

**Notice to all the warehouses registered with Warehousing Development and Regulatory Authority for furnishing compliance to Performance requirements under Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017**

As has already been communicated to all the concerned that Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 have been notified by the Government of India on February 23, 2017. Prior to notification of the Registration Rules, 2017, the registration of the warehouses under earlier Registration Rules was done with an undertaking by the applicants that they would migrate to new Registration Rules soon after these are notified. All the registered warehouses were, therefore requested vide letter Nos. WDRA/2014/9-1/T-I dated March 3, 2017 followed by the letter of even No. dated April 25, 2017 to comply with the performance requirements prescribed under Rule 37 (Transition Provisions) of the Registration Rules, 2017 which are available on the WDRA website. The new Registration Rules, 2017 (Rule 37) envisage that the Warehouse registered with the Authority prior to the commencement of these rules shall have to comply with the requirements stated in rules 22, 23, 24, 25, 26, 27, 28 and 29 within six months from such commencement i.e. before August 22, 2017. The registration of a warehouse registered with the Authority prior to the commencement of these rules shall lapse automatically, if the owner of the warehousing business fails to comply with the requirements under this rule.

The Authority has recently communicated to all the registered warehouses again vide letter No. WDRA/2017/1-1(1)/Tech dated 17.07.2017 enclosing at format to be filled by the warehousemen and submitted to the authority along with requisite documents immediately but not later than the stipulated due date i.e. August 22, 2017. It is further emphasized that failure to submit the compliance report in the format specified (**copy attached**) before August 22, 2017 would lead to automatic cancellation of the registration of the warehouse.

In case, any clarification is required the same may be sought from Dr. R. K. Tripathi, Sr. Consultant (Technical) at phone Nos. 011-49536496, 49092994, 49092978, 49092487 or by email: dirtech.wdra@nic.in.



(Ganesh A. Bakade)  
Director (A&F)



भाण्डागारण विकास और विनियामक प्राधिकरण  
भारत सरकार



चौथी मंजिल, एन.सी.यू.आई. भवन, 3, सिरी इंस्टीट्यूशनल एरिया, अगस्त क्रान्ति मार्ग,  
हौज़ खास, नई दिल्ली-110016, दूरभाष :-49536496

**Warehousing Development and Regulatory Authority**

Government of India

N.C.U.I. Building, (4<sup>th</sup> Floor), 3, Siri Institutional Area, August Kranti Marg,  
Hauz Khas, New Delhi – 110016

Tel. No. 49536496, 49092994, 49092978, 49092487, Fax-26515503

F. No. WDRA/2017/1-1(1)/Tech

Dated: 12.07.2017

To,  
MD, CWC/SWCs  
Heads of all the WSPs,  
Private Individual warehouses,  
PACS Warehouses,  
Cold Storages

**Subject: Compliance to the new warehouse registration rules notified by the Government of India – regarding.**

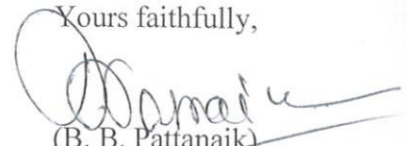
Sir,

Please refer to the letter Nos.WDRA/2014/9-1/T-I dated March 3, 2017 and that of even No. dated April 25, 2017 requesting you to send your compliance for the performance requirements prescribed under the new warehouse registration rules, the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017. In this regard, it is to reiterate that the new warehouse registration rules notified on February 23, 2017 require that all the warehouses registered prior to the notification of these rules may continue to be registered with the authority till the validity of their registration. However, it is mandatory for them to migrate to the new registration rules and furnish their compliance to the performance requirements under rules 22, 23, 24, 25, 26, 27, 28 and 29 within six months of commencement of the new rules. Considering the date of notification of the new registration rules, the compliance for migration to new rules has to be submitted by respective warehouses by August 23, 2017 failing which their registration will be automatically cancelled.

