



# Indian Electrical & Electronics Manufacturers' Association

(AN ISO 9001 ORGANISATION)

## MEMBERSHIP APPLICATION FORM

The Director General

Indian Electrical & Electronics Manufacturers' Association,  
501, Kakad Chambers, 132, Dr. Annie Besant Road, Worli,  
Mumbai - 400018

Dear Sir,

I/We desire to be admitted as the Member of the Indian Electrical & Electronics Manufacturers' Association and am /are enclosing a copy of following documents as applicable, along with this form :

- 01.  Balance sheet
- 02.  Annual Report of the last three financial years
- 03.  incorporation certificate
- 04.  ISO certificate
- 05.  Shop & Establishment
- 06.  Factory license

I am/we are also sending the applicable admission fee (One time non-refundable deposit) of Rs. 25,000/- + GST @18% extra(for ordinary membership) OR Rs. 10,000/- + GST @18% extra (for associate membership) which may please be acknowledged. I/We declare that I/We accept and agree to abide by the Memorandum and Articles of Association and/or Rules and Regulations of the Association in force. All information provided herewith is true to the best of my/our knowledge.

Proposed by (Existing IEEMA member) .....  
 (Name of the Member-Company) Signature & Company's stamp

Date:  
 Name : .....  
 Designation: .....

Seconded by (Existing IEEMA member) .....  
 (Name of the Member-Company) Signature & Company's stamp

Date:  
 Name : .....  
 Designation: .....

I/We confirm that we will be regularly providing to the Association, periodic information pertaining to our organization with respect to Balance Sheet, Annual Report, Production/Sales and Export Statistics.

.....  
 Date: Signature & Company's Stamp

## TO BE FILLED IN BY THE APPLICANT

1. Name of the Organisation\*.....
2. Name of Contact Person & Address for Correspondence\*.....  
.....
3. Website\*.....
4. Nature of Business:  Manufacturer       EPC       Trader       Service Provider       Institution  
 Others(please specify)\*: .....
5. Locational Details\*: (fill as applicable)

Particulars of Office	Address Code	Address	Communication Details
Registered Office*	01		Tel. (Board)
			E-Mail
Head Office*	02		Tel. (Board)
			E-Mail
Works*	03		Tel. (Board)
			E-Mail
Marketing Office	04		Tel. (Board)
			E-Mail
Overseas Office	05		Tel. (Board)
			E-Mail

### 6. Particulars of Management\*

Attach a separate sheet as annexure, containing the names, addresses and locational details (as per above codes) of Chairman, Managing Director, Directors, Partners or Proprietors as applicable.

### 7. Manufacturing / Trading Activities

7.1	Industrial / Manufacturing license/ Shop & Establishment License*		
7.2	RoC Registration details/CIN*		
7.3	GST Registration Number*		
7.4	MSME Registration Authority Name and No.		
7.5	Export Promotion Council RCMC number, if any:		
7.6	Date of Commencement of Production/ Business*		
7.7	Particulars of installed manufacturing capacities – Products manufactured/ traded (as applicable)*		
	Sr. No	Items	Unit
			Annual Installed Capacity (Mention number of shifts)

\* Mandatory information required.

7.8	Production during preceding 3 financial years of your Company, Products manufactured/traded (as applicable)					
	Sr. No.	Product Category	Production/Traded previous 3 years (in Rs. Crore)			
			Unit	Year:	Year:	Year:

\*In case of more products, please attach additional sheet

#### 8. Collaboration Details (as applicable)

8.1	Collaboration/Joint Venture for technical know-how received from /given to organizations in other countries.				
	Sr.No.	Items	Joint Venture	Technical Knowhow	Name & Address of Company

#### 9. Financial details – Manufacturer/Trader (As applicable, for last 3 FYs)

	(Figures in Rs. Crore)	Year:		Year:		Year:	
9.1	Investment in plant and machinery/Premises (at cost)						
9.2	Paid up Share Capital/Own Capital						
9.3	Reserves & Surplus						
9.4	Total Turnover (of relevant Div/Group Company)						
9.5	Export Turnover	Rs. Crore	US \$	Rs. Crore	US \$	Rs. Crore	US \$

