



# Institution of Valuers

**A PIONEER ORGANISATION IN VALUATION PROFESSION**

(Registered under The Societies Registration Act. XXI of 1860)

**Plot No. 3, Parwana Road, Adjacent to Bal Bharti Public School, Pitampura, Delhi - 110034.**

Telephone Nos. : 011-27012855 / 56 / 57

E-mail : indianvaluers@iov.co.in, Website : www.institutionofvaluers.net

## **INSTRUCTIONS FOR INSTITUTIONAL MEMBERSHIP**

Dear Applicant,

IOV welcomes you to apply for grant of Institutional Membership. In accordance with the Bye-Law No. 6.F. of the amended Bye-Laws of IOV with effect from 01<sup>st</sup> April, 2020, the IOV is granting membership to the Institutions.

### **The Institution means**

- A. Public or Local Body or Registered Company or University or College or Registered Society or Trust or any other such originations involved in Educational or training or research related activity and alike bodies.
- B. Partnership Registered Firm or Limited Liability Partnership firms or Partnership firms or Proprietorship or any such firms involved in Valuation or other related professional activities and alike bodies.

Listed below are the instructions for filling your application, correctness in filling of enclosed form will facilitate the processing of your application in a shorter time and save you from unwanted communication regarding enquiries made.

1. Fill in every column. No column is to be left blank. In case there is nothing to fill, write suitable remarks. Incompletely filled in application may deemed to be rejected.
2. Date and Signature should be given on page **2** and **4**.
3. Read the **UNDERTAKING** on page 2 carefully. If you have any doubts about the conditions, either clarify or not apply.
4. Conditions for Institution Membership

**FOR CATEGORY A** – Public or Local Body or Registered Company or University or College or Registered Society or Trust or any other such originations involved in Educational or training or research related activity and alike bodies.

- (a) The Institution must be Registered with the relevant authority.
- (b) One of the objectives of the Institution should be Educational or training or research related activity.
- (c) The Institution must have its Registered Office within India or abroad.
- (d) The Institution must have PAN with the Income Tax Department.
- (e) The Institution must have GST No.
- (f) Essential Documents to be submitted:
  - i. Certificate of Incorporation.
  - ii. Memorandum of Association stating the objects of the Institution.

- iii. PAN Card of the Institution.
  - iv. GST No. of the Institution.
  - v. Proof of the Registered Office.
  - vi. Resolution for authorization of signatory.
- (g) Detail of the Authorized Signatory of the Institution in the prescribed Performa alongwith the copies of -
- i. Aadhaar Card
  - ii. PAN Card
  - iii. Photograph

**FOR CATEGORY B – Partnership Registered Firm or Limited Liability Partnership firms or Partnership firms or Proprietorship or any such firms involved in Valuation or other related professional activities and alike bodies.**

- (a) The Institution must be registered with relevant authority.
- (b) One of the objectives of the Institution should be Valuation or other related professional activities.
- (c) The Institution must have its Registered Office within India or abroad.
- (d) The Institution must have PAN with the Income Tax Department.
- (e) The Institution must have GST No.
- (f) Essential Documents to be submitted:
  - i. Certificate of Incorporation / Partnership Deed or any other document required for the purpose of registration.
  - ii. Memorandum of Association or any other relevant document stating the objects of the Institution.
  - iii. Latest Audited Balance Sheet of the Institution.
  - iv. PAN Card of the Institution.
  - v. GST No. of the Institution.
  - vi. Proof of the Registered Office.
  - vii. Resolution for authorization of Signatory.
  - viii. Undertaking mentioning that the Institution and its authorized signatory are not undergoing insolvency resolutions and not an un-discharged Bankrupt in the prescribed format.
- (g) Detail of the Authorized Signatory of the Institution in the prescribed Proforma alongwith the copies of -
  - i. Aadhaar Card
  - ii. PAN Card
  - iii. Photograph
  - iv. Qualification related document
  - v. Experience of Signatory in Valuation or any other professional activity.

