



# Delivery on Ace Platform

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## Section 1: Acelink System

Exchange provides a web based system “**Acelink**” which is an interface between the Client, Warehouse / Vault, Assayer, Commodity Participant and the Exchange.

### Acelink application provides the following:

- i. **Client Registration** : The Commodity participant opens Client account ( Beneficiary Owner account), Clearing Member Pool and Early Pay In account through Acelink system
- ii. **Transaction Processing** : Transactions like deposits, transfers, pledge, revalidation, withdrawal are executed through Acelink system on client’s instruction to Commodity Participant / Warehouse
- iii. **Transaction and Holding reports**: The client will be able to view his transaction and commodity holdings in the electronic report form
- iv. **Charges**: The client will be able to view various charges that are applicable on the commodities stored by him in the Exchange accredited warehouses.
- v. **Status of the requests**: The client can view the status of his request, including pending / rejected requests by the concerned parties.
- vi. **Billing reports**: The client can view his billing details, warehouse wise, or commodity wise or even ICIN wise.

### Types of Acelink accounts:

#### Beneficiary Account

A Beneficiary account will be opened in the name of an Individual (operated either singly or jointly) or in the name of Non individual entities such as Corporate, Partnership Firm, LLP, Society or Trust etc. This account is to be used for transacting in commodity balances held by the account holder at Exchange accredited warehouses / vaults.

#### Pool Account

A pool account is opened by Clearing Members (CM) of Ace to facilitate the pay-in and pay-out process of delivery on the Exchange platform.

### **Early Pay In Account**

Clearing members also need to open early pay in account to facilitate early pay in of deliveries.

### **Process of opening an Acelink account**

The client or member who wishes to open an Acelink account should do the following:

Select a Commodity Participant (CP) from the list of CPs empanelled by Ace with whom he wishes to open an account. List of Commodity Participants (CP) who have been empanelled by Ace and are authorized to open Acelink accounts for their clients are available on the Ace website. The Exchange updates this list from time to time. In case of any difficulties in opening Acelink account or for any operational issues, clients may contact Ace.

The client needs to submit duly filled KYC form to the CP along with the agreements and other requirements such as proof of identity and proof of address. The agreement has to be executed on stamp paper. The CP will process the application to open the client account. The Exchange will allocate the client ID. CP will inform Client ID and CP ID post the Client opening an account. Client will have to use the combination of CP ID and Client ID for all transactions. Ace will inform Acelink Login Id and password to the client which will be used for accessing Acelink System.

The Acelink account can be operated in single name or by joint holders if it is in joint names. Nomination is compulsory in case of single holder. In case of corporate, firms, societies, trusts etc., authorized officials will operate the account. They will have to submit the Board Resolution, Memorandum and Articles of Association, Bye Laws, Trust Deed as the case may be along with agreement and KYC form and such other enabling documents as may be required by the CP. Members who wish to open a CM Pool Account shall be required to submit the letter from Exchange specifying Clearing Member Identification.

## **Section 2: Process of Commodity Deposit, Revalidation and Withdrawal for Agri Commodities at Exchange accredited warehouse**

### **Process of Commodity Deposit**

Commodity balance will be reflected in the Acelink system after the commodity is deposited in the warehouse. In order to deposit the commodity in the warehouse, the following activities will be carried out by the depositor:

#### **a) Confirmation of space availability**

The client confirms the space availability with the warehouse and informs him about the commodity he is intending to move to 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 labor to unload the commodity at the warehouse if required by the client.

#### **b) Commodity Weighing**

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

#### **c) Assaying**

**Step 1:** The assayer collects the sample at the time of unloading (running sample) in presence of the warehouse keeper and the client. The number of samples to be collected would be based on the contract specifications. 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's discretion is final as he is the one who gives quality assurances of the commodities stored in the warehouses.

**Step 2:** Assayer packs the sample equally in four plastic bags, or any other number as per the specifications in the contract, 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. The assaying of commodities in Exchange goods shall only be as per the processes specified by the Exchange at the time of inbound as well as outbound deliveries.

**d) Lot Numbering**

Warehouse gives a unique lot no. to the commodity and attaches the stack card on the lot. In case of certain commodities, each bale /bag may also be sealed by the WSP. This will vary from commodity to commodity and as may be decided by the Exchange.

