

# Delivery on ACE Platform

## Contents

I. Acelink application .....	3
II. Demat Account Opening .....	4
III. Types of Demat accounts .....	4
IV. Process of opening a Demat account .....	4
V. Process of Commodity Deposit and Demat Process .....	5
VI. Delay in Demat Process .....	8
VII. Rules and Procedure for Revalidation .....	8
VIII. Failure in Revalidation .....	10
IX. Process of Re-materialization .....	10
X. Process for fractional deposits/withdrawal .....	11
XI. Outbound Deliveries .....	12
XII. Charges .....	12
Annexure 1 – Commodity Deposit Form .....	14
Annexure 2 – Revalidation Request Form .....	16
Annexure 3 – Physical Delivery Request Form / Remat Request Form .....	18
Annexure 4 – Sampling Request Letter .....	20

Deliveries on the ACE platform are supported either in electronic balance transfer (demat mode) or through the transfer of physical deposit storage receipts. The electronic balances would be with Central Depository Services Limited (CDSL). The delivery mode would be as per the contract specifications of the commodity traded on the ACE platform

### **I. Acelink application**

ACELink application provides an interface between the Client, Warehouse, Assayer, Depository Participant, R&T Agent and the Exchange who are involved in the demat delivery mode. The client depositing any commodity in the ACE accredited warehouses and hold demat mode will automatically get registered on the ACELink system. The user ID and password for accessing the system will be communicated to the client on the email address provided by the client. The client will be able to access the following details through the ACELink system:

1. **Holding reports:** The client will be able to view his demat commodity holdings. For the sake of convenience to the Client, he will be able to view his holdings.
2. **Warehouse charges:** The client will be able to view the various warehouse charges that are applicable to the commodities that are stored by him in the Exchange accredited warehouses.
3. **Status of the requests to the intermediaries:** This facilitates the client to view the status of his request based on the receipt number given by the warehouse. It includes applications that have been either pending or rejected by the concerned parties.
4. **Billing reports:** The client views his billing details, warehouse wise, depository wise or commodity wise. It also provides the facility to view summary reports to the client.
5. **Contract specifications of commodities:** This section contains contract specifications of the entire commodities available with Exchange. The user is advised to go through this section before he/she enters a contract with commodities.
6. **Delivery ready reckonner:** This feature facilitates the client to view delivery details of commodity. The client could choose a commodity from a drop down box. A delivery description report is generated based on the commodity chosen.

## **II. Demat Account Opening**

The client needs to open a Demat account with CDSL for taking/giving delivery of the commodities on ACE platform. The Demat account is required to hold the commodity balances representing the commodities lying at the Exchange accredited warehouses/vaults.

## **III. Types of Demat accounts**

The following types of Demat accounts have to be opened:

- Beneficiary Account
- Pool Account (Only for clearing Members on ACE)

### **Beneficiary Account**

- A Beneficiary account is a Demat account in the name of an Individual (single or jointly). Such an account can be in the name of a Corporate, a Partnership Firm, a Society or a Trust. This account is to be used for transacting in commodity balances held by the account holder at Exchange accredited warehouses.

### **Pool Account**

- A member pool account is a demat account opened by Clearing Members of ACE.
- This account is opened to facilitate the pay-in and pay-out process.

A member is required to open both the pool account and the beneficiary account.

## **IV. Process of opening a Demat account**

The Beneficiary account holder or member who wishes to open a Demat account should do the following:

- Select a Depository Participant (DP) from the list of DPs empanelled by ACE where he wishes to open the demat account.
- The list of Depository Participants (DP) who have been empanelled by ACE and are authorized to open commodity demat accounts for their participants are available on the ACE website.
- The Exchange keeps this list updated from time to time. In case of any difficulties in opening the Demat account or for any operational issues, participants may contact the ACE customer service group.
- Fill up the account opening form. This form can be obtained from the chosen DP.
- Submit the duly filled form to the DP along with the other requirements such as proof of identity and proof of address.

