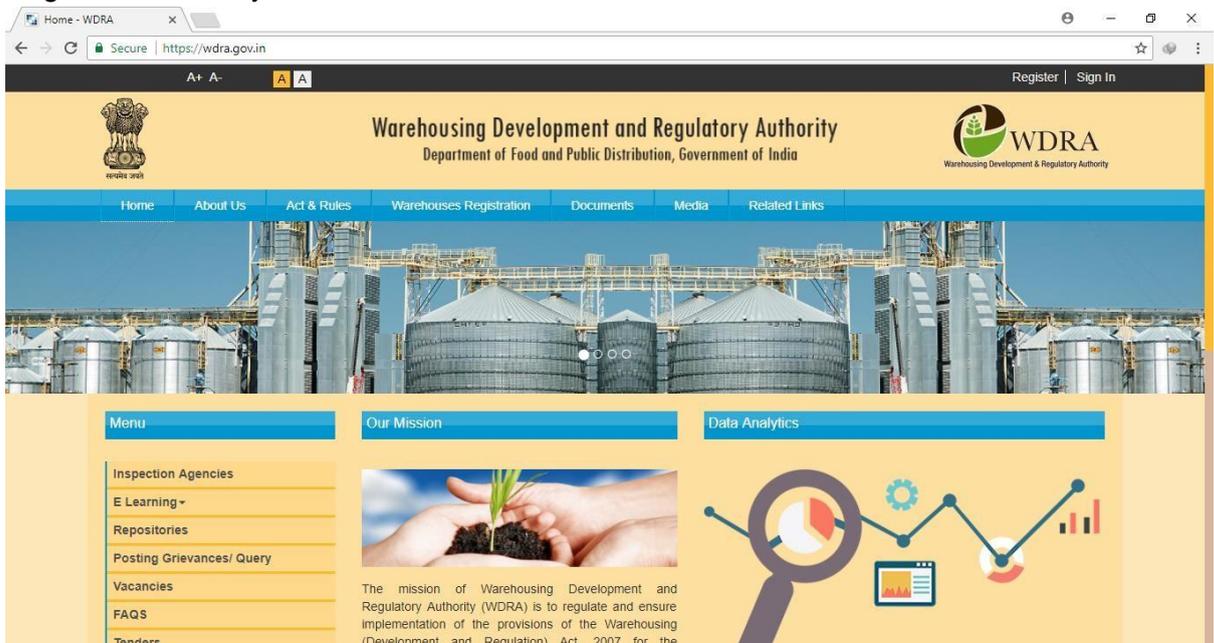
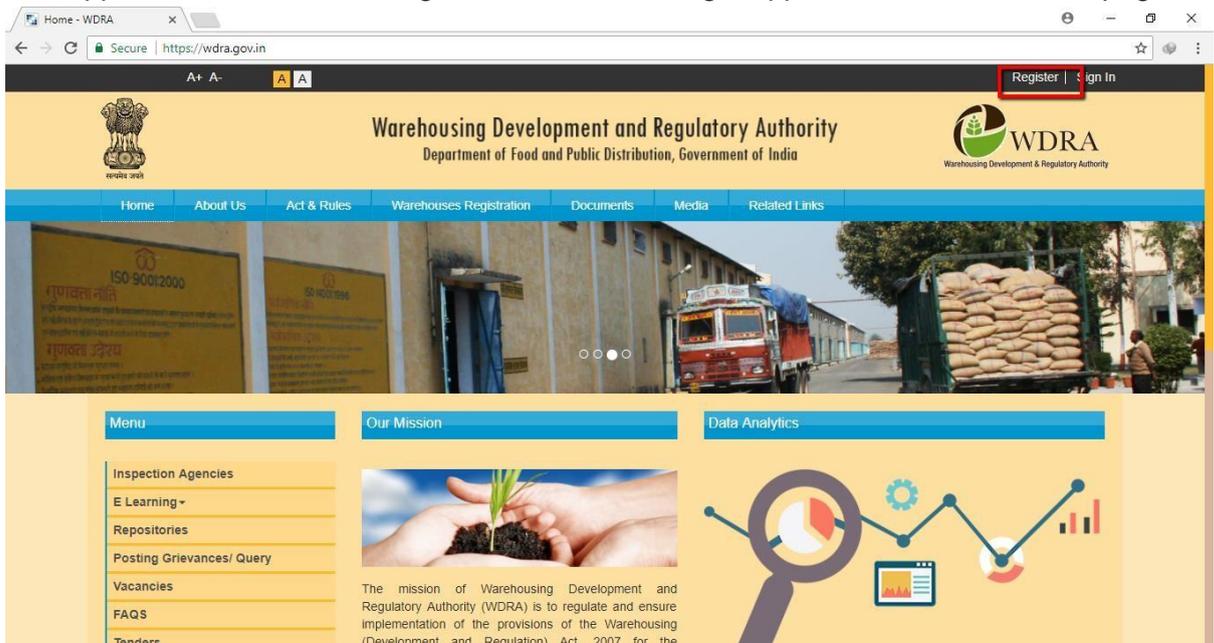


## GENERAL INSTRUCTIONS FOR FILLING OF APPLICATION FOR WAREHOUSE REGISTRATION

1. Every Applicant proposing to 'Apply for New Registration' and Warehouseman proposing for 'Renewal of Registration' or the applicant / Warehouseman proposes to submit / update any kind of information such as 'Insurance Details' or the 'Selected Inspection agency 'proposes to 'On Board its inspecting Officers' will be able to do so by logging in to WDRA portal at <https://www.wdra.gov.in> and initiating 'Portal Registration' activity.



2. The Applicant should select 'Register' button on the right upper corner of the HOME page.



3. The applicant required to fill in the Name, email, and Mobile number and has to fill in the selected Password. The Password should have Minimum 8 characters with a Capital, Numeric & Special character mandatorily.

Warehousing Development and Regulatory Authority  
Department of Food and Public Distribution, Government of India

Register | Sign In

**PORTAL REGISTRATION**

First Name \* Create Password \*

Middle Name Confirm Password \*

Last Name \*

Email Id \* Send OTP

Mobile Number \* Text Verification \*

7620

Cancel Submit

4. On request for OTP, the applicant will receive the OTP on the mobile, which he has to fill in along with Verification Text.

First Name \* Create Password \*

Middle Name Confirm Password \*

Last Name \*

Email Id \* Send OTP

Mobile Number \* Text Verification \*

7620

Cancel Submit

5. On submission of the Application for Portal Registration, applicant will receive a confirmation of successful Portal registration message.

Warehousing Development and Regulatory Authority  
Department of Food and Public Distribution, Government of India

WDR  
Warehousing Development & Regulatory Authority

**Congratulations!**  
Your registration to WDR portal has been completed successfully, Please click on below link to Login to portal.

Click to Login

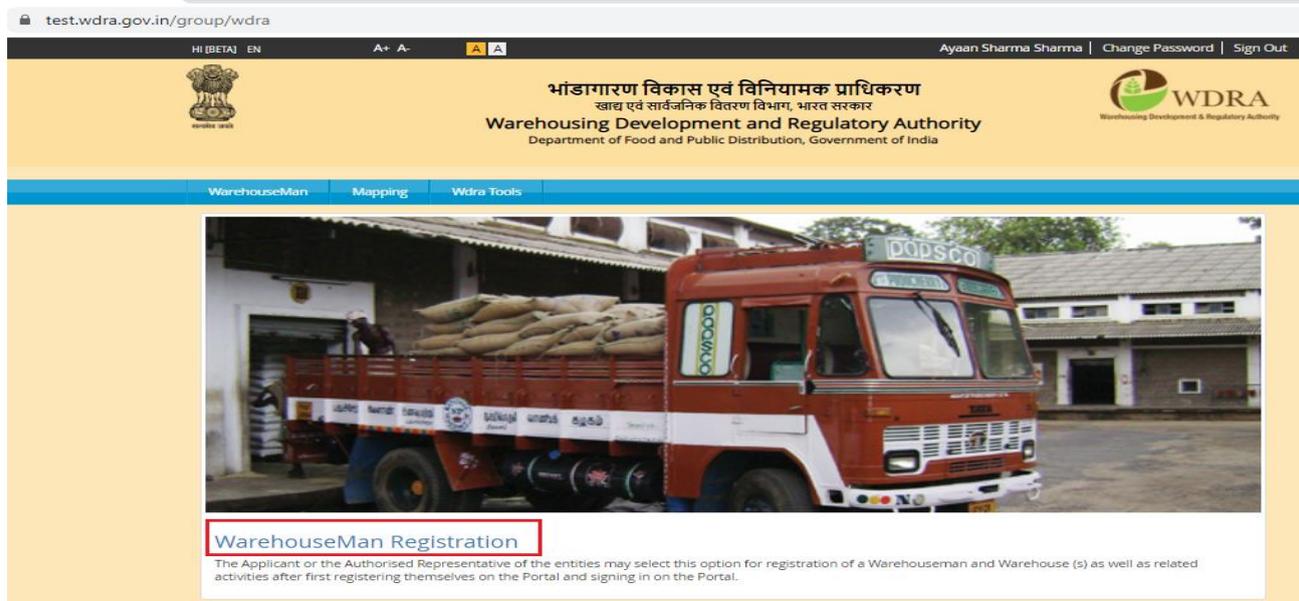
RTI Terms & Conditions Privacy Policy Refund & Cancellation Policy List of Services Contact Us Telephone Appeals & Appellate Tribunal Archive Disclaimer

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6. The e Mail ID will be the User ID and the selected Password will be Password for future Log into the WDRA Portal.

## Instructions to fill Application for Warehouseman Registration – Individual

1. Applicant should get portal registration as mentioned above and opt for Warehouse Registration by clicking the respective option on logging in.