**e) 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 I. The details in CDF regarding the Client and CP are entered by the client. Care should be taken to fill up correct Client ID and CP ID combination;

**Stages of processing at the warehouse:**

**Stage I:**

WSP on receipt of CDF enters the details such as Lot No, total quantity, commodity, CP ID and Client ID, Client Name etc. in Acelink system. On completion of entries of data by warehouse, an acknowledgment receipt number is generated by the Acelink system (This receipt number is a unique reference number through which the client can track the deposited lot till the last stage of the electronic credit in Acelink system) and transmitted to concerned assayer for entering grade and validity. The assayer issues a certificate only on receipt of the assaying charges.

**Stage II:**

The assayer enters the values of the parameters tested and based on that the system generates the grade, validity date and FVD for the lots which have passed the assaying process. (For the purpose of determining FVD, deposit month would commence from E+1 (E: Expiry) and end on the E of the next month. Say if E is May 20th, so all deposits made from April 21st till May 20th would be considered as deposit made in the month of May. Deposit month would be period of one month which implies that even if there are no contracts expiring in a particular month, those months would be considered while arriving at FVD.) If assayer rejects the lot, it will be shown in the Acelink system. After the lot is rejected, the WSP informs the client to pick up the lot from the warehouse against acknowledgement receipt given to client at the time of deposit. The client has to pick up the rejected lot within seven days from the warehouse. The WSP will collect the rent directly from the client till the time rejected lot of commodity is stored in the warehouse.

**Stage III:**

WSP verifies the grade parameters in the system along with the hard copy of the assayer certificate sent by assayer. WSP after verifying the same confirms in the Acelink system. Once it is confirmed by the WSP, an ICIN is allotted.

An ICIN is assigned to the commodity based on the following five parameters:

- a. Warehouse name/code
- b. Commodity
- c. Grade
- d. Validity Date
- e. Final Validity date

WSP gives credit of the quantity, deposited and accepted, to the client.

**Standard Deduction:**

Electronic credit reflected in Acelink system shall be subject to standard deduction as specified in the respective product note of commodity at the time of deposit.

Standard deduction will also be initiated by the Exchange on a specified date wherein there

would be a deduction in the holding as specified in the Contract Specifications / Product Note. There will be no change in the ICIN.

### **Delay in Acelink credit process**

The credit process might be delayed due to following reasons:

Non-payment 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 credit; the client has to make payment to the assayer.

Non-payment of unloading charges by client: The unloading charges at the time of commodity deposit are paid by the client. If the client does not pay the unloading charges, then the WSP will not issue any receipt of acknowledgement of the commodity deposited, in turn delaying the credit 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 CP are entered by the client. If the details are incorrectly entered then the following problems will arise:

- i. If the client has entered a different Client ID and CP ID., then the credit of the commodity will take place in a different account.
- ii. If the Client has entered a wrong Client ID and CP ID which does not exist, then the credit will not take place and this in turn will delay the process. Hence, the client has to enter the correct information in the CDF. The WSP will not be held responsible for delay in Acelink credit in the above mentioned cases.

Exchange has no role to play till the client has forwarded the CDF form to the WSP intending to deposit the commodities on Ace platform. Till such time the commodities stored in Ace accredited warehouses will be considered to be on private arrangement between the WSP and the client.



## **Procedure for Revalidation**

ICINs which are yet to reach the Final Validity Date, are qualified for revalidation fourteen days prior to the re-validation date. The following is the process for revalidation:

### **a) Revalidation Request**

Clients need to approach the WSP for Revalidation by giving a Revalidation Request Form. Format of the form is as per Annexure II. WSP 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 WSP in the Acelink system 14 days prior to the revalidation date. Once the client approaches the WSP with the Revalidation Request Form, the WSP 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 process).

Following steps are involved in the Revalidation Process:

**Step 1:** The assayer collects the sample as specified in the contract, for revalidation, in the presence of the warehouse keeper and the client

**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. 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 have passed the assaying process. (If the commodity does not have more than 1 revalidation, then the validity date and the FVD date will be the same date).

WSP verifies the grade parameter in the Acelink system along with the hard copy of the assayer certificate and after verifying the same confirms in the Acelink system. Once the WSP confirms, a new ICIN is allotted and the quantity credited against new ICIN will be shown after standard deduction as specified in product note.

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

#### **b) Failure in Revalidation**

If the goods fail to confirm the quality, the Client is informed by the WSP and he has to withdraw the commodities from the warehouse. The client makes the withdrawal request as per Annexure III to the CP with whom the Acelink account is being held and should follow the process for withdrawal. 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.

Similarly, the onus of quality / quantity of goods which have passed Final validity date or which have failed revalidation or which is fully / partially confiscated / seized by the local or statutory or any other authority remains with the holder in due course / depositor. Exchange shall not entertain any disputes arising due to aforesaid reasons.