**Note:**

- (a) Copies of all documents shall be self-attested.
  - (b) Your application will only be considered with above stated documents. In the absence of these documents, your application will be considered incomplete and may deemed to be rejected.
  - (c) For Foreign Institution or Foreign Authorized Signatory, the requirement of Aadhaar Card, PAN Card and GST No. will be in accordance with the respective country.
5. Send readable, visible and self-attested copies of the documents.
6. Grant of Membership shall be accorded on the approval of the Administrative Committee.

7. The Council shall have the right to cancel or suspend the membership without assigning any reason.
8. All the disputes or differences whatsoever arising shall be settled amicably otherwise provision of the Arbitration and Conciliation Act, 1996 shall attract. Further, any legal disputes with the IOV, all matters/disputes are subject to the exclusive jurisdiction of Delhi Courts only.
9. As per the recent government notification, GST has become applicable on all payments to the Institution. At present, it is 18% on all payments as payable to the Institution for the membership and other such transactions.
10. The applicant is advised to verify the eligibility criteria carefully and furnish true and correct information in the Application Form.
11. Director / Managing Partner / Authorized Signatory of Valuation Report of the applicant Institution, which is involved in Valuation activity, should confirm the required qualifications and experience as prescribed under Bye-Laws No. 6 of the Bye-Laws of the Institution of Valuers (IOV) or qualification and experience as laid down by any other regulatory body.
12. Any change of any kind in the constitution of the Institution should be informed in writing to the Institution of Valuers within 30 days of the change.

I wish you good luck and success.

Yours Sincerely

(Vinay K. Goel)  
Hony. Gen. Secretary

## FEES BREAKUP FOR INSTITUTIONAL MEMBERSHIP -

Particulars	Institution Within India (in Rupees)	Institution Outside India (in Doller)
Entrance Fees	10000.00	300.00
Processing Fees (Non Refundable)	2500.00	50.00
Annual Subscription	10000.00	150.00
<b>Total Fees</b>	<b>22500.00</b>	<b>500.00</b>
GST @ 18%	4050.00	*90.00
<b>Total Payable fees</b>	<b>26550.00</b>	<b>590.00</b>

\* Subject to applicability

### Note :

Above fee is applicable for grant of Institutional Membership in one category Class of Assets and for each additional Class of Asset the Charges shall be - Rs. 2500/- + GST (within India) and \$ 50.00 + GST (Outside India) as entrance fee. The fee is subject to change from time to time.

## FOR THE REMITTANCE OF FEE, THE DETAILS OF NEFT GIVEN BELOW -

<b>Account Name</b>	Institution of Valuers
<b>Account No</b>	98090100001815
<b>Account Type</b>	Saving
<b>Name of the Bank</b>	Bank of Baroda
<b>IFSC</b>	BARB0EXTVIS (0 ZERO)
<b>Branch Name</b>	Parwana Road, Pitampura, Delhi – 110034

OR

<b>Account Name</b>	Institution of Valuers
<b>Account No</b>	50100251440938
<b>Name of the Bank</b>	HDFC Bank
<b>RTGS / NEFT IFSC</b>	HDFC0000711
<b>Branch Name</b>	A-9, Pushpanjali Enclave, Pitampura, New Delhi-110034.

Kindly acknowledge UTR No. after NEFT for further action.



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## APPLICATION FORM FOR INSTITUTIONAL MEMBERSHIP

### NOTE:

- (i) Name must be mentioned in accordance with the Certificate of Incorporation of the Institution.
- (ii) Application will not be considered without the self-attested copies of testimonials.
- (iii) Pin Code No. and name of state must be mentioned in the address.
- (iv) Applicant must go through the instructions carefully before filing the application.

**To**  
**The Institution of Valuers**

I.....S/W/D/o .....

Address.....

.....

.....on behalf of .....

.....

(name and address of the Institution) being ..... (mention the status with the Institution) of the Institution and duly authorized by way of a **Resolution** for filling of application for the purpose of grant of Membership of the Institution of Valuers in favour of.....

