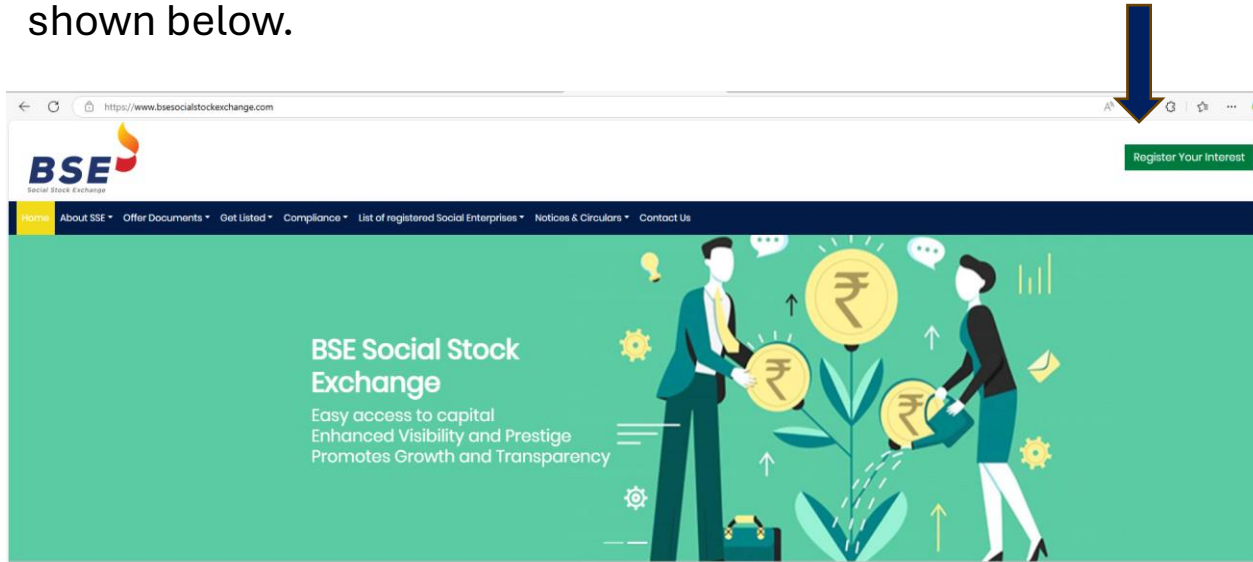




STEP-BY-STEP REGISTRATION GUIDE FOR BSE SSE(SOCIAL STOCK EXCHANGE)

STEP 1: REGISTER YOUR INTEREST

Visit our website – www.bsesocialstockexchange.com to start the registration process, click on Register your interest as shown below.

The image shows the 'Register Your Interest' form. At the top right, there is a button labeled 'Check Your Eligibility' which is circled in orange. The form itself is titled 'Register Your Interest' and includes a dropdown menu for 'I am interested in becoming' with 'Listed Company' selected. Below this are several input fields: 'Name of the Organisation', 'Contact Person Name', 'Email', 'Mobile No.' (with a country code dropdown set to '+91'), 'Telephone No.' (with country code and STD dropdowns), 'Address', 'Country', 'State', 'City', 'Pincode', and a 'Captcha' field with a refresh button. At the bottom of the form, there are 'SUBMIT' and 'RESET' buttons, with the 'SUBMIT' button also circled in orange.

STEP 2: FORM SUBMISSION

Kindly check your NPO's eligibility & registration checklist before filling the form.

You are required to fill the Register your interest form and click on **Submit**. Post submission you will receive login credentials & link on your email id to submit the required documents as per the checklist.

Please note: Provide contact details of person responsible for the registration process.

