

IIBX Online Membership Module

USER MANUAL

V 1.0



Document Control

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Online Membership Module on Website of IIBX

List of Documents required for notification as Qualified Jeweller at IIBX -

Sr. No.	Particulars
1	Annexure-1A - Covering Letter*
2	Annexure-1B - Net worth Certificate*
3	Annexure-1C - Undertaking for Fit and Proper Person*
4	List of Shareholders*
5	List of Directors/Partners*
6	GST Certificate*
7	KYC*
8	Import Export Code (IEC) Certificate*
9	Audited Financial Statement*
10	Any other documents
	For QJ-SCC application, please provide the following additional documents:
11	SCC membership Application form
12	Undertaking
13	Board Resolution
14	MOA, AOA & COI
15	Clearing member confirmation
16	Bank reference letter

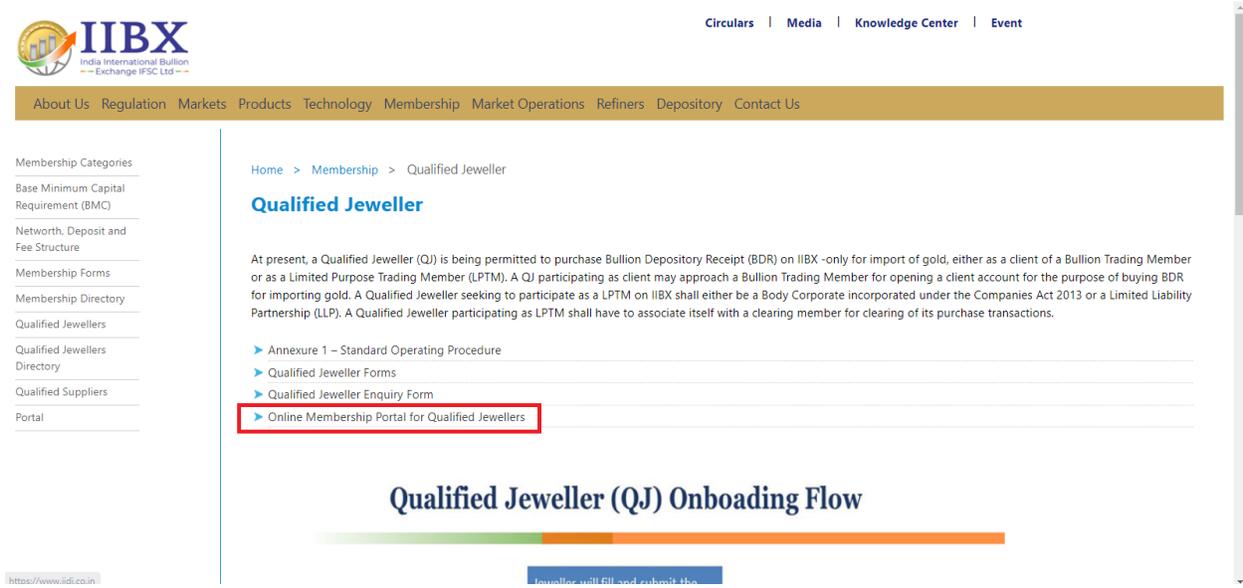
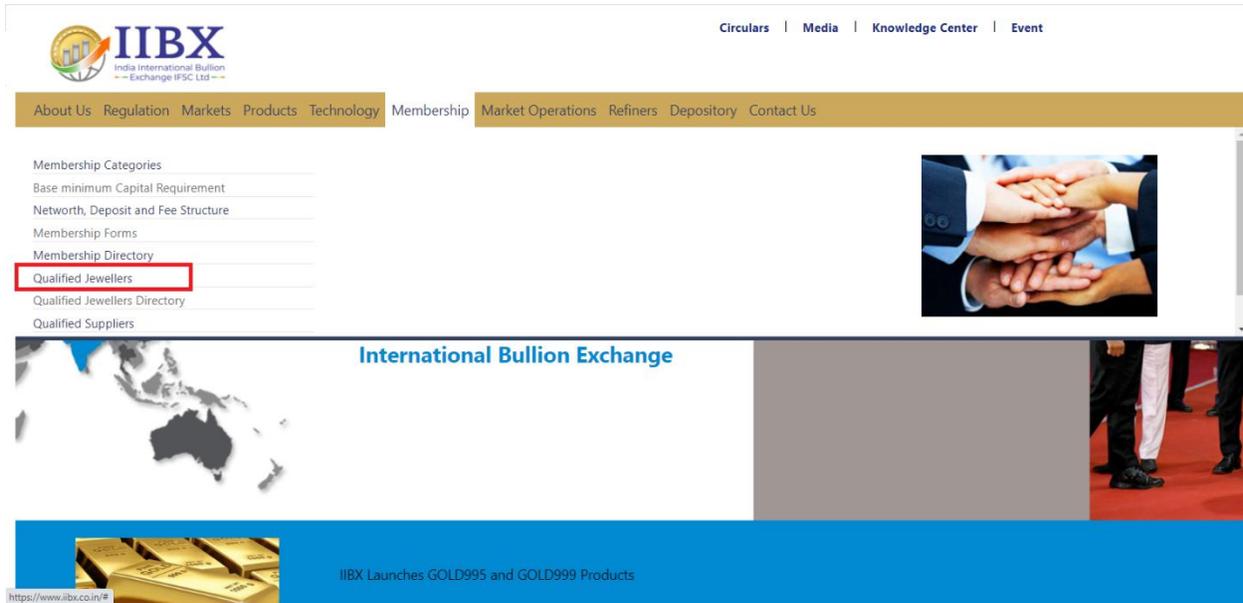
*refers to mandatory documents