The screenshot shows the WDR portal interface. At the top, there is a navigation bar with the URL 'test.wdra.gov.in/group/wdra', language options 'HI (BETA) EN', font size 'A+ A-', and user information 'Ayaan Sharma Sharma | Change Password | Sign Out'. The main header features the Government of India emblem, the text 'भांडागारण विकास एवं विनियामक प्राधिकरण' (Warehousing Development and Regulatory Authority), and the logo 'WDR A Warehousing Development & Regulatory Authority'. Below the header, there are navigation tabs for 'WarehouseMan', 'Mapping', and 'Wdra Tools'. The main content area displays a photograph of a red truck loaded with sacks, with a red box highlighting the 'WarehouseMan Registration' link. Below the link, a small text block states: 'The Applicant or the Authorised Representative of the entities may select this option for registration of a Warehouseman and Warehouse (s) as well as related activities after first registering themselves on the Portal and signing in on the Portal.'

2. Please opt for Individual option by clicking “Choose Entity Type”.



The screenshot shows the WDR portal interface with a dropdown menu open. The navigation bar and header are identical to the previous screenshot. The main content area features a 'Dear User,' section with instructions: 'Please register your warehouse by selecting 'Click Here' option.', 'If you would like to register an individual applicant, after clicking 'Click Here' select 'Individual' option.', and 'If you are a Cooperative Society/Trust/Partnership Firm/Company/Society/PSU then after clicking 'Click Here' select 'Non Individual''. To the right, a dropdown menu is open, listing options: 'Individual', 'PSU', 'Company', 'Partnership Firm', 'Society', 'Cooperative Society', and 'Trust'. The 'Individual' option is highlighted with a red box. A blue button labeled 'Choose Entity Type' is visible at the bottom right of the dropdown menu.

3. All applicable fields in all sections of the application are required to be filled in along with upload of relevant documents as prescribed. In case of any gap in any section the same is indicated by RED Colour on the field / section on submission of the application

INDIVIDUAL APPLICANT

Warehouseman / Applicant Details

Insurance Policy Details

### Applicant Details

Applicant First Name : <input type="text" value="Ayaan Sharma"/>	Applicant Middle Name : <input type="text"/>	Applicant Last Name : <input type="text" value="Sharma"/>
Mobile No : <input type="text" value="+91 7011628856"/>	Email Id : <input type="text" value="ayaan_sharma@gmail.com"/>	Telephone Number (with STD code): <input type="text" value="+91"/>
Address Line 1 : <input type="text"/> <small>This field is required.</small>	Address Line 2 : <input type="text"/>	State : <input type="text" value="Select"/> <small>This field is required.</small>
District : <input type="text" value="Select"/> <small>This field is required.</small>	Sub-district/ City : <input type="text" value="Select"/>	Village : <input type="text" value="Select"/>
Pin Code : <input type="text"/> <small>This field is required.</small>	Address Proof Type : <input type="text" value="Select"/> <small>This field is required.</small>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Address Proof</div> <small>This field is required.</small>
Identity Proof Type : <input type="text" value="Select"/> <small>This field is required.</small>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Identity Proof</div> <small>This field is required.</small>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Applicant's Photograph</div> <small>This field is required.</small>
Whether following Model SOP of WDRA : <input type="text" value="No"/> <small>This field is required.</small>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload own SOP</div> <small>This field is required.</small>	

Next

Save as Draft

Submit

4. Each screen has an option to “Save as Draft” option in the bottom of the screen which may be opted in order to abort filling up process. It is recommended to opt for the same so as to save the application. Applicant may save the draft any number of times and filled data will always be saved.

Pin Code : <input type="text" value="110006"/>	Address Proof Type : <input type="text" value="Passport"/>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Address Proof</div> <small>Download</small>
Identity Proof Type : <input type="text" value="Aadhaar Card"/>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Identity Proof</div> <small>Download</small>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload Applicant's Photograph</div> <small>Download</small>
Whether following Model SOP of WDRA : <input type="text" value="No"/>	<div style="background-color: #0070c0; color: white; padding: 5px; text-align: center; width: 100%;">Upload own SOP</div> <small>Download</small>	

Next

Save as Draft

Submit

HI (BETA) EN A+ A- A A Ayaan Sharma Sharma | Change Password | Sign Out



सत्यमेव जयते

भांडागारण विकास एवं विनियामक प्राधिकरण  
खाद्य एवं सार्वजनिक वितरण विभाग, भारत सरकार  
Warehousing Development and Regulatory Authority  
Department of Food and Public Distribution, Government of India



Warehousing Development & Regulatory Authority

Applicant Id	Applicant Name	Created Date	Modified Date	Status	
165023015	Ayaan Sharma Sharma	17/02/2021	17/02/2021	DRAFT	<a href="#">Edit WarehouseMan</a>

The applicant will be able to recommence the filling of application by opting for “Edit Warehouseman” option.

## WAREHOUSEMAN DETAILS SCREEN

5. Blank application for Warehouseman Registration will appear with the Warehouseman/Applicant Details pre-filled in to the extent, the data filled in while doing Portal Registration i.e. Name, Mobile number, Mail address. Of the applicant.

The screenshot displays the 'INDIVIDUAL APPLICANT' registration form. The 'Warehouseman / Applicant Details' section is active, showing pre-filled information for 'Ayaan Sharma'. The 'Applicant Details' section includes fields for Name, Mobile No., Email Id, Telephone Number, Address Line 1 & 2, State, District, Sub-district/City, Village, Pin Code, Identity Proof Type, Address Proof Type, and Whether following Model SOP of WDRA. The 'Telephone Number (with STD code)' field is highlighted with a red box, showing '+91 7011628856'. The 'Next' button is visible at the bottom right of the form.

6. The telephone details along with STD code without "0" to be entered at Telephone number Option.

The screenshot displays the 'INDIVIDUAL APPLICANT' registration form. The 'Warehouseman / Applicant Details' section is active, showing pre-filled information for 'Ayaan Sharma'. The 'Applicant Details' section includes fields for Name, Mobile No., Email Id, Telephone Number, Address Line 1 & 2, State, District, Sub-district/City, Village, Pin Code, Identity Proof Type, Address Proof Type, and Whether following Model SOP of WDRA. The 'Telephone Number (with STD code)' field is highlighted with a red box, showing '+91 1129749037'. The 'Next' button is visible at the bottom right of the form.

7. The Address Details of the Warehouseman to be entered in two lines, PIN CODE is mandatorily to be filled in

## INDIVIDUAL APPLICANT

### Warehouseman / Applicant Details

#### Insurance Policy Details

#### Applicant Details

Applicant First Name :

Ayaan Sharma

Applicant Middle Name :

Applicant Last Name :

Sharma

Mobile No :\*

+91 7011028856

Email Id :

ayaan\_sharma@gmail.com

Telephone Number (with STD code):

+91

Address Line 1 :\*

This field is required.

Address Line 2 :

State :\*

Select

This field is required.

District :\*

Select

This field is required.

Sub-district/ City:

Select

Village :

Select

Address Proof Type :\*

Select

This field is required.

Pin Code :\*

Upload Address Proof

This field is required.

8. The State, District, Sub-district/ village details to be selected from the respective drop down lists. (State of Telangana details are yet to be sorted from state of AP as the drop down data pertains 2011).

The screenshot shows a registration form with several fields. A red box highlights the 'State', 'District', and 'Sub-district/ City' dropdown menus. The 'State' dropdown is open, showing a list of Indian states and union territories. The 'District' and 'Sub-district/ City' dropdowns are currently set to 'Select'. Other fields include 'Address Line 1', 'Address Line 2', 'Pin Code', 'Address Proof Type', 'Identity Proof Type', and 'Whether following Model SOP of WDRA'. There are also buttons for 'Upload Identity Proof' and 'Upload own SOP'.

Address Line 1 : *	Address Line 2 :	State : *
<input type="text"/>	<input type="text"/>	Select
District : *	Sub-district/ City :	Select
Select	Select	ANDAMAN & NICOBAR ISLANDS
Pin Code : *	Address Proof Type : *	ANDHRA PRADESH
<input type="text"/>	Select	ARUNACHAL PRADESH
Identity Proof Type : *	Upload Identity Proof	ASSAM
Select	Upload own SOP	BIHAR
Whether following Model SOP of WDRA : *		CHANDIGARH
No		CHHATTISGARH
		DADRA & NAGAR HAVELI
		DAMAN & DIU
		GOA
		GUJARAT
		HARYANA
		HIMACHAL PRADESH
		JAMMU & KASHMIR
		JHARKHAND
		KARNATAKA
		KERALA
		LAKSHADWEEP
		MADHYA PRADESH

9. PIN CODE is mandatorily to be filled in.

10. Address Proof of the Warehouse man to be selected from the drop down and a .pdf of the self attested address proof copy to be uploaded. (Aadhaar / Passport/ Bank or Post office Passbook copy / Driving Licence)

The screenshot shows a registration form with several fields. A red box highlights the 'Address Proof Type' dropdown menu, which is set to 'Passport'. The 'Pin Code' field contains '110006'. The 'Identity Proof Type' dropdown is set to 'Aadhaar Card'. The 'Whether following Model SOP of WDRA' dropdown is set to 'No'. There are buttons for 'Upload Address Proof', 'Upload Identity Proof', 'Upload Applicant's Photograph', and 'Upload own SOP'. There are also 'Download' links for each of these upload buttons. A 'Next' button is located at the bottom right. At the very bottom, there are 'Save as Draft' and 'Submit' buttons.

