**Part C (1): Delivery procedure for Bullion**

1. **Delivery Centre:**

The primary delivery center for bullion shall be Ahmedabad and additional delivery center shall be Chennai, Delhi and Mumbai.

1. **Empaneled Vault Service Provider (VSP):**
   1. **Primary Delivery Center:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Vault | Sequel Logistics Pvt Ltd | | |
| Location | Ahmedabad | | |
| Vault Address | 29/B, Shrimali Society, | | |
| Opp. Passport Seva Kendra, | | |
| Near Mithakali Six Roads, | | |
| Navrangpura, Ahmedabad-380 009 | | |
| Contact Person | Ramprasad Sahu / Vidhya Giri / Dipen Shah | | |
| Contact Details | 09016346699 & 09228901756 | | |
| Fax no | - | | |
| Email ID | nse@sequel.co.in | | |
| Vault Charges | Gold | 1 Kg | Rs. 20 per day per bar |
| Gold | 100 gms | Rs. 2 per day per bar |
| Gold | 1 gm | Rs 0.1 per day per unit |
| Goldguinea | 8 Gm | Rs.0.1 per day per unit |
| Silver | 30 Kg | Rs. 20 per day per bar |
| Silver Mini | 5 Kg | Rs.1.50 per kg per day |
| Silver Micro | 1 Kg | Rs.1.50 per kg per day |

Additionally, following charges shall be directly payable to the vault.

* Transaction Charges per Deposit: Rs 300 per transaction.
* Charges for Window Delivery: Rs.300 per transaction.
* Freight Charges for IN CITY Delivery (within a radius of 25 kms) i.e. Door Delivery:
* Gold: Rs 10 / kg with a minimum charge of Rs 1250, Rs 30 per kg additional for over and above 10 kg.
* Silver: Rs 2000 per delivery upto 800 kg Rs.5 per additional charge per kg over and above 800 kg.
* Loading unloading charges Rs 35 per bar/per activity will be applicable for Silver window as well door delivery if any.
* GST and any type of govt levy (Duty /Tax) as applicable would be charged in above Billing.
  1. **Additional Delivery Center:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Vault** | Sequel Logistics Pvt Ltd | | |
| **Location** | **Delhi** | **Mumbai** | **Chennai** |
| **Vault Address** | Sequel Logistics Pvt Ltd, E1/18 Jhandewalan Extension, New Delhi - 110 055 | Sequel Logistics Pvt Ltd, Ashish Product, Ground Floor, Plot No 23, MIDC Main Road, MIDC Andheri, Mumbai - 400 093 | Sequel Logistics Pvt Ltd., No.12/C/2, S.P, Developed Plot, Industrial Estate, Guindy, Chennai, Tamil Nadu, 600032 |
| **Contact Person** | Mr. Brij Bhushan / Rahul Chouhan | Mr. Uday Nakashe/ Mr. Divyanshu Chouhan/ Mr. Parag Dukhande | Mr. Bala / Elaya Raja |
| **Contact Details** | 8800197548 | 9071284242 | 9164566066 |
| 8800197545 | 7022742599 | 9551888772 |
| **Fax no** |  |  |  |
| **Email ID** | [bulliondelhi@sequel.co.in](mailto:bulliondelhi@sequel.co.in) | [bullionmumbai@sequel.co.in](mailto:bullionmumbai@sequel.co.in) [bullionops.bom2@sequel.co.in](mailto:bullionops.bom2@sequel.co.in) | [bullionchennai@sequel.co.in](mailto:bullionchennai@sequel.co.in) |
| **Vault Charges** | | | |
| Gold | | 1 KG | Rs. 20 per day per bar |
| Gold | | 100 gms | Rs. 2 per day per bar |
| Silver | | 30 KG | Rs. 20 per day per bar |

Additionally, following charges shall be directly payable to the vault.

