

Check list for Non-Individual Warehouseman Registration (Nov, 2023)

Sr. No.	Section	Details	Document Required
1.	AR Details	Authorization to Authorized Representative (AR) (Anyone in the list)	(i) Power of attorney; (ii) Board resolution authorising the representative; (iii) Board resolution in favour of the person providing a letter of authorisation in favour of the authorised representative; or, (iv) A letter of authorization from the governing body of the trust, society, and partnership firm.
2.		Identity proof (Anyone in the list)	i) Aadhaar Card ii) Permanent Account Number card iii) Driving License iv) Passport v) Current passbook of post office/any scheduled bank having photo
3.		Address proof (Anyone in the list)	i) Aadhaar Card ii) Passport iii) Passbook (bank/post office) iv) Driving License
4.		Photograph of the Authorized Representative	Upload a recent scanned passport photo of the AR

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5.	Warehouse man/ Applicant's basic details	Entity Identity Proof	<p>For Companies:</p> <ol style="list-style-type: none"> 1. Copy of Certificate of incorporation 2. Copy of Memorandum of Association 3. Copy of Articles of Association 4. Copy of PAN Card of the warehouseman/ Company <p>For Partnership firm:</p> <ol style="list-style-type: none"> 1. Partnership firm registered deed/ statement of the Partnership firm 2. Registration certificate of the partnership firm <p>For Society/Cooperative Society:</p> <ol style="list-style-type: none"> 1. Memorandum of Association of the society 2. Registration certificate of the society <p>For Trust:</p> <ol style="list-style-type: none"> 1. Upload Registered trust deed of the trust <p>For Entities formed Under Act (CWC, SWC etc.):</p> <ol style="list-style-type: none"> 1. Copy of Act under which entity is formed.
6.	Warehouse man/	Standard Operating Procedure (SOP)	<p>Applicant to follow either WDRA notified SOP or uploads the SOP of applicant (<u>applicant's SOP to include all requirements of the WDRA notified SOP and a reference comparison table of clause no. of WDRA notified SOP & corresponding clause of applicant's own SOP which incorporates requirements of WDRA notified SOP in compliance to the minimum requirements</u>).</p> <p>Link for WDRA's model SOP: https://wdra.gov.in/documents/32110/249553906/Standard+Operating+Procedures+FINA+L.pdf/7c27a0ad-3cc4-9114-ac9c-472e22529063</p>

Sr. No.	Section	Details	Document Required
7.	Applicant's basic details	Objective of organization (Document required having Warehousing as objective)	<ul style="list-style-type: none"> • For Companies: Copy of Articles of Association • For Partnership firm: Partnership firm registered deed/ statement of the Partnership firm • For Society/Cooperative Society: By-Laws • For Trust: By-Laws For Entities formed Under Act (CWC, SWC etc.): Copy of Act under which entity is formed.
8.		Insurance policies	As specified in the insurance circular no. 02/Tech.II/2022 of WDRA dated 03.06.2022 Link for Insurance requirements: https://wdra.gov.in/documents/32110/248831923/WHM+Checklist.pdf/784dc388-6d0e-86ce-7a3a-836eb4e83734
9.	Insurance Policy details	Document supporting net worth of the company.	Audited balance sheet of the last financial year or provisional net worth certificate issued by auditor/CA. Link for Net Worth Requirements: (https://wdra.gov.in/documents/32110/38322/Notification+dated+05-04-2022+reg-+W+%28D%26R%29+Registration+of+Warehouses+%28Amendment%29+Rules+2022.pdf/912aaa44-ba98-b018-2900-d84dc56fe9cd)

For Any Assistance, Please call on our Helpline Numbers: 011-49092987, 011-49092978