#### 10. Average Employment during previous financial year

	Managerial Cadre	Supervising Personnel	Shop floor Workers/ Sales	Office Staff
Engineering				
Others				

#### 11. System/Product Certification (mandatory for Ordinary Membership)

Type of Certificate	ISO	Any other (Please specify)
Certification No. and Date		
Name of the Accreditation Body		

#### 12. Annual Membership Charges (GST extra @18%) - Total annual Membership Charges comprise of Membership fees and Divisional Service charges ( as selected by the applicant)

Particulars (Annual membership charges are calculated on the basis of applicant's latest annual turnover)	Amount In Rs. + GST @18% extra
Upto and including 5 Crore	8,400
Above 5 Crore - upto and including 10 Crore	10,200
Above 10 Crore-upto and including 50 Crore	17,400
Above 50 Crore - upto and including 100 Crore	24,600
Above 100 Crore - upto and including 200 Crore	28,800
Above 200 Crore - upto and including 500 Crore	36,000
Above 500 Crore - upto and including 1,000 Crore	43,200
Above 1,000 Crore	57,600
Divisional Subscription – (For each Division subscribed/year)	4,800

## YOUR CONTACT DETAILS

### Introduction

We request below details of key contact persons and other important officials of your organization to enable us to provide seamless services.

#### 1. Basic Services

The Association renders services to its Member Companies by way of circulars for sharing information on key Association activities and latest industry information and forthcoming events. Each Member Company is entitled to receive such circulars addressed to the designated officials of the Member Company identified by them (1) Key Contact and (2) Functional Contacts.

##### 1.1 Key Contact is the sole nominated official (ideally CMD, MD, Jt. MD, CEO, COO, President, Partner, Proprietor, Business Unit Head.)

The Key contact for **Ordinary member** receives all IEEMA circulars including circulars pertaining to IEEMA Executive Council Election/voting papers.

Key contact for **Associate members** receives all IEEMA circulars **except** those pertaining to IEEMA executive council Election/ voting papers.

*(Please fill in details of your official to be designated as Key Contact)*

Name & Designation of Official	Address Code	Tel.: No. (Direct), Mobile and email

#### 1.2 Functional Contacts

Functional contact/s means the official/s of Member Company other than the key contact, nominated for active interface with IEEMA and its various activities and services. Functional contacts will receive all IEEMA circulars , except circulars for Executive Council election and voting.

*(Please fill in details of your official/s to be designated as Functional Contacts)*

Name & Designation of Official	Address Code	Tel.: No. (Direct), Mobile and email

*(Please use additional sheet, if required.)*

#### 2. Publications & Newsletters

All IEEMA Members receive the latest industry information in the form of a daily e-update, IEEMA Weekly Updates, a monthly industry magazine 'IEEMA Journal' plus IEEMA Members' Directory (published every two years). Priced publications like industry/ survey reports, white paper, technical standards and guidelines are also available at member rates.

#### 3. Divisional Services (Chargeable Basis)

IEEMA members can subscribe for divisional services on a yearly paid basis. This subscription allows them to participate in product division meetings. (Division Meetings are a platform to discuss and address specific product related matters, policy issues on a national level). You can select your choice by putting a tick mark against the division and pay the applicable fee. (Currently Rs 4800/ division service + 18% GST extra)

- |   |   |   |
|---|---|---|
| 01. <input type="checkbox"/> Cables                   | 02. <input type="checkbox"/> Capacitors                           | 03. <input type="checkbox"/> Conductors,              |
| 04. <input type="checkbox"/> International Business   | 05. <input type="checkbox"/> Electrical Insulating Materials      | 06. <input type="checkbox"/> Elevators & Escalators   |
| 07. <input type="checkbox"/> Instrument Transformers  | 08. <input type="checkbox"/> Insulators                           | 09. <input type="checkbox"/> Energy Meters            |
| 10. <input type="checkbox"/> Rotating Machines        | 11. <input type="checkbox"/> LV Switchgear                        | 12. <input type="checkbox"/> Surge Arresters          |
| 13. <input type="checkbox"/> Distribution Transformer | 14. <input type="checkbox"/> Power Transformer                    | 15. <input type="checkbox"/> Power Generation Systems |
| 16. <input type="checkbox"/> Renewable Energy         | 17. <input type="checkbox"/> Transmission & Distribution Projects | 18. <input type="checkbox"/> MV/HV Switchgear         |
| 19. <input type="checkbox"/> Smart Grid               |   |   |