* Transaction Charges per Deposit: Rs 300 per transaction.
* Charges for Window Delivery: Rs.300 per transaction.
* Freight Charges for IN CITY Delivery (within a radius of 25 kms) i.e. Door Delivery:
* Gold: Rs. 10 / kg with a minimum charge of Rs 1250, Rs. 30 per kg additional for over and above 10 kg.
* Silver: Rs. 2000 per delivery upto 800 kg Rs.5 per additional charge per kg over and above 800 kg.
* Loading unloading charges Rs 35 per bar/per activity will be applicable for Silver window as well door delivery if any.
* GST and any type of govt levy (Duty /Tax) as applicable would be charged in above Billing.

1. **Eligible Depositor:**

Bullion can be deposited by client. Alternatively, a bullion can be deposited by an authorized person on behalf of client. Client is required to provide Clearing Member and Trading Member details while depositing the bullion.

1. **Documents for Delivery:**

Following documents shall be submitted at time of actual delivery in the vault.

* Bill of entry
* Invoice
* Airway bill
* Packing list
* Purity certificate by approved refinery (incase of Gold 1 gm quality certificate/certificate card which mentions the serial number must accompany the gold 1-gram coin)
* Indemnity Letter by other VSP – In case where the bullion is moved from another vault, this letter shall be provided by other VSP. The letter mentions that the bullion has not left the vault network
* Client deposit request letter – As per format specified below
* CM undertaking **–** As per format specified below
* Excel filefor bullion deposit to be emailed to the mentioned email ID of the vault

1. **Quality Assessment by VSP**

Depositing member is required to provide documentary evidence for quality of the commodity as per **Documentation** part mentioned above**.** Premium grade quality can be submitted by the depositing member in accordance with the product specifications of Exchange. The member shall be eligible for receiving premium amount for the higher grade commodity. Lower grade commodity cannot be deposited by the member. Premium/ discount associated with the quality shall be settled at the time of Supplementary settlement as per the Settlement Schedule issued by Clearing Corporation.

1. **Quantity Assessment by VSP**

VSP shall verify the weight of the commodity deposited at the vault. Weight difference may exist in some commodities w.r.t. delivery quantity/ weight. The acceptable weight difference for the commodities shall be as specified for a commodity in Delivery and Settlement Procedure.

No weight difference out of the permissible limit shall be accepted at the time of commodity deposit/ delivery.

Premium/ discount associated with the permissible quantity difference shall be settled at the time of Supplementary settlement as per the Settlement Schedule issued by Clearing Corporation.

If the depositor is eligible, documents are in order and the bullion is fit for acceptance, VSP shall issue the vault receipt to the depositor. The receipt shall contain the details of bullion deposited. The receipt shall also mention that the stock is deposited in Clearing Corporation Account

1. **Commodity Deposit information sharing through IMS**

VSP official shall enter the details of accepted commodity in IMS. Clearing members are required to verify the commodity details entered by the VSP officials.

Commodity details entered by VSP shall be available as free balance to the clearing member.

Clearing member is required to enter the details through IMS for further utilization of the commodity towards:

* Early Pay-in
* Intention for Delivery
* Pay-in instruction towards settlement obligation
* Withdrawal

1. **Settlement Through Primary Center:**

* For primary delivery center, the staggered delivery period shall be three working days prior to expiry of contract including expiry day.
* The timelines for giving intention requests for primary delivery centers will be from 10.00 AM to 09.00 PM during tender.
* Seller/buyer have an option of marking an intention of giving/taking delivery on any day during the staggered delivery period.
* Members will be required to provide the intention requests through Inventory management System (IMS) under the existing NMASS application
* On each day (except for the expiry day), Exchange shall allocate intentions received to give delivery during the day, to buyers having open long position as per random allocation methodology to ensure that all buyers have an equal opportunity of being selected to receive delivery irrespective of the size or value of the position. However, preference may be given to buyers who have marked an intention of taking delivery, which may be based on aspects such as location.
* Physical Settlement shall take place on the subsequent business day on a T+1 day basis
* Clearing Corporation shall issue delivery settlement calendar vide circular on monthly basis.

1. **Settlement Through Additional Delivery Center:**

* For the additional delivery center, the staggered delivery period shall start from 25th day of the preceding month to the expiry month till one day prior to expiry day. If 25th day is non-working day, the tender period will start from next working day
* The timelines for giving intention requests for additional delivery centers will be from 06.00 PM to 09.00 PM during tender days for additional delivery centers.
* Members will be required to provide the intention requests through Inventory Management System (IMS) under the existing NMASS application
* Members shall be required to provide the intention to deliver or receive in additional delivery centers along with the quantity and the indicative premium / discount to the Ahmedabad spot price (basis center price).
* All such intentions received during tender period for additional delivery centers shall be matched at the end of day subject to members having an underlying position in the near month futures contract.
* The matching of the intention requests shall be based on price time priority taking into consideration the delivery center (same delivery center), and premium/discount quoted.
* An intention, once provided cannot be modified however cancellation of intentions within the above stipulated time will be permitted.
* NSE Clearing will not do any allocation for the unmatched requests and all unmatched intention requests shall be cancelled at end of the day.
* Physical Settlement for all the matched requests shall take place on the subsequent business day on a T+1 day basis at the additional delivery centers where T is tender day.
* On T+1, the funds settlement shall be carried out considering the basis center price (Ahmedabad price) whereas the settlement of premium / discount component shall be carried out during the supplementary settlement cycle.
* Deliveries for all open positions and unmatched intentions on the day of expiry shall be mandatorily settled at the basis delivery center i.e. Ahmedabad.
* Clearing Corporation shall issue delivery settlement calendar vide circular on monthly basis

1. **Facility of Early Pay- in of commodity:**

Clearing Corporation shall provide early pay- in facility for commodities. The Early pay-in request shall be marked through Inventory Management System (IMS).

1. **Intention for Delivery:**

* Clearing Corporation shall specify the time window for submission of intention for delivery and shall transfer the inventory blocked towards EPI to fulfill Intention obligation for Delivery.
* Clearing member’s free inventory can also be utilized towards Intention obligation for Delivery, as the case may be.
* Intention for Delivery can be submitted only for the current settlement day during Staggered Delivery Period and within specified time window.
* Intention for Delivery is to be given in multiples of Delivery Lots as specified in Delivery and Settlement Procedures.
* Intention for Delivery shall not be carried forward to the next working day if submitted during tender period.
* Intention for Delivery once submitted cannot be modified/ withdrawn. Members are advised not to square off their positions once Intention for Delivery is submitted.

1. **Pay-in instruction towards settlement obligation:**

* Clearing Corporation shall allocate early pay-in balance and free commodity balance respectively towards settlement obligation of the member.
* Such commodity balance shall be temporarily marked in Clearing Corporation name from completion of delivery pay-in till initiation of delivery pay-out.

1. **Commodity not meeting the quality specification:**

* The receiving member shall check delivery in front of the designated vault personnel.
* If buyer is not satisfied, he can insist for assaying. The clearing member in such case is required to submit assaying request to the Clearing Corporation within 48 hours of receiving delivery.
* If the receiving member chooses for assaying, Clearing Corporation shall communicate the same to vault. Designated vault person will then carry the commodity to the assayer’s facilities as specified by Clearing Corporation, get it assayed and bring it back to the designated vault along with assayer’s certificate.
* The Assayer report shall be final and binding on both buyer and seller.
* If the assayer’s certificate differs from the certificate submitted by the delivering member in respect of quality or weight materially, then the receiving member and delivering member have to mutually negotiate the final settlement proceeds within 1 day from receipt of assayer’s report.
* The cost of this assaying as well as cost of transportation from designated vault to assayer’s facilities to and for will be borne by the receiving member. The vault charges during such period will be borne by the receiving members.
* If the buyer does not opt for assaying at the time of lifting delivery, then he will not have any further recourse to challenge the quantity or quality subsequently and it will be assumed that he has received the quantity and quality as per the delivery obligation by the seller.

# CLIENT DEPOSIT REQUEST LETTER

To,

…………………..

…………………..

…………………..

Dear Sir

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[NAME OF THE STOCK OWNER/BENIFICARY], do hereby irrevocably authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [NAME OF THE DEPOSITOR] whose signature has been appended and duly verified by me/us to deposit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [NAME OF THE COMMODITY AND QUANTITY] with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [NAME OF THE VAULT/ WAREHOUSE AND ITS VSP/ WSP], on my/ our behalf.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [NAME OF THE DEPOSITOR] is also authorized to sign, acknowledge and accept all the related forms/documents on my/our behalf.

