

**Check list for Registration of Conventional Warehouse & Cold Storage by  
Non-Individual Applicants  
(SWC / Private & Public Ltd Company/ Partnership Firm / Society / Co-operative  
Society / Trust)**

**Information to be kept handy while filling application:**

- Owner Ship Documents i.e. copy of Title deed of the Land / Lease deed / Revenue sharing Agreement
- Year of construction
- Details of Fire Alarm (if Available)
- Number of Fire buckets: Refer Annexure-II
- (For PACS (Primary Agriculture cooperative society) up to 500 MT capacity six numbers of Fire buckets required).
- Number of different types of Fire Extinguishers: Refer Annexure-II
- (For PACS (Primary Agriculture cooperative society} up to 500 MT capacity minimum, one number of any type required
- Capacity, Make, Date of Installation, Date of last stamping of external or internal lorry weighbridge (In case of outside weighbridge, owner's name, name of weighbridge, & distance from the warehouse also required).
- Details of other weighing equipment such as weighing Scales, platform scales in the warehouse. Refer Annexure-I
- Name and Phone number of Jurisdiction Police Station and Fire Station and their distance & location.
- Length, Breadth and Height of Godown (s) in Meter (Godown-wise, in case there are more than one godowns), plinth height in centimeters. In case of Cold storage same details to be provided Chamber wise
- Capacity of the Warehouse, Godown / Chamber wise
- Details of Assaying equipment available as per Annexure
- Details of Preservation equipment available
- Details of Pesticides available
- Details of Staff including Warehouse Manager, Supervisors, Technical Staff and Clerks along with their qualification, experience, trainings undergone information
- Number of EXIT & ENTRY GATES and number of Security Guards / Watchman
- Details of Boundary Wall / Barbed wire fencing
- Details of Commodities proposed to be stored

**Statement of details to be uploaded as other information duly signed by AR/AAR**

- List of assaying equipment available
- List of Preservation equipment available
- Fire Safety Arrangement available
- List of Weighing Equipment
- Stack Plan

**Additional Requirements for Cold Storage Applications:**

- Lay out Plan of cold storage
- Construction norms Cold Storage: Basic Data Sheet provided by applicants along with architect along with a certificate from the registered architect certifying the civil structure construction as per BIS standards and as per approved plan & Certification from engineering firm about satisfactory commissioning of cooling system
- Proof about technical standards under which cold storage has been constructed
- Standby Power supply Details
- In case the Cold storage has been set up with financial assistance from any Govt scheme such as NHB/ NCCD/ NHM/ SHM/ DAC/ APEDA/ MOFPI/ NCDC, then
- Copies of Basic Data sheet approved by concerned agency
  - Copy of the joint inspection report issued by agency

**Annexure-I**

Sr. No.	Name of the Equipment	Minimum number required
<b>I-Mandatory Equipment</b>		
(A)	FIXTURES/FURNITURE IN PHYSICAL ANALYSIS LABORATORY*.	
(B)	EQUIPMENT	
1	Physical balance (01mg sensitivity)	1
2	Counter Balance (01gm sensitivity)	1
3	Digital moisture meter calibrated for all the commodities to be stored/ handle	1
4	Sieve Set	1
5	Scoops (different sizes)	Two sets
6	Forceps and brushes	Two each
7	Weight Box (1mg to 200gm)	One set
8	Enamel plates with smooth white surface (30 cm dia with raised rims) 1	10

