MEMBERSHIP ENROLMENT PROCEDURE

1. ## *ELIGIBILITY*

As per Bye-laws of the bank
a) any individual may be admitted as member if he is an adult , competent to sign contract and resides within the area of operation i.e. NCTD and /or is gainfully engaged in any occupation in the area of operation , provided that he is not a member of any other primary co-operative credit society / bank providing credit facility to its members.
b) any other person who includes registered cooperative society/society/group of persons or association. Trust etc. the government, a firm, joint stock company, or any other body corporate under any law; and such class or classes of persons or association of persons as may be notified by the Government in this regard.

2. ## *DOCUMENTS REQUIRED*

   a. **CATEGORY I**
      Persons in govt./semi-govt./PSU service

      Papers required- Two latest salary certificates, copy of Office I-card, copy of PAN card, copy of Aadhar card or copy of voters I card , copy of residence proof (latest electricity/water/landline phone/gas bill)

   b. **CATEGORY II**

      Persons employed in limited company/private limited company/private good concern

      Papers required – Two latest salary certificates, copy of PAN card,   copy of Aadhar card or copy of voters I card , copy of residence proof (latest electricity/water/landline phone/gas bill) ,   house ownership proof (copy of latest water bill/house tax receipt/ copy of Conveyance Deed/Sale Deed/Agreement to Sell and any other registered document to the satisfaction of the Bank)

   c. **CATEGORY III**
      Persons engaged in business

      Papers required – Full address of business premises, copy of Aadhar card or copy of voters I card, copy of PAN card, copies of latest three years ITRs, copy of residence proof (latest electricity/water/landline phone/gas bill), house ownership proof (copy of latest water bill/house tax receipt/ copy of Conveyance Deed/Sale Deed/Agreement to Sell and any other registered document to the satisfaction of the Bank)

   All documents to be attached should be self-attested with date .

3. ***OTHER CONDITIONS .***

    a. Introduction will be received from a regular paymaster member having minimum one year membership.

    b. Applicant would be enrolled in the branch nearest to his/her residence or business place.

    c. Membership enrolment will be done at Head Office

    d. As usual forms would be issued at branches / Head Office. The BM/DM will verify that required documents which have been attached are in order and that the introducer member has minimum one year membership and is not a defaulter. Further applications of desirous applicants will be verified by the authorized bank officials in person as per the given address.

    e. Thereafter, Branch Head/official will call those applicants whose particulars have been found correct to complete other formalities and opening of Saving or Current account and deposit required amount as mentioned below:

    Saving account (if not already opened)   Rs.1,000/- or

    Rs.5,000/- for current account if the applicant is not individual and falls under the category 1(b).

    f. After completion of necessary requirements at branch level, applicant is requested to visit Head Office to deposit requisite money as under:

Share Money	Minimum Rs. 5,000/- and Maximum Rs.20000/- as per Delhi Cooperative Societies Act and Rules, 2007
Building Fund	Rs.1,000/-
Admn. Fee	Rs.1,000/-

    g. Thereafter they are required to sign the Membership Register, photo identity cards and to get allotted the membership number.

    h. Thereafter applicant's file will be sent to respective branch to open the member's account in CBS. Branch after opening of account will send back the file to Head Office Official for record.

Note :- Generally enrolment of members is open throughout the year but sometimes it gets closed due to certain statutory requirements . Please check this from the nearest branch. For any other clarification please contact the Branch Head.

S D Sharma
Officiating CEO