Process for Physical Inspection of commodities in the MCXCCL Accredited Warehouses by Member / Participant (Stock Holder)

Member / Participant holding goods in MCXCCL accredited warehouse(s) are entitled to undertake physical inspection of their goods. The process to be followed for requesting physical inspection is outlined hereunder:

1. Member/Participant intending for such physical inspection shall make a request to MCXCCL in the prescribed form "Annexure – I".

2. The duly completed form (scan copy) shall be mailed to WhOps@mcxccl.com and after verification of such request; MCXCCL shall forward the same to the concerned WSP (Warehouse Service Provider) for allowing such inspection.

3. WSP will authenticate the details and finalise the date and time schedule (within 2 working days) with the Member/Participant and intimate the same in writing to all the concerned and MCXCCL.

4. On the scheduled date, prior to physical inspection, the Member/Participant or his authorised representative visiting the warehouse shall carry original identity proof for verification. A copy of such identity proof and original inspection request letter i.e. Annexure - I shall be submitted at the warehouse.

5. During physical inspection, the Member/Participant or his authorised representative is not permitted to take samples, photographs/videos or carry any such hazardous material which may cause damage to the goods inside the warehouse/its premises.

6. Before and after physical inspection, the warehouse official shall enter the necessary details in the physical inspection book which shall be duly signed by the warehouse official and the Member/Participant or his representative.

7. On completion of physical inspection, the WSP shall intimate the same, in writing to MCXCCL.

Annexure-I

Request for Physical Inspection of Goods

Date: _____

To,

Multi Commodity Exchange Clearing Corporation Limited
Warehousing Operations Department
Exchange Square, Suren Road, Chakala,
Andheri (East), Mumbai- 400 093.

Subject: Request for Physical Inspection of our Goods

Dear Sir/Madam,

I / We request for physical inspection of our goods at MCXCCL accredited Warehouse as per details specified hereunder:

Name of Commodity	
Warehouse Name and Address at which physical inspection of our goods.	
Details of Warehouse receipts and Lot Number for which Physical verification is requested (mention lot numbers in separate annexure, if required)	
Total Quantity (In MT/ Bales/Quintals/ Kgs)	

1. I/We _____ (the present Holder) would be present in the Warehouse for physical inspection of my/our lots and my/our identity proof document is _____ with identity no. _____.

OR

1. I/We _____ (the present Holder) have authorized _____ to remain present in the warehouse on my/our behalf for physical inspection and his identity proof document is _____ with identity no. _____.

2. I/We understand that in case original identity proof document is not produced to the Warehouse official, I/We shall be denied permission for physical inspection of the goods.

3. I/We agree and understand that I/we are not permitted to take samples, photographs/videos or carry any such hazardous material which may cause damage to the goods in the warehouse premises.

4. I/We undertake to abide to all the terms and conditions prescribed by MCXCCL from time to time.

5. I/We agree that all incidental expenses incurred for arranging physical inspection would be on my/our account.

Thanking you,
Yours truly,

Signature of Member/Client: _____

Date: _____

List of documents accepted as Proof of Identity

1. PAN card with Clear Photograph
2. UID / Aadhar Card
3. Passport / Driving License / Voter ID card
4. Identity card/ document with applicant's Photo, issued by any of the following: Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions, Colleges affiliated to Universities, Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council etc. to their Members and Credit cards/Debit cards issued by Banks.