#### **Process of Withdrawal**

The Client who opts to take physical delivery will have to make a request in prescribed form as per annexure III

**The steps involved in taking physical delivery/withdrawal are as**

**under:**

1. The account holder (Client) makes a request to the CP in prescribed form for physical delivery
2. The CP will verify the contents, signature of client and put the request in the Acelink System.
3. Once the Exchange approves the request, CP will generate the Withdrawal Request Number (WRN) and specify the same on the Request form and hand over the original Request form to the client. CP should retain a copy of the same for its records.
4. Client approaches concerned WSP with the Physical Delivery Withdrawal form bearing

the Withdrawal Request Number and other details like the identity proof of self or the person authorized to pick up the delivery

The WSP will confirm the withdrawal quantity in the Acelink system. The Acelink balance of the client will reduce to the extent of the withdrawn quantity.

### **Process for dealing with excess/shortage at the time of withdrawal**

At the time of actual physical delivery there could be instances of excess/shortage w.r.t. the quantity requested for withdrawal and actual physical quantity delivered. In such cases, the WSP and the client will have to settle excess/shortage in cash.

It is possible that the client may have an electronic balance of 20.1MT & quantity requested for withdrawal is 20MT, then for withdrawing the balance fractional quantity from the warehouse, the participants will have to give withdrawal request for the fractional quantity and either lift the same from the warehouse or settle it in cash with the WSP.

### **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 adequate process adopted by warehouse keepers cannot be ruled out. Hence the 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.

### **Section 3: Process of Bullion Deposit and Withdrawal at Exchange accredited Vaults**

#### **Deposit Process**

Bullion balance will be reflected in the Acelink system after the same is deposited in the Vault. In order to deposit the Bullion in the Vault, the following activities will be carried out by the depositor:

**a) Confirmation of space Availability:**

The client confirms the space availability with the Vault and intimates him about his intention to deposit the Bullion for delivering on Ace platform.

**b) Deposit of Bullion:**

The gold/silver bars to be accepted at the accredited vault shall be directly imported or transported via approved channels / logistics partners specified by the Exchange. The gold/silver bars need to be hallmarked by the approved refiners. The Gold/Silver bars should bear the refinery serial no. and accompanied with the Refinery certificate and/ or packing list, tax receipts, import documents, air bill and any other document as may be prescribed by Exchange / Vault.

Depositor also submits CDF form as per Annexure - I to get electronic credit in Acelink system.

**c) Verification at Vault:** The vault official checks the Bar details with Delivery documents and accepts the delivery in the vault. The vault official issues an acknowledgement to the depositor.

**d) Entry in Acelink System:-**

After verifying all the required documents, Vault shall enter the details in Acelink system along with Bar number, packing list number, location, weight, commodity etc and unique ICIN is generated in the system.

#### **Delay in Acelink credit process**

The credit process might be delayed due to following reasons:

1. Non-payment of charges by client
2. Giving wrong information in the CDF (Wrong client ID, Names etc.): The details in CDF regarding the Client and CP 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 CP ID., then the credit of the commodity will take place in a different account.
- ii. If the Client has entered a wrong Client ID and CP ID which does not exist, then the credit will not take place and this in turn will delay the process.

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

The Vault/Warehouse will not be held responsible for delay in Acelink credit in the above mentioned cases.

### **Withdrawal Process**

The Client who opts to take physical delivery of Bullion will have to make a request as per Annexure III

**The steps involved in taking physical delivery/withdrawal are as under:**

1. The account holder (Client) makes a request to the CP in prescribed form for physical delivery
2. The CP will verify the contents, signature of client, countersign the request and put the request in the Acelink System.
3. Once the Exchange approves the request, CP will generate the Withdrawal Request Number (WRN) and specify the same on the Request form and hand over the original Request form to the client. CP should retain a copy of the same for its records.
4. Client approaches concerned Vault with the Physical Delivery Withdrawal form bearing the Withdrawal Request Number and other details like the identity proof of self or the person authorized to take the delivery.
5. Vault verifies the details and gives the physical delivery to the Client post confirming the same in Acelink system. The balance in Acelink will reduce to the extent of the withdrawn quantity.