### 3.1 Committees/Cells Services – (Invitation Basis only)

Participation in the below mentioned forums (Committees and Cells) is on 'invitation basis' only:

01.  Economic & Taxation Committee      02.  Electrical Laminations Committee      03.  Eastern Region Committee  
 04.  Public Policy Cell      05.  SME Division      06.  Winding Wire Division

(SME and Winding Wire divisions are temporarily available on complimentary basis.)

### 3.2 Divisional Membership and Nominees

As already stated above, members can opt for divisional services by paying the appropriate yearly divisional subscription fees and nominate one principle and one alternate official for each division subscribed. Such nominated officials will receive circulars like notice & agenda, minutes of the division meetings, etc. Such nominees will also receive Production /Sales Statistics and Price Variation Clauses and monthly indices, which are included in the respective divisional subscription fees.

(Please provide details of your principle and alternate nominees who will participate in the selected division meetings and receive Division Circulars. Key Contact and Functional Contact/s can also be nominated for Divisional Services).

Name of IEEMA Division	Name and Designation of the nominated official	Address Code	Tel. No. (Direct), Mobile and E-mail

(Please use additional sheet wherever required.)

### 3.3 Production and Basic Price Circulars

In case, Member-Company is not interested in Divisional Services, but only in receiving Production/Sales Statistics/Price Variation Clauses, these can be purchased at special member rates (@ 80% discount) and members can download the same from IEEMA Publications website (<http://publications.ieema.org>)

Basic Price Circulars			Production Statistics Circulars	
Battery Charger Equipment	GLBL – Unclad glass fabric based laminate/ components	Power Electronics	Cables	Energy Meter
Busducts	HZL – Zinc	Insulators/Composite	Capacitors	Surge Arresters
Cable – Power, Control, Instrumentation, Aerial Bunched	TLA&H – Trans. line accessories & hardware	Transformer Oil (TOBS)	Instrument Transformers	TLT- Transmission line Tower
Conductor/ HTLS Conductor	Lightening Arresters	Transformer - Domestic	Rotating Machines	Insulator
Instrument Transformers	Rotating Machines	Transformer – Deemed	Stamping & Laminations	TLA & H – Trans. line accessories & hardware
CW-ER (Civil works & Erection)	PLCC	Power Electronics	Switchgear & Controlgear	Elevators & Escalators
Elevator Works Contract	Power Capacitors	Switchgear	Transformers & OBP	
TLT - Transmission line tower	Trf. Repair	Wave Traps		

### 3.4 SME Division

A division dedicated to serve the SMEs has been formed addressing the concerns and needs of our SME members. It has been actively engaging with the Government, utilities and industry.

Please Fill details of official(s) of your company who would like to participate in SME Division activities)

Name of IEEMA Division	Name and Designation of the nominated official	Address Code	Tel. No. (Direct), Mobile and E-mail
SME Division			

## IEEMA MEMBERSHIP CRITERIA, RIGHTS & DUTIES for

### ORDINARY MEMBERSHIP

Ordinary members can contest an election for a seat on Executive Council of IEEMA, they also have the right to vote in the IEEMA Executive Council Election held annually. (For Ordinary Membership, an applicant company will pay admission fee of Rs. 25,000 which is one time & non-refundable + GST @18% extra. Annual Membership fee is based on the turnover of the company.)

#### Criteria for Ordinary Membership:

- 1.0 Applicant company should be an ISO Certified Company with current certificate
- 2.0 Investment in Plant & Machinery should be minimum Rs. 200 lakhs
  - 2.1 In case Investment in Plant & Machinery is less than Rs. 200 lakhs
    - 2.1.1 Turnover: Above Rs.500 Lakhs and minimum 1 year in operation
  - OR
  - 2.1.2 Turnover: Above Rs.100 Lakhs (in the previous Financial Year) and minimum 3 years in operation.

