

Checklist of Documents to be attached with the Application form

- Membership Application Form completed in all respects, duly signed and stamped
- Brief company profile
- A copy of the **MAIT Code of Conduct**, duly company sealed & signed, as a token of acceptance that your Company will strictly adhere to it.
- Balance Sheet of the last financial year.
- 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).
- Necessary remittances, which includes:
 - One-time Entrance Fee (as applicable)
 - Annual Membership Subscription (as applicable)



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Part - I: About MAIT

Set up in 1982 for purposes of scientific, educational and IT Industry promotion, MAIT has emerged as an effective, influential and dynamic organisation. Representing Hardware, Training, R&D & Hardware Design and other associated service segments of the Indian IT Industry, MAIT's charter is to develop a global competitive Indian IT Industry, promote the usage of IT in India, strengthen the role of IT in national economic development, promote business through international alliances, promote quality consciousness in the IT Industry and transform the Indian IT Industry into a **World Scale Industry** leading to a **World Class Usage** and thus a **World Size Market**.

MAIT is represented on all concerned Government of India fora and works in close association with the Industry Chambers and all IT/Electronics Associations in India and overseas for the advancement of the IT Industry in India.

MAIT also recognises the importance of Information Technology Industry growing with sound business relations with the rest of the world. In this direction, MAIT from time to time exchanges delegations and structured information with overseas counterpart organisations – industry data, published reports and newsletters – and encourages cross attending of annual events as a part of its effort to promote international understanding.

The Organisation

The general management and control of the Association is vested in the Executive Council. The members of the Executive Council are elected from the Corporate members, each member representing a section of the IT Industry. The Executive Council holds office for a period of one year with the President as its head. The Vice President, in the absence of the President is vested with the authority to perform the duties of the President.

The Secretariat headed by the Executive Director is responsible for MAIT's administrative business. Headquartered in New Delhi with regional offices in Mumbai, Bangalore and Chennai, the Secretariat works full time to support the Executive Council.

Various Committees both at national and regional levels constitute an integral part of the Association. The Committees, comprising Top and Middle Management of member companies, take up long and short-term issues of the Indian IT Industry.

Benefits to MAIT Members

MAIT package of services includes a wide range of facilitating activities, prominent among these being:

- Interface with the Central Government on Policy issues and regular dissemination of Policy information
- Market Development through National and International Events & Exhibitions
- Interface with IT Users through Workshops and Seminars
- Maintenance of statistics on IT Industry performance in India and overseas
- Fortnightly e-Newsletters on topical issues of interest to the Industry
- Online Tenders Info Service
- Publishing of Member Companies' profile & other requisite details in the prestigious Annual MAIT Directory of Members with a wide distribution in India and overseas.
- Hosting IT delegation and organising IT delegations to potential partner countries
- Studies on vertical markets or any specific issues as required by members from time to time
- Workshops/Tutorials on new Technology/Technology Transfers
- Regional offices in Bangalore, Mumbai and Chennai take up State level issues in Southern and Western Regions

Focus Areas:

- (i) Enabling a policy framework of IT manufacturing ecosystem
- (ii) Attracting investments in IT manufacturing
- (iii) Simplification of Procedures for Exports and Imports
- (iv) Increasing IT Penetration/Usage in India
- (v) Reduction in local levies and taxes on IT products to make IT affordable
- (vi) Promoting Design, Innovation and New Product Development
- (vii) Local Language IT Applications/Products/Solutions.
- (viii) Promoting usage of genuine IT products, components and consumables
- (ix) e-Waste Management

MAIT Website

The MAIT Website (<http://www.mait.com>) launched in 1997 has been receiving a very good response. The Website gives an insight into the Indian IT Hardware Industry and helps increase the reach of MAIT internationally. Organisations, the world over, which are interested in investing in the Indian IT Industry, find this site to be unique and helpful. The Website hosts all presentations made to the Government during various interactions along with Press Releases, Policy Notifications, Budget Reactions, State IT Policies, e-Newsletters, etc.

