

CLASS

Communities Led Association for Social Security

*Declaration for Association
Procedure and Application form for CLASS Membership
establishment*

2008-2009

Purpose of this Declaration

This declaration sets out the following purposes:

- Organization of CLASS
- CLASS Charter
- Application Forms
- Skill set Mapping and Portfolio Information

Nature of Association

CLASS is communities led association working for communities' social security

- CLASS members cooperate in building need based, easy to implement, inclusive, equitable, reliable social security systems
- CLASS functions as a sharing platform based on Solidarity and Cooperation where members are to agree to the charter and code of conduct.
- CLASS platform will enable members to find support, resources or tools, to share data, tools and build evidences and consensus for advocacy.

Vision Mission Goals

VISION	"Social Protection for All"
MISSION	To establish Communities-led social security systems in India for providing the unorganized sector and other communities at disadvantage with valuable, transparent and inclusive social security risk management solutions.
GOALS	<p>To offer communities and community-based organizations a common facility:</p> <ul style="list-style-type: none">• to coordinate technical, financial and administrative cooperation to/between member organisations,• to share data and research to produce evidences and to pool communities together• to advocate and negotiate social security co-contribution terms and allied resources with governments, corporate social responsibilities and other funding agencies,• to collaborate in building and providing systems for inclusive, equitable social security setup and management in India,• to share / design resources, skills, tools, technologies, standards, partnerships, etc for scaling up the access of social security services to the unorganized sector in India.

Membership to CLASS

CLASS Membership is open to Community Based Organizations, Institutions and individuals interested in promoting Social Security in India. CLASS has three categories of membership

CLASS Membership

Core Members	<ul style="list-style-type: none"> Membership \geq 5000 2 years of existence, Professional standard (MIS, Audited accounts & activities,...) Signatory of the Charter, transparent governance/ mgt. Membership fee : Yearly contribution: Rs. 0.1 per live/head insured. Voting rights Eligible if 1 individual representative member
Individual Associate Member	<ul style="list-style-type: none"> Members who would work as catalyst in delivering and evolving the CLASS processes locally. Membership fee : 1 000 per year No Voting rights
Institutional Associate Member	<ul style="list-style-type: none"> Organization providing technical /financial service / support Yearly Membership fees : Rs 10.000 No Voting rights

Criteria for CORE Membership

- ✓ Sharing the vision of 'Social Security for all' and committing to the charter
- ✓ Organizations having clientele of 5000 members.
- ✓ The organization should have minimum two years of existence
- ✓ Along with the formal set of documents mentioned- Annual report and two years audited accounts statement of the organization applying has to be submitted
- ✓ An existing CLASS member gives the introduction of a new applicant to CLASS

Process

- ✓ CLASS Charter Signature.
- ✓ Nomination of a representative who will complete the formalities of the membership.
- ✓ The CLASS Board passes a resolution giving its consent/rejection to the membership.
- ✓ Member fills the form and the fees

Membership to CLASS is complete when the member organization receives the Membership Acknowledgement.

CLASS Charter

Community Led Association for Social Security Members, signatories to this Charter, share the vision of **“Social Security for all”**.

On signing this Charter, the organization becomes a member of CLASS, hence referred to as **‘MEMBER’** and ensures that they meet the requirement of common best management practices.

As a CLASS member, members (organizations/individuals) agree on and abide by the following commitments:

- *Working together for a greater, transparent, inclusive outreach, Members are contributing positively and transparently, to the creative commons respecting other members’ contributions.*
- *Focusing on quality, Members are committed to implement and constantly improve quality standards.*
- *Ensuring the spirit of Community Led is followed in letters-through demonstrable components of community participation and ownership and democratic decision making in conjunction with the philosophy of non profit guiding the business model*
- *High on positioning their vision and mission, Members are responsible and liable for their own activity within CLASS.*
- *Promoting common entrepreneurship, Members are encouraged and encourage other members (especially new ones) in joining the common facility, participating, sharing, using without abusing.*

WE, the undersigned _____, hereby agree and declare to put all our efforts in following this CHARTER and its quality practices to provide SOCIAL SECURITY FOR ALL.

Signature: _____

Position (Managing Director or equivalent): _____

Seal of the Organization:

Date: _____

CLASS

Communities Led Association for Social Security

MEMBERSHIP APPLICATION FORM YEAR 2008-2009

KINDLY NOTE

- Members applying for *Core Membership* should fill F 01, 02,04,05,06
Yearly Fee: 0.1% of the total premium collected (ongoing members)
- Members applying for *Associate Membership* should fill F 01,02,03,06
Yearly Fee: Rs 1000 for Individual associate
Yearly Fee: Rs 10000 for Associate Organization
- Kindly issue DD in the name of Communities- Led association for Social security ,payable at Pune for paying the membership fees
- Kindly check if you have attached the documents required according to membership type and given the name of your representatives
- Letter of Recommendation is for those organisations who were not present in the formulation of CLASS and seek membership interest for the first time.
- Kindly return to the CLASS secretariat the following list of documents along with membership fees
 - CLASS Charter- Signed and with organisation seal (in case of individual signature will do)
 - Membership forms-Names of representatives
 - Portfolio Information
 - Skill set survey questionnaire
- The mail should be addressed to KUMAR SHAILABH, CLASS Secretariat,14 Landmark Apartments, Sadhuwaswani Chowk,Pune-411001
- If you have a query you can write at krshailabh@gmail.com or call at 098232026269 on weekdays.