9	Sample bags-polythene and cloth	As per requirement
10	Parkhi (Bag trier)	As per requirement
11	Sample seal	1
12	Magnifying glass (magnification 10X)	2
13	Petri dish (80X70 mm)	As per requirement
14	Measuring Cylinders (5ml to 50ml) graduated	
(C)	DISINFESTATION	
	Recommended Pesticides ( for prophylactic and curative treatments) and rat control	As per requirement
	Rat cages (wonder traps)	As per requirement
	Thermoplastic fumigation covers (IS No. 13217:1991 or	As per requirement
	Multilayered cross laminated fumigation sheets/covers (IS 14611:1998)	As per requirement
	Foot / Hand sprayers	As per requirement
	Sand snakes	As per requirement
	Adhesive tape	As per requirement
(D)	OTHER ITEMS / EQUIPMENT	
	Tarpaulin	2
	Ladder	1
	First Aid box	1
	Fire extinguishers	As prescribed in Annexure-II
	Fire buckets	As prescribed in Annexure-II
	. Platform Scales	As per need
	SAFETY EQUIPMENT	
	Gum boots	As per need
	Goggles	As per requirement
	Gas Mask (full vision face mask) & Canister for use with AI	As per requirement
	DUNNAGE MATERIALS	
	Polythene film	As per requirement
	Bamboo Mats	As per requirement
	Wooden crates/poly crates	As per requirement
	II. Desirable Equipment*	
	Hectoliter weight apparatus	1
	Sample Divider	1
	Vernier Caliper (manual/ Digital)	1
	Thermo-hygrometer	2
	Glass wares (Beakers 500 ml , Funnels ,Flasks conical 200 ml & 500 ml	Two sets
	Filter papers	As per requirement
	Chemical reagents: (i) Methylene Blue solution (ii) Dilute hydrochloric acid (iii) distilled water ( for determination of de-husked grain in rice)	As per requirement
	Specimen tubes	10
	Metal Probe ( 12 ft long for introducing ALP tablets)	As per requirement
	Phosphine Alert personal monitor	1
	Phosphine gas Monitor	1
	Tool Box (for minor repairs of pesticide application equipment)	As per requirement
	Dust Mask	As per requirement
	Aprons	As per requirement
	Resuscitator	1
	SCBA (Self Contained Breathing Apparatus)	As per requirement

\* These equipment are desirable but not mandatory for registration of a warehouse

## **Annexure II**

Norms for Fire Extinguishers of appropriate type and Fire Buckets with sand and water in different capacity warehouses.

Sr. No.	Capacity of Godown	No. of fire extinguishers to be provided	No. of fire buckets to be provided
1	Upto 1,500 MTs	3	15
2	Above 1,500 MTs and upto 3,000 MT	4	20
3	Above 3,000 MTs and upto 5,000 MTs	6	30
4	Above 5,000 MTs and upto 10,000 MTs	8	40
5	Above 10,000 MTs and upto 15,000 MTs	10	50
6	Above 15,000 MTs and upto 25,000 MTs	15	75
7	Above 25000 MTs	25	125

## **Appropriate type of Extinguishers as per the class of fire**

Type of Fire		Type of Fire Extinguishers
Category	Details	

CLASS -A	Fires involving solid combustible materials of organic nature such as wood, paper, rubber, plastics, etc, where the cooling effect of water is essential for extinction of fires	Water, foam, ABC dry power and halocarbons.
CLASS -B	Fires involving flammable liquids or liquefiable solids or the like where a blanketing effect is essential Examples: Oil, Paraffin, Petrol	Foam, dry powder, clean agent and carbon dioxide extinguishers.
CLASS -C	Fires involving flammable gases under pressure including liquefied gases, where it is necessary to inhibit the burning gas at fast rate with an inert gas, powder or vaporising liquid for extinguishment. Examples: Methane, Butane, Propane.	Dry powder, clean agent and carbon dioxide extinguishers
CLASS -D	Fires involving combustible metals, such as magnesium, aluminum, zinc, sodium, potassium, etc, when the burning metals are reactive to water and water containing agents and in certain cases carbon dioxide, halogenated hydrocarbons and ordinary dry powders. These fires require special media and techniques to extinguish. Examples: Magnesium,	Extinguishers with special dry powder for metal fires.
CLASS -E	Electrical fires. It is important to decide selection and use of extinguisher on live electrical installations. The extinguisher that have passed electrical conductivity test should only be used.	Carbon Dioxide