Voting Rights

All Corporate Members will be entitled to cast their votes as per the following table:

Category	Turnover	Annual Subscription	Votes
I	Less than 5 crores	Rs.15,750	1
H	Greater than 5 crores & less than 10 crores	Rs.26,250	1
G	Greater than 10 crores & less than 25 crores	Rs.36,750	2
F	Greater than 25 crores & less than 50 crores	Rs.57,750	2
E	Greater than 50 crores & less than 100 crores	Rs.94,500	3
D	Greater than 100 crores & less than 200 crores	Rs.1,57,500	4
C	Greater than 200 crores & less than 350 crores	Rs.2,52,000	5
B	Greater than 350 crores & less than 500 crores	Rs.3,67,500	6
A	Greater than 500 crores	Rs.5,77,500	8

Note: Affiliate members, Institutional members and Foreign Liaisons are not entitled to voting rights.

Revision of Fees

The fee will be revised by 5 percent on an annual basis. Further, the Executive Council reserves the right to revise the fee structure by a higher proportion as deemed appropriate and such revision is not effected more than once in a 12-month period.

Membership Dues

All membership dues are payable in advance for a financial year in full and become due on the ***first of April each year*** and are payable ***before the end of May of each year***.

In case, where in the opinion of the Council, unusual expenditure or commitments may become necessary in furtherance of the objectives or interests of the Association or its members, the Council shall be empowered to levy from the members on an equitable basis such additional sums.

Part-II**MEMBERSHIP APPLICATION FORM**

1. a) Name of the Organisation : _____
- b) CEO's Name : _____
- c) Designation : _____
- d) Address : _____

- e) Tel.No. _____ Fax No. _____
- f) E-mail Address : _____
- g) Website : _____
- h) Year of Establishment : _____
- i) Legal Structure : _____
- j) Turnover : Last 3 years (in Rs. Crore)
- | Year | Turnover |
|-------|----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
- (Please attach your latest Balance Sheet)***
- k) Number of Employees : _____
- l) Quality Certification (if any) : _____
- m) Foreign Collaboration / Joint Ventures : _____

n) Items manufactured/services provided (**Please tick**):

- | | |
|---|--|
| <input type="checkbox"/> Anti-virus Solutions | <input type="checkbox"/> Photocopiers |
| <input type="checkbox"/> Application Service Provider | <input type="checkbox"/> Press/Media/Legal |
| <input type="checkbox"/> CAD/CAM/CAE | <input type="checkbox"/> Printers |
| <input type="checkbox"/> Computer Accessories | <input type="checkbox"/> Projectors |
| <input type="checkbox"/> Computer Systems | <input type="checkbox"/> Scanners |
| <input type="checkbox"/> Consumables | <input type="checkbox"/> Security Solutions |
| <input type="checkbox"/> Data Communication Products | <input type="checkbox"/> Servers |
| <input type="checkbox"/> Digital Cameras | <input type="checkbox"/> SMPS |
| <input type="checkbox"/> Electronic Components | <input type="checkbox"/> Solutions (including turnkey and consultancy) |
| <input type="checkbox"/> Firmware Development | <input type="checkbox"/> Sound/AGP/VGA/PCMCIA/Smart/Network Controller/NIC and other Cards |
| <input type="checkbox"/> Internet Service Provider | <input type="checkbox"/> Storage Devices |
| <input type="checkbox"/> IT Education & Training | <input type="checkbox"/> System Integration |
| <input type="checkbox"/> IT Infrastructure/Facility Management | <input type="checkbox"/> Telecom Equipment |
| <input type="checkbox"/> IT Products Design & Development | <input type="checkbox"/> Telecom Solutions/Communication Software |
| <input type="checkbox"/> Keyboards | <input type="checkbox"/> Terminals |
| <input type="checkbox"/> Laptops | <input type="checkbox"/> Third-Party Maintenance |
| <input type="checkbox"/> Local Language Software | <input type="checkbox"/> UPS |
| <input type="checkbox"/> Microprocessors | <input type="checkbox"/> USB/Pen Drives |
| <input type="checkbox"/> Modems | <input type="checkbox"/> Venture Capitalist |
| <input type="checkbox"/> Monitors | <input type="checkbox"/> Web Design/Internet/Intranet |
| <input type="checkbox"/> Motherboards | <input type="checkbox"/> Workstations |
| <input type="checkbox"/> Multimedia Kits | <input type="checkbox"/> e-Waste Management/Recyclers |
| <input type="checkbox"/> Networking Products | <input type="checkbox"/> Others (Please specify) |
| <input type="checkbox"/> Networking/Cabling & related Accessories | |
| <input type="checkbox"/> Nodes | |
| <input type="checkbox"/> Palmtops/PDAs | |

