

Process for physical inspection of goods in approved warehouses by beneficiary holders



NATIONAL COMMODITY & DERIVATIVES EXCHANGE LTD.



In order to further increase and inspire confidence among market participants and other stake holders and to bring in more transparency, the beneficiary holders having commodity balances in COMTRACK® account are permitted to carry out physical inspection of their goods in Exchange approved warehouses by submitting a request to the Exchange.

The process to be followed for the purpose of requesting physical inspection is as below;

1. Beneficiary holder having electronic credit of commodity balances in COMTRACK® account will have to submit request in the prescribed form - Annexure I.
2. The duly completed form has to be submitted to the COMTRACK® Participant (CP) of the Beneficiary holder where the account is held.
3. On receipt of the form, the CP shall verify the authenticity of the Beneficiary Holder, Lot No's, Quantity and authorized signature of the Holder and certify the form at the appropriate place by affixing the seal of the CP and endorse the form with the signature of the verifying person at CP.
4. In case the Beneficiary holder wishes to send any of his authorized representative to the Warehouse for physical inspection of goods then the details of the person authorized to inspect must also be mentioned in the Annexure I and a copy of proof of identity of the authorized representative/holder must also be submitted along with the request. The proof identity document must be endorsed by the beneficiary holder with his stamp and signature. All requests submitted should be accompanied by a copy of proof of identity of the person visiting the warehouse for physical inspection.
5. The form after verification and certification by the CP has to be handed over to the beneficiary holder and a copy of the same has to be forwarded by the CP to the Customer Service Group of the Exchange (CSG) at its official email askus@ncdex.com.
6. On receipt of the request, the Customer Service Group would forward such requests to the Warehouse Service Provider (WSP) after scrutiny for authenticity of the request at CSG for its completeness. The CSG will also keep the logistics department informed about such requests.
7. The person visiting the warehouse for physical inspection will have to carry original identity proof as mentioned in the request by the Beneficiary Holder and has to submit the original inspection request letter (Annexure I) which was certified by the CP for authenticity to the warehouse to enable the warehouse to facilitate the physical inspection. The WSP will verify the original proof of identity and the original request letter (Annexure I) with the copy received by them from the Exchange before allowing for physical inspection.
8. WSP will confirm the correctness of the lot numbers and schedule a visit of the requesting holder at the warehouse for physical inspection of goods within 2 working days. The WSP will also inform the Customer Service Group and the Logistics Department on the list of warehouses with warehouse name, its address and the date on which the physical inspection is scheduled at the warehouse. The visit to the warehouse by the Holder must



be accomplished within 7 days of the receipt confirmation from the WSP by the beneficiary holder for those lots which are not under fumigation.

9. Customer Service Group after receipt of the confirmation from the concerned WSP will inform the schedule as confirmed by the Warehouse Service Provider to the requesting Beneficiary Holder.
10. Beneficiary Holder or his representative will always be accompanied by the WSP officials inside the warehouse.
11. The Beneficiary Holder or his representative is not permitted to take samples, photographs /videos inside the warehouse or in the premises of the warehouses and the Warehouse officials would also not permit the same.
12. After the inspection, Warehouse Service Provider will take a written confirmation from the Beneficiary Holder or his representative after accomplishment of the physical inspection in form mentioned in Annexure I (a) and both Warehouse Service Provider and Beneficiary Holder or his representative would endorse the form with his official seal and signature and comments would be noted.



Annexure 1:

Request form for Physical Inspection by Beneficiary Holder

Date:

To,

National Commodity & Derivatives Exchange Limited
Customer Service Group
Akruti Corporate Park, 1st Floor,
Near G.E. Garden, L.B.S. Marg,
Kanjurmarg (West), Mumbai - 400 078.

Subject: Request for Physical Inspection of our Stock at Warehouse

Dear Sir/Madam,

We request for physical inspection of our stock at the Warehouse as per details given in attached Annexure below.

1. I/We _____ would be present in the Warehouse for physical inspection of my/our lots and my/our identity document is _____ with identity no. _____.
2. I/We have authorized _____ who is our/my _____ to remain present in the warehouse on my/our behalf for physical inspection and his identity document is _____ with identity no. _____.
3. I/We understand that in case we do not produce our original identity document to the Warehouse official at the time of submission of original request to the warehouse, I/We shall be denied entry to the warehouse to inspect the goods.
4. I/We understand that photography of any form is banned in the warehouse premises and we shall not carry any kind of photography equipment's inside the warehouse.
5. I/We understand that we are not allowed to take any samples of our lots whatsoever at the time of physical inspection of our goods in the warehouse.
6. I/We undertake to abide to all the terms and conditions prescribed by NCDEX from time to time.
7. I/We agree that all expenses related to my/our visit to the warehouses and incidental expenses incurred by us for inspection would be on our account and we would not claim any amount from NCDEX or Warehouse Service Provider at any point in time.

Thanking you,

Yours truly,



Beneficiary Holder Details for inspection:

Beneficiary Holder/s Name: _____

Signature: _____

CMSE Account Number: _____

Date: _____

Identity card No. _____

In case of Authorized representative visiting for inspecting goods;

Authorized representative Name: _____

Signature: _____

Date: _____

Identity card No. _____

Verification by COMTRACK Participant:

I/ We have verified the Beneficiary Name, Lot no's, and signature of the Holder and the same is found to be in order;

Stamp and Seal of the CP: _____

Name of verifying official: _____

Designation: _____

Signature: _____

Date: _____

Annexure - Request for Physical Inspection	
Name of account holder	
Trading Member ID with whom the client is associated	
COMTRACK CMSE Account Number	
Commodity for which physical inspection is requested	
Locations at which the Physical Verification is requested	
Name of the Warehouse Service Provider to be requested for physical inspection of our goods	
Number of Lots for which Physical verification is requested (mention lot numbers in annexure)	
Name of the person visiting the warehouse/s for Physical Inspection	
Details of Proof of Identity carried by the person visiting the warehouse for Physical Inspection*	

Annexure - Mention lot numbers for which physical inspection is requested	

Signature of Beneficiary Holders: _____

Date: _____

*List of documents accepted as proof of Identity

1. PAN card with Clear Photograph
2. UID / Aadhar Card
3. Passport / Driving License / Voter ID card
4. Identity card/ document with applicant's Photo, issued by any of the following:
Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc., to their Members; and Credit cards/Debit cards issued by Banks.



Annexure 1(a):

Confirmation from the Beneficiary Holder or his/her representative after physical inspection

I/We confirm that the physical inspection of all the lots requested by us has been completed to my/our satisfaction.

Signature of the Beneficiary Holder/Authorized Representative

Signature & Seal of the Warehouse Service Provider

Name of official from WSP _____