STEP 3: LOGIN

Please login with your login credentials provided to you via mail from listing.crd@bseindia.com



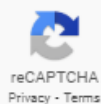
Registered mobile number

Password

Select Captcha



I'm not a robot



[Unlock User](#) [Set/Forgot Password](#)

Send OTP

STEP 4: ISSUE ENTRY

You are required to fill in the Issue Type and Sub-process field as mentioned below:

Issue Type: **Social Stock Exchange**

Sub-Process: **Registration of NPO**

Issue Entry	
Issue Type	Select
Sub-process	Select
AGM/EGM Date	
CDR Date	
Submit Reset	

Issue Entry

Issue Type

Social Stock Exchange

Sub-process

Registration of NPO

Submit

Reset

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Click here.

STEP 5: SUBMIT

Once you fill in the fields as mentioned, select submit.



Listing Center

Welcome 307599

Logout

Case No. 189081

Issue Type: Social Stock Exchange

Sub Process: Registration of NPO

Fields marked with * are compulsory

Issue Details

Name of Entity :

TAN :

Address :

State :

Mobile Number :

Type :*

PAN No :

GSTIN :

City :

Name of contact person :

Email ID :

Registration Processing Fees

Base Amount :

TDS Amount (if any) :

UTR Number :

GST Amount :

Amount Paid :

Date of payment made :

STEP 6: ISSUE DETAILS

Fill in all the fields of **Issue Details** and select type as **Not-For-Profit**.

Registration Processing Fees			
Base Amount :		GST Amount :	
TDS Amount (If any) :		Amount Paid :	
UTR Number :		Date of payment made :	

STEP 7: REGISTRATION PROCESSING FEES

Leave the fields of this section blank.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	

STEP 8: DOCUMENTS UPLOAD

Documents to be uploaded as per the checklist provided

8.1) Constitution of Entity: Click on Confirm of Constitution.

Please note: Not to use any special character while naming the file.

Case Id:- 189091

Confirm the constitution of Entity from the following categories	Remarks (If any)
☐ a) A charitable trust registered under the Indian Trusts Act, 1882 (2 of 1882)	
☐ b) a charitable trust registered under the public trust statute of the relevant state	
☐ c) a charitable society registered under the Societies Registration Act, 1860 (21 of 1860)	
☐ d) a company incorporated under section 8 of the Companies Act, 2013 (18 of 2013)	
☐ e) any other entity as may be specified by the Board	
Any other document	

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8.1) Constitution of Entity:

-Tick wherever applicable upload the Registration Certificate.

-Annexure 1 to be submitted on the letterhead of the Entity seeking registration and upload Registration Certificate.

Click on **submit** after uploading the file/document.

After submitting the file, click on **Back to main page**.

Please note: Not to use any special character while naming the file.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	

Reset Save Draft submit

STEP 8: DOCUMENTS UPLOAD

Documents to be uploaded as per the checklist provided

8.2) Document related to constitution of entity and its registration: Upload- Proof of Ownership and control (MOA/AOA/Trust Deed/Byelaws or any other, including all amendments thereof). {Point 2 of checklist}

8.3) Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018:

*Two copies of **Annexure 3** to be submitted, along with working note of calculation:*

- 1) One on the letterhead of the NPO seeking registration
- 2) Another on the letterhead of Practicing Chartered Accountant.

Click On Kindly Confirm

Please note: Not to use any special character while naming the file.

Listing Center

3

Welcome 307599

41030880 | SSE Test |

Logout

Eligibility conditions for being identified as a Social Enterprise

Case Id:- 189091

A) Areas of Focus *

☐ Eradicating hunger, poverty malnutrition and inequality
☐ Promoting health care (including mental health) and sanitation; and making available safe drinking water
☐ Promoting education, employability and livelihoods
☐ Promoting gender equality, empowerment of women and LGBTQIA+ communities
☐ Ensuring environmental sustainability, addressing climate change (mitigation and adaptation), forest and wildlife conservation
☐ Protection of national heritage, art and culture
☐ Training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports
☐ Supporting incubators of social enterprises
☐ Supporting other platforms that strengthen the non-profit ecosystem in fundraising and capacity building
☐ Promoting livelihoods for rural and urban poor, including enhancing income of small and marginal farmers and workers in the non-farm sector
☐ Slum area development, affordable housing³, and other interventions to build sustainable and resilient cities
☐ Disaster management, including relief, rehabilitation and reconstruction activities
☐ Promotion of financial inclusion
☐ Facilitating access to land and property assets for disadvantaged communities
☐ Bridging the digital divide⁵ in internet and mobile phone access, addressing issues of misinformation and data protection
☐ Promoting welfare of migrants and displaced persons

Any other document

Choose File

No file chosen



8.3) Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018:

- Tick wherever applicable.