- Sign the agreement with the DP. This has to be executed on stamp paper according to the stamp value prevailing in the state in which the agreement is executed.
- The DP will open the client account and will inform the client within a week's time.
- The Demat account can be operated by the holder/owner of the Demat account if it is in single name or by joint holders if it is in joint names. The holders can give instructions/power of attorney for Demat account operation. In case of corporate, firms, societies, trusts etc. authorized officials will operate on the account. They will have to submit the Board Resolution, Memorandum and Articles of Association, Bye Laws, Trust Deed as the case may be and such other enabling documents as may be required by the DP. Members who wish to open a CM Pool Account should submit the following additional documents to the selected DP.
  - i. Letter from Exchange regarding allocation of Clearing Member Identification Number (CMID)
  - ii. Membership letter given by Exchange.
- The DP will forward all the required documents to the Depository, which will generate a CM BP ID for the member and inform the DP.
- The DP will then activate the account and inform the Member.

## **V. Process of Commodity Deposit and Demat Process**

The credit of commodity balance holdings in the electronic form in the client account is called demat. Demat of commodity takes after the commodity is deposited in the warehouse. In order to deposit the commodity in the warehouse, the following activities will be carried out:

### **1) Confirmation of space Availability**

The Client confirms the space availability with the warehouse and informs him that he will deposit the commodity in the warehouse. The warehouse will then inform the accredited assayer for the said commodity to be available at the warehouse during the time of commodity deposit. The warehouse will also arrange for the labour to unload the commodity at the warehouse if required by the client.

### **2) Commodity Weighing**

The Client brings the commodity to the warehouse; the warehouse keeper weighs the commodity at the pre-designated weigh bridge and retains the weigh slip.

### **3) Assaying**

**Step 1:** The assayer collects the sample, as per the contract norms, at the time of unloading (running sample) in front of the warehouse keeper and the client and mixes it properly in the sample mixing machine. The number of samples to be collected would be based on the sampling lot specified in the contract. If the warehouse or the assayer at any time of unloading finds that the commodity is of inferior quality, then the commodity would be rejected upfront. Herein the warehouse service provider say is final as he is the one who gives quality assurances of the commodities stored in the warehouses.

**Step 2:** Assayer seal packs the sample equally in four plastic bags (samples) and attaches the commodity sample card to all the four samples.

**Step 3:** Assayer gives one sample each to the Client and warehouse and retains two samples with him. The assayer tests one sample and retains the other sample (control sample) with him for any future references.

#### **4) Lot Numbering and Stack Sealing**

Warehouse gives a unique lot no. to the commodity. Assayer seals the lot from all the sides and the warehouse writes the lot no. on all the visible bags of the lot with permanent color. Warehouse attaches the stack card on the lot where the assayer has put the seal.

#### **5) Documentation**

Client submits the Commodity Deposit Form (CDF) to the warehouse at the time of deposit (mandatory requirement). Warehouse issues an acknowledgement receipt for commodity stored. The warehouse will collect an upfront warehouse rent of 8 days from the client at the time of commodity deposit. Format of the CDF as per annexure no. 1

The details in CDF regarding the Client and DP are entered by the client. If the details are wrongly entered then the following problems will take place:

- If the client has entered a different Client ID and DP ID, then the electronic credit of the commodity will take place in a different account and not in the client's account.
- If the Client has entered an altogether wrong Client ID and DP ID, then the electronic credit will not take place from the R&T and this in turn will delay the demat process.

The Warehouse will not be held responsible for delay in demat in the above mentioned cases.

#### **Stage I**

- Warehouse on receipt of CDF enters the details such as Lot No, total quantity, commodity, DP ID and Client ID, Client Name etc. through front-end screen in Acknowledgement receipt module provided under ACELink. It operates through internet browse module.
- On completion of entries of data by warehouse, an acknowledgment receipt number is generated by the system at Link Intime (R&T) (This receipt number is a unique reference number through which the client can track the deposited lot till the last stage of the demat process) and transmitted to concerned assayer for entering grade and validity. The validity & final validity date (FVD) for each commodity would be given by the ACELink system.
- Final Validity Date (FVD) is calculated by the system itself from the date of deposit entered in acknowledgment receipt by warehouse.