Pin Code : *	Address Proof Type : *	Upload Address Proof
110006	Passport	Download
Identity Proof Type : *	Upload Identity Proof	Upload Applicant's Photograph
Aadhaar Card	Download	Download
Whether following Model SOP of WDRA : *	Upload own SOP	
No	Download	
		Next
		Save as Draft
		Submit

11. Similarly the Identity Proof of the Warehouseman to be selected from the drop down and a .pdf of the self attested Identity proof copy to be uploaded (Pan Card/ Aadhar /Passport / Bank or Post office Passbook with Photo / Driving License)

Pin Code : \*

110006

Address Proof Type : \*

Passport

Upload Address Proof

Download

Identity Proof Type : \*

Aadhaar Card

Upload Identity Proof

Download

Upload Applicant's Photograph

Download

Whether following Model SOP of WDRA : \*

No

Upload own SOP

Download

Next

Save as Draft

Submit

12. In case the Warehouse man following the Model SOP of the WDRA, the same to be selected from drop down as “yes” and is advised to follow the same without deviation. The Model SOP prepared by WDRA is available on its web site. In case the Warehouseman has his /her own SOP, then he / she should select from drop down as “NO” and upload a draft self-attested copy of his SOP in .pdf format.

Pin Code : \*

110006

Address Proof Type : \*

Passport

Upload Address Proof

Download

Identity Proof Type : \*

Aadhaar Card

Upload Identity Proof

Download

Upload Applicant's Photograph

Download

Whether following Model SOP of WDRA : \*

No

Upload own SOP

Download

Next

Save as Draft

Submit

## Insurance Policy details

13. Each warehouseman is required to provide minimum three Insurance Policy details namely for Stock Insurance / Burglary Insurance / Fidelity Guarantee Insurance.

### INDIVIDUAL APPLICANT

Warehouseman / Applicant Details

**Insurance Policy Details**

#### Insurance Policy Details

**Note:**  
Minimum of 3 insurance policies are required.  
Minimum 3 Insurance policies should be there (SFSP Declaration/SFSP Non Declaration, Burglary, Fidelity).

<b>Insurance Company : *</b> <input type="text" value="Select"/> This field is required.	<b>Insurance Type : *</b> <input type="text" value="Select"/> This field is required.	<b>Insurance Policy Number : *</b> <input type="text"/> This field is required.
<b>Insurance Policy Sum Insured INR(in crores) : *</b> <input type="text"/> This field is required.	<b>Insurance Policy Validity : *</b> <input type="text"/> This field is required.	<b>Total Capacity For Which Insured (in M.T) : *</b> <input type="text"/> This field is required.

14. Each Policy details can be filled in separately one after other by clicking at “+” at the bottom left side.

Warehouse - WDRA

Secure https://wdra.gov.in/group/wdra/add-warehouse?p\_p\_id=org\_egov\_wdra\_portal\_warehouse\_registration\_portlet\_WarehouseRegistrationControllerPortlet&p\_p\_lifecycle=0&p\_p\_...

Insurance Policy

Download WW.pdf

**+** **-**

<b>Insurance Company : *</b> <input type="text" value="Select"/> This field is required.	<b>Insurance Type : *</b> <input type="text" value="Select"/> This field is required.	<b>Insurance Policy Number : *</b> <input type="text"/> This field is required.
<b>Insurance Policy Sum Insured INR(in crores) : *</b> <input type="text"/>	<b>Insurance Policy Validity : *</b> <input type="text"/>	<b>Total Capacity For Which Insured (in M.T) : *</b> <input type="text"/>
<b>Commodity Type :</b> <input type="checkbox"/> Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets <input type="checkbox"/> Others	<b>Average market price per MT</b> <input type="text"/>	

Upload Insurance Policy

Download

15. The Name of the Insurance Company to be selected from the List of drop down.

The screenshot shows the 'Insurance Policy Details' form. At the top, there is a note: 'Note: Minimum of 3 insurance policies are required. Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burgualary,Fiedelity) should be there.' Below the note, there are several input fields. The 'Insurance Company' dropdown menu is open, showing a list of insurance companies including Apollo Munich Health Insurz, Bajaj Allianz General Insurance Co. Ltd., ICICI Lombard General Insurance Co. Ltd., IFFCO Tokio General Insurance Co. Ltd., National Insurance Co. Ltd., The New India Assurance Co. Ltd., The Oriental Insurance Co. Ltd., United India Insurance Co. Ltd., Reliance General Insurance Co. Ltd., Royal Sundaram General Insurance Co. Limited, Tata AIG General Insurance Co. Ltd., Cholamandalam MS General Insurance Co. Ltd., HDFC ERGO General Insurance Co. Ltd., Export Credit Guarantee Corporation of India Ltd., Agriculture Insurance Co. of India Ltd., Star Health and Allied Insurance Company Limited, Apollo Munich Health Insurance Company Limited, Future General India Insurance Company Limited, Universal Sompo General Insurance Co. Ltd., and Shriram General Insurance Company Limited. The 'Insurance Type' dropdown menu is also open, showing 'Select'.

16. The Stock Insurance Policy may be selected from the drop down either “SFSP Declaration” or “SFSP Non Declaration” from the drop down.

The screenshot shows the 'Insurance Policy Details' form. At the top, there is a note: 'Note: Minimum of 3 insurance policies are required. Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burgualary,Fiedelity) should be there.' Below the note, there are several input fields. The 'Insurance Company' dropdown menu is open, showing 'Apollo Munich Health Insurz'. The 'Insurance Type' dropdown menu is open, showing options: 'Select', 'SFSP Declaration', 'SFSP Non-Declaration', 'Burgualary', 'Fidelity Guarantee', and 'Others'. The 'Insurance Policy Number' field is empty. The 'Insurance Policy Sum Insured (INR(in crores))' field is empty. The 'Total Capacity For Which Insured (in M.T.)' field is empty.

17. In case of “SFSP Non Declaration” policy option, the applicant is required to provide the commodity details “Wheat, Rice/Paddy, Barley, Oats, Maize, Sorghum or Millets” or “others” (in case he proposes commodities other than listed) by putting a “tick” mark in the respective box provided. In Case the applicant opts for “Others”, applicant needs to provide the estimated average market value per MT in the respective box.

## INDIVIDUAL APPLICANT

Warehouseman / Applicant Details

Insurance Policy Details

### Insurance Policy Details

Note:

Minimum of 3 insurance policies are required.

Minimum 3 insurance policies should be there (SFSP Declaration/SFSP Non Declaration, Burglary, Fidelity).

Insurance Company : \*

Bajaj Allianz General Insur

Insurance Type : \*

SFSP Non-Declaration

Insurance Policy Number : \*

345678675434567

Insurance Policy Sum Insured INR(in crores) : \*

32

Insurance Policy Validity : \*

23/04/2021

Total Capacity For Which Insured (in M.T) : \*

3444

Commodity Type :

- Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets

Others

Average market price per MT :

20000

Upload Insurance Policy

Download

Note:

Minimum of 3 insurance policies are required.

Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burglary, Fidelity) should be there.

Insurance Company : \*

Apollo Munich Health Insura

Insurance Type : \*

SFSP Non-Declaration

Insurance Policy Number : \*

23412

Insurance Policy Sum Insured INR(in crores) : \*

12

Insurance Policy Validity : \*

30/09/2018

Total Capacity For Which Insured (in M.T) : \*

1000

Commodity Type :

- Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets

Others

Average market price per MT :

This field is required.

18. The applicant has to enter the Policy Number, Amount of Insured value in Rupees and the Total Capacity of stocks in (MTs) insured for the warehouses held by the applicant and covered under the said policy for which insurance details provided at the respective boxes mandatorily.

<b>Insurance Company : *</b> Apollo Munich Health Insura	<b>Insurance Type : *</b> SFSP Non-Declaration	<b>Insurance Policy Number : *</b> 23412
<b>Insurance Policy Sum Insured INR(in crores) : *</b> 12	<b>Insurance Policy Validity : *</b> 30/09/2018	<b>Total Capacity For Which Insured (in M.T) : *</b> 1000
<b>Commodity Type :</b> <input type="checkbox"/> Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets <input checked="" type="checkbox"/> Others	<b>Average market price per MT :</b> <input type="text"/> This field is required.	

19. The applicant has to upload a self attested copy of the Insurance Policy along with list containing the Name, address, capacity of the warehouses covered under the policy

<b>Insurance Company : *</b> Apollo Munich Health Insura	<b>Insurance Type : *</b> SFSP Non-Declaration	<b>Insurance Policy Number : *</b> 23412
<b>Insurance Policy Sum Insured INR(in crores) : *</b> 12	<b>Insurance Policy Validity : *</b> 30/09/2018	<b>Total Capacity For Which Insured (in M.T) : *</b> 1000
<b>Commodity Type :</b> <input checked="" type="checkbox"/> Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets <input type="checkbox"/> Others	<b>Average market price per MT :</b> 20000	
<b>Upload Insurance Policy</b>		

20. The above said procedure to be repeated for each policy in case the applicant holds multiple insurance policies for Stocks.
21. The applicant has to enter the Number of Warehouses, Financial Year, Date of Document and Document Type along with the Applicant Net Worth in the bottom of the screen.
22. Applicant has to upload documents as proof of Net Worth such as Certified Chartered Accountant certificate, Certified Balance sheet of Assets &Liabilities in a .pdf form duly self- attested. (Ref: Clause under rule 18(5) under Warehousing (Development and Regulation) Registration of Warehouses Rules 2017 for details)

No. Of Warehouse for registration : *	Networth in Cr (INR) : *	Financial Year: *
<input type="text" value="1"/>	<input type="text" value="56"/>	<input type="text" value="2018-2019"/>
Date of document: *	Document Type: *	<input type="button" value="Upload Net Worth Document"/>
<input type="text" value="15/02/2021"/>	<input type="text" value="Select"/>	<input type="button" value="Download"/>
		<input type="button" value="Previous"/> <input type="button" value="Next"/>
		<input type="button" value="Save as Draft"/> <input type="button" value="Submit"/>

23. After filling all the details click on the Submit Button for Warehouseman Registration. On approval of the application, the Warehouseman will receive the SMS message / mail confirming the registration along with the WAREHOUSEMAN (WHM/WSP) ID.