I/we declare and undertake that I/we shall be bound by all the terms and conditions stipulated in the declarations and undertakings submitted by me / our authorized depositor.

|  |  |
| --- | --- |
| Signature of the Depositor. | Seal & Signature of Stock Owner/Beneficiary |
| (Along with Self-Attested identity proof) |  |

Encl : A – Depositor Transaction Declaration

B – Know Your Depositor

# A- Depositor Transaction Declaration (DTD)

(On the letterhead of the Depositor)

|  |  |  |
| --- | --- | --- |
| 1. **Name of the Depositor** | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Address & Phone No.** | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **PAN No. of Depositor** | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Deposited on behalf of** | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client |  | Member |  | Self |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Code (UCC)** | **TM Name** | **TM Code** | **CM Name** | **CM Code** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Note | : | In case of deposition made for client/ member, kindly submit the authorization letter with attested signature |

|  |  |  |
| --- | --- | --- |
| * 1. Name of the Client/Member/Self | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * 1. GST No. | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| 1. **Vault/ warehouse name and address** | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Commodity Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the  Commodity | Quantity | Units  (No. of Bars) | Purity Grade/ | Date of Deposit | Remarks |
|  |  |  |  |  |  |

1. **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 certified copy of GST Registration certificate.*

1. **Documents Attached**

|  |  |  |
| --- | --- | --- |
| Kindly submit all of the following documents as applicable to the Depositor | **Yes/ No** | |
| Copy of appointment letter/letter of authority from client/member for depositing of goods for client/member. |  |  |
| Self-attested copy of the Challan cum return of payment of GST for the month preceding the month of the deposit submitted. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **:** |  | |
| **Date** | **:** |  | (Signature of the Owner / Depositor) |

**DECLARATION BY OWNER/DEPOSITOR/ CLEARING MEMBER**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any change therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the details as filled in this document.
3. I/ We understand that the goods deposited are meeting with all statutory requirements besides the Exchange quality specifications. I/ we confirm that said goods do not violate any statutory requirement or compliances applicable to them as in force. In the event of any restraint or seizure or such other restrictive orders affecting the goods held by us and being offered for delivery on the Exchange platform, I/We agree that I/We shall be liable as the holder of goods and shall ensure that the transferee of the goods gets the delivery of the goods offered.
4. I/ We shall abide by various central/state laws including Tax laws, and other Acts, Rules, Regulations, notification/orders and guidelines applicable to the said goods and as in force from time to time and shall indemnify the vault/ VSP/ warehouse/WSP and the NCL against any, and all litigations or actions / claims or proceedings arising on account of the information provided by me / us.
5. I/We understand that in the event of any non-compliance of any law, Rules, Regulations, Notification/s or order/s as applicable to the said goods, I/We shall be solely and completely responsible and undertake to be so responsible and liable for such noncompliance and for any and all consequences thereof.
6. I/We hereby declare that, there are no statutory dues or returns or taxes/levies pending to be met in respect of the said goods and the said goods are validly owned /held by me/us.
7. The stocks of deposits as mentioned in this Depositor Transaction Declaration (DTD) along with this Declaration are deposited by me /us for self /ourselves and I/We am/are the sole beneficiary of the said stocks.
8. I/We hereby further declare that the goods as mentioned in DTD is valid goods for delivery against the contracts traded on the Exchange Platform and I /We am/are the lawful owner/s of the goods.
9. I/We further declare that the goods are free from encumbrances and is not under any pledge, hypothecation or any charge of whatsoever nature with any Banks/Financial Institutions/ NBFCs or any other registered or unregistered lending agencies/entities.
10. The goods are clear and marketable in my/own name. I/We further state and undertake that I/We shall keep NSE Clearing Limited and its officials indemnified at all times for any mis-declaration with respect to the ownership, encumbrance and other acts by me/us at all times and understand that this indemnification shall survive the transaction executed on the Exchange Platform and shall be valid at all times
11. I / We declare and agree that in no event shall NCL or the said vault/ Warehouse be held liable for any damages, including but not limited to direct or indirect, special, incidental, or consequential damages, losses or expenses arising on account of my/our noncompliance of any central/state laws as applicable to the said goods.
12. As a depositor, I / We hereby confirm that goods requested to be stored shall not be unauthorized, banned under the law or for any other unlawful activity and all authorization and / or consents, approvals that are required in connection with storage of these commodities has been obtained by me / us, and in the event of any liability, financial or otherwise, arising at any point in time due to any misrepresentation, for any unlawful activity and for non- compliance of applicable laws and regulations governing storage and collateral management services rendered by vault/ warehouse, I / we shall indemnify vault/ warehouse/NCL for such losses / damages / penalties etc.
13. I / We declare that, in case any storage receipt is endorsed to any other third party the same shall be promptly informed to the WSP.
14. I/We do hereby agree to be bound by such provisions as outlined in these documents.
15. I/We further declare and undertake that we shall at all times be liable for any action as may be applicable for any violations of NCL Rules, Bye-laws and Regulations, Circulars, Guidelines and the directives of NCL or the Board as the case may be as issued from time to time.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **:** |  | |
| **Date** | **:** |  | (Signature of the Owner / Depositor) |