The major change in the registration process has been with respect to removal of the requirement of prior accreditation for registration. Hence, the applications for registration under new rules shall be directly submitted to the Authority. A single application may be seek submitted registration for more than one warehouse belonging to the applicant at one go. The applications shall be submitted either by the individual warehouse owners or on behalf of the organisational entities which will be designated as warehouseman by the Authority after registration allotting a warehouseman ID to the individual/organisation. The applications shall be submitted either directly by natural person /individual or by authorised representative in case of other entities. This authorisation could be through a power of attorney or board resolution as detailed in the application format. It is, therefore, necessary that the entities other than the natural person/individual may immediately notify the authorised representative who would be submitting the application for registration on behalf of the entity.

No response has been received from you regarding compliance to the performance requirements under new registration rules as detailed in para 1 till date. To facilitate the process, a simplified format has been developed for furnishing the compliance details along with specified documents. It is therefore requested that the completed format along with documents indicated therein may be submitted to the authority without further delay to avoid any consequent cancellation of registration. In case, any clarification is required the same may be sought from the authority at phone Nos. 011-49536496, 49092994, 49092978, 49092487 or by email to [dirtech.wdra@nic.in](mailto:dirtech.wdra@nic.in)

Enclosure: As above

Yours faithfully,  
  
(B. B. Pattanaik)  
Member

OTC



**ISSUED**

**Migration to New Registration Rules, the Warehousing (Development and Regulation)  
Registration of Warehouses Rules, 2017**  
(see rule, 37)

To

The Warehousing Development and Regulatory Authority  
NCUI Building (4<sup>th</sup> Floor)  
3, Siri Institutional Area,  
August Kranti Marg, Hauz Khas, New Delhi-110016

**Subject: Migration to new registration rules with respect to --- number of warehouses of  
.... (name of WSP) / the Warehouse (name in case of individual) .....  
located at.....Tehsil / Taluka..... District.....**

Dear Sirs,

In compliance to the Authority letter No. WDRA/2014/9-1/T-1 dated 10.3.2017 regarding migration of the warehouses registered with the WDRA prior to commencement of the Warehouse (Development and Regulation) Registration of Warehouses Rules, 2017, we (name of WSP) for the warehouses as per details appended / I, .... warehouseman (name in case of individual) for the Warehouse (name) ..... located at.....Tehsil / Taluka..... District..... PIN..... hereby submit details in compliance of the requirements prescribed under the rule 37 of the registration rule as following:

**I. Information concerning the warehouseman:**

1	Name of the warehouseman	
2	Address of the warehouseman (please attach proof of address)	
3	E-mail	
4	Phone number with STD code Mobile number	
6	Type of entity (Company/ PSU/ Partnership firm/Cooperative Society/ Society/ Trust /Individual)	
7	Please furnish a copy of the identity proof of the warehouseman (refer the Fifth Schedule of Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017) (If the application is in respect of entity other than a natural person (individual), <u>one of the documents attached should state that one of the objectives of the entity is to carry on the warehousing business</u> <b>(Rule 22 a)</b> )	
8	If the compliance declaration is being submitted by an authorised representative of the warehouseman	<b>Details of authorised representative</b>

	<p>(other than a natural person/individual), please indicate the name, address, e-mail and phone/mobile numbers of the authorised representative and attach copy of the proof of address as per serial number 1 of the Fifth Schedule of Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017 and any one of the following documents :</p> <p>(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).</p> <p><b>(Rule 22 a)</b></p>	<p>i. Name:  ii. Address:  ii. e-mail:  v. phone number (with STD code):  v. mobile number :  (attach copy of the proof of address and Identity and required document of Authorization)</p>
9	<p>Details of Insurance Policies covering the warehouse registered (as per rule 17 of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017) Please attach photocopies of the insurance policies.</p> <p><b>(Rule 22 c)</b></p>	
10	<p>Net-worth of the entity for the previous financial year. (Please attach proof as per rule 18 (5) of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017)</p> <p><b>(Rule 22 d), (Rule 28 c)</b></p>	
11	<p>Please attach one set of Standard Operating Procedure as per rule 21 of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017)</p> <p><b>(Rule 22 g), (Rule 23)</b></p>	
12.	<p>Whether there is any change in the Key Managerial persons of the warehouseman</p> <p><b>(Rule 28 a)</b></p>	Yes/No
13.	<p>If answer to the above is Yes, please give details of the changes</p>	
14.	<p>Whether there is any change in the ownership or capital structure of the warehouseman</p> <p><b>(Rule 28 b)</b></p>	Yes/No
15.	<p>If answer to the above is Yes, please give details of the changes</p>	
16	<p>Total number of warehouses managed by the</p>	