..... (name of the Institution) for the following class(es) of assets:

**Tick [X] the CLASS OF ASSETS, to which the Institution intends to be elected / selected :**

**CAT – I : Land & Building** (inclusive of Agricultural properties, Plantation properties, Extractive Industries properties and Standing Forests)

**CAT – II : Plant & Equipment** (inclusive of Chemicals, Automobiles, Marine, Textiles, Computer Technology, Tele Communication, Instrumentation, Ceramics Technology & Potteries, Aeronautics, Metallurgy, Production, Leather and Mining)

**CAT – III : Securities & Financial Assets**

**CAT – IV : Business and Business Interests**

**CAT – V : Jewellery and Precious Stones**

**CAT – VI : Works of Art**

**CAT – VII : Life Interest**

I, append hereto a full and accurate statement of .....  
..... (name of the Institution).

### UNDERTAKING

I, on behalf of ..... (name of the Institution)  
undertake and declare as under :

1. That in the event of election/selection of as an Institutional Member, the Institution will be governed by the bye-laws and regulations of the Institution of Valuers (IOV) as they now are, or as they may hereafter be altered and that, I will accept as final and binding the decisions of the Council in all matters dealt with by them in accordance with the provisions to the bye-laws and regulations and will forthwith cease to describe Institution as a member or to designate the Institution as belonging to the IOV in any other form, on receipt of a notice from Hony. Gen. Secretary/Registrar that, acting under powers conferred upon them by the bye-laws and regulations, the Council have declared the Institution to be no longer a Member of the IOV.
2. That the Institution will promote the objects of the IOV as far as may be in Institution's power.
3. That the Institution will abide by the Professional Conduct Rules and /or Code of Ethics that the Council may frame from time to time.
4. That the IOV is entitled to recover the current year subscription, arrears of subscription if any or other dues from the Institution through Delhi Court of Law and the Institution will be responsible to pay the cost of expenses incurred in this respect by the IOV.
5. That I accept responsibility for the accuracy of the particulars contained in this application with regard to the qualification and experience and agree that if is elected / selected the Validity of election shall depend upon the accuracy of such particulars as required by the bye-laws of the IOV.
6. That I will inform any change of any kind in the constitution of the Institution in writing to the Institution of Valuers within 30 days of the change.

Witness my hand this..... day of ..... Year .....

**Signature of the Authorized Signatory**

Cheque / Demand Draft payable at Delhi in favour of "INSTITUTION OF VALUERS"

**I hereby remit a sum of Rupees / Dollars.....**

<b>For Official Use</b>		
Invoice No.....	Dated.....	Amount.....
Institutional Membership No .....		

**A. DETAILS OF THE INSTITUTION :**

1.	Name (as mentioned in incorporation certificate)	
2.	Registration Number	
3.	Date of Registration	
4.	Date of Validity (if any)	
5.	Name of the Registering Authority	
6.	Registered Address of the Institution	
7.	Correspondence Address of the Institution	
8.	PAN No. of the Institution	
9.	GST No.	
10.	Landline No.	
11.	Mobile No.	
12.	E-mail ID	
13.	Website	
14.	Any other additional information	

**B. PERSONAL DETAILS OF AUTHORIZED SIGNATORY :**

S.N.	Particulars	
1.	Title (Mr. / Ms.)	
2.	Name	
3.	Designation with the Institution	
4.	Father's / Husband's Name	
5.	Date of Birth	
6.	PAN No.	
7.	AADHAR No.	
8.	Address for Correspondence	
9.	Permanent Address	
10.	E-mail Address	
11.	Mobile No.	
12.	Membership No. of IOV or any other such Institution if any	
13.	Any other information	

**C. ADDITIONAL INFORMATION**

- (I) Have you or Institution ever been convicted for any offence?  
*(Yes/No) If yes, please give detail.*

- (II) Are any criminal proceedings pending against you or Institution? **(Yes/No)** *If yes, please give detail.*

- (III) Are you or Institution undercharged bankrupt, or have applied to be adjudged as a bankrupt? **(Yes/No)** *If yes, please give detail (Required for Category B only).*

- (IV) Please provide any additional information that may be relevant for your application.

**D. LIST OF ATTACHED DOCUMENTS IN SUPPORT OF THE DETAIL GIVEN IN THE APPLICATION**

The contents given in the application alongwith the supporting documents are correct and true to the best of my knowledge & believe and nothing has concealed there from.

**Signature of Authorized Signatory**

Place:

Date: