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**NATIONAL COMMODITY CLEARING LIMITED**

Circular to all Members and Participants

Circular No. : NCCL/LOGISTICS-001/2020

Date : January 08, 2020

Subject : Revision in Know Your Depositor (KYD) formats

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Pursuant to market feedback, the Know Your Depositor (KYD) formats with respect to deposit of goods into the approved warehouses of NCCL were reviewed and in partial modification of NCCL Circular no. NCCL/LOGISTICS-001/2018 dated September 26, 2018, the said formats have been revised for ease of operation. The revised KYD formats (Annexure 1, 2A, 2B and 3) are enclosed for ready reference.

Members and Participants may note that the revised Annexure 3 is now required only one time for the total quantity covered by a single Warehouse Space Reservation Request (WSR) number as against the existing process where it was required for each deposit within a single WSR.

The revised Annexure 3 can be used only after submitting revised Annexure 1, 2A or 2B as may be applicable. The depositors can continue to deposit goods in approved warehouses as per existing KYD process and formats Annexure1, 2 and 3 till May 31, 2020. Thereafter any person / entity desirous of depositing goods in approved warehouses shall be required to submit information and complete KYD as per the revised formats.

Gist of the required KYD forms and their respective frequency of submission is detailed below:

| <b>Format</b> | <b>Frequency</b>      | <b>To be filled by</b>  |
|---------------|-----------------------|---|
| Annexure 1    | One time for each WSP | Any resident individual (including sole proprietor) who deposits goods (irrespective of whether he deposits the goods on his own account or on behalf of another beneficiary) |
| Annexure 2A   | One time for each WSP | Any non-individual (i.e., Company or LLP) who deposits goods (irrespective of whether he deposits the goods on his own account or on behalf of another beneficiary)           |
| Annexure 2B   | One time for each WSP | Any non-individual (i.e., Partnership firm) who deposits goods (irrespective of whether he deposits the goods on his own account or on behalf of another beneficiary)         |

|            |   |  |
|------------|---|--|
| Annexure 3 | At the time of each deposit covered by a single Warehouse Space Reservation Request (WSR) | Any individual/ non individual who deposits goods (irrespective of whether he deposits the goods on his own account or on behalf of another beneficiary) |
|------------|---|--|

Members and Participants are also requested to note the following:

1. Any person or entity desirous of depositing goods in approved warehouse of NCCL must submit information in the prescribed formats as specified herein.
2. Annexure 3 is required to be submitted at each of the approved warehouses of NCCL. In case the depositor or beneficiary intend to deposit Goods / Commodities at multiple approved warehouses, then annexure 3 shall be required to be submitted at each of such approved warehouses. However, if such multiple deposits involves more than one warehouse services provider (WSP) than the one time KYD forms as per table above as may be applicable shall, have to be submitted unless already submitted.
3. In case of any change / error/ corrections in the information contained in Annexure 1, Annexure 2A, or Annexure 2B as the case may be, such corrections/ changes should be immediately notified by the depositor to the concerned WSP/s.
4. In case the depositor is different from the beneficiary, the depositor is required to submit prescribed authorisation from the beneficiary along with annexure 3. The prescribed format of authorisation is enclosed.
5. Beneficiary shall mandatorily have a repository account at the time of deposit the details of which shall be filled in Annexure 3. In the absence of account details, the deposit may not be accepted.
6. While submitting the KYD documents, it has to be ensured that all the information sought in the KYD forms are duly filled in by the depositor and complete in all respects.

Members and Market participants are requested to take note of the revised KYD documents and ensure compliance as above.

For and on behalf of  
**National Commodity Clearing Limited**

Chaitanya Tunuguntla  
Sr. Vice President - Logistics

For further information / clarifications, please contact

1. Customer Service Group on toll free number: 1800 266 6007
2. Customer Service Group by e-mail to : [contactus@nccl.co.in](mailto:contactus@nccl.co.in)

**Annexure 1 - Know Your Depositor (KYD) Application Form for Resident Individual or Proprietorship Firm**

Please affix recent passport size photograph and **sign across** it ( In case of Firm, photograph of Sole Proprietor)

Please fill this form in ENGLISH and in BLOCK LETTERS.

**A. IDENTITY DETAILS**

Name of the Individual or Name of Firm: - \_\_\_\_\_

Name of Sole Proprietor (In case of Firm): - \_\_\_\_\_

Date of birth: - \_\_\_\_\_ Nationality: - \_\_\_\_\_

Gender: - Male  Female

Farmer: - Yes  No

Proof of Identity (*ANY ONE- Attach self-attested copy of the proof*)

PAN  Driving License  Voter Id  Passport

PAN of Depositor: \_\_\_\_\_ (Attach self-attested copy of PAN Card)

**B. ADDRESS DETAILS** (Proof of address must be different from the proof of identity).

Address of correspondence: - \_\_\_\_\_

City/District/Village: - \_\_\_\_\_ State: - \_\_\_\_\_

Country: - \_\_\_\_\_ PIN Code: - \_\_\_\_\_

Permanent Address (*if different from above*): - \_\_\_\_\_

City/District/Village: - \_\_\_\_\_ State: - \_\_\_\_\_

Country: - \_\_\_\_\_ Pin Code: - \_\_\_\_\_

Proof of Address (*Any one*) (*Bill provided shall not be older than three months*)

