

IEIA ORDINARY MEMBERSHIP APPLICATION PROCESS

Step	Process	Timelines
Step I	Submit Ordinary Membership Application with supporting documents.	Day 0
Step II	First level check and feedback for submitted information and documents by IEIA Secretariat.	Day 1
Step III	Submission of pending documents/ complete information (if any) by the applicant.	Day 2-3
Step IV	Due diligence by Audit Agency, including face to face interaction and physical verification.	Day 4-10
Step V	Submission of verification report to IEIA by Audit Agency (Certification of accuracy of information/ discrepancies).	Day 11
Step VI	Validation of Audit Report by IEIA Executive Committee.	Day 12-15
Step VII	Issuance of Membership certificate for approved membership applications.	Day 15
Note:	Executive Committee shall be the final authority for approval of the membership applications as per provisions of the bye- laws of IEIA.	