- Annexure 3 to be submitted on the letterhead of the NPO seeking registration and Practicing Chartered Accountant.

Please note: Not to use any special character while naming the file.

B) Quantum of Work *

☐

Revenue – At least 67% of the immediately preceeding 3-year average of the SE's revenues comes from providing the eligible activities to members of the target population.

☐

Expenditure – At least 67% of the immediately preceeding 3-year average of the SE's expenditure has been incurred for providing the eligible activities to members of the target population.

☐

Customer base/ beneficiaries – Members of the target population to whom the eligible activities have been provided constitute at least 67% of the immediately preceeding 3-year average of the SE's customer base/ beneficiaries.

Any other document

Choose File No file chosen

8.3) Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018:

- Tick wherever applicable.

-Annexure 3 to be submitted on the letterhead of the NPO seeking registration and Practicing Chartered Accountant.
Working note of the calculation needs to be added.

Please note: Not to use any special character while naming the file.

C) We hereby confirm that "we are not falling under the below mention categories" *



Corporate foundations, that are primarily funded by a parent corporate entity or a group of corporate entities.



Political or religious organisations or activities.



Professional or trade associations.



Infrastructure companies and housing companies (other than affordable housing companies).

Remarks if any

Any other document

Choose File No file chosen

Submit

Back to main page

8.3) Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018:

-Tick wherever applicable.

-Annexure 3 to be submitted on the letterhead of the NPO seeking registration and Practicing Chartered Accountant.

Please note: Not to use any special character while naming the file.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	

STEP 8: DOCUMENTS UPLOAD

Documents to be uploaded as per the checklist provided

8.4) Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A: Annexure 2 - Certificate from Chartered Accountant in Practice (On CA Letterhead), along with working note of the calculation.

Please note: Not to use any special character while naming the file.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	

STEP 8: DOCUMENTS UPLOAD

8.5) To submit Authority letter for representative from the Not-for-profit seeking registration, stating that Mr/Ms. will be the Not-for-profit's representative to BSE for the registration process.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	

[Reset](#)
[Save Draft](#)
[submit](#)



GST declaration format

DECLARATION REGARDING NON-REGISTRATION UNDER CGST/SGST/IGST NO

Date:

To,
M/s. BSE Limited

Dear Sir/Madam,

We have received your communication asking us to provide our GST registration details such as GST registration number, GST registration certificate and registered address/addresses.

1. In this regard, we hereby declare and affirm that we have not registered under the GST Act, since we are not required to do so, for the reason of _____ (turnover in state below taxable limit, exemption to goods/ services provided etc.). Accordingly, we shall not charge CGST/SGST/IGST to BSE Ltd, either now or in the future, for the period for which we have not registered in the GST portal.
2. We further undertake to immediately inform you regarding any changes to any of the aforesaid particulars. In cases where specific registration numbers have been applied for but have not been obtained, we shall furnish copies of the application for registration so made & shall also furnish the registration, immediately upon receipt of the same. Notwithstanding this declaration, BSE Ltd. may, at its sole discretion, require confirmations or any similar documentation or information and we agree to co-operate with all such requests in this regard.
3. We declare that all the above information is true, correct and complete, to the best of our knowledge and belief. Accordingly, we understand that BSE Ltd. is entitled to place reliance on the documents submitted by me/us in good faith. This clause shall survive the termination of our agreement with BSE Ltd.
4. We also understand that quoting of any false information in this declaration shall render me/us liable for all applicable legal and penal consequences, for which I/we shall be solely responsible.

We request you to treat this communication as a declaration regarding non-requirement to be registered under the Act.