### **Annexure III**

#### I. Application fee for registration and renewal of warehouse storing only agricultural goods:

Unit of registration	Fee
Each warehouse with a capacity of 500 Ton	Rs. 5,000/-
Each warehouse with a capacity of more than 500 Ton but less than or equal to 1,000 Ton	Rs. 7,500/-
Each warehouse with a capacity of more than 1,000 Ton but less than or equal to 2,500 Ton	Rs. 10,000/-
Each warehouse with a capacity of more than 2,500 Ton but less than or equal to 5,000 Ton	Rs. 15,000/-
Each warehouse with a capacity of more than 5,000 Ton but less than or equal to 10,000 Ton	Rs. 20,000/-
Each warehouse with a capacity of more than 10,000 Ton but less than or equal to 25,000 Ton	Rs. 25,000/-
Each warehouse with a capacity of more than 25,000 Ton	Rs. 30,000/-

Note: -Where the applicant or warehouseman is a Farmer Producer Organisation or a Primary Agricultural Cooperative Credit Society or a Self-Help Group, the fees shall be rupees five hundred.

#### II. Application fee for registration and renewal of warehouse storing both agricultural and non-agricultural goods:

Unit of Registration	Fee
Each warehouse with a capacity of upto 10,000 Ton	Rs. 50,000/-
Each warehouse with a capacity of more than 10,000 Ton but less than or equal to 25,000 Ton	Rs. 75,000/-
Each warehouse with a capacity of more than 25,000 Ton	Rs. 1,00,000/-

## **Annexure IV**

### I. Minimum net worth requirements of applicant for registration of warehouse storing only agricultural goods:

Storage capacity (in Tons)	Net worth (Rupees in crores)
Upto 500	0.04
501 – 1,000	0.08
1,001 – 1,500	0.12
1,501 – 2,000	0.16
2,001 – 2,500	0.20
2,501 – 5,000	0.40
5,001 – 7,000	1.00
7,001 – 10,000	2.00
10,001 – 15,000	5.00
15,001 – 25,000	10.00
25,001 – 75,000	20
75,001 – 1,50,000	30
1,50,001 – 5,00,000	50
5,00,001 and above	100

Note:- Where the applicant or warehouseman is a Farmer Producer Organisation or a Primary Agricultural Cooperative Credit Society or a Self Help Group, the net worth requirement specified in the Table shall not apply, but it shall not have deficit network.

### II. Minimum net worth requirements of applicant for registration of warehouse storing both agricultural and non-agricultural goods:

Storage Capacity (in Tons)	Net worth (Rupees in Crore)
Upto 25,000	10.00
25,001-75,000	20.00
75,001-1,50,000	30.00
1,50,001- 5,00,000	50.00
5,00,001 and above	100.00

## **Annexure V**

1. Details of the amount and manner of Security Deposit to be furnished by the applicant or the warehouseman are given as under:

i. The warehouseman shall maintain a Security Deposit to be held by the Authority during period of registration. The Security Deposit has two components, i.e. fixed and dynamic Security Deposit. The fixed Security Deposit amount is per warehouse belonging to the warehouseman registered with WDRA, whereas, the dynamic Security Deposit is a percentage of the maximum value of negotiable and non-negotiable warehouse receipts (whether in electronic or physical form) put together outstanding consolidatively in all the registered warehouses of the warehouseman on any day during the preceding month.

(a) For warehouseman with total capacity of all warehouses upto 2000 MT belonging to the warehouseman registered with WDRA, the fixed Security Deposit is Rs. 50,000/- per warehouse (as detailed in the column A below for registration of warehouses), whereas, the dynamic Security Deposit is 3% (three percent) of the maximum value of negotiable and non-negotiable warehouse receipts (whether in electronic or physical form put together) outstanding consolidatively in all the registered warehouses of the warehouseman on any day during the preceding month, referred as T as mentioned in column B of Table 1 below.