## REGISTRATION OF NON-INDIVIDUAL WAREHOUSEMAN

### Authorized Representative Details:

1. The Authorized Representative of the applicant organization has to complete the 'Portal Registration' as already explained, and should opt for the form of "Choose Entity Type".

The screenshot shows the WDR portal registration page. At the top, there is a navigation bar with 'HI [BETA] EN', 'A+ A-', and 'A A'. The user 'Ayaan Sharma Sharma' is logged in, with options for 'Change Password' and 'Sign Out'. The page header includes the Government of India emblem, the text 'भांडागारण विकास एवं विनियामक प्राधिकरण' (Warehousing Development and Regulatory Authority), and the WDR logo. The main content area has a 'Dear User,' message with instructions. A dropdown menu for 'Choose Entity Type' is open, showing options: Individual, PSU, Company, Partnership Firm, Society, Cooperative Society, and Trust. The 'Individual' option is highlighted with a red box.

2. The Authorized Representative of the applicant organization data with regards to his name, and e-mail address along with registered mobile number gets pre populated as per his portal registration done earlier.

The screenshot shows the 'NON INDIVIDUAL APPLICANT' form. The 'Authorized Representative Details' section is active, showing pre-populated information for the Authorized Representative. The details are: Representative First Name: amit, Representative Middle Name: (empty), Representative Last Name: banana, Mobile No: +91 7011628856, Email Id: ff20@gmail.com, and Telephone Number (with STD code): +91 3243253453. The entire form area is highlighted with a red border.

3. The AR needs to fill up the Address details and select the details of State, District and Sub District, Village from drop down lists. AR to fill up the PIN CODE.

The screenshot shows the 'Authorized Representative' form. The 'Address Line 1' field is filled with 'Rohit'. The 'Address Line 2' field is empty. The 'State' dropdown menu is set to 'Select'. The 'District' dropdown menu is set to 'Select'. The 'Sub-district/ City' dropdown menu is set to 'Select'. The 'Village' dropdown menu is set to 'Select'. The 'Pin Code' field is empty. The 'Address Proof Type' dropdown menu is set to 'Select'. The 'Upload Address Proof' button is visible. The entire form area is highlighted with a red border.

4. The AR to provide the Land Line number of his organization along with STD code excluding '0'.

**Authorized Representative**

Representative First Name :       Representative Middle Name :       Representative Last Name :

Mobile No :       Email Id :       Telephone Number (with STD code) :

5. The AR has to choose his Identification Proof document and Address Proof document from the respective drop downs and update those fields.

**Authorized Representative**

Representative First Name :       Representative Middle Name :       Representative Last Name :

Mobile No :       Email Id :       Telephone Number (with STD code) :

Address Line 1 : \*       Address Line 2 :       State : \*

District : \*       Sub-district/ City :       Village :

Pin Code : \*       Address Proof Type : \*      

Identity Proof Type : \*

6. The AR has also to upload a self-attested copy of the documents in .pdf form at the respective options in the application. Further, the AR has to upload the self-attested copy of the authorization issued by the competent authority of the applicant organization also in .pdf form at the respective option in the application without fail. The Authorization can be in the following form as prescribed under Second Schedule of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017

- 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, partnership Firm, as the case may be (the governing body shall be the body constituted by such organisation under its registered incorporation documents).

Pin Code : \*

Address Proof Type : \*

Identity Proof Type : \*

Authorization Letter : \*

Select

Power of Attorney

**Board resolution authorising the representative**

Board resolution in favour of the person providing a letter of authorization in favour of the authorised representative

A letter of authorization from the governing body of the trust, society, partnership firm

**WAREHOUSEMAN /APPLICANT DETAILS:**

7. The Name of the applicant organization to be entered.

**Warehouseman / Applicant**

Constitution : \*

Telephone Number (with STD code) : \*

+91

8. Telephone number (Office-Landline) details, Fax number of the organization other than AR, Mobile number of the Organization other than of AR to be entered. The communication mail address gets automatically populated from the AR details.

Authorized Representative Details

**Warehouseman / Applicant Details**

Insurance Policy Details

**Warehouseman / Applicant**

Constitution : \*

Applicant Name : \*

Telephone Number (with STD code) : \*

+91

Notification Mobile No. :

Notification Email Id :

Fax number (with STD code):

Constitution Email Id :

Constitution Mobile No. :

Address Line 1 : \*

9. The detailed Address of the organization to be entered and the details of the State, District, Sub district, Village to be selected from the drop down. The Pin code to be entered by the applicant

**Warehouseman / Applicant**

Constitution : \*  Applicant Name : \*

Notification Mobile No. :  Notification Email Id :  Telephone Number (with STD code) : \*

Constitution Email Id :  Constitution Mobile No. :   Fax number (with STD code):

Address Line 1 : \*

Address Line 2 :  State : \*  District : \*

Sub-district/ City :  Village :  Pin Code : \*

10. It is to be confirmed whether the organisation proposes to follow the Model SOP of WDRA, which is available at the portal and can be downloaded or not. In case No, the SOP document of the entity to be uploaded in .pdf format.

**Whether following Model SOP of WDRA**

11. The Objectives of the organisation is also to be provided by uploading the respective document containing one of the objectives of the entity is to carry on the warehousing business in .pdf format

**Whether following Model SOP of WDRA**

12. The relative documents of the entity /organisation as applicable to the constitution of the organisation required to be uploaded in .pdf format (Refer the Fifth Schedule of Warehousing (Development and Regulation) Registration of Warehouses Rules 2017).

Whether following Model SOP of WDR

No

Upload SOP

Upload Objectives of Organisation

Applicant Entity Identity Proof

Upload Certificate of Incorporation

Upload Memorandum of Association

Upload Article of Association

Upload PAN Card

## INSURANCE POLICY DETAILS:

- Each warehouseman is required to provide minimum three Insurance Policy details namely for Stock Insurance / Burglary Insurance / Fidelity Guarantee Insurance.
- Each Policy details can be filled in separately one after other by clicking at “+” at the bottom left side.

The screenshot shows a web form titled "Insurance Policy Details". On the left, there is a navigation menu with three items: "Authorized Representative Details", "Warehouseman / Applicant Details", and "Insurance Policy Details" (which is highlighted in blue). The main form area contains a note in a red-bordered box: "Note: Minimum of 3 insurance policies are required. Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burgualary,Fiedelity) should be there." Below the note, there are several input fields: "Insurance Company : \*" (a dropdown menu with "Select" chosen), "Insurance Type : \*" (a dropdown menu with "Select" chosen), "Insurance Policy Number : \*" (a text input field), "Insurance Policy Sum Insured INR(in crores) : \*" (a text input field), "Insurance Policy Validity : \*" (a text input field), "Total Capacity For Which Insured (in M.T) : \*" (a text input field), "Commodity Type : " (with two radio button options: "Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets" and "Others"), and "Average market price per MT : " (a text input field). At the bottom of the form is a blue button labeled "Upload Insurance Policy". At the very bottom left, there are two small blue buttons, one with a "+" sign and one with a "-" sign, both highlighted with a red box.

- The Name of the Insurance Company to be selected from the List of drop down.

This screenshot is a closer view of the "Insurance Policy Details" form, specifically focusing on the "Insurance Company : \*" dropdown menu. The menu is open, displaying a list of insurance companies. The list includes: Bajaj Allianz General Insurance Co. Ltd., ICICI Lombard General Insurance Co. Ltd., IFFCO Tokio General Insurance Co. Ltd., National Insurance Co. Ltd., The New India Assurance Co. Ltd., The Oriental Insurance Co. Ltd., United India Insurance Co. Ltd., Reliance General Insurance Co. Ltd., Royal Sundaram General Insurance Co. Limited, Tata AIG General Insurance Co. Ltd., Cholamandalam MS General Insurance Co. Ltd., HDFC ERGO General Insurance Co. Ltd., Export Credit Guarantee Corporation of India Ltd., Agriculture Insurance Co. of India Ltd., Star Health and Allied Insurance Company Limited, Apollo Munich Health Insurance Company Limited, Future Generali India Insurance Company Limited, Universal Sompo General Insurance Co. Ltd., and Shriram General Insurance Company Limited. The "Select" option is highlighted at the top of the list. The rest of the form, including the note and other input fields, is visible in the background but slightly blurred.

16. The Stock Insurance Policy may be selected from the drop down either “SFSP Declaration” or “SFSP Non Declaration” from the drop down.

**Insurance Policy Details**

**Note:**  
 Minimum of 3 insurance policies are required.  
 Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burgualary,Fiedelity) should be there.

<b>Insurance Company : *</b> <input type="text" value="Bajaj Allianz General Insurar"/>	<b>Insurance Type : *</b> <input type="text" value="Select"/> <ul style="list-style-type: none"> <li>Select</li> <li>SFSP Declaration</li> <li>SFSP Non-Declaration</li> <li>Burglary</li> <li>Fidelity Guarantee</li> <li>Others</li> </ul>	<b>Insurance Policy Number : *</b> <input type="text"/>
<b>Insurance Policy Sum Insured INR(in crores) : *</b> <input type="text"/>		<b>Total Capacity For Which Insured (in M.T): *</b> <input type="text"/>

17. In case of “SFSP Non Declaration” policy option, the applicant is required to provide the commodity details “Wheat, Rice/Paddy, Barley, Oats, Maize, Sorghum or Millets” or “Others” (in case he proposes to commodities other than these) by putting a “tick” mark in the respective box provided. In Case the applicant opts for “Others”, applicant needs to provide the estimated average market value per MT in the respective box.