Thanks & Regards,

Name of the Authorized signatory
Name of the Customer

STEP 8: DOCUMENTS UPLOAD

8.6) Submit any other documents required such as – Complete ITR and Financial Audited Statements of previous 3 financial years , Pan , Tan , GST Declaration (if GST is not applicable) as per format and other documents as per the checklist)

Suggestion : Combine all the other documents required in a zip folder and upload by clicking on choose file.

Once all the documents are uploaded click on submit or save draft if you are yet to upload documents or fill in other details.

Click here



Track Your Issue

Issue Entry

Issue Type	Select
Sub-process	Select
AGM/EGM Date	
CDR Date	
Submit Reset	

Step 9: SUBMIT PENDING DOCUMENTS

When you have to upload any pending documents or supplementary documents on the listing portal.

You may login from the same link and then click on **Track Your Issue**.

[Add New Case](#)

INDEX							
From Date		To Date					
Issue Type	Select	Status	Select				
Search							
Case No	Date of Filing	Issue Type	Sub Process	Status	Remarks	History	Approval Letter
189087	09/12/2024	Social Stock Exchange	Registration of NPO	Draft			-



Your case no

Step 10: SUBMIT PENDING DOCUMENTS

Once you click on Track Your Issue, your previously saved case will be visible. You may click on the case and upload the pending documents there.

Once all the documents are uploaded click on submit.

 Listing Center  **Welcome 307599**
41030860 | SSE Test | [Logout](#)

You have successfully filled the application, which is subject to verification by the Exchange.

Your Case Number for this submission is **189091 dated Dec 11, 2024**

Please mention above Case Number for any future communication for this application.

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***After submission you will receive your Case Number.
Please note the case number for any further communication.***

Click here



Registration Processing Fees			
Base Amount (Inclusive of 18% GST) :		Click here for payment	
TDS Amount (If any) :		Amount Paid :	
UTR Number :*		Date of payment made :	

Step 11: FEE PAYMENT

After submission, you will receive an approval via email.

Once you receive the approval you can proceed to make the Registration fee payment.

Payment Pathway : Login to listing centre >> Track your Issue>> Click on the case number >> Registration Processing Fees Section >> click on the link, it will redirect to the payment gateway page>> select Process type: Social Stock Exchange>>select Fee type: Registration fee>> Click on add to cart>>click on pay now>>make the payment (You can make payment via UPI as well.)

Issue Details			
Name of Entity :	TEST	PAN No :	
TAN :		GSTIN :	
Address :	Mumbai	City :	Mumbai
State :	Maharashtra	Name of contact person :	TEST
Mobile Number :		Email ID :	test@gmail.com
Type :*	Not for Profit Organization		
Registration Processing Fees			
Base Amount (Inclusive of 18% GST) :		Click here for payment	
TDS Amount (If any) :		Amount Paid :	
UTR Number :*	123456789	Date of payment made :	
Attach confirm receipt of the payment :*	Choose File test.pdf		

Click here

Step 12: PAYMENT RECEIPT SUBMISSION

After the payment is made attach the payment acknowledgement/receipt , fill in UTR number and date of payment.

And click on submit.

Documents Upload (As per Checklist) (Note: Not to use any special character while naming the file)	Document Upload	Remark (if any)
Constitution of Entity*	Confirm of Constitution	
Documents related to constitution of entity and its registration	Choose File No file chosen	
Confirmation of eligibility criteria for being identified as Social Enterprise as specified under Regulation 292E of Chapter X-A of SEBI (ICDR) Regulations, 2018	Kindly Confirm	
Minimum requirements to be met by an Entity for registration with BSE SSE as per format attached as Schedule A	Choose File No file chosen	
Self Declaration	Choose File No file chosen	
Any other documents	Choose File No file chosen	
Letter of Registration	☒ test_20250516172438.pdf	
Date of Registration	18/04/2024	
submit		

Click here

Step 13: REGISTRATION LETTER

Confirmation: Once all these steps are completed, you will receive Registration letter from BSE-SSE.

Pathway: Login >>track your issue>>your approved case number>>Registration letter section>>click and download.