The user can save partially or fully filled forms till the time they feel the need to submit it, until then the user can keep modifying the documents. Once submitted, the documents can be modified only once thereafter.

Please note – Acceptable file formats are .pdf & .zip only.

PROCESS FOR INITIAL REGISTRATION

Applicants desirous of being notified as ‘Qualified Jewellers’ can register online on the IIBX website at Home > Membership > Qualified Jeweller > Online Membership Portal for Qualified Jewellers as shown in the image below.



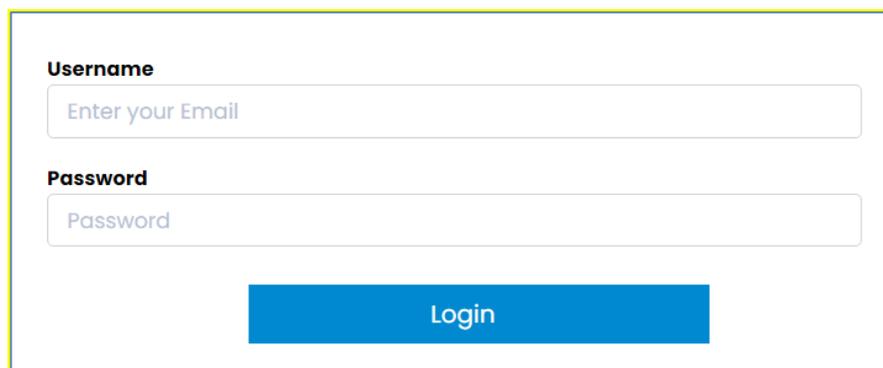
First-time user are required to register themselves on the **Online Membership Portal for Qualified Jewellers**, by clicking on “Register” and providing the following details:

- a. Full name of the Entity
- b. Mobile No.
- c. Email Id
- d. Password
- e. Re-enter Password

Once user enters the above mentioned details and on clicking Register button provided on Registration page, an OTP will be sent to registered email id to complete the registration process. On successful registration, a confirmation email will be received.