### **Stage II**

- The assayer enters the values of the parameters tested and based on that the system would give the grade, validity date and FVD for the lots which pass the assaying process.
- If assayer rejects the lot, it will be shown in the front end screen of the warehouse. After the lot is rejected, the warehouse informs the client to pick up the lot from the warehouse against acknowledgement receipt given to client at the time of deposit and same is kept with warehouse for record purposes. While removing the rejected lot, the warehouse marks a cross sign with permanent color on each and every bag which states that the lot has moved out of the warehouse. The warehouse will collect the rent till the time commodity is stored in the warehouse.
- The assayer issues a certificate only on receipt of the assaying charges.

### **Stage III**

- Warehouse verifies the grade entered by assayer in the system along with the hard copy of the assayer certificate sent by assayer.
- Warehouse after verifying the same, confirms the same.
- Once it is confirmed by the warehouse, an ICIN is allotted.
- An ICIN is assigned to the commodities based on the following five parameters :
  - a. Warehouse name/code
  - b. Commodity
  - c. Validity
  - d. Grade
  - e. Final expiry date
- Warehouse generates Corporate Action for the Depository to process.

### **Stage VI**

- Depository on receipt of the file from R&T processes the same and gives credit to the DP ID/ Client ID combination given in the file for the ICIN.

### **VI. Delay in Demat Process**

The demat process might be delayed due to following reasons:

- Nonpayment of Assayer charges by client: The assayer issues grade certificate only after receipt of payment from the client. Hence, in order to avoid any delay in demat; the client has to make payment to the assayer.
- Nonpayment of unloading charges by client: The unloading charges at the time of commodity deposit are paid by the client. If the client will not pay the unloading charges, then the warehouse will not issue any receipt of acknowledgement of the commodity deposited, in turn delaying the demat process. Thus, the client is required to pay the unloading charges.
- Giving wrong information in the CDF (Wrong client ID, Names etc.): The details in CDF regarding the Client and DP are entered by the client. If the details are wrongly entered then the following problems will take place:
  - i. If the client has entered a different Client ID. and DP ID., then the electronic credit of the commodity will take place in a different account.
  - ii. If the Client has entered a wrong Client ID and DP ID which does not exist, then the electronic credit will not take place from the R&T and this in turn will delay the demat process.

Hence, the client has to enter the correct information in the CDF.

### **VII. Rules and Procedure for Revalidation**

ICINs which are yet to reach the Final Validity Date, but validity period is about to get over, qualified for revalidation.

The following is the process for revalidation:

#### **1) Revalidation Request**

- Clients who have the above type of ICINs can approach the Warehouse for Revalidation by giving a Revalidation Request Form. Format as per annexure no. 2
- Warehouse will arrange for the assayer to take the samples from the lots covered under the said ICIN.
- The list of ICINs which are due for revalidation in a particular warehouse will be available to that warehouse in the ACELink system 14 days prior to the revalidation date. Once the client approaches the warehouse with the Revalidation Request Form, the warehouse will process that particular ICIN in the ACELink system. At that time, a Revalidation Request Number is generated by the ACELink system. (This request number is a unique reference number through which the client can track the revalidation request till the last stage of the revalidation process).

### **Stage I:**

**Step 1:** The assayer collects the sample as specified in the contract, for revalidation, in the presence of the warehouse keeper and the client, and mixes it properly in the sample mixing machine.

**Step 2:** Assayer seal packs it equally in four plastic bags (samples) and attaches the commodity sample card to all the four samples.

**Step 3:** Assayer gives one sample each to the Client and warehouse keeper and retains two samples with him.

### **Stage II**

- The assayer enters the values of the parameters tested and based on that a new grade, new validity date (if the commodity has more than 1 revalidation) and FVD, gets allotted to the lots which pass the assaying process. (If the commodity does not has more than 1 revalidation, then the validity date and the FVD date will be the same date)
- If assayer rejects the lot, it will be shown in the front end screen of the warehouse. After the lot is rejected, the warehouse informs the client to pick up the lot from the warehouse against acknowledgement receipt given to client at the time of deposit and same is kept with warehouse for record purposes. While removing the rejected lot, the warehouse marks a cross sign with permanent color on each and every bag which states that the lot has moved out of the warehouse. The warehouse will collect the rent till the time commodity is stored in the warehouse.
- The assayer issues a certificate only on receipt of the assaying charges.

### **Stage III**

- Warehouse verifies the new grade in the system along with the hard copy of the assayer certificate sent by assayer.
- Warehouse after verifying the same and finding it alright, confirms the same.
- Once the warehouse confirms, a new ICIN is allotted
- Once the new ICIN is generated, a new electronic balance for that ICIN is also generated along with ICIN in the system and is available to warehouse for generating corporate action.
- In revalidation, the old demat quantity gets debited from the client's account and after deducting the 'standard allowance at the time of revalidation' (mentioned in the contract specifications of that specific commodity) the new quantity is credited to the client's account.
- Warehouse generates Corporate Action for the warehouse receipts confirmed by them and forwards it to R&T, Depository and Exchange. The corporate action will contain details about the old quantity, old ICIN, new quantity, new ICIN

### **Stage IV**

- Depository on receipt of the file from R & T, and necessary confirmations, processes the Corporate Action and gives credit to the DP ID/ Client ID combination given in the file for the ICIN.

The ICINs which have surpassed the date of revalidation will not be deliverable on the Exchange platform till the time they are revalidated.

## **VIII. Failure in Revalidation**

- If the assaying report fails to confirm the quality the Client is informed by the Warehouse and he has to take out the commodities from the warehouse.
- The client makes the withdrawal request in the prescribed form to the DP with whom the Demat account is being held and should follow the process for remat.
- Such commodities, in respect of which the approved assayers report fails to confirm the quality specifications of the Exchange, shall not be considered as valid delivery on the Exchange platform.

## **IX. Process of Re-materialization**

In case one opts to withdraw the physical delivery then the account holder will have to make a request in prescribed form as per annexure no. 3 (Physical delivery Request Form) available with the DPs.

The steps involved in taking physical delivery (Rematerialization) are as under:

- The account holder (Client) makes a request to the DP in prescribed form for physical delivery
- The DP will verify the contents, signature of client and acknowledge the receipt of request
- DP generate the Remat Request Number (RRN) and hands over the original of the same to the client
- Client approaches concerned warehouse along with the Remat Request Number and other details like the identity proof and the authority letter in original
- If at the time of remat, the client wants to get the commodity assayed/checked, he can do so by submitting a sampling request letter to the warehouse. Format of the sampling request letter is given as per annexure no.4
- If the account holder cannot go in person, he may give an authority letter to a third person who can collect the commodities on clients' behalf after establishing his identity to the warehouse.
- Client is allowed sampling of commodity stored in ACE warehouses before taking actual physical deliveries on submission of following documents
  - i. Original Remat Request acknowledgement slip duly signed and stamped by the holder's DP.
  - ii. Authorization letter in favor of the representative taking the delivery.
  - iii. Proof of identity of the authorized representative.
  - iv. Sampling request letter
- The warehouse shall facilitate identification and sampling from one of the identifiable lots representing the ICIN. **The facility can be exercised only once for each remat request.**
- The warehouse will confirm the withdrawal quantity in the ACELink system.
- The demat balance of the client will reduce to the extent of the withdrawn quantity.

#### **X. Process for fractional deposits/withdrawal**

It is possible that the client may have some odd lot quantities in their Demat account at the time of deposit e.g. quantity deposited is 20.1 MT and quantity delivered is 20MT

Balance: 0.1MT

Assuming pack size of 50 kg each, the warehouse will deliver 2 bags or pay the cash equivalent of 0.1MT at prevailing spot market price on the date of Remat Request.

