

**BAI/CIRCULAR/BWF ID, Entries & Withdrawals/ 2025-158**

**Date:13/08/2025**

**To, All Affiliated State Associations / Units**

**Subject: Guidelines for BWF ID, Tournament Entries, Withdrawals, and Entry Fee**

Dear Sirs,

Greetings from Badminton Association of India!

In order to streamline the process of BWF ID generation, tournament entries, and withdrawals, all affiliated units are requested to strictly adhere to the following guidelines with immediate effect:

**1. BWF ID Generation**

- For BWF ID generation, it is mandatory to submit:
  - a) BWF ID form
  - b) Passport/valid Govt. photo ID
  - c) Screenshot of DD.
- Email confirmation from the respective State Association is also mandatory.
- Without these documents, the BWF ID will not be generated.
- The processing time for BWF ID generation is up to 15 days.
- There is no renewal charges or BWF ID

**2. Final Entry List for Same Week Tournaments**

- A final entry list of all tournaments with same entry deadline will be shared on every saturday with all respective affiliated units of BAI, before the BWF entry deadline. Only camper players are allowed to send entry after BAI entry deadline
- If any entry is missed, the respective unit must inform BAI before the BWF entry deadline.

**3. BWF ID and Tournament Entry Communication**

- Submitting a BWF ID form does not constitute an entry.
- There must be a separate email for BWF ID requests and tournament entries.
- After receiving Email confirmation from the respective State Association regarding BWF ID in the BAI Office, **15 days will be required before sending entries** for any tournament of that particular player, as the processing time for BWF ID generation is up to 15 days (as mentioned in Point 1). Entry will not be accepted before 15 days.

**4. Withdrawal Procedure**

- All withdrawal emails must clearly mention the BWF ID and full name of the player.
- Withdrawals without these details will not be accepted.

**5. Withdrawal from Multiple Events**

- If a player withdraws from two or more events in the same tournament, a penalty of ₹2,500/- (total for all events) will be applicable.

**6. Entry Fee**

- Entry fee payment is mandatory (as per prospectus) after the entry deadline.
- Only reserve players are exempted from paying the entry fee.

All units are requested to circulate these guidelines among their players, coaches, and officials to ensure smooth operations and compliance.

Warm regards,



**Sanjay Mishra**  
Hony. General Secretary  
Badminton Association of India