A registered User is now ready to initiate the process of submission of application online through the portal.

On the login page user shall enter registered email id and password to login. A login OTP shall be sent to registered email id for completion of successful login process.



The image shows a login form with two input fields: "Username" with the placeholder text "Enter your Email" and "Password" with the placeholder text "Password". Below the fields is a blue "Login" button.

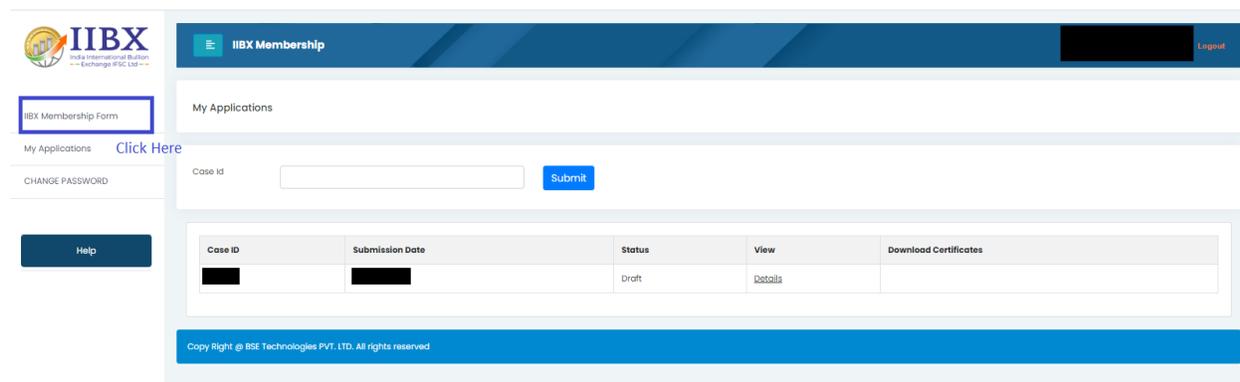
On the login page the "Forgot password" option would also be available

PROCESS TO SUBMIT APPLICATION

Step #1: Go to <https://membership.iibx.co.in/>

Step #2: Enter your login credentials (username and password) and click on the "Login" button. You will receive an OTP on your registered email id, enter the OTP and click on "Submit".

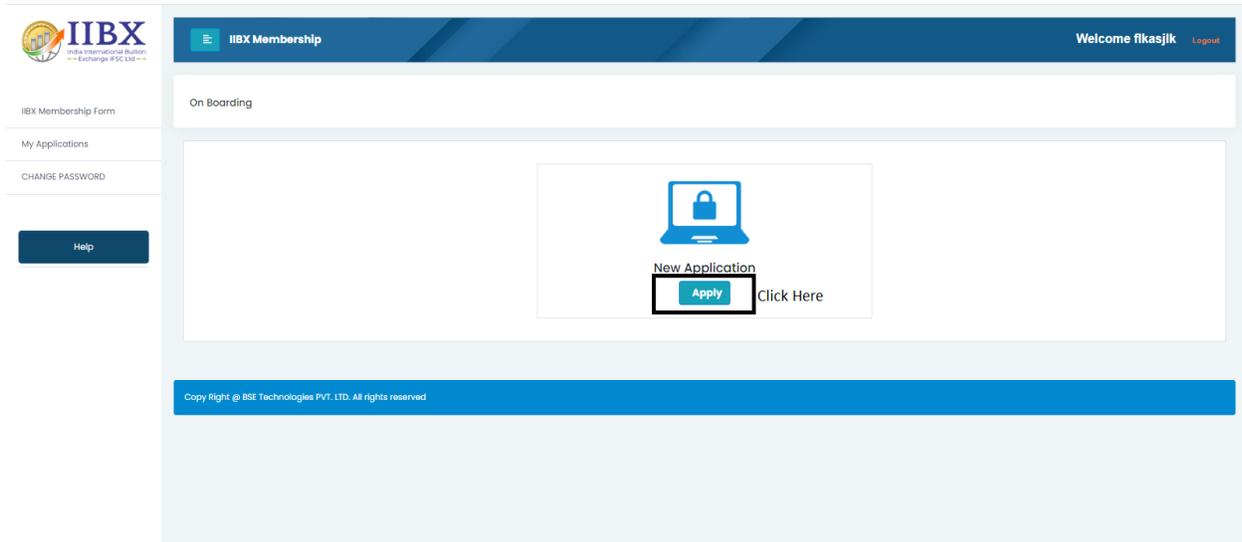
Step #3: After successfully logging in, the home screen will appear. In the menu tab which appears on the top left-hand side of the screen, click on "IIBX Membership Form" to access the membership application.