Bank Statement/Passbook  Electricity/water/Telephone  Ration Card

**C. CONTACT DETAILS**

Tel. (Off.): - \_\_\_\_\_ Tel. (Res.): - \_\_\_\_\_ Mobile No.: - \_\_\_\_\_

Email id: - \_\_\_\_\_

**D. BANK ACCOUNT(S) DETAILS (COPY OF CANCELLED CHEQUE)**

| Bank Name | Branch address | Bank account no. | Account Type:<br>Saving/Current/Others |
|-----------|----------------|------------------|--|
|           |                |                  |  |

**E. REPOSITORY ACCOUNT DETAILS (to be provided if the depositor has a repository account with NeRL)**

| Repository Participant Name | Beneficiary Name | Repository Participant ID | Beneficiary ID |
|-----------------------------|------------------|---------------------------|----------------|
|                             |                  |                           |                |
|                             |                  |                           |                |

*(CML copy issued by Repository bearing name of the depositor to be provided)*

**F. NCDEX TRADING ACCOUNT DETAILS OF DEPOSITOR IF THE DEPOSITOR HAS REGISTERED HIMSELF AS A PARTICIPANT OF NCDEX**

Client Code (UCC): - \_\_\_\_\_

Member Name: - \_\_\_\_\_

Member ID: - \_\_\_\_\_

**G. GOODS AND SERVICES TAX (GST) REGISTRATION DETAILS:**

State: - \_\_\_\_\_

Depositor GST Number: - \_\_\_\_\_

Seller/Principal GST Number: - \_\_\_\_\_

*(Note: In case of operation in any other States than mentioned above, please provide GST Registration details of all other States as a separate Annexure to this Application along with self -attested copy of GST Registration certificate.)*

**H. OTHER DETAILS:**

**1. Past Regulatory Action:**

Details of any action/proceedings initiated/pending/ taken by FMC/SEBI / Recognized Stock Exchange / Clearing Corporation/ WDRA/RBI/ /any other authority against the client during the last 3 years      Yes       No

**2. Self-Attested copy of the following documents is to be submitted by the Depositor along with this Application (It is MANDATORY to submit the following documents as may be applicable)**

- a) Self-attested copy of the GST Registration Certificate for the States in which the Depositor is registered.      Yes       No
- b) Self-attested copy of valid Mandi license / APMC license.      Yes       No
- c) In case of Farmer – Self attested copy of 7/12 extract or other state specific and land related documents establishing identity as a farmer.      Yes       No

**DECLARATION CUM UNDERTAKING**

1. I hereby declare that the details furnished above are true and correct and I also undertake to inform the Clearing Corporation and the Warehouse of any changes therein, immediately. I further undertake that the information that would require to be submitted with respect to all my transactions to be executed on the Exchange platform shall be true and correct in all the aspects. In case any of the information submitted by me in this Application or during the course of my transaction is found to be false or untrue or misleading or misrepresenting, I shall be held liable and solely responsible for any consequences therein.
2. I hereby confirm having understood the details submitted by me in this Application and I have submitted the same after proper understanding of the requirements therein.
3. I hereby declare and undertake to comply with the requirements of the Repository, the Clearing Corporation and the Warehousing Development Regulatory Authority (WDRA) while dealing and transacting with the Repository.
4. I hereby declare and undertake to agree and abide by various Central and State laws including the prevailing Tax laws, Goods and Services Tax (GST), Essential Commodities Act, Food Safety and Standards Act and other Acts, Rules, Regulations, notification/orders and guidelines, Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Exchange/Clearing Corporation or the Board as may be applicable to the goods from time to time. I understand that in the event of any failure on my part to comply with the requirements with respect to stock limits prescribed under the Essential commodities Act the Exchange/Clearing Corporation or the Warehouse/s shall be at liberty to comply with any such directions as issued by the relevant authority and in such an event I undertake to keep the Exchange/Clearing Corporation and the Warehouse/s indemnified and harmless against any claims/losses whatsoever including but not limited to direct or indirect, special, incidental, or consequential damages, losses or expenses arising on account of my non-compliance of any Central and State laws as applicable to the said goods

arising thereof from such actions of the Clearing Corporation / Exchange or the Warehouse/s.

5. I understand that the goods deposited/to be deposited/Delivered by me in the approved Warehouse/s of the Clearing Corporation are required to meet all statutory requirements under the law besides meeting the Exchange quality specifications. I further undertakes that I will/shall not violate any statutory requirement or compliances applicable to the goods deposited/Delivered by me.
6. I understand that by virtue of depositing the goods in the Approved Warehouses I shall at all times be liable for any action as may be applicable for any violations of the Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Exchange/Clearing Corporation or the Board as the case may be as notified from time to time and declare and undertake to abide by such Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Exchange/Clearing Corporation or the Board at all times.
7. I hereby confirm that the goods to be deposited by me shall not be goods whose Exchange Deliverable Date (EDD) has ceased and the goods are not EDD goods from any other approved Warehouses of the Clearing Corporation. I further agree and understand the directions of storage of goods and its removal from the approved Warehouses as notified by the Exchange/Clearing Corporation or the Regulatory authorities shall be binding on me. I further understand and agree that the Clearing Corporation has the right to issue suitable directions to the Warehouses to take necessary actions against the depositors for removal of EDD goods from the approved Warehouses including liquidation of such stocks by way of auction or otherwise as may be prescribed by the Clearing Corporation/Exchange/ SEBI/ WDRA from time to time and if such action is taken by the Exchange/Clearing Corporation or the Warehouse, I shall be solely responsible and liable for any consequences thereof including being liable for such costs as may be incurred by the Exchange/Clearing Corporation or the Warehouse/Warehouse Service Provider (WSP).
8. I hereby declare that the goods deposited/to be deposited/delivered by me shall be merchandisable goods under the Sale of Goods Act. I further understand and agree that in case any of the goods deposited/delivered by me are found to be Non Merchandisable goods by the Clearing Corporation or the Warehouse, then in such an event, I shall forthwith without demur replace the entire quantity of such Non- Merchandisable goods deposited/delivered by me or in-lieu shall make payment of the entire value of the goods along with the compensation as may be decided by the Clearing Corporation and settle the dispute. I further declare, understand and agree that I shall not raise any dispute whatsoever with the Clearing Corporation/ Exchange or the Warehouse or file any proceedings (Civil or Criminal) or otherwise against the Clearing Corporation/ Exchange or the Warehouse for actions taken by the Clearing Corporation/ Exchange in good faith to protect the interest of investors of the Commodity derivatives market.
9. I hereby declare and confirm that I shall not deposit/ deliver any goods which are encumbered and undertake to deposit/deliver goods free from all encumbrances whatsoever.
10. I hereby declare and confirm that the goods deposited and delivered by me shall bear a valid title and I shall be the valid and legal owner of such goods and I shall ensure to issue appropriate invoices as may be required for all my transactions.

11. I hereby declare and confirm that I shall ensure that no statutory dues or taxes/levies are outstanding in respect of the goods being deposited/delivered by me.

Place:

Date:

Signature of Depositor

FOR OFFICE USE ONLY

Documents Submitted verified by:

| Check List for documents submitted with KYD Annexure 1 ( WSP to take self-attested copies from the Depositor) |   |  |
|---|---|--|
| 1.  | PAN of Depositor  |  |
| 2.  | Proof of Identity   |  |
| 3.  | Proof of Address  |  |
| 4.  | Cancelled Cheque  |  |
| 5.  | GST Registration Certificate  |  |
| 6.  | Mandi/APMC License  |  |
| 7.  | If depositor is Farmer then 7/12 extract or other state specific and land related documents establishing identity as a farmer |  |
| 8.  | Details of Past Regulatory Action if Any  |  |
| 9.  | CML copy issued by Repository, If the depositor has a Repository Account  |  |

Name of the Employee/ Warehouse Manager: - \_\_\_\_\_

Designation of the Employee / Warehouse: - \_\_\_\_\_

KYD Reference No. allotted: - \_\_\_\_\_

Place: - \_\_\_\_\_

Date: - \_\_\_\_\_

Signature of the Employee / Warehouse Manager

(with Seal of the Warehouse / WSP)

**Annexure 2 A - Know Your Depositor (KYD) Application Form for Company and LLP**

Please fill this form in ENGLISH and in BLOCK LETTERS.

**A. IDENTITY DETAILS**

Name of the Applicant: - \_\_\_\_\_

Constitution (Please tick any one)

Private Limited Co.  Public Ltd Co  LLP

Date of Incorporation: - \_\_\_\_\_ Date of Commencement of business \_\_\_\_\_

Place of incorporation: - \_\_\_\_\_

PAN No. of Company (Attach self-attested copy of PAN Card): - \_\_\_\_\_

CIN/LLP No. of Company: - \_\_\_\_\_

**B. ADDRESS DETAILS**

Address for correspondence: - \_\_\_\_\_

\_\_\_\_\_

City/District/Village: - \_\_\_\_\_ State: - \_\_\_\_\_

Country: - \_\_\_\_\_ Pin Code: - \_\_\_\_\_

Registered Address (If different from above): - \_\_\_\_\_

\_\_\_\_\_

City/District/Village: - \_\_\_\_\_ State: - \_\_\_\_\_

Country: - \_\_\_\_\_ Pin Code: - \_\_\_\_\_

**PROOF OF ADDRESS** (ANY ONE- Attach self-attested copy of the proof).

Certificate of Incorporation  Memorandum of Association/Article of Association

ROC Master Data (Form 18/22)  Electricity Bill

(Whenever there is change in address or change in name of the company, new certificate of incorporation issued by MCA has to be submitted)

**C. CONTACT DETAILS**

Tel. Off.: - \_\_\_\_\_ Mobile No.: - \_\_\_\_\_

Email id: - \_\_\_\_\_

**D. DETAILS OF AUTHORIZED SIGNATORY** (Any two authorized signatory details are to be provided)

|   |  |   |  |
|---|--|---|--|
| <b>Name of the 1<sup>st</sup> Authorized Signatory</b>        |  | <b>Name of the 2<sup>nd</sup> Authorized Signatory</b>    |  |
| <b>Designation of the 1<sup>st</sup> Authorized Signatory</b> |  | <b>Designation of 2<sup>nd</sup> Authorized Signatory</b> |  |

**PROOF OF IDENTITY OF 1<sup>st</sup> AUTHORISED SIGNATORY** (ANY ONE- self-attested copy).

PAN  Driving License  Voter Id  Passport

**PROOF OF IDENTITY OF 2<sup>nd</sup> AUTHORISED SIGNATORY** (ANY ONE- self-attested copy).

PAN  Driving License  Voter Id  Passport

**E. BANK ACCOUNT(S) DETAILS OF COMPANY/LLP (COPY OF CANCELLED CHEQUE)**

| <b>Bank Name</b> | <b>Branch address</b> | <b>Bank account no.</b> | <b>Account Type:<br/>Saving/Current/Others</b> |
|------------------|-----------------------|-------------------------|--|
|                  |                       |                         |  |