For withdrawing the balance fractional quantities from the warehouse, the participants will have to follow the physical delivery request process as mentioned above.

## **XI. Outbound Deliveries**

It should be noted that due to inherent nature of agricultural commodities, instances of occurrence of minor quantum of weevils, insects, fungus and moulds during storage in spite of the best management process adopted by warehouse keepers cannot be ruled out. Exchange clarifies to the market participants that presence of minor quantum of weevils, insects, fungus and moulds in outbound deliveries will not be treated as bad delivery.

At the time of outbound delivery, goods if found infested with minor quantum of live weevils, insects, fungus or moulds will be fumigated by the warehouse service providers at their cost and delivery will be given in reasonable time frame to the buyer. In some commodities there is a tolerance limit in quality parameters at the time of taking the goods out of the warehouse as per the contract specifications. Such delivery will be treated as good delivery in terms of settlement.

Once goods are moved out of the warehouse, no further claims/complaints will be entertained by the exchange on account of quality/quantity.

## **XII. Charges**

- All charges which are incidental to the physical delivery are to be borne by the recipient and paid upfront at the time of delivery. Charges till the time pay in is completed is to be borne by the depositor (seller) and after the payout is completed; the charges have to be borne by the buyer.
- All charges and cost payable to the warehouse towards delivery of the commodity including sampling, weighing, handling charges, initial storage charges etc up to demat credit (8 days) from the date of receipt into designated warehouse up to the date of pay –in and settlement shall be paid by the seller. The indicative charges and minimum billing period is available on the website. The charges are payable by cash/DD.
- Generally the warehouse facilitates the above activities, these are purely value added services from the warehouse and as may be negotiated by the recipient with the warehouse. Exchange does not accept any liability/responsibility towards these activities.
- All charges and costs associated with delivery and including storage, handling etc after the pay out shall be borne by the buyer.
- Warehouse storage charges after credit is received in the demat account will be charged to the client by the respective DPs. Members and constituents hereby notified that if the goods are not moved out of the accredited warehouse by the end of the month in which the Final Validity Date (FVD) falls, then the rates of warehouse charges shall be two times that of the

prescribed normal charges and shall be levied from the first day of the month following the month of FVD.

- The Assayer charges for testing and quality certification should be paid to the Assayer directly at the delivery location by the client.

### Annexure 1 – Commodity Deposit Form

Date of Deposit:

Time of Deposit:

Name Of Warehouse			
Address of Warehouse			
Name of Depositor			
Address of Depositor			
For the account of (beneficiary name)			
PAN No			
Name of the Agent			
Address of the Agent			
Details of Depositor	Client Id:		
	Client Name:		
	DP Id:		
	DP Name:		
<b>Details of Commodity Deposited</b>			
Name of Commodity	Qty (Net weight accepted inside the WH)	No. of lots/bags	Remarks if any

I/we hereby declare that the commodities being deposited herein belong to the beneficiary as stated above and are free from any encumbrances. I/we hereby request the warehouse to accept the deposit of the commodities in the name of beneficiary stated above subject to acceptance of quality by Exchange empanelled the assayer.

\_\_\_\_\_

Signature of the Depositor

\_\_\_\_\_

\_\_\_\_\_

**Acknowledgement from the warehouse**

Name of the warehouse \_\_\_\_\_ We hereby acknowledge the receipt of (quantity) \_\_\_\_\_ (unit) \_\_\_\_\_ of \_\_\_\_\_ (commodity details) from \_\_\_\_\_ (name of the depositor) to be credited for the commodities demat account or to be issued a DSR (in case of Non Demat Process) of bearing Client Id: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ am/pm

Authorized Signature \_\_\_\_\_

(Rubber Stamp/Seal)

### Annexure 2 – Revalidation Request Form

We hereby request you to arrange for the re-validation of the commodity deposit held by us under following details:

Warehouse Name	
DP Id	
Client Id	
ISIN	
ISIN Expired on	
Commodity Name	
Grade	
Qty in units (MT)	
Assayer Reference and Remarks:  (to be filled by the warehouse after re-testing)	
Signature of Beneficiaries	

Date: \_\_\_\_\_

(The beneficiary who wants to re-validate the commodity shall contact the assayer for testing the commodity in consultation with the warehouse. All costs /charges /expenses etc. in this connection shall be borne by the beneficiary/ies themselves.