#### 3.0 Documents required along with Application form:

- 3.1 A Copy of Articles of Association - Memorandum of Association of your company
- 3.2 Copies of Audited Balance Sheet of the previous three years of your company
- 3.3 A List of proprietors / Directors of your company
- 3.4 A Copy of latest ISO Certificate
- 4.0 Once receipt of payment towards admission fee is confirmed from IEEMA, a list of existing IEEMA Members will be sent to the applicant company for selection of proposer and seconder.
- 5.0 The applicant then selects the proposer and seconder himself or with the help of IEEMA Membership Officer (madhura.bhivandkar@ieema.org, Tel: 022 2493 6528/ 6529)
- 6.0 The Application form with signatures of Proposer and Seconder recommending your company for IEEMA membership is to be submitted to the IEEMA Membership Officer.
- 7.0 Applicant Organisation shall regularly submit Production / Sales/Import-Export data in prescribed format. **All such data submitted to IEEMA will be kept confidential.**
- 8.0 For further processing of admission, please send the complete Membership Application form along with relevant documents and payment details to **Membership Officer –**

**Madhura Bhivandkar at IEEMA,**

**501, Kakad Chambers, Dr. Annie Besant Road, Worli, Mumbai 400 018.**

**Email id: madhura.bhivandkar@ieema.org.**

**Tel Nos: 022 2493 6528/ 6529**

## IEEMA MEMBERSHIP CRITERIA, RIGHTS & DUTIES for

### ASSOCIATE MEMBERSHIP

An Associate member enjoys the same benefits as an Ordinary member except that they cannot contest the election for a seat in Executive council of IEEMA and cannot vote in the IEEMA Executive Council election held annually. (For Associate Membership, an applicant company will pay admission fee of Rs. 10,000 which is one time & non-refundable + GST @18% extra. Annual Membership fee is based on the turnover of the company).

#### Criteria for Associate Membership:

- 1.0 Associate membership is an option available for companies which do not fully meet the criteria of the Ordinary membership. (However, companies eligible for ordinary membership can also opt for Associate membership).
- 2.0 Investment in Plant & Machinery should be minimum Rs. 200 lakhs
  - 2.1 In case Investment in Plant & Machinery is less than Rs. 200 lakhs
    - 2.1.1 Turnover: Above Rs.500 Lakhs and minimum 1 year in operation
    - OR
    - 2.1.2 Turnover: Above Rs.100 Lakhs (in the previous Financial Year) and minimum 3 years in operation.

#### 3.0 Documents required along with Application form for Associate Membership:

- 3.1 A Copy of Shop and Establishment / Factory License
- 3.2 A Copy of Articles of Association - Memorandum of Association of your company
- 3.3 A Copy of Audited Balance Sheets of the previous three years of your company
- 3.4 A List of proprietors / Directors / Partners of your company
- 4.0 Once receipt of payment towards admission fee is confirmed from IEEMA, a list of existing IEEMA Members will be sent to the applicant company for selection of proposer and seconder.
- 5.0 The applicant then selects the proposer and seconder himself or with the help of IEEMA Membership Officer (madhura.bhivandkar@ieema.org, Tel: 022 2493 6528/ 6529)
- 6.0 The Application form with signatures of Proposer and Seconder recommending your company for IEEMA membership is to be submitted to the IEEMA Membership Officer.
- 7.0 Applicant company once confirmed as member shall regularly submit Production/ Sales/ Import-Export data, as applicable, in the prescribed format. **All such data submitted to IEEMA will be kept confidential.**
- 8.0 For further processing of admission, please send the complete Membership Application form along with relevant documents and payment details to **Membership Officer –**

**Madhura Bhivandkar at IEEMA,**

**501, Kakad Chambers, Dr. Annie Besant Road, Worli, Mumbai 400 018.**

**Email id: madhura.bhivandkar@ieema.org.**

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