**F. REPOSITORY ACCOUNT DETAILS OF COMPANY/LLP** (to be provided if the depositor has a repository account with NeRL. CML copy issued by Repository bearing name of the depositor to be provided)

| <b>Repository Participant Name</b> | <b>Beneficiary Name</b> | <b>Repository Participant ID</b> | <b>Beneficiary ID</b> |
|------------------------------------|-------------------------|----------------------------------|-----------------------|
|                                    |                         |                                  |                       |
|                                    |                         |                                  |                       |

**G. NCDEX TRADING ACCOUNT DETAILS OF DEPOSITOR IF THE DEPOSITOR HAS REGISTERED HIMSELF AS A PARTICIPANT OF NCDEX:**

Client Code (UCC): - \_\_\_\_\_ Member ID: - \_\_\_\_\_

Member Name: - \_\_\_\_\_

**F. GOODS AND SERVICES TAX (GST) REGISTRATION DETAILS:**

State: - \_\_\_\_\_ Depositor GST No.: - \_\_\_\_\_

Seller/Principal GST No.: - \_\_\_\_\_

**Note:** In case of operation in any other States than mentioned above, please provide GST Registration details of all other States as a separate Annexure to this Application along with Self Attested copy of GST Registration certificate

**H. OTHER DETAILS:**

**1. Past Regulatory Action:**

Details of any action/proceedings initiated/pending/ taken by FMC/SEBI / Recognized Stock exchange / Clearing Corporation/ WDRA/RBI//any other authority against the client during the last 3 years

Yes  No

**2. Self-Attested copy of the following documents is to be submitted by the Depositor along with this Application (It is MANDATORY to submit all of the following documents as may be applicable)**

a) Self-attested copy of the GST Registration Certificate for the States in which the Depositor is registered. Yes  No

b) Self-attested copy of valid Mandi license / APMC license. Yes  No

c) An self-attested copy of the Registration Certificate of the firm as issued by the local authorities where the firm is registered shall be submitted. Yes  No

**DECLARATION CUM UNDERTAKING**

- 1. I/We hereby declare that the details furnished above are true and correct and I/We also undertake to inform the Clearing Corporation/ Exchange and the Warehouse of any changes therein, immediately. I/We further undertake that the information that would require to be submitted with respect all my/our transactions to be executed on the Clearing Corporation/ Exchange platform shall be true and correct in all the aspects. In case any of the information submitted by me/us in this Application or during the course of my/our transaction is found to be false or untrue or misleading or misrepresenting, I/We shall be held liable and solely responsible for any consequences therein.**
- 2. I/We hereby confirm having understood the details submitted by me/us in this Application and I/We have submitted the same after proper understanding of the requirements therein.**
- 3. I/We hereby declare and undertake to comply with the requirements of the Repository and the Warehousing Development Regulatory Authority (WDRA) while dealing and transacting with the Repository.**
- 4. I/We hereby declare and undertake to agree and abide by various Central and State laws including the prevailing Tax laws, Goods and Services Tax(GST), Essential Commodities Act, Food Safety and Standards Act and other Acts, Rules, Regulations, notification/orders and guidelines as may be applicable to the goods from time to time. I/We understand that in the event of any failure on my/our part to comply with the requirements with respect to stock limits prescribed under the Essential commodities Act, the Clearing Corporation /Exchange or the Warehouse/s shall be at liberty to comply with any such**

directions as issued by the relevant authority and in such an event I/We undertake to keep the Clearing Corporation /Exchange and the Warehouse/s indemnified and harmless against any claims/losses whatsoever including but not limited to direct or indirect, special, incidental, or consequential damages, losses or expenses arising on account of my/our non-compliance of any Central and State laws as applicable to the said goods arising thereof from such actions of the Clearing Corporation /Exchange or the Warehouse/s .

5. I/We understand that the goods deposited/to be deposited/Delivered by me/us in the approved Warehouse/s of the Clearing Corporation/ Exchange are required to meet all statutory requirements under the law besides meeting the Exchange quality specifications. I/We further undertakes that I/We will/shall not violate any statutory requirement or compliances applicable to the goods deposited/Delivered by me/us.
6. I/We understand that by virtue of depositing the goods in the Approved Warehouses I/We shall at all times be liable for any action as may be applicable for any violations of the Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Clearing Corporation / Exchange or the Board as the case may be as notified from time to time and declare and undertake to abide by the Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Clearing Corporation /Exchange or the Board at all times.
7. I/We hereby confirm that the goods to be deposited by me/us shall not be goods whose Exchange Deliverable Date (EDD) has ceased and the goods are not EDD goods from any other approved Warehouses of Clearing Corporation. I/We further agree and understand the directions of storage of goods and its removal from the approved Warehouses as notified by the Clearing Corporation /Exchange or the Regulatory authorities shall be binding on me/us. I/We further understand and agree that the Clearing Corporation /Exchange has the right to issue suitable directions to the Warehouses to take necessary actions against the depositors for removal of EDD goods from the approved Warehouses including liquidation of such stocks by way of auction or otherwise as may be prescribed by the Clearing Corporation / Exchange/ SEBI/ WDRA from time to time and if such action is taken by the Clearing Corporation / Exchange or the Warehouse, I/We shall be solely responsible and liable for any consequences thereof including being liable for such costs as may be incurred by the Clearing Corporation /Exchange or the Warehouse/Warehouse Service Provider (WSP).
8. I/We hereby declare that the goods deposited/to be deposited/delivered by me/us shall be merchandisable goods under the Sale of Goods Act. I/We further understand and agree that in case any of the goods deposited/delivered by me/us are found to be Non Merchandisable goods by the Clearing Corporation/ Exchange or the Warehouse, then in such an event, I/We shall forthwith without demur replace the entire quantity of such Non- Merchandisable goods deposited/delivered by me/us or in-lieu shall make payment of the entire value of the goods along with the compensation as may be decided by the Clearing Corporation /Exchange and settle the dispute. I/We further declare, understand and agree that I/We shall not raise any dispute whatsoever with the Clearing Corporation /Exchange or the Warehouse or file any proceedings (Civil or Criminal) or otherwise against the Clearing Corporation /Exchange or the Warehouse for actions taken by the Clearing Corporation /Exchange in good faith to protect the interest of investors of the Commodity derivatives market.

