

Procedure To Obtain The Nomination Certificate Is As Follow:

1. Only Partner/Director /Company Secretary of the firm/Company can apply for nomination.
2. Nominee person should be Partner/Director only.
3. Photograph and signature of nominee person in JPEG or PNG format. (Size of Photograph- 20 to 50 kb and of Signature should be between 10 to 20 kb)
4. Signature of applicant in JPEG or PNG format. (Size of Signature should be between 10 to 20 kb)
5. Login with valid Login Credential. (Use existing user name and password if already registered else create a new user ID) [MAITRI / Aapale Sarkar/ Vaidhmapan portal]
6. Click on Apply for Nomination.
7. Fill the form of Nomination.
8. Attach the Mandatory documents which are self attested by Applicant in pdf format and photograph and signature in JPEG or PNG format.
9. Check preview, if all contents are ok, then submit.
10. After scrutiny concern authority will inform regarding the date for verification of Nominee person.
11. After verification concern authority will take decision accordingly.