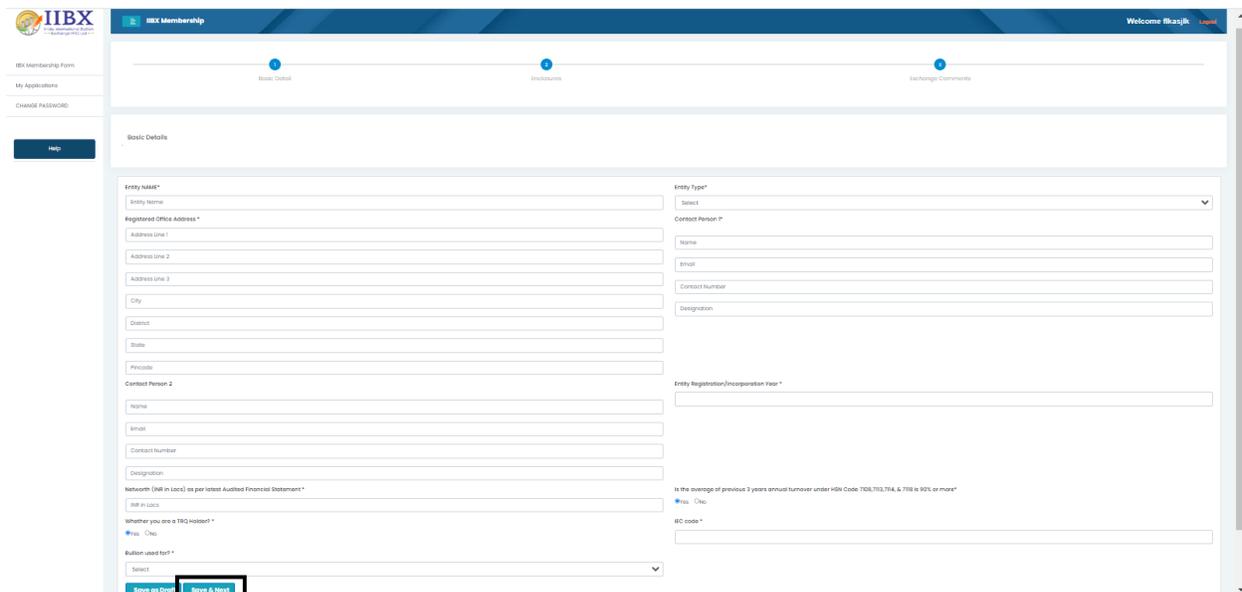
The screenshot shows the IIBX Membership portal. The top navigation bar includes the IIBX logo, "IIBX Membership", and a "Logout" button. The main content area has a "My Applications" section with a "Case Id" input field and a "Submit" button. Below this is a table with columns for Case ID, Submission Date, Status, View, and Download Certificates. The footer contains the text "Copy Right @ BSE Technologies PVT. LTD. All rights reserved".

Case ID	Submission Date	Status	View	Download Certificates
██████	██████	Draft	Details	

Step #4: On the Membership Form page, click on the "Apply" button to start filling out the application form.