9. I/We hereby declare and confirm that I/We shall not deposit/ deliver any goods which are encumbered and undertake to deposit/deliver goods free from all encumbrances whatsoever.
10. I/We hereby declare and confirm that the goods deposited and delivered by me/us shall bear a valid title and I/We shall be the valid and legal owner of such goods and I/We shall ensure to issue appropriate invoices as may be required for all my/our transactions.
11. I/We hereby declare and confirm that I/We shall ensure that no statutory dues or taxes/levies are outstanding in respect of the goods being deposited/delivered by me/us.

Place:

Date: Signature of Authorized Signatory and Company Seal

**FOR OFFICE USE ONLY**

Documents Submitted verified: -

| Check List for KYD Annexure 2 A ( WSP to take self-attested copies from the Depositor) |   |  |
|--|---|--|
| 1.   | PAN Card of Company   |  |
| 2.   | Proof of Address of Company   |  |
| 3.   | Proof of Identity of Authorized Signatories of the Company  |  |
| 4.   | Cancelled Cheque of Company/LLP   |  |
| 5.   | CML copy issued by Repository, If the depositor has a Repository Account                          |  |
| 6.   | GST Registration Certificate of Company/LLP   |  |
| 7.   | Mandi/APMC License of Company/LLP   |  |
| 8.   | Details of Past Regulatory Action if Any  |  |
| 9.   | Self-attested copy of the Registration Certificate of the firm as issued by the local authorities |  |

Name of the Employee / Warehouse Manager: - \_\_\_\_\_

Designation of the Employee / Warehouse Manager: - \_\_\_\_\_

KYD Reference no. allotted: - \_\_\_\_\_

Place: - \_\_\_\_\_

Date: - \_\_\_\_\_ Signature of the Employee / Warehouse Manager  
(With Seal of the Warehouse / WSP)

**Annexure 2 B- Know Your Depositor (KYD) Application Form for Partnership Firm**

Please affix recent  
passport size  
photograph and sign  
across it

Please affix recent  
passport size  
photograph and sign  
across it

**Please fill this form in ENGLISH and in BLOCK LETTERS.**

**A. IDENTITY DETAILS**

**Name of the Applicant:** - \_\_\_\_\_

**PAN No. of Firm (attach self-attested copy of PAN Card)-** \_\_\_\_\_

**WHETHER PARTNERSHIP FIRM:** - Registered  Unregistered

**NAME OF ALL PARTNERS:** - *(In case of more than four partners, attach an Annexure with names of all partners)*

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**NAME OF AUTHORISED SIGNATORY** (Any two Authorized signatory)

1. \_\_\_\_\_ 2. \_\_\_\_\_

**PROOF OF IDENTITY OF 1<sup>st</sup> AUTHORISED SIGNATORY** (ANY ONE- self-attested copy).

PAN  Driving License  Voter Id  Passport

**PROOF OF IDENTITY OF 2<sup>nd</sup> AUTHORISED SIGNATORY** (ANY ONE- self-attested copy)

PAN  Driving License  Voter Id  Passport

**B. ADDRESS DETAILS**

**Address for correspondence:** - \_\_\_\_\_

**City/District/Village:** - \_\_\_\_\_ **State:** - \_\_\_\_\_

**Country:** - \_\_\_\_\_ **Pin Code:** - \_\_\_\_\_

**Registered Address (If different from above):** - \_\_\_\_\_

**City/District/Village:** - \_\_\_\_\_ **State:** \_\_\_\_\_

**Country:** - \_\_\_\_\_ **Pin Code:** - \_\_\_\_\_

**PROOF OF ADDRESS OF THE FIRM** (Any one self-attested copy is to be attached)

Bank Passbook  Electricity/Water/Telephone Bill

**C. CONTACT DETAILS**

Tel. (Off.): - \_\_\_\_\_ Tel. (Res.): - \_\_\_\_\_ Mobile No.: - \_\_\_\_\_

Email Id: - \_\_\_\_\_

**D. BANK ACCOUNT(S) DETAILS (Copy of Cancelled Cheque to be attached)**

| Bank Name | Branch address | Bank account no. | Account Type:<br>Saving/Current/Others |
|-----------|----------------|------------------|--|
|           |                |                  |  |