F.01

MEMBERSHIP APPLICATION FORM

To
CLASS
Secretariat
Pune-01

I/We _____ on behalf of _____
(Organization name) hereby apply for the membership of CLASS.

I/We apply as a (tick anyone)

- Core Organization (with voting rights)
- Associate Organization (no voting rights)
- Associate Individual (no voting rights)

I/We agree to abide by the Vision Mission and Goals of CLASS as also the Charter attached with it.

I/We hereby submit the annual fees of (in figure and words) Rs
(fig) _____ (Words) _____
_____ (that is 0.1% of the total premium collected of the ongoing portfolio) towards the
membership of CLASS .

I/We hereby also submit the letter of authorization from the Board of the organization represented to join
CLASS.

Name
Designation
Signature
Seal of the organization

Date:

PS: Membership application has to be validated by CLASS and incase of approval/rejection the same will be
forwarded to the organization/individual in writing.

**KINDLY NOTE THIS MEMBERSHIP IS VALID FOR ONE YEAR AND WILL HAVE TO BE RENEWED AFTER A YEAR
FROM THE DATE OF BEING APPROVED**



F. 02

LETTER OF RECOMMENDATION

To
The CLASS
Secretariat
Pune-01

We hereby recommend _____ (organization name) with business
address located at _____ for
the membership of CLASS.

This recommendation is based on our knowledge of the organization for the past _____ years.

Name of the Recommending Org _____

Name of the Recommending Authority from the Organization

Signature of the recommending authority:

Seal of the organization:

Date:

F. 03

FOR ASSOCIATE MEMBERSHIP- Nomination of representative

To be filled for those seeking Associate Organization Membership only

We nominate _____ (name) as representative of our organization duly authorized by the board of our organization.

(Associate members will have only one representative)

Name of the nominating authority:

Signature:

Seal of the Organization:

Date :

Nature of interest in Social Security: (Brief mention of how the organization /individual has been contributing to Social Security or intends to _____

Kindly confirm if the following documents have been attached

- ☐ **Brief of the organization/Bio-data(incase of an individual)**
- ☐ **Letter of Authorization from the applicant's Board of Membership**
- ☐ **Two years annual report**

F. 04

For Core members-Nomination of Representatives

*We nominate the following individuals (names) _____ and _____ as
representatives of our organization duly authorized by the board of our organization to CLASS.*

Signature of the nominating authority:

Seal of the organization:

Date:

Kindly confirm that the following documents are attached as applicable

- ✓ For COMPANY: 5 docs: 1.List of Directors representatives with details including DIN if available 2.Resolution to Join CLASS 3.MOA and AOA, 4. Certificate of Registration under Companies Act, 5. List of members
- ✓ For TRUST: 5 docs: 1.List of Trustees representatives with details including DIN if available 2.Resolution to Join CLASS 3. Trust Deed/ By Laws, 4. Certificate of Registration, 5. List of managing committee
- ✓ For SOCIETY: 5 docs: 1.List of Members representatives with details including DIN if available 2.Resolution to Join CLASS 3.Memorandum – By Laws, 4. Certificate of Registration under Companies Act, 5.List of Members
- ✓ Two years Annual report and
- ✓ Two years audited accounts statement of the organization

F. 05

Details of Social Security Portfolio and Skill set Mapping

PORTFOLIO INFORMATION (CORE MEMBERS)

1. Area of Operation: (District/State)
2. Core Area/s of working:
3. Name of the Social Security Programme/s:
4. Social Security Scheme: 1-Ongoing/2-planning to start (tick the boxes applicable and state whether it's ongoing or planning to start)
 1. Life ☐ - 1/ 2
 2. Credit life ☐ - 1/ 2
 3. Health ☐ - 1/ 2
 4. Assets ☐ - 1/ 2
 5. Crop ☐ - 1/ 2
 6. Pensions ☐ - 1/ 2
 7. Any other _____
5. Year of initiation of the SS Schemes _____
6. Scheme Model: (In-house/Partner- Agent/Hospital Based):
7. Total Portfolio at Present
 1. Life _____
 2. Credit life _____
 3. Health _____
 4. Assets _____
 5. Pensions _____
 6. Other _____
8. Distribution Mechanism

☐ Linked with Loans ☐ Linked with Savings ☐ Bundled with other Products ☐ Standalone
9. Nature of participation of target communities in the SS Programme

☐ As Clients/beneficiaries ☐ Participation in Decision making/Management ☐ Representation in Management



Should be filled by all Members

F.06

SKILL SET MAPPING

Kindly note that this skill set mapping is to generate a list of resources available amongst members to help in the setting up social security schemes. Tick against the boxes that reflect your particular competence.

- ☐ Feasibility Study and Analysis
- ☐ Actuarial Expertise
- ☐ Domain Expertise (Health Systems, pensions etc)
- ☐ Product design and development
- ☐ Software and Database Management systems
- ☐ Risk Management System
- ☐ Distribution and Marketing
- ☐ Operations and HR design
- ☐ Training and Capacity Building
- ☐ Governance Design
- ☐ TPA Services
- ☐ Fund Raising
- ☐ Any other _____
- ☐ Any other _____

SKILLS REQUIRED

Kindly note CLASS seeks to facilitate setting up of social security projects and help its members do so, if you are looking for skills you can approach CLASS for the same. Kindly write down your requirements.