- o) Value of Exports : _____
- p) Destination of Exports : _____

2. ELIGIBILITY

(A) FOR CORPORATE MEMBERSHIP

Please Tick

(i)	Manufacturing of IT products and equipment including 100% subsidiaries of MNCs		_____
(ii)	IT Product Design and Development		_____
(iii)	IT Training Institutions		_____
(iv)	Maintenance/support/management of IT facilities and infrastructure		_____
(v)	Firmware Development		_____
(vi)	Providing Turnkey Solutions including Systems Integration (SI), Network Integration (NI) and IT Consultancy		_____
(B) FOR AFFILIATE MEMBERSHIP			
(i)	Foreign Liaison		_____
(ii)	Distributors/Resellers/VARs		_____
(iii)	Body Corporate such as Public Sector Organisation/Financial Institutions (FIs) who invest/promote the IT Industry		_____
(iv)	Media/PR/Legal/Others		_____
(v)	Association/Institution		_____

3. COMPANY PROFILE

(A brief on your company, giving current and proposed activities, turnover, number of persons employed, branch offices with complete address/tel/fax/email, etc. Please also attach your Company's Balance Sheet, Brochure and Annual Report)

4. AMOUNT TO BE PAID = (a + b)

Please tick

a) **Entrance Fee** : Rs.5,000/- _____

b) Annual Membership Subscription:

Corporate Category

<u>Criteria</u>	<u>Subscription (INR)</u>	<u>Please Tick</u>
Less than 5 crores	15,750	_____
Greater than 5 crores & less than 10 crores	26,250	_____
Greater than 10 crores & less than 25 crores	36,750	_____
Greater than 25 crores & less than 50 crores	57,750	_____
Greater than 50 crores & less than 100 crores	94,500	_____
Greater than 100 crores & less than 200 crores	1,57,500	_____
Greater than 200 crores & less than 350 crores	2,52,000	_____
Greater than 350 crores & less than 500 crores	3,67,500	_____
Greater than 500 crores	5,77,500	_____

<u>Affiliate Category</u>	<u>Criteria</u>	<u>Subscription (INR)</u>	<u>Please tick</u>
Foreign Liaison		2,62,500	_____
Distributors/ Resellers/VARs	Less than 10 crores	15,750	_____

Distributors/ Resellers/VARs	Greater than 10 crores	78,750	_____
Associations/ Institutions/		15,750	_____
Media/PR Legal/Others		15,750	_____

*** Service Tax @ 10.30% will be charged on the Membership Subscription as per Government rules.**

c) In addition to the CEO, all circulars should also be sent to the following :

	Name	Designation	Address with Tel/Fax/Email
1.	_____	_____	_____
2.	_____	_____	_____

d) Whether you wish to subscribe to the **MAIT Tender Alert Service**:

Please tick ✓ : Yes _____ No _____

If yes, please add a payment of Rs.6,000/- towards annual subscription fee for the same while sending cheque/DD towards membership subscription and the entrance fee.

e) An Account Payee DD/Cheque No. _____ dated _____ for
Rs. _____ (Rupees _____)
payable to **"MAIT"** New Delhi towards Membership Fee and the Entrance Fee
(a + b) is enclosed.

- f) Please confirm our enrolment as a member at an early date after encashment of cheque. Please also acknowledge the receipt of the Membership Form alongwith its enclosures.