**Insurance Policy Details**

**Note:**  
 Minimum of 3 insurance policies are required.  
 Minimum 3 insurance policy ( SFSP Declaration/SFSP Non Declaration, Burgualary,Fiedelity) should be there.

<b>Insurance Company : *</b> <input type="text" value="Bajaj Allianz General Insurar"/>	<b>Insurance Type : *</b> <input type="text" value="SFSP Non-Declaration"/>	<b>Insurance Policy Number : *</b> <input type="text"/>
<b>Insurance Policy Sum Insured INR(in crores) : *</b> <input type="text"/>	<b>Insurance Policy Validity : *</b> <input type="text"/>	<b>Total Capacity For Which Insured (in M.T): *</b> <input type="text"/>
<b>Commodity Type :</b> <input type="checkbox"/> Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets <input checked="" type="checkbox"/> Others		<b>Average market price per MT :</b> <input type="text"/> This field is required.

18. The applicant has to enter the Policy Number, Amount of Insured value in Rupees and the Total Capacity of the warehouses held by the warehouseman and covered under the policy in (MTs) for which insured at the respective boxes mandatorily.

<b>Insurance Company : *</b> <input type="text" value="Bajaj Allianz General Insurar"/>	<b>Insurance Type : *</b> <input type="text" value="SFSP Non-Declaration"/>	<b>Insurance Policy Number : *</b> <input type="text"/>
<b>Insurance Policy Sum Insured INR(in crores) : *</b> <input type="text"/>	<b>Insurance Policy Validity : *</b> <input type="text"/>	<b>Total Capacity For Which Insured (in M.T): *</b> <input type="text"/>

19. The applicant has to upload a self attested copy of the Insurance Policy along with list containing the Name, address, capacity of the warehouses covered under the policy

The screenshot shows a form for uploading an insurance policy. It includes the following fields and options:

- Insurance Company :** Bajaj Allianz General Insurar (dropdown)
- Insurance Type :** SFSP Non-Declaration (dropdown)
- Insurance Policy Number :** (text input)
- Insurance Policy Sum Insured INR(in crores) :** (text input)
- Insurance Policy Validity :** (text input)
- Total Capacity For Which Insured (in M.T) :** (text input)
- Commodity Type :**
  - Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets
  - Others
- Average market price per MT :** 20000 (text input)

A red box highlights the **Upload Insurance Policy** button at the bottom left of the form.

20. The above said procedure to be repeated for each policy in case the applicant holds multiple insurance policies for Stocks.

21. The applicant has to enter the Number of Warehouses he proposes to register along with the Applicant Net Worth details in the bottom of the screen.

The screenshot shows a form for warehouse registration with the following fields and options:

- No. Of Warehouse for registration :** 1 (text input)
- Networth in Cr (INR) :** 56 (text input)
- Financial Year :** 2018-2019 (dropdown)
- Date of document :** 15/02/2021 (text input)
- Document Type :** Select (dropdown)
- Upload Net Worth Document** (button)
- Download** (link)
- Previous** (button)
- Next** (button)
- Save as Draft** (button)
- Submit** (button)

Red boxes highlight the **Financial Year** dropdown, the **Date of document** and **Document Type** fields, and the **Upload Net Worth Document** button.

22. Applicant has to upload documents as proof of Net Worth such as Certified Chartered Accountant certificate, Certified Balance sheet of Assets & Liabilities in a .pdf form duly self- attested. (Ref : Rule 18(5) under Warehousing (Development and Regulation) Registration of Warehouses Rules 2017 for details )

On submission of the Application for warehouseman registration, there will be a message to the Authorised Representative by means of SMS and e-mail of having received the application for Warehouseman ID Registration.

The screenshot displays a web portal for 'NON INDIVIDUAL WAREHOUSE MAN REGISTRATION'. The left sidebar contains three menu items: 'Authorized Representative Details', 'Warehouseman / Applicant Details', and 'Insurance Policy Details' (which is highlighted in blue). The main content area is titled 'Insurance Policy Details' and includes a note: 'Minimum of 3 Insurance policies are required. Minimum 3 Insurance policy ( SFSP Declaration/ SFSP Non Declaration, Burgulary, Fidelity) should be there.' The form contains several input fields: 'Insurance Company' (Bajaj Allianz General Insu), 'Insurance Type' (SFSP Non-Declaration), 'Insurance Policy Number' (212123), 'Insurance Policy Sum Insured INR(In crores)' (12), 'Insurance Policy Validity' (31/12/2017), and 'Total Capacity For Which Insured (In M.T)' (120). There are also checkboxes for 'Commodity Type' (Wheat, Rice / Paddy, Barley, Oat, Maize, Sorghum and Millets) and 'Others'. An 'Average market price per MT' field is set to 20000. A blue 'Upload Insurance Policy' button is present. Below the form are '+' and '-' icons. At the bottom, there are fields for 'No. Of warehouse for registration' (1) and 'Networth In Cr (INR)' (1000), with an 'Upload Net Worth Document' button. A 'Previous' button is on the right, and 'Save as Draft' and 'Submit' buttons are at the bottom right, with 'Submit' highlighted in a red box.

WDRA will process the application and any clarifications / queries raised by WDRA will be shown in the portal and on each such occasion, the AR will receive mail /SMS notification. In case of need, the application will be returned by WDRA for rectifications, which also can be undertaken by AR on the portal by logging to the portal.

On approval of the application, the AR will receive the SMS message / mail confirming the registration along with the WAREHOUSEMAN (WHM/WSP) ID.

The AR shall be required to communicate the WHM/WSP ID to all the Associate Authorised Representatives (AAR) and advise them to get portal registration and register the warehouses under their jurisdiction.

## Registration of Associate Representative (AAR).

### 1.Click on the View/Edit AAR Button.

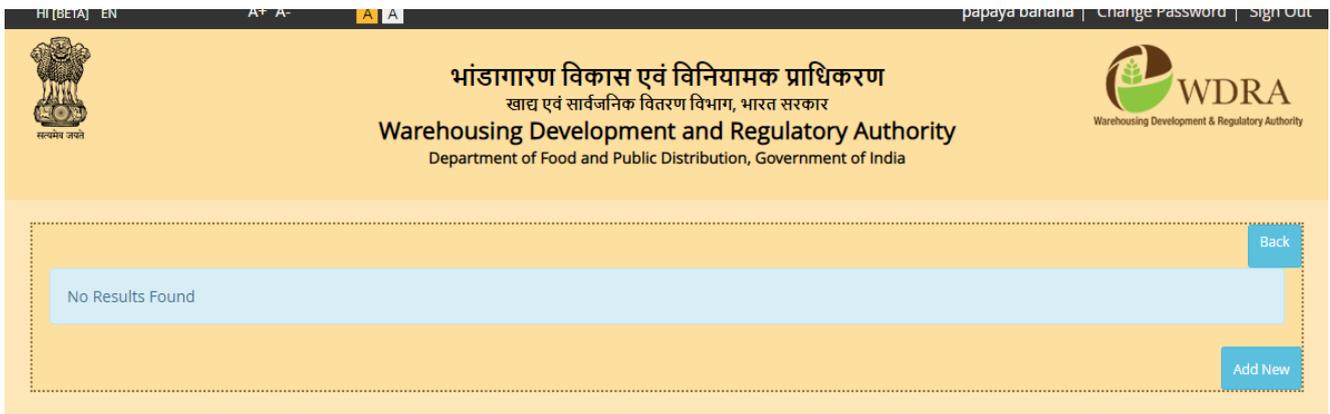


The screenshot shows the WDR AAR management interface. At the top, there is a header with the Government of India logo, the text 'भांडागारण विकास एवं विनियामक प्राधिकरण' (Warehousing Development and Regulatory Authority), and the WDR logo. Below the header, there is a table with the following data:

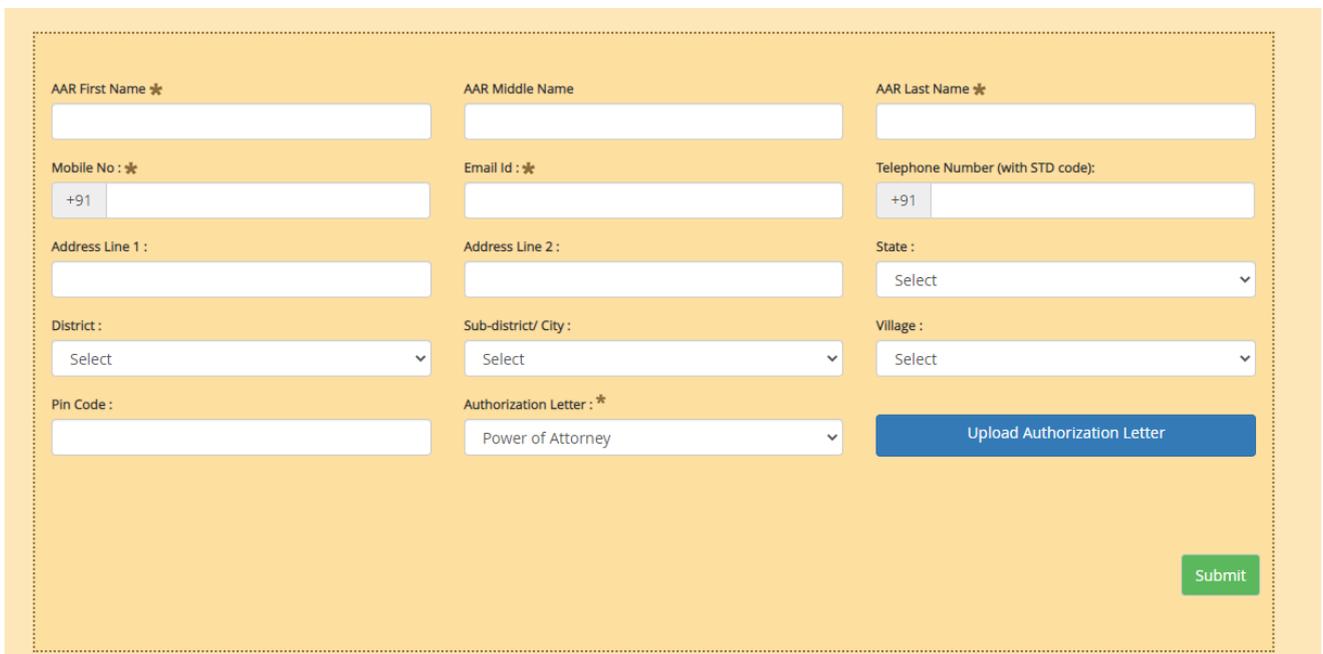
Applicant Id	Applicant Name	Created Date	Modified Date	Status	Actions
4862600	orange	17/02/2021	17/02/2021	ACTIVE	▼ Actions

A 'View/Edit AAR' button is located above the table, and a '▼ Actions' button is located below the table.