**E. REPOSITORY ACCOUNT DETAILS (If the depositor has a repository account with NERL) (Attach self-attested CML copy issued by repository bearing name of the depositor)**

| Repository Participant Name | Beneficiary Name | Repository Participant ID | Beneficiary ID |
|-----------------------------|------------------|---------------------------|----------------|
|                             |                  |                           |                |
|                             |                  |                           |                |

**F. NCDEX TRADING DETAILS OF DEPOSITOR IF THE DEPOSITOR HAS REGISTERED HIMSELF AS A PARTICIPANT OF NCDEX:**

Client Code (UCC): - \_\_\_\_\_ Member ID: - \_\_\_\_\_

Member Name: - \_\_\_\_\_

**G. GOODS AND SERVICES TAX (GST) REGISTRATION DETAILS:**

State: - \_\_\_\_\_ Depositor GST No.: - \_\_\_\_\_

Principal GST No.: - \_\_\_\_\_

*(Note: In case of operation in any other States than mentioned above, please provide GST Registration details of all other States as a separate Annexure to this Application along with self-attested copy of GST Registration certificate.)*

**H. OTHER DETAILS:**

**3. Past Regulatory Action:**

Details of any action/proceedings initiated/pending/ taken by FMC/SEBI / Recognized Stock exchange / Clearing Corporation/ WDRA/RBI//any other authority against the client during the last 3 years Yes  No

**4. Self-Attested copy of the following documents is to be submitted by the Depositor along with this Application (It is MANDATORY to submit all of the following documents as may be applicable)**

a) Self-attested copy of the GST Registration Certificate for the States in which the Depositor Principal is registered. Yes  No

- b) Self-attested copy of valid Mandi license / APMC license. Yes  No
- c) An self-attested copy of the Registration Certificate of the firm as issued by the local authorities where the firm is registered shall be submitted Yes  No
- d) Latest partnership deed Yes  No

#### DECLARATION CUM UNDERTAKING

1. I/We hereby declare that the details furnished above are true and correct and I/We also undertake to inform the Clearing Corporation/ Exchange and the Warehouse of any changes therein, immediately. I/We further undertake that the information that would require to be submitted with respect all my/our transactions to be executed on the Clearing Corporation/ Exchange platform shall be true and correct in all the aspects. In case any of the information submitted by me/us in this Application or during the course of my/our transaction is found to be false or untrue or misleading or misrepresenting, I/We shall be held liable and solely responsible for any consequences therein.
2. I/We hereby confirm having understood the details submitted by me/us in this Application and I/We have submitted the same after proper understanding of the requirements therein.
3. I/We hereby declare and undertake to comply with the requirements of the Repository and the Warehousing Development Regulatory Authority (WDRA) while dealing and transacting with the Repository.
4. I/We hereby declare and undertake to agree and abide by various Central and State laws including the prevailing Tax laws, Goods and Services Tax(GST), Essential Commodities Act, Food Safety and Standards Act and other Acts, Rules, Regulations, notification/orders and guidelines as may be applicable to the goods from time to time. I/We understand that in the event of any failure on my/our part to comply with the requirements with respect to stock limits prescribed under the Essential commodities Act, the Clearing Corporation /Exchange or the Warehouse/s shall be at liberty to comply with any such directions as issued by the relevant authority and in such an event I/We undertake to keep the Clearing Corporation /Exchange and the Warehouse/s indemnified and harmless against any claims/losses whatsoever including but not limited to direct or indirect, special, incidental, or consequential damages, losses or expenses arising on account of my/our non-compliance of any Central and State laws as applicable to the said goods arising thereof from such actions of the Clearing Corporation /Exchange or the Warehouse/s .
5. I/We understand that the goods deposited/to be deposited/Delivered by me/us in the approved Warehouse/s of the Clearing Corporation/ Exchange are required to meet all statutory requirements under the law besides meeting the Exchange quality specifications. I/We further undertakes that I/We will/shall not violate any statutory requirement or compliances applicable to the goods deposited/Delivered by me/us.
6. I/We understand that by virtue of depositing the goods in the Approved Warehouses I/We shall at all times be liable for any action as may be applicable

for any violations of the Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Clearing Corporation / Exchange or the Board as the case may be as notified from time to time and declare and undertake to abide by the Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of the Clearing Corporation /Exchange or the Board at all times.

7. I/We hereby confirm that the goods to be deposited by me/us shall not be goods whose Exchange Deliverable Date (EDD) has ceased and the goods are not EDD goods from any other approved Warehouses of Clearing Corporation. I/We further agree and understand the directions of storage of goods and its removal from the approved Warehouses as notified by the Clearing Corporation /Exchange or the Regulatory authorities shall be binding on me/us. I/We further understand and agree that the Clearing Corporation /Exchange has the right to issue suitable directions to the Warehouses to take necessary actions against the depositors for removal of EDD goods from the approved Warehouses including liquidation of such stocks by way of auction or otherwise as may be prescribed by the Clearing Corporation / Exchange/ SEBI/ WDRA from time to time and if such action is taken by the Clearing Corporation / Exchange or the Warehouse, I/We shall be solely responsible and liable for any consequences thereof including being liable for such costs as may be incurred by the Clearing Corporation /Exchange or the Warehouse/Warehouse Service Provider (WSP).
8. I/We hereby declare that the goods deposited/to be deposited/delivered by me/us shall be merchandisable goods under the Sale of Goods Act. I/We further understand and agree that in case any of the goods deposited/delivered by me/us are found to be Non Merchandisable goods by the Clearing Corporation/ Exchange or the Warehouse, then in such an event, I/We shall forthwith without demur replace the entire quantity of such Non- Merchandisable goods deposited/delivered by me/us or in-lieu shall make payment of the entire value of the goods along with the compensation as may be decided by the Clearing Corporation /Exchange and settle the dispute. I/We further declare, understand and agree that I/We shall not raise any dispute whatsoever with the Clearing Corporation /Exchange or the Warehouse or file any proceedings (Civil or Criminal) or otherwise against the Clearing Corporation /Exchange or the Warehouse for actions taken by the Clearing Corporation /Exchange in good faith to protect the interest of investors of the Commodity derivatives market.
9. I/We hereby declare and confirm that I/We shall not deposit/ deliver any goods which are encumbered and undertake to deposit/deliver goods free from all encumbrances whatsoever.
10. I/We hereby declare and confirm that the goods deposited and delivered by me/us shall bear a valid title and I/We shall be the valid and legal owner of such goods and I/We shall ensure to issue appropriate invoices as may be required for all my/our transactions.
11. I/We hereby declare and confirm that I/We shall ensure that no statutory dues or taxes/levies are outstanding in respect of the goods being deposited/delivered by me/us.

