

## Documents to be carried for Physical withdrawal of commodity

Clients are advised to follow any of the following options as per their convenience at the time of physical withdrawal of commodity from the warehouse.

### **Option 1 (existing)**

Client need to carry following documents at the time of physical withdrawal of commodity from the warehouse:

**Existing clients:** (Already having CMSP a/c with the respective WSP)

1. Original Withdrawal Request Receipt (WRR)
2. Copy of Transfer Request Form
3. Authorization Letter (If applicable)
4. ID proof of person coming to lift the stock, One copy of photo ID proof to be submitted at the warehouse
5. GST registration documents (to be submitted state wise & depending on nature of commodity to the respective WSP, if not submitted earlier)

**NEW Clients:** (Not having CMSP a/c with the respective WSP)

1. Original Withdrawal Request Receipt (WRR)
2. Copy of Transfer Request Form
3. Authorization Letter (If applicable)
4. ID proof of person coming to lift the stock, One copy of photo ID proof to be submitted at the warehouse
5. Copy of Client Master (CMSE a/c)
6. Address Proof
7. Copy of PAN Card
8. GST registration documents (to be submitted state wise & depending on nature of commodity to the respective WSP, if not submitted earlier)

### **Option 2 (new)**

✓ Client should mention any one of the below mentioned identification document of the authorized person who will be lifting the stock from the warehouse:

1. Aadhar Card
2. PAN Card
3. Voter Card

✓ These details have to be filled in by the client in the Transfer Request Form (available on Comtrack website [www.comtrack.in](http://www.comtrack.in)).

- ✓ Details of authorized person (Name, Document type & Document No) will be entered by the CP in the 'Comments' section of the Transfer to CMSP transaction.
- ✓ Client can provide details on one Authorized person against one Transfer to CMSP transaction.
- ✓ SMS & Email alert is sent to the client on withdrawal generation. Clients can immediately coordinate with the WSP for withdrawal and also reconfirm with its WSP on the details updated by the CP.
- ✓ The WSP will tally the details mentioned in the 'Comments' section by the CP with the identification document produced by the authorized person and deliver the commodity to that person.
- ✓ Client should send an email from Registered email ID as per its CMSP a/c records to the respective WSP as mentioned below:

WSP Name	Designated email ID
Kalyx	<a href="mailto:operations@kalyxwarehousing.com">operations@kalyxwarehousing.com</a>
Janhavi	<a href="mailto:info@janhavi.co.in">info@janhavi.co.in</a>
JICS	<a href="mailto:jics@jicslogistic.com">jics@jicslogistic.com</a> , <a href="mailto:rajesh.menon@jicslogistic.com">rajesh.menon@jicslogistic.com</a> , <a href="mailto:preetam.rajput@jicslogistic.com">preetam.rajput@jicslogistic.com</a>
LTC	<a href="mailto:lrc.india@lrcagro.com">lrc.india@lrcagro.com</a>
NBHC	<a href="mailto:exchangeops@nbhcindia.com">exchangeops@nbhcindia.com</a>
Nokha	<a href="mailto:askus@nokhaagro.com">askus@nokhaagro.com</a>
NCML	<a href="mailto:cmg@ncml.com">cmg@ncml.com</a>
SLL	<a href="mailto:Exchangeops@ssll.in">Exchangeops@ssll.in</a>
Star	<a href="mailto:exchangeops@staragri.com">exchangeops@staragri.com</a>

- ✓ Details of Authorized person Name, Document type, Document No & Transaction No with a Subject line as "Online Withdrawal process" needs to be sent on the WSP designated email id.
- ✓ WSP is the required to validate the details updated by CP with the Details mentioned in client mail."

**Thus authorized person need to carry following documents at the time of physical withdrawal of commodity from the warehouse:**

**Existing clients:** (Already having CMSP a/c with the respective WSP)

1. ID proof of person coming to lift the stock, One copy of photo ID proof to be submitted at the warehouse
2. GST registration documents (to be submitted state wise & depending on nature of commodity to the respective WSP, if not submitted earlier)

**NEW Clients:** (Not having CMSP a/c with the respective WSP)

1. ID proof of person coming to lift the stock, One copy of photo ID proof to be submitted at the warehouse
2. Copy of Client Master (CMSE a/c)
3. Address Proof
4. Copy of PAN Card
5. GST registration documents (to be submitted state wise & depending on nature of commodity to the respective WSP, if not submitted earlier)

**Note:** Warehouse Service Provider's as a normal practice should collect the above documents at the time of withdrawal. Statutory authorities may insist on any other document not listed above and it will be the responsibility of the client to comply with any such requirement from the authority.



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**\* Clients are advised to contact Warehouse Service Provider in advance for physical withdrawals \***