Step #5: Fill out the application form with all the required details. Ensure that all the mandatory fields are filled in before clicking on the "Save & Next" button to proceed to the next section.



Step #6: Upload all the necessary documents as required in the application form. Ensure that the documents are clear and legible. Click on the "Submit" button once all the documents have been uploaded.

The screenshot shows a web form with the following sections:

- Undertaking:** A file upload field with a "Choose File" button and the text "No file chosen".
- Board Resolution:** A file upload field with a "Choose File" button and the text "No file chosen".
- MOA, AOA & COI:** A file upload field with a "Choose File" button and the text "No file chosen".
- Clearing member confirmation:** A file upload field with a "Choose File" button and the text "No file chosen".
- Bank reference letter:** A file upload field with a "Choose File" button and the text "No file chosen".

At the bottom of the form, there are two buttons: "Save as Draft" and "Submit". The "Submit" button is highlighted with a red rectangular box.

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Step #7: After submitting the application, a pop-up message will appear confirming the successful submission of your application. Click on "OK" to proceed.

The screenshot shows the application form with a pop-up message overlay. The message box contains the text:

membership.iibx.co.in says
Application submitted successfully

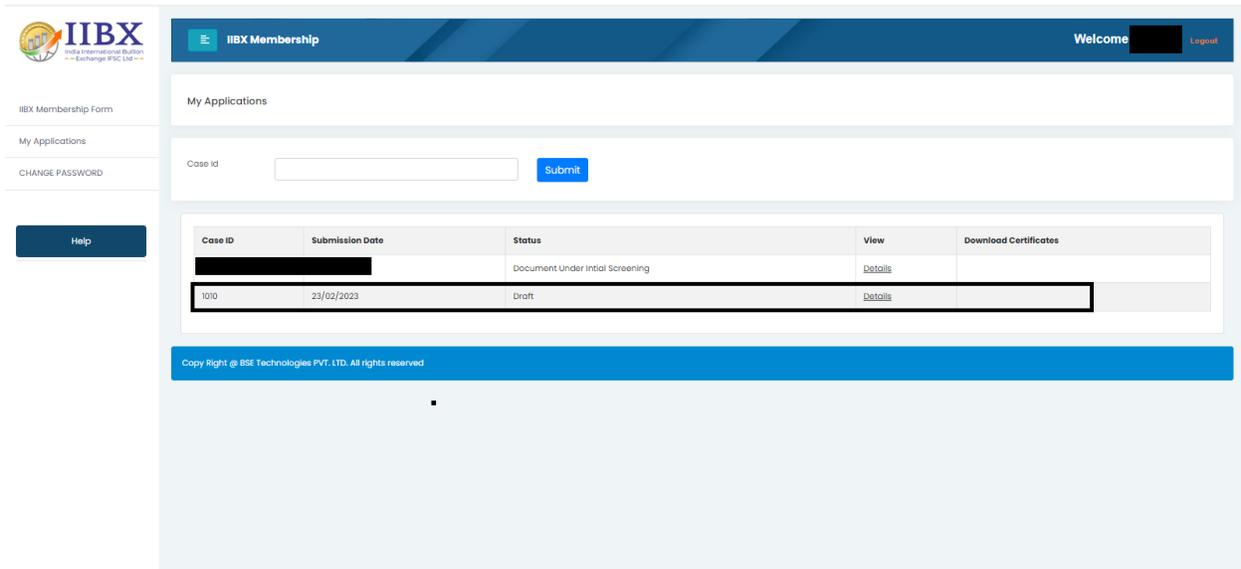
Below the message is an "OK" button, which is highlighted with a red rectangular box.

The background shows the application form with a progress bar and three steps: "Basic Detail", "Enclosures", and "Exchange Comments". The "Basic Detail" step is currently active, indicated by a green dot. The "Enclosures" step is also marked with a green dot, and the "Exchange Comments" step is marked with a blue dot.