Place:

Date:

Signature of Authorized Signatory and Stamp of the firm

**FOR OFFICE USE ONLY**

Documents Submitted verified: -

| <b>Check List for KYD Annexure 2 B ( WSP to take self-attested copies from the Depositor)</b> |  |  |
|---|--|--|
| 1.  | <b>PAN Card of Partnership Firm</b>  |  |
| 2.  | <b>Proof of Identity of Authorized Signatories of the Firm</b>   |  |
| 3.  | <b>Proof of Address of Firm</b>  |  |
| 4.  | <b>Cancelled Cheque of Firm</b>  |  |
| 5.  | <b>CML copy issued by Repository, If the depositor has a Repository Account</b>                          |  |
| 6.  | <b>GST Registration Certificate of Firm</b>  |  |
| 7.  | <b>Mandi/APMC License of Firm</b>  |  |
| 8.  | <b>Details of Past Regulatory Action if Any</b>  |  |
| 9.  | <b>Self-attested copy of the Registration Certificate of the firm as issued by the local authorities</b> |  |
| 10.   | <b>Latest Partnership Deed</b>   |  |

Name of the Employee / Warehouse Manager: - \_\_\_\_\_

Designation of the Employee / Warehouse Manager: - \_\_\_\_\_

KYD Reference no. allotted: - \_\_\_\_\_

Place: -

Date: -

**Signature of the Employee / Warehouse Manager**  
**(With Seal of the Warehouse / WSP)**

**Annexure 3 – WSR wise details Form**

1. KYD Reference No allotted to depositor by WSP: - \_\_\_\_\_

**2. DETAILS OF DEPOSITOR**

Whether Depositor is a Farmer: - Yes:  No:

Depositing on behalf of: - Self  Beneficiary (other than self)

Depositor Name: - \_\_\_\_\_

PAN of Depositor: - \_\_\_\_\_

Correspondence Address of the Depositor: - \_\_\_\_\_

Name of the authorized signatory of Depositor: - \_\_\_\_\_

Proof of Identity of Authorized Signatory of Depositor (*ANY ONE- self-attested copy*)

PAN  Driving License  Voter Id  Passport

**3. DETAILS OF BENEFICIARY ON WHOSE BEHALF DEPOSIT IS BEING MADE: -**

Name of Beneficiary: - \_\_\_\_\_

Address of Beneficiary: - \_\_\_\_\_

Name of the authorised signatory of the Beneficiary: - \_\_\_\_\_

**4. GOODS AND SERVICES TAX (GST) REGISTRATION DETAILS OF DEPOSITOR:**

State: - \_\_\_\_\_ Depositor GST: - \_\_\_\_\_

Principal GST Number: - \_\_\_\_\_

*(Note: In case of operation in any other States than mentioned above, please provide GST Registration details of all other States as a separate Annexure to this Application along with self -attested copy of GST Registration certificate.)*

**5. DEPOSIT DETAILS:**

WSR Number: - \_\_\_\_\_ Deposit End Date of WSR: - \_\_\_\_\_

Commodity Name: - \_\_\_\_\_ Quantity (MT/Bale/KG): - \_\_\_\_\_

**DETAILS OF BENEFICIARY ACCOUNT IN WHICH THE HOLDINGS ARE TO BE CREDITED**

| Beneficiary Name | Repository Participant Name | Repository Participant ID | Beneficiary ID |
|------------------|-----------------------------|---------------------------|----------------|
|                  |                             |                           |                |

**GOODS HAVE BEEN PURCHASED BY THE DEPOSITOR FROM: -**

Local Mandi  Any other Mandi  Others (Please specify)