2.Click on the 'Add New' button and fill all the details-AAR First name,AAR middle name, AAR last name, Mobile no, Email-id, Authorization letter , address details and click on the submit button.



The screenshot shows the WDR AAR management interface with a 'No Results Found' message. The header is the same as in the previous screenshot. Below the header, there is a light blue box with the text 'No Results Found'. To the right of this box is a 'Back' button. Below the box is an 'Add New' button.



The screenshot shows the 'Add New' form for AAR registration. The form has the following fields:

- AAR First Name \*
- AAR Middle Name
- AAR Last Name \*
- Mobile No : \*
- Email Id : \*
- Telephone Number (with STD code):
- Address Line 1 :
- Address Line 2 :
- State :
- District :
- Sub-district/ City :
- Village :
- Pin Code :
- Authorization Letter : \*

There is an 'Upload Authorization Letter' button and a 'Submit' button.

3. The Associate Authorised Representative (AAR) should get portal registration as mentioned in the beginning of this document.

4. The Associate Authorised Representative (AAR) on logging in to portal and opting for Non Individual –Add Warehouse, Blank application for Warehouse Registration will appear with the Associate Representative details pre- filled in to the extent the data filled in while doing Portal Registration i.e. Name, Mobile number, Mail address of the applicant.

## Warehouse Registration

1. The applicant AAR/AR may register any number of warehouses by providing the details of each warehouse one by one. Applicant can opt for registration of warehouses by clicking the respective option after completion of submission of application for one warehouse. This option can be utilized with a time lag also as per the need / convenience of the applicant.

### WAREHOUSE

- Warehouse Basic Details
- Warehouse Infrastructure Details
- Warehouse Surrounding Details
- Warehouse Godown size Details
- Warehouse Commodity Details
- Warehouse Assaying Equipment Details
- Warehouse Staff Details
- Warehouse Supporting Documents
- Declaration and Disclaimer

#### Warehouse Basic Details

Registration Duration (in Months) *	Previous WH ID	
<input type="text" value="18"/>	<input type="text"/>	
Ownership/ Effective Control Type : *	Hire or Lease Valid Upto (Date) :	Revenue Sharing Valid Upto (Date) :
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Type Of Warehouse : *	Warehouse Name : *	Address Line 1 : *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Address Line 2 :	State : *	District : *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Sub-district/ City :	Village :	Pin Code : *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>
Telephone Number (with STD code):	Fax number (with STD code):	Capacity of Warehouse (in MT) : *
<input type="text" value="+91"/> <input type="text"/>	<input type="text" value="+91"/> <input type="text"/>	<input type="text"/>
Email Id : *	Mobile No : *	
<input type="text"/>	<input type="text"/>	
Leased/Hired/Owned/Revenue Sharing: *	<input type="button" value="Upload (Owned/Leased/Hired/Rented/Sub Leased/Revenue Sharing)"/>	
<input type="text" value="Select"/>		

2. The applicant has to provide the Ownership details of the Warehouse such as Owned / Leased/ Hired / Rented / Sub leased/Revenue sharing by selecting the option from the drop down.

**WAREHOUSE**

**Warehouse Basic Details**

- Warehouse Infrastructure Details
- Warehouse Surrounding Details
- Warehouse Godown size Details
- Warehouse Commodity Details
- Warehouse Assaying Equipment Details
- Warehouse Staff Details
- Warehouse Supporting Documents
- Declaration and Disclaimer

**Warehouse Basic Details**

Registration Duration (in Months) \* : 18

Ownership/ Effective Control Type : \* : Select

Previous WH ID : [ ]

Hire or Lease Valid Upto (Date) : [ ]

Revenue Sharing Valid Upto (Date) : [ ]

Warehouse Name : \* : [ ]

Address Line 1 : \* : [ ]

State : \* : Select

District : \* : Select

10. In case of Leased / Hired / Rented / Subleased ownership category, the applicant should provide the due date of Lease at the corresponding option. In case of Revenue sharing model ownership, the due date of agreement may be updated at the field provided.

**Warehouse Basic Details**

Ownership/ Effective Control Type : \* : HIRED

Hire or Lease Valid Upto (Date) : \* : 30/04/2018

Revenue Sharing Valid Upto (Date) : \* : [ ]

- Applicant title (Lease/ Hire / Rent / Sub lease/Revenue sharing) should be valid at least for a period of three months from the date of application to enable the WDRA to process the application.
- Applicant may select the Type of Warehouse i.e. Conventional Warehouse / Cold storage Warehouse / Silos from the drop down list

**Warehouse Basic Details**

Ownership/ Effective Control Type : \* : HIRED

Hire or Lease Valid Upto (Date) : \* : 30/04/2018

Revenue Sharing Valid Upto (Date) : \* : [ ]

Type Of Warehouse : \* : Select

Warehouse Name : \* : [ ]

Address Line 1 : \* : [ ]

State : \* : Select

District : \* : Select

5. The applicant shall provide the name of the Warehouse in the designated field.

**Warehouse Basic Details**

Ownership/ Effective Control Type : \* : HIRED

Hire or Lease Valid Upto (Date) : \* : 30/04/2018

Revenue Sharing Valid Upto (Date) : \* : [ ]

Type Of Warehouse : \* : Conventional Warehouse

Warehouse Name : \* : [ ]

Address Line 1 : \* : [ ]

6. The Applicant should provide the address of the Warehouse in two lines in the respective fields. The State / District/ Sub- District or City / Village details of the Warehouse may be selected from the respective drop downs.

Ownership/ Effective Control Type : \*

Hire or Lease Valid Upto (Date) : \*

Revenue Sharing Valid Upto (Date) : \*

Type Of Warehouse : \*

Warehouse Name : \*

Address Line 1 : \*

Address Line 2 :

State : \*

District : \*

Sub-district/ City :

Village :

Pin Code : \*

7. The Pin Code of the Warehouse is mandatory.

Sub-district/ City :

Village :

Pin Code : \*

8. The Telephone details and Fax details, if any, be filled in along with STD code without “0” in the respective fields. The mail id and Mobile number of the Warehouse, if any, to be filled in the respective fields.

Telephone Number (with STD code) :

Fax number (with STD code):

Capacity of Warehouse (in MT) : \*

Email Id : \*

Mobile No : \*

9. The Capacity of the Warehouse in MT to be provided in the given field.

Telephone Number (with STD code) :

Fax number (with STD code):

Capacity of Warehouse (in MT) : \*

Email Id : \*

Mobile No : \*

10. Basing upon the kind of Ownership, the respective proof of documents to be selected from the drop down and a copy of the same in .pdf format duly attested is required to be uploaded.

Email Id : \*

Mobile No : \*

Leased/Hired/Owned/Revenue Sharing: \*

Upload (Owned/Leased/Hired/Rented/Sub Leased/Revenue Sharing)

- Select
- Lease deed or rent agreement
- Sub-lease agreement and lease deed indicating that sub leasing is permitted
- NOC from Municipal Corporation/ Panchayat/ local body ( as the case may be)
- Lease agreement from concerned APMC
- Copy of allotment letter from State Government

Previous Next

## Warehouse Infrastructure Details

11. The Applicant may select the Year of construction from the drop down list. In case the Warehouse is constructed prior to 1967, the option of “prior to 1967” to be opted.

The screenshot shows the 'WAREHOUSE' section of a web application. On the left is a sidebar menu with 'Warehouse Infrastructure Details' highlighted. The main form area contains several fields: 'Year of Construction (YYYY): \*' with a dropdown menu open showing years from 2021 down to 2003; 'Construction Standard: \*' with a 'Select' dropdown; 'Construction Norm for Cold Storage: \*' with a 'Select' dropdown; 'Whether Fire Hydrant, Static Water Tank etc. are Available:' with a 'No' dropdown; 'Number of Security Guards: \*' with an empty text input; 'Whether adequate Night Light Arrangement available:' with a 'No' dropdown; 'Capacity of Lorry WB (in MT): \*' with an empty text input; and 'Date of Installation of Lorry WB: \*' with an empty text input.

12. In case of Conventional Warehouse / Silo, the applicant has to choose the construction standards from drop down lists namely “BIS/ CWC/FCI” or in case of Cold storage warehouse the construction standards have to be chosen from drop down lists namely “NHB/ NHM/SHM/NCCD/MoFPI/APEDA / State Govt. Norms”.

