

Check list for Non-Individual Warehouseman Registration

Sr. No.	Section	Details	Document Required
1.	AR Details	Authorization to authorized representative (AR) (Any one of 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 (Any one of 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 (Any one of the list)	i) Aadhaar Card ii) Pass Port iii) Passbook (bank/post office) iv) Driving License
4.		Photograph of the Authorized Representative	Upload a recent scanned passport photo of the AR
5.	Warehouse man details	Entity Identity Proof	<p>For Companies:</p> <ol style="list-style-type: none"> Copy of Certificate of incorporation Copy of Memorandum of Association Copy of Articles of Association Copy of PAN Card of the warehouseman/ Company <p>For Partnership firm:</p> <ol style="list-style-type: none"> Partnership firm registered deed/ statement of the Partnership firm Registration certificate of the partnership firm <p>For Society/Cooperative Society:</p> <ol style="list-style-type: none"> Memorandum of Association of the society Registration certificate of the society <p>For Trust:</p> <ol style="list-style-type: none"> Upload Registered trust deed of the trust <p>For Entities formed Under Act (CWC, SWC etc.):</p> <ol style="list-style-type: none"> Copy of Act under which entity is formed.

6.		Standard Operating Procedure (SOP)	Applicant to follow either WDRA notified SOP or uploads the SOP of applicant.
7.		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. 01/Tech II/2017 of WDRA dated 27.04.2017	<ol style="list-style-type: none"> i. Standard Fire and Special Perils Policy (SFSP) – Declaration /non-declaration In case of Declaration Policy, would be made as per WDRA circular. ii. Burglary policy (Sum Insured 20% of the stock value with an upper ceiling of Rs 15 Crore) iii. Fidelity Guarantee Policy (Sun Insured 10% of SFSP with an upper ceiling of Rs 20 Crore) iv. In case of cold storages, in addition to above three policies, insurance may be taken for v. a) <u>“deterioration of stocks in cold storage premises due to accidental power failure consequent to damage at the premises of power station due to an insured peril” &</u> b) <u>It should be for full value of stock as in SFSP policy and damage to the plant and machinery caused by the fire and other perils.</u> <p>All above policies, norms and calculations would be applicable in accordance to WDRA’s circular no. 01/Tech II/2017 of WDRA dated 27.04.2017 (available on WDRA’s website)</p>
9.		Document supporting net worth of the company.	Audited balance sheet of the last financial year or provisional net worth certificate issued by auditor/CA.

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