FOR OFFICE USE ONLY

|  |  |  |
| --- | --- | --- |
| VSP/ WSP Allotted Code (WAC) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the Depositor | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Proof of Delivery (POD) no. \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Documents Submitted verified: Yes / No

|  |  |
| --- | --- |
|  | Documents verified |
| Name of the Employee / VSP/ Warehouse Official |  |
| Employee Code |  |
| Designation of the employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Place | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of the Authorized Signatory  Seal/Stamp of the VSP/ WSP |
| Date | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# B. Know Your Depositor (KYD)….For Individual

Vault/ Warehouse Service Provider Allotted Code (VAC/ WAC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be maintained by VSP/ WSP)

|  |
| --- |
| **PHOTOGRAPH**  Please affix your recent passport size photograph & sign across it. |

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

1. **IDENTITY DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of the Depositor** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Nationality** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Status** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **PAN** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Aadhaar Number** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1. **Any other proof of Identity** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **ADDRESS DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Address for correspondence** |  | | | | | | | | | | |
| *(write here)* | | | | *(write here)* | | *(write here)* | | | *(write here)* | |
| City/ district /village | | Pin Code | | | State | | | Country | | |
| 1. **Address for Record (on Stock receipt)** | |  | | | | | | | | | |
| *(write here)* | | *(write here)* | | | | *(write here)* | | | *(write here)* |
| City/ district /village | | Pin Code | | | | State | | | Country |

1. **Contact Details**

|  |  |  |
| --- | --- | --- |
| Contact Person Name | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile Number | : | (STD Code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Fax Number | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email Id | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. **OTHER DETAILS**
2. **Occupation & Income Details:**

Agri. & Allied activity / Salaried (Private Sector/ Public Sector/ Government Service) / Pensioner / Self-employed / Business or Trade / Student / Housewife / Other Source (Please specify)

**Annual Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **BANK ACCOUNT(S) DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank Name** | **Branch Address** | **Bank Account No.** | **Account Type:**  **Saving/Current/ Others** | **MICR Number** | **IFSC code** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Note:*** *Provide a copy of cancelled cheque leaf/ pass book/bank statement specifying name of the client, MICR Code or/and IFSC Code of the bank.*

**CM- TM DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Code (UCC)** | **TM Name** | **TM Code** | **CM Name** | **CM Code** |
|  |  |  |  |  |

1. **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 certified copy of GST Registration certificate.*

1. **DOCUMENTS ATTACHED**

|  |  |  |
| --- | --- | --- |
|  | **Yes/ No** | |
| Self-attested copy of the GST Registration Certificate for the States in which the Depositor/Client/Seller/Principal is registered. |  |  |

**LIST OF DOCUMENTS FOR IDENTIFICATION:**

**[Attach self-attested copies of any two to indicate identity, signature verification & address]**

Please produce original for verification

1. Passport / Driving License / Voter ID card / Armed Forces Id Card / Aadhaar Card No. / PAN / Id card of any accredited institution like Government authority.
2. Utility Bill / Credit Card or Bank Account Statement (Within last 30 days) / Ration Card / Marriage Certificate / Trade License / Certificate of Birth / Regd. Lease deed.