**Details of Mandi from where goods purchased by the Depositor**

Mandi Name: - \_\_\_\_\_ State: - \_\_\_\_\_

Whether the Mandi Tax for the stock being deposited has been paid: - Yes  No

| Essential documents to be submitted by Depositor  |  |             |
|---|--|-------------|
| Document  | Remark   | Please Tick |
| Copy of Appointment letter / authorisation letter from Beneficiary for depositing on his behalf is to be attached   | Required in case the Depositor is depositing on behalf of beneficiary other than self ( refer annex 3 point 2 – Details of Depositor ) |             |
| CML Copy bearing Beneficiary Name and ID in which the stock is being deposited.   | Refer Annex 3, Point 5 - Details of Beneficiary Account in which the stock being deposited is to be credited.                          |             |
| Copy of Anugya-patra or similar applicable document in the state/the mandi. Undertaking that the Warehouses where deposits are being made is in jurisdiction where the mandi tax is paid. |  |             |
| Copy of the Challan showing payments of the Mandi Tax   | Required in case the stock is purchased by the depositor from Local Mandi. Refer Annex.3 Point 5- Deposit Details                      |             |
| Copy of proof of payment of Mandi Tax if the stock being deposited is purchased by the depositor from any other mandi.  | Required in case the stock is purchased by the depositor from any other Local Mandi. Refer Annex.3 Point 5- Deposit Details            |             |
| Copy of Invoice issued by the Depositor to the Beneficiary OR copy of Invoice Issued to the Depositor by his seller   |  |             |

#### DECLARATION CUM UNDERTAKING

1. I/We hereby confirm that, I/we shall abide by the Declaration cum Undertaking as submitted by me/us while signing the KYD/ application. I/ we at all times and in an event of any breach of the terms of the Declaration cum Undertaking by me/us, then I/We shall be solely liable and responsible to the Clearing Corporation / Exchange and to the WSP.
2. Beneficiary named in this form is the valid owner / holder of these Goods as deposited by me/us. Goods which are being deposited are not subject matter of any Govt. schemes, pool or distribution mechanism which restrict their dealings otherwise.

3. I/We confirm having read/been explained and understood the details as filled in this document i.e. Annexure transaction wise details.
4. I / we hereby declare that the details furnished above are true and correct.
5. I/We confirm that Mandi tax(s) are already paid pertaining to the goods deposited by me/us. I/we further confirm to produce before any Regulatory authority / NCCL / WDRA sufficient proofs, tax paid invoices as the case may be.
6. I / we hereby declare that the Goods are free from all encumbrances. I/We confirm that all the statutory compliance viz. FSSAI, stock limits, essential commodities Act, sale of goods Act, etc pertaining to the Goods being deposited by me/us are complied.
7. I/ We confirm that the goods being deposited by me /us have not crossed EDD/any expiry date assigned by any assayer  
I/we confirm that the Goods as deposited by me / us are as per the Exchange (NCDEX) contract specification and I/We agree that the goods shall be accepted for deposit only if the assayer verifies the quality thereof and certifies them to be meeting the Exchange contract specification.

Place: - \_\_\_\_\_

Date: - \_\_\_\_\_ Signature of Authorised Signatory of Depositor

**FOR WSP OFFICE USE ONLY**

| Date of CDTF Form | CDTF Form No | Commodity Name | Quantity Deposited ( MT/BALE/KG) | No of Bags Deposited |
|-------------------|--------------|----------------|----------------------------------|----------------------|
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
|                   |              |                |                                  |                      |
| <b>TOTAL</b>      |              |                |                                  |                      |

**Verification By:**

Name of the Employee / Warehouse Manager: - \_\_\_\_\_

Designation of the Employee/Warehouse Manager: - \_\_\_\_\_

Place: - \_\_\_\_\_

Date: - \_\_\_\_\_

**Signature of the Employee/Warehouse Manager  
(With Seal of the warehouse /WSP)**

### Instructions for WSP

| <b>Document</b>   | <b>Remark</b>   |
|---|---|
| PAN of Depositor  | WSP to check KYD Annexure 1 or Annexure 2A and 2B provided by the Depositor for correctness of PAN and Copy of PAN. Refer Annex 3 Point 2 - Details of Depositor    |
| 7/12 extract or other state specific land related documents establishing identity as farmer | Required if the Depositor is a Farmer. Refer Annex 3 Point 2 - Details of Depositor   |
| Proof of Identity of the Authorized Signatory of Depositor                                  | WSP to check KYD Annexure 1 or Annexure 2A/2B provided by the Depositor for correctness of Proof of Identity. Refer Annex.3 Point. 2                                |
| Copy of GST Registration certificate  | WSP to check KYD Annexure 1 or Annexure 2A/2B provided by the Depositor for Copy of GST Registration Certificate. Refer Annex 3 Point 4 - GST Registrations Details |

Authority Letter by Beneficiary to Depositor (on letterhead)

To,

.....

.....

.....

Dear Sir,

I/We, \_\_\_\_\_ [Beneficiary Client name] having our registered office at \_\_\_\_\_ having PAN number \_\_\_\_\_, do hereby authorize \_\_\_\_\_ [Depositor/s Name] having its office at \_\_\_\_\_ and having PAN number \_\_\_\_\_, to deposit the \_\_\_\_\_ [COMMODITY] as per the WSR no. \_\_\_\_\_ in your warehouse/s on my/ our behalf.

I/We hereby authorise the above named depositor/s (unless this authorisation is revoked in writing), to deposit stocks of \_\_\_\_\_ on our behalf as per the above WSR. We undertake to be responsible and liable for the said deposit and the stocks and any consequences arising out of this authorisation and / or the WSR.

I/We have duly instructed the above depositor to submit the requisite documents at the time of each deposit as required and to ensure all related compliance pertaining to the goods being deposited.

I/We agree and confirm to be bound by and liable with respect to any and all declarations and undertaking submitted by me/ us or by the above depositor with respect to goods deposited on our behalf.

Signature/s of Authorised person of the Depositor with self-attested photo ID proof is enclosed.

Seal &Stamp;

Signature of Beneficiary –