Signature : _____

Name : _____

Designation : _____

Company Seal: _____

Place : _____

Date : _____

Part – III

MAIT Code of Conduct

1. Members will not provide misleading or non-factual information in print or verbally regarding their products and services to their clients prospects and media.
2. Members will operate within the spirit of all Indian and other applicable laws while conducting their business.
3. Members will pay all taxes, levies payable as per laws of the country.
4. Any and all comparative ads or statements against other vendors should be backed by factual information.
5. All members will agree to provide consistent information about their companies turnover to the media and to MAIT consistent with the requirements of law and what would be available in the public domain.
6. All members will respect others' IPRs and will not use unfair means to obtain them.
7. Members will always use ethical means while competing with others such that unethical means to influence the outcome are not used.
8. Members will accept loss of sale gracefully and not jeopardize others' win through post-sales complaints.
9. Members will conduct business in such a way as to not jeopardize safety of their employees and the environment.
10. Members will generally agree to further the image of the IT industry while dealing with outsiders.
11. Members will not make contradictory representations to government or to other outsiders and will try and settle all differences through MAIT.
12. Members will not sell/provide pirated software or encourage use of pirated software.
13. Members will use new components in the manufactured products and will not sell used equipment without explicitly informing customers.
14. Members will participate in programs to be conducted by MAIT for educating the buyer on fair buying practices.

P.S. This Code of Ethics should be viewed in the context of a basic assumption that MAIT will provide a platform to discuss and resolve all differences between members amicably. Members are encouraged to use this form to present a unified and ethical posture for the industry as a whole.

(A copy of this MAIT Code of Conduct to be returned to the MAIT Secretariat, duly company sealed & signed)

Code of Conduct Committee

The Committee will address all issues of the code of conduct complaints when they are backed with sufficient proof of wrongdoing.

1. The Committee will be the sole arbiter of deciding on investigation after receipt of a complaint
2. The decision of the committee will be final and binding
3. The Committee will also facilitate dialogue between vendors on business practice issues, should it be requested.
4. The arbitration will be conducted as per a procedure which provides a fair and equitable opportunity to the member subject to investigation and in a manner which represents an unbiased hearing from the member concerned

Disciplinary Action:

- a) First offence - Caution
- b) Second offence - Warning - Circulation to the Executive Council
- c) Third offence - Debarring from membership and a public announcement - circular to all members

It is mandatory for all MAIT Corporate Members to sign the Code of Conduct.

Recommended Business Practice norms:

1. Vendors will implement suitable quality standards to enhance their own and the industry's overall image.
2. Vendors will create appropriate infrastructure to deliver quality support as per their commitments to the buyer.
3. Vendors will propagate the idea of elimination of L1 practices.
4. Vendors will not support proprietary public tenders especially those that limit the purchase to product names or type of suppliers (e.g. MNC) or other such artificial and unfair restrictions.
5. Vendors will generally agree to not accept greater than 90 days credit without charging for beyond 90 days.
6. Members will agree to charge cancellation of charge of at least 10% if cancellation done within 15 days of delivery schedule.

7. Members will support MAIT's recommendation against requirement of unrealistic EMDs from suppliers. Maximum EMD to be limited to 20L or 1% of tender value whichever is lower.
- 7A) Performance guarantee limited to 1% of tender value of hardware and packaged software.
8. Member will generally agree not to do further business with a buyer who does not return the EMD/BG within the stipulated time.
9. Minimum support service charge to be not less than 7% of invoice value for Hardware comprehensive service.
10. Members will agree to generally limit serviceability on equipment to upto 5 years from the date of supply.
11. Members will generally agree for MAIT to circulate an ideal checklist of requirements for buyers to look for, while buying computers and related products and services.
12. Members will share information on credit risky clients with the Committee.

We have read all the conditions/clauses of the **MAIT Code of Conduct** and hereby agree to strictly adhere to it.

Signature : _____

Name : _____

Company Seal:_____