The total security deposit of a sum of A and B for warehouseman having total warehouse capacity of all warehouses registered with WDRA up to 2000 MT, will be limited to total security deposit as detailed in column C, as given in Table I below:-

Total registered Warehouse Capacity (in MT) for warehousemen	Fixed Security Deposit	Dynamic Security Deposit	Total Security Deposit Limited to the amount.
	A	B	C
Upto 100 MT	Rs. 50,000/- per warehouse	NIL	Total Limited to Rs. 50,000/-
101 – 500 MT	Rs. 50,000/- per warehouse	3% of T	Total Limited to Rs. 2.50 lakh
01 – 1000 MT	Rs. 50,000/- per warehouse	3% of T	Total Limited to Rs. 5.00 lakh
1001 – 1500 MT	Rs. 50,000/- per warehouse	3% of T	Total Limited to Rs. 7.50 lakh
1501 – 2000 MT	Rs. 50,000/- per warehouse	3% of T	Total Limited to Rs. 10.00 lakh

For warehouseman with total capacity of all warehouses above 2000 MT belonging to the warehouseman registered with WDRA, the fixed Security Deposit is Rs. 1 lakh per warehouse (detailed in the column Z in the Table II below for registration of warehouses), whereas, the dynamic Security Deposit is a percentage of the maximum value of negotiable and non- negotiable warehouse receipts (whether in electronic or physical form put together) outstanding consolidatively, in all the registered warehouses of the warehouseman on any day during the preceding month, referred as T in the table below. The specified percentage of the consolidated value of negotiable and non-negotiable warehouse receipts (whether in electronic or physical form) is in slabs (detailed in the column X&Y in the Table II below). X is the required Security Deposit in the previous slab whereas Y is Security Deposit required in the referred slab for the dynamic Security Deposit. The cumulative value of fixed (Column Z) and dynamic (Column X&Y) Security Deposit shall be maintained with WDRA as in the Table-II below:

Table-II

Slab	Dynamic Security Deposit		Fixed Security Deposit
	X	Y	Z
T is less than or equal to Rs.25 crore	0	3% of T	Rs. 1 lakh per warehouse
T is above Rs.25 crore and up to 250 crore	Rs. 75 lakh	1.5% of excess of T over Rs. 25 crore	Rs. 1 lakh per warehouse
T is above Rs.250 crore and up to 2,500 crore	Rs. 4.125 crore	1% of excess of T over Rs. 250 crore	Rs. 1 lakh per warehouse
T is above Rs.2,500 crore	Rs. 26.625 crore	0.5% of excess of T over Rs. 2500 crore	Rs. 1 lakh per warehouse

- ii. The fixed Security Deposit shall be maintained for a period of six months beyond the registration period whereas the dynamic Security Deposit shall be updated at the end of each month and submitted to the Authority which shall be duly acknowledged. The validity of dynamic Security Deposit can be kept for a period of minimum six months so as to take care of any changes in the requirement of Security Deposit during this period.
- iii. The Authority may, at its discretion, adjust the Security Deposit already furnished by the warehouseman against the amount required to be furnished as Security Deposit.
- iv. Where the applicant/ warehouseman is a Farmer Producer Organization or a PACCS, the total Security Deposit would be Rs. 50,000 (total) per warehouse covering both the dynamic and fixed Security Deposit.
- v. The Security Deposit shall be in the form of Bank Fixed Deposits or in form of Bank Guarantee, in favor of WDRA as per the format given in First Schedule for a period of six months beyond the expiry of Registration.
- vi. The Authority may allow any entity created under an Act of Parliament or of State legislature to provide, an Indemnity Bond for the amount required as Security Deposit, as per format given in the Second Schedule.
- vii. An entity allowed by the Authority to submit an Indemnity Bond shall submit, along with its application for registration, a resolution from its Board of Directors authorizing to furnish such Indemnity Bond.
- viii. The Security Deposit shall not be released until six months after expiry, cancellation or surrender of the registration of the warehouse or until after satisfaction of every claim against the Security Deposit, whichever is later.
- ix. The Authority shall refund the security deposit in respect of a warehouse, if–
- a. an application for renewal of registration of the warehouse has been rejected and if the Authority is satisfied that the warehouseman has discharged his obligations as per the requirements of the rules;
  - b. a warehouseman surrenders his certificate of registration, and the Authority accepts such surrender; or
  - c. the certificate of registration of a warehouse is cancelled, and the Authority is satisfied that the warehouseman has discharged his obligations as per the requirements of the rules.
- x. Notwithstanding such revision of the Security Deposit as specified at (i) & (ii) above, if any, the warehouseman shall not increase the charges payable by the depositors within the period of validity of negotiable warehouse receipts issued to them.

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