This screenshot shows a close-up of the 'Warehouse Infrastructure Details' form. The 'Year of Construction (YYYY): \*' dropdown is set to '2017'. The 'Construction Standard: \*' dropdown menu is open, showing options: 'Select', 'BIS', 'CWC', and 'FCI'. The 'Construction Norm for Cold Storage: \*' dropdown is set to 'Select'. The 'Whether Entry and Exit Gates are Manned by Security Guards:' dropdown is set to 'No'. The 'Whether Fire Hydrant, Static Water Tank etc. are Available:' dropdown is set to 'No'.

13. Applicant has to provide details with regards to Whether the Entry and Exit gates manned by Security Guards, Whether Fire safety Alarms available, whether adequate Night Light arrangement available by selecting and marking “Yes” or “No” in drop downs.

This screenshot shows the 'Warehouse Infrastructure Details' form with a red box highlighting a group of fields. The 'Year of Construction (YYYY): \*' dropdown is set to '2017'. The 'Construction Standard: \*' dropdown is set to 'Select'. The 'Construction Norm for Cold Storage: \*' dropdown is set to 'Select'. The 'Whether Entry and Exit Gates are Manned by Security Guards:' dropdown menu is open, showing options: 'No', 'Yes', 'No', and '(Yes/ No):'. The 'Number of Security Guards: \*' is an empty text input. The 'Whether adequate Night Light Arrangement available:' dropdown is set to 'No'. The 'Whether Fire Hydrant, Static Water Tank etc. are Available:' dropdown is set to 'No'. The 'Number of Fire Bucket: \*' is an empty text input.

14. The applicant has to provide the number of Security guards also by entering the number

**Warehouse Infrastructure Details**

Year of Construction (YYYY) : *	Construction Standard :	Construction Norm for Cold Storage :
2017	Select	
Whether Entry and Exit Gates are Manned by Security Guards :	Number of Security Guards : *	Whether Fire Hydrant, Static Water Tank etc. are Available :
Yes	11	No

15. The Applicant has to provide details Whether Lorry Weighbridge (WB) is available inside / outside by selecting from the dropdown. Basing on selection he need to fill up the details of Make of Lorry WB (Company Name ), Capacity of Lorry WB, Date of Installation of Lorry WB and date of Last stamping by the authorities on the Lorry WB to be filled in.

**Warehouse Infrastructure Details**

Year of Construction (YYYY) : *	Construction Standard :	Construction Norm for Cold Storage :
2017	Select	
Whether Entry and Exit Gates are Manned by Security Guards :	Number of Security Guards : *	Whether Fire Hydrant, Static Water Tank etc. are Available :
Yes	11	No
Whether Fire safety Alarms available (Yes/ No) :	Whether adequate Night Light Arrangement available :	Number of Fire Bucket : *
No	No	

Lorry Weighbridge Inside / Outside :

Outside  
Inside  
Outside

Make of Lorry WB : *	Capacity of Lorry WB (in MT) : *	Date of Installation of Lorry WB : *
Date of Last Stamping of Lorry WB : *		

16. The Applicant has to fill in the number of Fire Buckets available at the godown and the required number as prescribed in the guidelines to Inspection agency will get validated and error status ,if any, will be shown for the benefit of the applicant

**Warehouse Infrastructure Details**

Year of Construction (YYYY) : *	Construction Standard :	Construction Norm for Cold Storage :
<input type="text" value="2017"/>	<input type="text" value="Select"/>	<input type="text"/>
Whether Entry and Exit Gates are Manned by Security Guards :	Number of Security Guards : *	Whether Fire Hydrant, Static Water Tank etc. are Available :
<input type="text" value="Yes"/>	<input type="text" value="11"/>	<input type="text" value="Yes"/>
Whether Fire safety Alarms available (Yes/ No) :	Whether adequate Night Light Arrangement available :	Number of Fire Bucket : *
<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="10"/>

15 fire buckets is required.MT. Please input adequate number of fire buckets to complete application.

17. In case the Lorry WB is outside, then the details of distance of Lorry WB from Warehouse, Name of the Owner of Lorry WB and the address details of Lorry WB to be filled in addition to the above data.

Lorry Weighbridge Inside / Outside :

Make of Lorry WB : *	Capacity of Lorry WB (in MT) : *	Date of Installation of Lorry WB : *
<input type="text" value="TATA"/>	<input type="text" value="1000"/>	<input type="text"/>
Date of Last Stamping of Lorry WB : *	<input type="text"/>	

If Outside, Distance from Warehouse (in KM):	If Outside, Owner of Lorry Weighbridge :	If Outside, Address of Lorry Weighbridge :
<input type="text" value="2"/>	<input type="text" value="RANJEET"/>	<input type="text" value="BARNALA"/>

18. The Applicant has to select and provide the Type and Number of Fire Extinguishers available at Warehouse by selecting from drop down and adding the number. He can select one after another and provide the number by clicking "+" one after another. Applicant necessarily maintain prescribed number of fire Extinguishers in total all Types / categories put together mandatorily

If Outside, Distance from Warehouse  
(in KM):

2

If Outside, Owner of Lorry  
Weighbridge :

RANJEET

If Outside, Address of Lorry  
Weighbridge :

BARNALA

Type of Fire Extinguisher : \*

Select ▼

- Select
- Water
- Foam
- ABC Dry Powder
- Halocarbon Type
- Clean agent
- Carbon dioxide
- Extinguishers with special dry powder for metal fire

Number of Fire Extinguisher : \*

0

## Warehouse Surrounding Details

19. Applicant has to provide the Jurisdiction Police station of the warehouse, distance from PS and the Telephone number of the PS along with STD code without pre fixing with "0".

**WAREHOUSE**

- Warehouse Basic Details
- Warehouse Infrastructure Details
- Warehouse Surrounding Details**
- Warehouse Godown size Details
- Warehouse Commodity Details
- Warehouse Assaying Equipment Details
- Warehouse Staff Details
- Warehouse Supporting Documents
- Declaration and Disclaimer

**Warehouse surrounding Details**

Name of Jurisdiction Police Station : *	Distance from Jurisdiction Police Station (in Km.): * ●	Police Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Name of Fire Station : *	Distance from Fire Station (in Km.) : * ●	Fire Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Whether bound by Compound Wall / Barbed wire Fencing : *	Number of Entry Points in the Premises : *	Number of Exit Points in the Premises : *
<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>

20. Applicant also has to provide the Jurisdiction Fire Station Office, distance from the warehouse and the Telephone number of Fire Station along with STD code without pre fixing with "0".

**Warehouse surrounding Details**

Name of Jurisdiction Police Station : *	Distance from Jurisdiction Police Station (in Km.): * ●	Police Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Name of Fire Station : *	Distance from Fire Station (in Km.) : * ●	Fire Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Whether bound by Compound Wall / Barbed wire Fencing : *	Number of Entry Points in the Premises : *	Number of Exit Points in the Premises : *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

21. Applicant has to provide whether the Warehouse provided with Compound wall / Barbed wire fencing and also enter the number of Entry and Exit points in the Warehouse.

**Warehouse surrounding Details**

Name of Jurisdiction Police Station : *	Distance from Jurisdiction Police Station (in Km.): * ●	Police Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Name of Fire Station : *	Distance from Fire Station (in Km.) : * ●	Fire Station Phone No (with STD code) : *
<input type="text"/>	<input type="text"/>	+91 <input type="text"/>
Whether bound by Compound Wall / Barbed wire Fencing : *	Number of Entry Points in the Premises : *	Number of Exit Points in the Premises : *
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

## Warehouse Godown Size details

22. Applicant has to provide the number of Godowns in the Warehouse where the storage of goods is undertaken.

The screenshot shows a web application interface for 'WAREHOUSE' management. On the left is a sidebar menu with options: Warehouse Basic Details, Warehouse Infrastructure Details, Warehouse Surrounding Details, Warehouse Godown size Details (highlighted with a red box), Warehouse Commodity Details, Warehouse Assaying Equipment Details, Warehouse Staff Details, Warehouse Supporting Documents, and Declaration and Disclaimer. The main content area is titled 'Warehouse Godown/Chamber Size Details'. It contains a form with the following fields: 'Number of Godowns / Storage Units / Chamber : \*' (input field), 'S.No.of Godowns/Storage Units/Chamber: \*' (input field), 'Size Length (in meters) : \*' (input field), 'Size Breadth (in meters) : \*' (input field), 'Height (in meters) : \*' (input field), 'Plinth Height (in cm) : \*' (input field), and 'Total capacity in MT :' (input field). Below these fields are '+ -' buttons. At the bottom right of the form are 'Previous' and 'Next' buttons. At the bottom of the page are 'Save as Draft' and 'Save & Pay' buttons.

23. Applicants also have to provide the Size and identification details of each godown. He may enter the details one after another by opting for “+” mark in the bottom. Applicant mandatorily has to provide details for the number of godowns as mentioned initially in the format.

This is a close-up view of the 'Warehouse Godown Size Details' form. At the top, it says 'Number of Godowns / Storage Units : \*' with a red asterisk, and the input field contains the number '5'. Below this is a table with three columns and two rows. The first row contains: 'S. No.of Godowns/Storage Units: \*' (input field with '0'), 'Size Length (in meters) : \*' (input field), and 'Size Breadth (in meters) : \*' (input field). The second row contains: 'Height (in meters) : \*' (input field), 'Plinth Height (in cm) : \*' (input field), and 'Total capacity in MT :' (input field). Below the table are '+ -' buttons. The entire table area is enclosed in a red border.

23. The Length and Breadth and Height of each godown to be entered in metres and the Plinth Height in Centimetres.

24. The Total Capacity of the each godown as well as the Total capacity of Warehouse under registration (in MT) will be calculated by the System, which may be verified by the applicant. The Total capacity calculated here will be compared to the Total capacity of warehouse mentioned by the applicant and also with the Insured capacity and appropriate validations are built in the application. Applicant should always insure equal or more than the capacity of the Warehouse.

