

Checklist of Documents for Seeking NCEL Membership

1. **Duly filled Application Form**
2. **Demand Draft (DD)/Cheque/ Online Payment details (UTR Number)**
 - Share amount as per membership category (See clause 19 of NCEL Bye-Laws)
 - ₹500 Registration Fee
 - Payable to: “**National Cooperative Exports Ltd.**”, payable at par in New Delhi
3. **Board Resolution** for seeking NCEL membership
4. **Copy of Registration Certificate** of the Co-operative Society/Federation/Organization
5. **Copy of PAN** of the Co-operative Society/Federation/Organization
6. **Copy of Cancelled Cheque of Co-operative Society/Federation/Organization**
*If the pre-printed Co-operative Society/Federation/Organization name is unavailable, a Bank Statement copy is required.
7. **Copy of GSTIN** of the Co-operative Society/Federation/Organization
*optional
8. **Level of Co-operative Society/Federation/Organization** (Please tick one):

○ Primary Level.....	<input type="checkbox"/>
○ State Level	<input type="checkbox"/>
○ Other than Primary or State Level	<input type="checkbox"/>
○ National Level.....	<input type="checkbox"/>
○ Multi-State Level.....	<input type="checkbox"/>
○ Others (*Please specify)	<input type="checkbox"/>
9. Send the application form and required documents to:
NCEL Office
World Trade Centre, Tower I, 8th Floor
Nauroji Nagar, New Delhi – 110029

Note: In case of mistakes or over-writing in the form, please fill out a new form. Or your application will be rejected.

NATIONAL CO-OPERATIVE EXPORTS LIMITED (NCEL)

Registered under MSCS Act, 2002 | Reg. No. MSCS/CR/1395/2023
World Trade Centre, Tower I, 8th Floor, Nauroji Nagar, New Delhi - 110029

Application Format for Ordinary Membership

I, **(Name)** _____, **(Designation)** _____ of
(Co-operative Society/Federation/Organization) _____

_____, request you to enrol our entity as a member of NCEL
and allot us **(Number of Shares)** _____ having a face value of ₹10,000/- each.

Enclosed is a cheque/demand draft bearing No. _____ dated _____ issued
by **(Bank Name)** _____
for an amount of ₹ _____ towards share subscription along with the admission fee of
₹500/-.

OR (In case of Online Payment)

Enclosed is UTR Number: _____ dated _____
issued by **(Bank Name)** _____
for an amount of ₹ _____ towards share subscription along with the admission fee of
₹500/-.

The Board of Directors/Managing Committee of our Society has resolved to apply for NCEL
membership. A certified true copy of the resolution is enclosed.

We have read and understood the Bye-laws of NCEL and undertake to abide by:

- NCEL Bye-laws
- MSCS Act & Rules, 2002

We understand that the admission decision rests solely with the NCEL Board. In case of
disputes, NCEL Bye-laws and MSCS Act & Rules, 2002 will prevail.

Details of the Cooperative Entity

- **Name of Entity (in capital letters):**

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- **Full Address (in capital letters):**

At:

Village:

Gram Panchayat:

Block/Taluka:

District:

State:

Pin Code:

- **Registration No.:**

Date: _____

Registered under:

_____ Cooperative

Societies Act

(Attach Registration Certificate)

- **PAN No.:**.....

- **GST No.:**
(optional)

- **Entity's Bank Details:**

- Bank Name:

- Branch:

- Address:

- Account Type:

- Account No.:

- MICR No.:

- IFSC Code:

(Attach Cancelled Cheque/Passbook/Bank Statement with entity name)

- **Contact Person Name:**
- **Designation:**
- **Phone:**
- **Mobile:**.....
- **Email:**

Other Information

(vii) Level of Co-operative Society/Federation/Organization (Tick one):

Primary	Other than Primary or State	State	National	Multi-State	Others
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(viii) Business Activities of Co-operative Society/Federation/Organization:

(ix) Is the business conducive to export promotion?

(optional)

- No
- Yes (*If yes, list available products for export below*):

Yours faithfully,

(Signature of Authorized Signatory with Designation and Seal)

Date: ____ / ____ / ____

Format of Board Resolution

Copy of the Resolution passed at the Board of Directors/Managing Committee Meeting,
held on _____ of the _____
(Co-operative Society/Federation/Organization)

<u>COPY OF THE RESOLUTION</u>	
<u>Agenda Item</u>	<u>Decision</u>
To purchase (Number of Shares) _____ of NCEL, with a face value of ₹10,000/- each, totaling ₹ _____, plus admission fee of ₹500/-..	<p>“Considered & approved. It was resolved that (Number of Shares) _____ of NCEL be purchased, with a face value of ₹10,000/- each, for a total value of ₹ _____, along with the admission fee of ₹500/-.</p> <p>Mr./Ms. _____ (Chairman/President/Chief Executive/Secretary/Manager) is hereby authorized to sign the relevant documents and remit the sum of ₹ _____ to NCEL.”</p> <p>Authorized Signatory</p>

Authorized Signatory
(With Signature & Entity Seal)

Note: Must be certified as a true copy with signature and seal.