On the left side, there is a sidebar with the following links: "IBIX Membership Form", "My Applications", "CHANGE PASSWORD", and "Help".

On the right side, there are links for "Welcome Dashboard" and "Logout".

Step #8: You will be redirected to the home page, where you will be able to see your submitted application. Check to ensure that all details and documents are correct.



The screenshot displays the IIBX Membership portal interface. On the left is a navigation sidebar with links for 'IIBX Membership Form', 'My Applications', 'CHANGE PASSWORD', and 'Help'. The main content area is titled 'IIBX Membership' and includes a 'Welcome' message and a 'Logout' link. Below this is a 'My Applications' section with a search bar for 'Case Id' and a 'Submit' button. A table lists the user's applications:

Case ID	Submission Date	Status	View	Download Certificates
[REDACTED]		Document Under Initial Screening	Details	
1010	23/02/2023	Draft	Details	

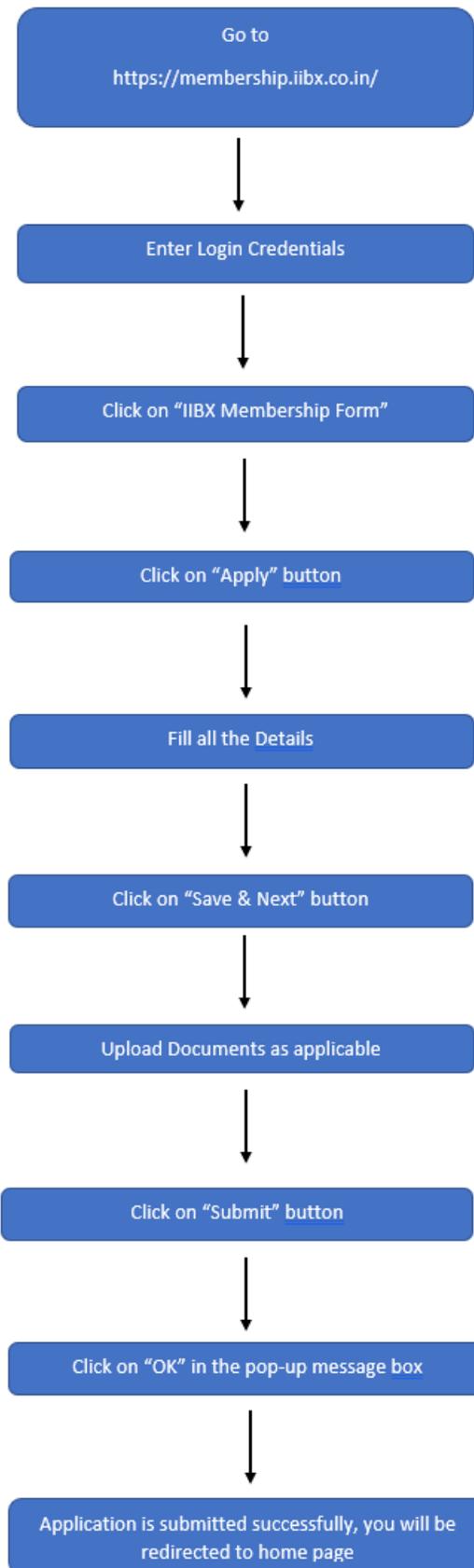
At the bottom of the page, there is a copyright notice: 'Copy Right @ BSE Technologies PVT. LTD. All rights reserved'.

You have successfully applied for IIBX Membership. The submitted application and the relevant annexures/supporting documents shall be scrutinized by the membership team and you will be notified on the status of your application via email or phone call. The status of your application can also be tracked on the online portal.

FLOW CHART FOR INITIAL REGISTRATION



FLOW CHART FOR SUBMITTING APPLICATION



For any clarification, kindly contact Membership Team at -
Email - membership@iibx.co.in
Phone - 917969697 129/130/112

----- THANK YOU -----