**Number of Godowns / Storage Units :**

5

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<b>S. No.of Godowns/Storage Units : *</b>	<b>Size Length (in meters) : *</b>	<b>Size Breadth (in meters) : *</b>
30	20	56
<b>Height (in meters) : *</b>	<b>Plinth Height (in cm) : *</b>	<b>Total capacity in MT :</b>
22	22	1866.67

+ -

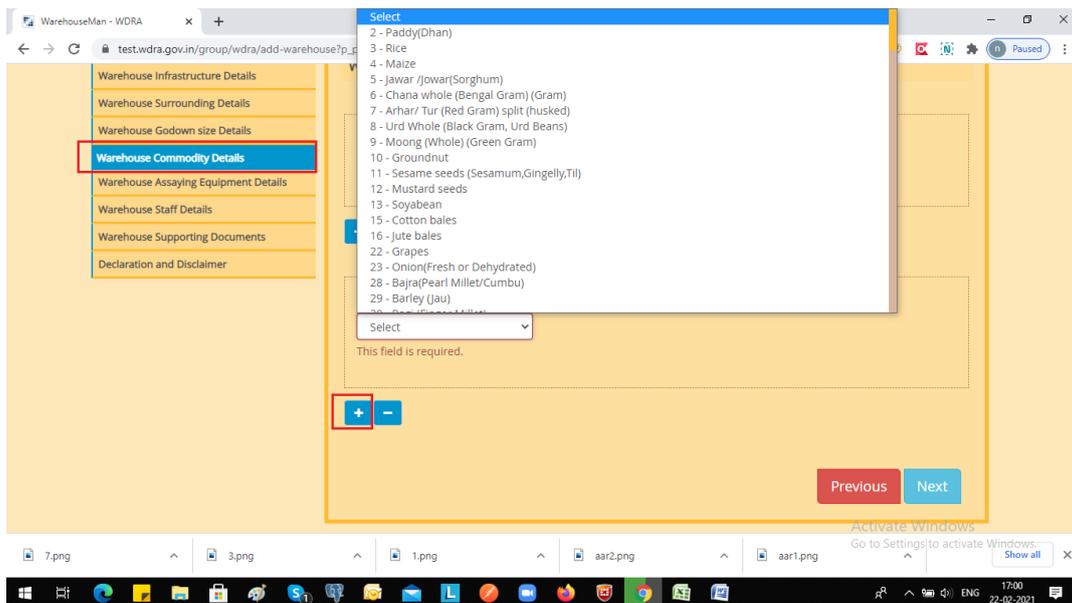
**Total capacity in MT :**

1866

Total Godowns Capacity should not be greater than total capacity of warehouse ( MT.)

### Commodity Details

25. The Applicant has to choose the list of commodities he proposes to store in the Warehouse for which he has procured necessary Insurance coverage from the drop down list. He can add Commodities from the drop down list one after another by clicking “+” button in the bottom.



## Warehouse Equipment Details

26. The Applicant has to provide the details of the available Assaying Equipment and the Preservation equipment at warehouse by selecting from drop down one after another and providing the number of such equipment. He can enter the details of each equipment one after another by choosing “+” option in the bottom.

The screenshot shows a web browser window with the URL `test.wdra.gov.in/group/wdra/add-warehouse?p_p_id=org_egov_wdra_portal_warehouse_registration_portlet_WarehouseRegistration...`. The page title is "WAREHOUSE". On the left, a sidebar menu lists various details sections, with "Warehouse Assaying Equipment Details" highlighted in blue. The main content area is titled "Warehouse Assaying Equipment Details" and contains two identical form sections. The top section is highlighted with a red box. Each section has an "Equipment Identifier Name" dropdown menu and a "Number of Equipment" input field. The dropdown menu is open, showing options: "Select", "Physical Balance(01 mg sensitivity)", "Counter Balance(01 gm sensitivity)", "Digital Moisture meter calibrated for all the commodities to be stored/handled", "Weight Box (1mg to 200gm)", "Sieve Set", and "Platform Scale". Below the assaying section is another section titled "Warehouse Preservation Equipment Details", also highlighted with a red box, containing the same fields. At the bottom of the page, there are "Previous" and "Next" buttons, and "Save as Draft" and "Save & Pay" buttons. The Windows taskbar is visible at the bottom of the browser window.

## Warehouse Staff Details

27. The Applicant has to provide the details of all staff members working at the warehouse. He has to provide their Name, Designation, Educational qualifications, Experience in number of completed years and whether they have undergone any training by selecting from drop down. In case any of them have undergone any Warehouse related training, then the applicant has to opt “yes” in the drop down and provide the details of the training such as Training Institute , and from and to dates when he has undergone the training mandatorily.

The screenshot shows the "Warehouse Staff Details" form. The sidebar menu on the left has "Warehouse Staff Details" highlighted in blue. The main form area is titled "Warehouse Staff Details" and contains the following fields: "Name", "Designation", "Educational Qualification", "Experience Details (in years)", "Whether undergone Training on Warehousing" (a dropdown menu with "No" selected), "Training Institute", "From" (date), and "To" (date). Below the form are "+", "-", "Previous", and "Next" buttons. At the bottom of the page are "Save as Draft" and "Save & Pay" buttons.

29. The Applicant has to enter details of each staff member one after another by making use of “+” option

### **DECLARATION**

30. The Applicant has to provide a declaration of having complied with Local laws pertaining to Warehousing by selecting option of “Yes” from drop down.

31. Applicant also have to provide a set of declarations by providing a “TICK “and declaring that he is accepting all Terms & Conditions.

The screenshot displays a web application interface for 'WAREHOUSE'. On the left, a sidebar menu lists various sections: Warehouse Basic Details, Warehouse Infrastructure Details, Warehouse Surrounding Details, Warehouse Godown size Details, Warehouse Commodity Details, Warehouse Assaying Equipment Details, Warehouse Staff Details, Warehouse Supporting Documents (highlighted in blue), and Declaration and Disclaimer. The main content area is titled 'Supporting Documents' and contains four blue buttons for uploading specific documents: 'Upload Layout Plan', 'Upload List of Assaying Equipment', 'Upload Fire safety arrangements', and 'Upload List of Weighing Equipment'. Below these buttons is a section for general document uploads, featuring a 'Choose Files' button (currently showing 'No file chosen'), a 'Document Type' dropdown menu (set to 'Resubmission Clarification'), and a green '+' button. At the bottom right of the main content area are 'Previous' and 'Next' buttons. At the very bottom of the page are two buttons: 'Save as Draft' and 'Save & Pay'.

WAREHOUSE

- Warehouse Basic Details
- Warehouse Infrastructure Details
- Warehouse Surrounding Details
- Warehouse Godown size Details
- Warehouse Commodity Details
- Warehouse Assaying Equipment Details
- Warehouse Staff Details
- Warehouse Supporting Documents
- Declaration and Disclaimer

### Declaration

Statutory Declaration including Compliance to Local Laws (Yes/ No) :

Yes ▾

### Disclaimer

1. I declare to be authorized representatives of the organization to apply for registration of Warehouse.
2. We hereby solemnly declare that we or any of the key managerial persons, has not been convicted by a court for any offence at any time in the preceding five years
3. We hereby solemnly declare that we or any of the key managerial persons, has not been declared an un-discharged insolvent by any court
4. We hereby solemnly declare that we or any of the key managerial persons, has not been declared to be of unsound mind by any court
5. We hereby solemnly declare that we or any of the affiliates are not assigned, by the Authority to carry out any other function under the Act.
6. We hereby solemnly declare that one of the objectives of the entity is to carry out the warehousing business and undertake that all the local laws have been complied with for carrying out the business of warehousing with respect to the warehouse concerned.
7. We hereby solemnly declare that the warehouse specified above is suitable for carrying on the business of warehousing and that it is in good condition and having all the requirements as per rule 20 of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017.
8. We hereby undertake to ensure compliance of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 for disclosure of information (Rule 28) and ensure submission of monthly information on warehouse receipts (Rule 29).
9. We agree to abide by the terms and conditions of the registration.
10. We undertake that the required amount of Security Deposit will be paid, if the WDRA decides to register the warehouse concerned
11. We hereby solemnly declare to extend all cooperation to the Authority or to an external person engaged by the Authority to conduct physical inspections/ any other inspection of the warehouse under our effective control.
12. We hereby solemnly declare that all information herein given is true to the best of our knowledge and that in case it proves to be untrue we undertake to indemnify person or persons concerned in this business against any loss arising out of such false or untrue information and cancellation of registration.

I ACCEPT ALL ABOVE TERMS & CONDITIONS \*

Previous

Save as Draft

Save & Pay

32. The Applicant has to make a payment of Application fee based on the capacity of warehouse for which registration is sought. When Applicant click on Save & Pay, he will be redirected to a page where he needs to click on proceed to pay. Once he Click proceed to pay then he will be r

**PAYMENT DETAILS**

Name: abc

Mobile No: 9999450649

Amount(Rs): 25000.0

Final Amount(Rs): 25000.0

*Please do not refresh the page while doing the transaction*

For queries call **011-49536496** , **011-49092978,94,87** between 9.30 A.M to 6.00 P.M and provide or drop an email to soaf.wdra@nic.in with Transaction ID for prompt response.

Do you want to continue?

directed to payment Gateway. Applicant can select the desired mode of payment and can submit the application fee.



Department of Electronics and Information Technology  
Ministry of Communications and Information Technology  
Government of India



Debit Card > Pay using Debit Card

Debit Card + ATM PIN

Internet Banking

**Merchant Name**  
Warehouse Development and Regulatory Authority

Payment Amount: ₹ 25000.00

**Card Number**  
Enter card number

**Expiration Date**      **CVV/ CVC**

Month      Year      CVC

**Card Holder Name**  
Enter card holder name

**Make Payment**