**DECLARATION**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any change therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the details as filled in this document.
3. I/We understand that the goods whenever deposited require to meet all statutory requirements besides the Exchange quality specifications. I/we confirm that said goods do not violate any statutory requirement or compliances applicable to them as in force.
4. I/We confirm to abide by various central/state laws including Tax laws, and other Acts, Rules, Regulations, notification/orders and guidelines applicable to the said goods and as in force from time to time and shall indemnify the warehouse and NCL against any, and all litigations or actions / claims or proceedings arising on account of the information provided by me / us.
5. I/We understand that in the event of any non-compliance of any law, Rules, Regulations, Notification/s or order/s as applicable to the said goods, the Undersigned shall be solely and completely responsible and undertake to be so responsible and liable for such noncompliance and for any and all consequences thereof.
6. I/We further declare and agree that in no event shall NCL or the said Warehouse be held liable for any damages, 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/state laws as applicable to the said goods.
7. As a depositor, I/we hereby confirm that commodities / goods requested to be stored shall not be unauthorized, banned under the law or for any other unlawful activity and all authorization and/or consents, approvals that are required in connection with storage of these materials / commodities shall be obtained by me / us, and in the event of any liability, financial or otherwise, arising at any point in time due to any misrepresentation, for any unlawful activity and for non- compliance of applicable laws and regulations governing storage services rendered by warehouse, I/we shall indemnify warehouse for such losses / damages / penalties etc.
8. I/We declare that, in case any storage receipt is endorsed to any other third party the same shall be promptly informed to the WSP.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **Signature of Depositor** |
| **Date** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  |  |  |
| --- | --- | --- |
| VSP/WSP Allotted Code (WAC) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the Depositor | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Documents Submitted verified: Yes / No

|  |  |
| --- | --- |
|  | Documents verified |
| Name of the Employee / VSP/ Warehouse Official |  |
| Employee Code |  |
| Designation of the employee |  |

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Authorized Signatory

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seal/ Stamp of the VSP/WSP

# B- Know Your Depositor (KYD)….For Non-Individual

Vault/ Warehouse Service Provider Allotted Code (VAC/ WAC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be maintained by VSP/ WSP)

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

1. **IDENTITY DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of the Firm/Company/Depositor** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Registration No (E.g. CIN.)** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **PAN** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Any other proof of Identity** | **:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | **Status (please tick any one):** | **:** | Private Limited Co. / Public Ltd. Co. / Body Corporate / Partnership / Trust / HUF / LLP.  /Others(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (In case of foreign entity or entity with foreign shareholders, self-certified copy of statutory approval obtained must be attached) |

1. **ADDRESS DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Address for correspondence** |  | | | | | | | | | |
| *(write here)* | | | *(write here)* | | *(write here)* | | | *(write here)* | |
| City/ district /village | Pin Code | | | State | | | Country | | |
| 1. **Address for Record (on Stock receipt)** |  | | | | | | | | | |
| *(write here)* | | *(write here)* | | | | *(write here)* | | | *(write here)* |
| City/ district /village | | Pin Code | | | | State | | | Country |

1. **Contact Details**

|  |  |  |
| --- | --- | --- |
| Contact Person Name | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Mobile Number | : | (STD Code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone Number | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Fax Number | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Email Id | : | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Registered Address** |  | | | |
| *(write here)* | *(write here)* | *(write here)* | *(write here)* |
| City/ district /village | Pin Code | State | Country |
| **Mobile No** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Tel (off)** | (STD Code)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Fax** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Email Id.** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

1. **OTHER DETAILS**

**Net-worth as on** (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. **BANK ACCOUNT(S) DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank Name** | **Branch Address** | **Bank Account No.** | **Account Type:**  **Saving/Current/ Others** | **MICR Number** | **IFSC code** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Note:*** *Provide a copy of cancelled cheque leaf/ pass book/bank statement specifying name of the client, MICR Code or/and IFSC Code of the bank.*