	warehouseman (please enclose a list of all the warehouses managed by the warehouseman along with their address and capacity)	
17.	Whether there is any change in location or capacity of the warehouses managed by the warehouseman, whether registered with the Authority or not, if so, give details <b>(Rule 28 f)</b>	
18	Details of the Bank Guarantee/ Indemnity Bond to be furnished with respect to the warehouses for which migration declaration to new registration rules is submitted <b>(Rule 22 e)</b>	Total value of NWRs at the close of the last quarter..... Value of Security Deposit furnished Rs..... Bank Guarantee No. .... Date.....  Name of the Bank.....  No..... and date...in case of Indemnity Bond furnished
19.	Details of the NWRs on the last date of previous Month as per the following format: <b>(Rule 29)</b>	

<b>Month for which report is submitted</b>				
(i) Status of NWRs				
Total number of NWRs received from WDRA	Un used NWRs	NWRs Issued	NWRs Redeemed	NWRs cancelled
(ii) Commodity-wise stock position of goods for which NWRs issued and its market value				
Sl. No.	Name of the Goods (Commodity)	Quantity of the Goods	Market value of the goods	
Details of NWRs pledged with the Banks				
Sl.	NWR No. & Date	Commodity	Value	Bank with which

No.				pledged

**II. Details pertaining to the Warehouse registered with the WDRA for which migration declaration to new registration rules is submitted:**

**(to be submitted separately for each warehouse)**

**Warehouse I.** Name of the Warehouse .....

Details of the warehouse:

i.	Complete address of the Warehouse with PIN code Telephone- land line with STD code, Mobile & Fax number, e-mail.	
ii.	Whether the Warehouse is Owned/ hired/ leased (attach documentary proof as per the Sixth and First Schedule of the Warehousing (Development and Regulation) Registration of Warehouses Rules 2017 as applicable) <b>(Rule 22 a)</b>	
iii.	If hired/ leased, state duration of hiring/ lease	
iv.	Whether any dispute has been initiated in relation to the goods deposited in the warehouse or the negotiable warehouse receipts issued in relation to the deposited goods. <b>(Rule 28 e)</b>	Yes/No
v.	If answer to the above is Yes, please give details of such disputes (if the space is less, a separate sheet may be attached)	
vi.	Please provide details of staff at the Warehouse	

Name	Designation	Educational Qualifications	Details of experience in warehousing

**DECLARATION:**

1. I/We declare to be authorized representatives of the organization to apply for registration of Warehouse.
2. I/We hereby solemnly declare that I/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. I/We hereby solemnly declare that I/we or any of the key managerial persons, has not been declared an un-discharged insolvent by any court
4. I/We hereby solemnly declare that I/we or any of the key managerial persons, has not been declared to be of unsound mind by any court
5. I/We hereby solemnly declare that I/we or any of the affiliates are not assigned, by the Authority to carry out any other function under the Act.
6. I/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. (1 to 6 under **Rule 28 f**)
  
