Instructions to fill Application for Warehouse Registration –Non-Individual

The Non Individual category of applicants classified according to the constitution of organisation and includes Company/ PSU/ Partnership firm/Cooperative Society/ Society/ Trust.

The organisation may propose to have a Two-tier structure of management. The top Tier officials stationed at their Head Office and the lower tier of officials at Regional Office. We propose the Top Tier officials to have an overall view of all the warehouses registered and are responsible to provide Net Worth Data along with certificates at the intervals prescribed by WDRA, Insurance for the stocks / Burglary / Fidelity for all their warehouses and their top up / renewal as required, Standard Operating Procedures and its updates as well as the Security Deposit and its updation at specified intervals. The Lower Tier officials are responsible for registration of warehouse and its day-to-day management. They may have an official at each warehouse.

Accordingly, we have prepared the application calling the Top Tier Official as ‘Authorised representative (AR)’ and Lower Tier Official as “Associate Authorised Representative (AAR)’. The organisation should provide the Authorisation to its employees accordingly duly approved by the competent authority of the organisation under advice to WDRA. Each authority is required to upload the attested copy of authorisation issued to them along with his identification / address proof documents as a part of Registration Process.

However, having Two Tier Organisation structure is not compulsory and the organisation may opt for single tier. In such case the AR & AAR becomes one person and he can log in accordingly.

The Registration process for Non-individual category of applicants will be undertaken in two stages. In the First stage the Authorised Representative shall initiate the Warehouseman Registration Process. The warehouseman will be registered and the “Warehouseman ID” will be issued by WDRA. On receipt of Warehouseman ID details, the respective Associate Authorised Representative can commence the warehouse registration process.

The detailed process of Warehouseman / Warehouse registration along with instructions for filling up of the online application is here in enclosed.

The AR shall also have authorisation to perform both the Top Tier and Lower Tier Official functions. Therefore, at the cost of repetition, we here by inform that those organisations proposing to manage the affairs of all their warehouses from a central location can do so by authorising the same official as AR and AAR and he needs to log in accordingly.
NON-INDIVIDUAL APPLICATION REGISTRATION INSTRUCTION

REGISTRATION OF WAREHOUSEMAN

Authorized Representative Details:

1. The Authorized Representative of the applicant organisation has to complete the ‘Portal Registration’ as already explained, and should opt for the form of “NON INDIVIDUAL” - ‘Add Warehouseman ID’

2. The Authorized Representative of the applicant organisation 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.

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.
4. The AR to provide the Land Line number of his organisation along with STD code excluding ‘0’.

5. The AR has to choose his Identification Proof document and Address Proof document from the respective drop downs and update those fields.
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 authorisation issued by the competent authority of the applicant organisation 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).
WAREHOUSEMAN / APPLICANT DETAILS:

7. The Constitution of the Applicant Organisation is to be selected from dropdown box.

8. The Name of the applicant organisation to be entered

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

10. The detailed Address of the organisation 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
11. 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.

12. 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.
13. 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).

14. **INSURANCE POLICY DETAILS:**

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

16. Each Policy details can be filled in separately one after other by clicking at “+” at the bottom left side.
17. The Name of the Insurance Company to be selected from the List of drop down.

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

19. 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.
20. 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.

21. 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.
22. The above said procedure to be repeated for each policy in case the applicant holds multiple insurance policies for Stocks.

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

24. 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.
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 a mail/SMS notification. In case of need, the application will be returned by WDRA for rectifications, which can also be undertaken by AR on the portal by logging to the portal.

On approval of the application, AR will receive an 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.
NON-INDIVIDUAL APPLICATION REGISTRATION INSTRUCTION

REGISTRATION OF WAREHOUSE BY AAR

Associate Representative (AAR) Details:

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

26. 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.

27. The AAR has to choose the Warehouseman organisation he is representing / proposing to register warehouses by selecting from the drop down of the list of Warehouseman registered duly verifying the Warehouseman ID already received from AR.
28. The Land Telephone details along with STD code without “0” to be entered at Telephone number Option.

29. The Address Details of the Associate Representative to be entered in two lines.
30. 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)

31. PIN CODE is mandatorily to be filled in.

32. Address Proof of the AAR 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)

33. Similarly the Identity Proof of the AAR to be selected from the drop down and a .pdf of Non Individual the self-attested identity proof copy to be uploaded (Pan Card/ Aadhaar /Passport / Bank or Post office Passbook with Photo / Driving Licence)
34. The Associate Representative has to upload the self-attested copy of the authorisation issued to him by the competent authority of the Warehouseman organisation in .pdf format.

WAREHOUSE BASIC DETAILS:

35. The applicant AAR may register any number of warehouses by providing the details of each warehouse one by one. Applicant can opt for registration of additional warehouses by clicking the respective option after completion of submission of application for one warehouse. This option can be utilised with a time lag also as per the need / convenience of the applicant. However, at least one Warehouse needs to be registered with the application without fail.

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

37. 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.
38. 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.

39. Applicant may select the Type of Warehouse i.e. Conventional Warehouse / Cold storage Warehouse / Silos from the drop down list.

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

41. 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.

42. The Pin Code of the Warehouse is mandatory.
43. The Land 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.

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

45. 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.

Warehouse Infrastructure Details

46. 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.
47. 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”.

48. 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.
49. The applicant has to provide the number of Security guards also by entering the number

50. 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.

51. The AAR 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
52. 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.

53. 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.
Warehouse Surrounding Details

54. 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”.

55. 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”.
56. 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 Godown Size details

57. Applicant has to provide the number of Godowns in the Warehouse where the storage of goods is undertaken.
58. 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.

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

60. 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.
Commodity Details

61. 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

62. 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.
**Non-Individual Application Registration Instruction**

**Warehouse Staff Details**

63. 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.

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

**Declaration**

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

66. Applicant also have to provide a set of declarations by providing a “TICK “and declaring that he is accepting all Terms & Conditions
67. 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 on proceed to pay then he will be re directed to payment Gateway. Applicant can select the desired mode of payment and can submit the application fee.