

(Format of Application for Membership on Official Letter Head)

To,

The Secretary General,
Association of MSMEs in Information Technology (AIM-IT),
L-1/19-A, Hauz Khas Enclave, New Delhi - 110016

Subject: Application for Membership of AIM-IT

Sir,

We, [*please insert the name of the applicant*], a [*company/llp/partnership/proprietary*] registered and existing under the laws of India, having registered office at [*please insert the details*], [*S/o Mr. [●] R/o [●]*] is/are desirous of being a member of the aforesaid association, and request that my application for membership may kindly be accepted.

We shall always abide by the rules and regulations of the association, as at present or any alteration/amendment thereof in future that may be from time to time, and I/we shall always act in the interest of the association.

Kindly accept and acknowledge INR [*please insert the amount*] towards membership subscription of the aforesaid association along with the requested documents for verification.

Signature

(Applicant's name and address)

Enclosures:

1. Cheque/Demand Draft/Online Transfer Receipt of membership subscription amount.
2. Copy of [*please mention name of document*]
3. Copy of [*please mention name of document*]
4. Copy of [*please mention name of document*]



MEMBERSHIP APPLICATION FORM

1. Name of Organisation

2. Key Company Officials

Name	Designation	Office Address	Email address	Mobile Number
	CEO/MD/President			
	CFO			
	CIO			
	Legal Head			
	Government Affairs Head			
	Sales/Marketing Head			
	Manufacturing Head			
	HR/Training Head			
	Corporate Communications/PR Head			

3. Company Website

4. Year of Establishment

5. MSME Registration Number (If registered under MSME Act)

6. Type of Company : Please encircle relevant option below

Private Limited	Public Limited	Sole Proprietorship	Partnership	Non-Profit	Individual
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Authorized Signatory Name

Designation

Date

Organization Seal & Signature:

ORGANIZATION PROFILE

1. ABOUT ORGANIZATION (IN 200 WORDS):

2. OFFICE LOCATIONS:

LOCATION 1		LOCATION 2	
NAME OF ENTITY		NAME OF ENTITY	
ADDRESS		ADDRESS	
CONTACT PERSON & DESIGNATION		CONTACT PERSON & DESIGNATION	
CONTACT NUMBER/EMAIL		CONTACT NUMBER/EMAIL	

If more than two locations, please annex with this profile.

3. TOTAL WORKFORCE STRENGTH IN INDIA

4. PRODUCT OFFERINGS

#	NAME	MADE IN INDIA	SERVICES	DISTRIBUTION
1		YES/NO	YES/NO	YES/NO
2				
3				

5. SERVICE OFFERINGS

6. QUALITY CERTIFICATIONS, IF ANY:

FOR OFFICE USE ONLY

Annual Turnover (In INR)	Rs.
One Time Fees	Rs.
Membership Fees	Rs.
Grand Total	Rs.

CHECKED BY

APPROVED BY

Mandatory Documents to be annexed with the Application form

- Membership Application Form completed in all respects
- Corporate Dossier/Profile/Brochure
- Copy of Entrepreneurs' Memorandum OR Udyog Aadhaar Memorandum filed with District Industries Centre.
- Copy of Acknowledgment issued by District Industries Centre OR Registration Certificate of Shop/Establishment
- Balance Sheet of the last financial year or Chartered Accountant's Certificate stating last 3 years' gross turnover
- Certificate signed by the Company Auditor or Chief Executive Officer of the applicant or equivalent, stating their gross turnover in the last financial year (Start-ups may give projections for the current financial year)