7. I/We hereby solemnly declare that the warehouse (s) specified above is/are 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. (**Rule 22f**)
8. I/We undertake to inform to the Authority of occurrence of any event stated in sub-rule to of Rule 17 within 15 days of such event. (**Rule 28d**)
9. I/ 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**)
10. I/We agree to abide by the terms and conditions of the registration. (**Rule 22c**)
11. I/we undertake that the required amount of Security Deposit will be paid, if the WDRA decides to register the warehouse concerned. (**Rule 24**)
12. I/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 my/ our effective control. (**Rule 24**)
13. I/We hereby solemnly declare that all information herein given is true to the best of my /our knowledge and that in case it proves to be untrue; I/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. (**Rule 24**)
14. I/We undertake that we shall be following the KYD process prescribed under rule 24 of the Warehousing (Development and Regulation) Registration of Warehouses Rules 2017 or as specified by the Authority. (**Rule 24**)
15. I/We further undertake that we shall: (**Rule 25**)
  - (a) issue a negotiable warehouse receipt only in respect of such goods that have been specified by the Authority from time to time;
  - (b) deliver the goods referred to in a negotiable warehouse receipt, to the holder of the negotiable warehouse receipt on demand made by the holder after satisfying the warehousing lien;
  - (c) ensure that the negotiable warehouse receipt holder, on receiving the goods from the warehouseman, acknowledges the receipt of the goods in a form and manner required by the Authority;
  - (d) take necessary actions to maintain the quality and quantity of goods stored in the warehouse;



- (e) maintain and record a complete and accurate set of records and accounts of all transactions pertaining to the operation of a registered warehouse as per the requirements that the Authority may specify from time to time;
  - (f) ensure that the physical inventory tallies exactly with the record;
  - (g) maintain effective control of all registered warehouse storage space;
  - (h) provide necessary assistance in the execution of inspections and audits by the Authority;
  - (i) resolve grievances efficaciously;
  - (j) not differentiate among depositors regarding use of and access to a warehouse;
  - (k) not store goods belonging to itself in a registered warehouse; and
  - (l) not sell, remove or dispose of the goods deposited in a registered warehouse except as permitted under the Act.
16. I/We hereby declare that all warehouse receipts issued by us, negotiable or otherwise, comply with the requirements of section 11 of the Act and the rules, regulations and notifications made there under. **(Rule 26).**
17. I/We hereby undertake that with effect from such date as may be specified by the Authority, I/we shall not issue any negotiable warehouse receipts in physical form, and shall register with one or more repositories registered with the Authority for issuing negotiable warehouse receipts in electronic form. **(Rule 27).**

Signature .....

Name in full.....

Designation.....

Address.....

Enclosures: As per application & check list

Date:

Place:

**Checklist of documents to be attached with the application for registration/ renewal of registration of Warehouse**

<b>S. No.</b>	<b>Document attached</b>	<b>Attached</b>
<b>1.</b>	Applicant's proof of identity as required at Fifth Schedule of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017	Yes/ No
<b>2.</b>	In case of non-individual entity, ID and Address Proof of the authorized representative submitting migration declaration.	Yes/No
<b>3.</b>	Copy of the Standard Operating Procedures	Yes/ No
<b>4.</b>	Document in support of net-worth as required under Rule 18 (5) of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017	Yes/ No
<b>5.</b>	Copy of Insurance policies as prescribed under Rule 17 of the Warehousing (Development and Regulation) Registration of Warehouses Rule, 2017	Yes/ No
<b>6.</b>	List of all the warehouses managed by the warehouseman along with their address and capacity	Yes/No
<b>7.</b>	If warehouse (s) is/are owned: Copy of the Records of Rights or registered title deed in respect land on which warehouse concerned is located as per the Sixth Schedule of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017. In case, a copy has already been submitted it may be so stated.	Yes/ No
<b>8.</b>	Document to demonstrate effective control over each of the warehouses included herein/the Warehouse, any of the following ( as per the First Schedule of the Warehousing (Development and Regulation) Registration of Warehouses Rules, 2017): (i) lease deed or rent agreement, (ii) sub-lease agreement and lease deed indicating that sub leasing is permitted, (iii) revenue sharing agreement, (iv) NOC from Municipal Corporation/ Panchayat/ local body ( as the case may be), (v) lease agreement from concerned APMC, (vi) copy of allotment letter from State Government . For each warehouse listed in the declaration separately.	Yes/ No
<b>9.</b>	Bank Guarantee or Indemnity Bond in support of the Security Deposit	Yes/ No