagar, New Delhi – 110029

# NATIONAL CO-OPERATIVE EXPORTS LIMITED (NCEL)

(Registered under MSCS Act, 2002; Reg.No.MSCS/CR/1395/2023)

World Trade Centre, Tower I, 8<sup>Th</sup> Floor, Nauroji Nagar, New Delhi - 110029

## APPLICATION FORM FOR ORDINARY MEMBERSHIP

1. I, \_\_\_\_\_ (Name) \_\_\_\_\_, (Designation) of the (Society/ Federation/ Union) request you to enroll 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 shares subscription along with 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 here with.

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 of 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 \_\_\_\_\_ Gram panchayat \_\_\_\_\_ Block \_\_\_\_\_ Taluka \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ Pin code \_\_\_\_\_.
- (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 \_\_\_\_\_
- (vii) Level of Society/Federation/Union/Organization-Primary/Distt/State/National/Multistate/Others (please tick anyone)
- (viii) Business Activities of Society/Federation/Union/Organization \_\_\_\_\_
- (ix) Business is conducive to export promotion activities or not: Yes/No (if Yes then mention the Available products for exports): \_\_\_\_\_

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).

<b><u>COPY OF THE RESOLUTION</u></b>	
<b><u>Agenda Item</u></b>	<b><u>Decision</u></b>
To purchase ( <u>Number of Shares</u> ) of NCEL, having the Face Value of Rs.10,000/- each for total value of Rs. _____ Along with 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. _____ Along with Admission Fee of Rs.500/-.  Mr/Ms _____ Chairman/President/ Chief Executive/Secretary/Manager of the Society /Federation/Union is authorized to sign relevant papers in this connection and remit Rs. _ _____ To NCEL”  Authorized Signatory

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