Please note that the credit will be given to the same Client Id/DP Id combination for which revalidation request is received.)

\_\_\_\_\_

\_\_\_\_\_

**Warehouse Acknowledgement**

Received Request for revalidation of the commodity \_\_\_\_\_ for quantity \_\_\_\_\_ held under ISIN code \_\_\_\_\_ credited in client Id \_\_\_\_\_ with DP Id \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Warehouse Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure 3 – Physical Delivery Request Form / Remat Request Form**

Depository Participant’s Name Address & DP Id (Pre Printed)

Request No.: \_\_\_\_\_ (to be filled by DP)

Serial No.: \_\_\_\_\_

Date: \_\_\_\_\_

I/We intend to receive physical delivery of the below mentioned commodities/metals and authorize that my/our account be debited by the quantity of commodities/metals mentioned below for this purpose. I/We declare that the below mentioned person(s) are the beneficial owners of the commodities/metals mentioned.

Account No.	
Account Holder Name	
Name of commodity/metal	
Client Id	
Unit of measurement	
Quantity to be delivered (in figures)	
In words (integer and decimal)	

Signature: First Holder \_\_\_\_\_

Signature: Second Holder \_\_\_\_\_

Signature: Third Holder \_\_\_\_\_

**Participant Authorization**

Received the above mentioned request for physical delivery of the commodities/metals from the account holder mentioned above.

The application form is verified with the details of the beneficial owner’s account and certified that the application form is in order. The account has sufficient balances to accept the request for

physical delivery. It is also certified that the beneficial owner(s) signature(s) is/are verified and found in order. The order Details of the beneficial owners (Client Master Report), as extracted from the records, is enclosed.

Forwarded by: \_\_\_\_\_

Signature & Seal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

Depository Participant's Name, Address & DP Id (Pre-Printed) \_\_\_\_\_

Sr. No. (Pre printed) \_\_\_\_\_

We hereby acknowledge the receipt of request for physical delivery for \_\_\_\_\_ (quantity) \_\_\_\_\_ (unit of measurement) of \_\_\_\_\_ (commodity/metal) from \_\_\_\_\_ (name) having account no. \_\_\_\_\_ .

Participant's signature and seal: \_\_\_\_\_

Date: \_\_\_\_\_

**Annexure 4 – Sampling Request Letter**  
**(To be submitted by the holder forwarding the Remat request)**

To,

Date: \_\_\_\_\_

The Warehouse Manager

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we request you to issue me representative sample from the lots constituting the ISIN for which remat request has been put forth by me/us and mark these lots against me/us. I/we further undertake the following:

- I. That I/we shall take physical delivery of the lots marked to me/us under the above remat request within 2 working days of the date of accepting the sample;
- II. That in case I/we default in taking physical delivery within 2 working days of collecting the sample, I may be assigned lots other than those marked to me;
- III. The sample quantity will be accounted for in the final quantity being delivered to me/us.

The details of the holding is given as below

1. Name of the Holder(s):
2. Depository Details:
3. Client Id:
4. DP ID:
5. Remat Request No.:
6. ICIN:
7. Quantity:
8. Name of the commodity:

Name & Signature of the Depositor

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

(To be submitted at the time of taking physical delivery)

We hereby acknowledge the receipt of Sampling Request Letter for \_\_\_\_\_ MT/kgs of \_\_\_\_\_ (commodity) from \_\_\_\_\_ (name of holder) having the ICIN INC \_\_\_\_\_ in Demat a/c identified by Client Id: \_\_\_\_\_ & DP Id: \_\_\_\_\_

Quantity of sample provided \_\_\_\_\_

Date: \_\_\_\_\_