1. **CM- TM DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Code (UCC)** | **TM Name** | **TM Code** | **CM Name** | **CM Code** |
|  |  |  |  |  |

1. **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 certified copy of GST Registration certificate.*

1. **DOCUMENTS ATTACHED**

|  |  |  |
| --- | --- | --- |
|  | **Yes/ No** | |
| Self-attested copy of the GST Registration Certificate for the States in which the Depositor/Client/Seller/Principal is registered. |  |  |

**List of Authorized Signatories along with specimen signature to be submitted.**

**DECLARATION**

1. I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any change therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.
2. I/We confirm having read/been explained and understood the details as filled in this document.
3. I/We understand that the goods whenever deposited require to meet all statutory requirements besides the Exchange quality specifications. I/we confirm that said goods do not violate any statutory requirement or compliances applicable to them as in force.
4. I/We confirm to abide by various central/state laws including Tax laws, and other Acts, Rules, Regulations, notification/orders and guidelines applicable to the said goods and as in force from time to time and shall indemnify the warehouse and NCL against any, and all litigations or actions / claims or proceedings arising on account of the information provided by me / us.
5. I/We understand that in the event of any non-compliance of any law, Rules, Regulations, Notification/s or order/s as applicable to the said goods, the Undersigned shall be solely and completely responsible and undertake to be so responsible and liable for such noncompliance and for any and all consequences thereof.
6. I/We further declare and agree that in no event shall NCL or the said Warehouse be held liable for any damages, 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/state laws as applicable to the said goods.
7. As a depositor, I/we hereby confirm that commodities / goods requested to be stored shall not be unauthorized, banned under the law or for any other unlawful activity and all authorization and/or consents, approvals that are required in connection with storage of these materials / commodities shall be obtained by me / us, and in the event of any liability, financial or otherwise, arising at any point in time due to any misrepresentation, for any unlawful activity and for non- compliance of applicable laws and regulations governing storage services rendered by warehouse, I/we shall indemnify warehouse for such losses / damages / penalties etc.
8. I/We declare that, in case any storage receipt is endorsed to any other third party the same shall be promptly informed to the WSP.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **Signature of Authorized Signatory** |
| **Date** | **:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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|  |  |  |
| --- | --- | --- |
| VSP/ WSP Allotted Code (VAC/ WAC) | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of the Depositor | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Documents Submitted verified: Yes / No

|  |  |
| --- | --- |
|  | Documents verified |
| Name of the Employee / VSP/ Warehouse Official |  |
| Employee Code |  |
| Designation of the employee |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Place | : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature of the Authorized Signatory  Seal/Stamp of the VSP/ WSP |

# Format for authorizing the person(s) for taking the delivery from the Vault

(On the letterhead of the Member)

Date:

To,

NSE Clearing Limited,

Exchange Plaza, C-1, Block G,

Bandra Kurla Complex,

Bandra (E)

Mumbai - 400 051

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Code (UCC)** | **TM Name** | **TM Code** | **CM Name** | **CM Code** |
|  |  |  |  |  |

Dear Sir / Madam,

We hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to take delivery of \_\_\_\_\_\_\_\_\_\_Kg \_\_\_\_\_\_\_\_\_\_(No. of Bar) of \_\_\_\_\_\_\_\_\_\_\_(Name of the commodity) from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the vault)\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Vault Location) for which we have already made the required payment to the NCL against our purchase position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the contract).The signature & photograph of Mr./Mrs./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is given below

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the**  **Authorized**  **Representative** | **Signature** | **Proof of Identity No. of authorized person.(copy enclosed)** | **Photograph** |
|  |  | * PAN No. * Driving License No., Election ID * Aadhaar No | |  | | --- | | Photograph should be affixed  here Or copy of  ID with Photo duly attested by  Member | |

We confirm that deliveries to any of the above mentioned person(s) is complete and effective discharge on the part of the NCL towards our company.

We are also giving our rubber stamp to the above mentioned authorized person to take delivery from the said vault.

Thanking you,

Yours faithfully,

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature & Stamp of the Member-Authorised Signatory)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the Authorised signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. of the Authorised signatory

Encl: As above