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

## **Section 4: Instructions to Commodity Participants**

**Following instructions are required to be submitted to Commodity Participants by the clients:**

1. Transfer of balances from Client Beneficiary account to CM Pool or Early Pay in account using instruction slip as specified in annexure IV
2. Withdrawal request for Commodities from warehouses / vaults using withdrawal request form as specified in annexure III
3. Any changes in account like address, email, contact number etc. using change request form as specified in annexure V
4. Pledge creation request
5. Account closure request as per annexure VI

**Following instructions are required to be submitted to Commodity Participants by the Clearing Members:**

1. Transfer of balances from CM Pool to Client Beneficiary account using instruction slip as specified in annexure IV
2. Any changes in account like address, email, contact number etc. using change request form as specified in annexure V
3. Pledge creation request
4. Account closure request annexure VI

## **Section 5: Process of delivery from Seller's Warehouse**

The Exchange has also started an additional delivery mechanism (Direct Delivery System) whereby the sellers shall be able to deliver the goods directly from their own location. This facility is available for commodities as specified in the contract specification. The Direct Delivery System is an additional facility and the existing procedure of delivery through Exchange accredited warehouse would continue to exist and can be availed by the clients.

Seller intending to deliver from his location will have to give a request to Exchange for approval of location in the Exchange prescribed format within specified timelines. Exchange while approving the location will also approve the quantum that could be delivered from that location. Exchange may specify a lower limit for a particular depositor / seller keeping in mind the infrastructure and other facilities available at the location. Exchange decision will be final and binding on all parties in this regard. If at the time of sampling/assaying, the warehouse /storage space at the seller's location is found to be inappropriate i.e. not as per Exchange accreditation norms, the deliveries would be rejected out rightly. The decision of the Exchange will be final and binding on all the parties.

Depositor / Seller's warehouse should be located within specified radius of municipal limits of delivery center. The seller will be responsible for providing adequate infrastructure facilities and labor at the Ginn / warehouse and have to facilitate the smooth lifting of the goods by the buyer so as to ensure that the entire delivered lots are lifted by the buyer as per the settlement process of the exchange

If the buyer who has taken the delivery from Seller's location if he intends to deposit the commodity in Exchange accredited warehouse needs to hold an account with CP.

## Section 6: 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 WSP/Vault towards delivery of the commodity including sampling, weighing, handling charges, initial storage charges etc. up to Acelink credit (7 days) from the date of receipt into designated WSP 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 WSP/Vault facilitates the above activities, these are purely value added services from the WSP/Vault and as may be negotiated by the recipient with the WSP/Vault. 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. Daily warehouse charges accrued to the client for the commodities stored in the accredited warehouses / Vault is available in Acelink system. Warehouse / Vault charges will be charged after credit is received in the Acelink account and will be charged to the client by the respective CPs.

Regular warehouse rates will be charged even after the Final Validity Date (FVD). However, Exchange will not take any onus of the quality and quantity of goods after the FVD. If the client chooses to keep the goods in the exchange accredited warehouses after the FVD, it shall be on private arrangement between the client and the Warehouse Service Provider. If for any reason the WSP is unable to continue the warehouse facility at the said location, he shall approach the client to lift the goods or agree to the revised terms and conditions. This shall be entirely a private arrangement between WSP and the client.

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



## **Section 7: Settlement in case of calamities**

In the event of any eventuality taking place and resulting in loss of goods belonging to participants of the Exchange, the warehouse may have to shut down the operations temporarily. Accordingly, the commodities stored in these warehouses will not be available for settlement on the Exchange during such period.

The process which will be followed in this regard is as under:

- i. Market participants will be informed about the calamity and the steps being taken for replenishing the lost/damaged commodities.
- ii. ICINs of those commodities which have been affected will be de-activated.
- iii. Steps will be taken to complete the formalities with the insurer.
- iv. Lost/damaged commodities will be replenished or arrangement for the payment to the beneficiary holders on receiving the claim from the insurers shall be made.

### **Liability in case of destruction of goods as Exchange Accredited warehouse / vault:**

The Exchange endeavors to ensure that the members and their constituents do not suffer loss of commodities stored at the accredited warehouses. However, deficit in claim recovery from the insurance company cannot be ruled out.

In case of any shortages due to settlement of claims by an Insurance agency, the same shall be borne by the beneficial owner of the commodity. Commodities transferred to member pool, member early pay in and Exchange settlement account does not result in transfer of beneficial ownership. To reiterate, the beneficial ownership gets transferred from the seller to the buyer only when the buyer gets credit of commodities into his account.

## Annexure I – Commodity Deposit Form

### Commodity Deposit Form

Date (ddmmyyyy)										
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Name of the account holder (beneficiary)																
Address of the Account holder																
CP ID							Client ID									
CP Name																
Warehouse Name & Address																
Name of the local Depositor																
Address of local the Depositor																
Contact No. of the local depositor							Mobile No.									
Relationship of the local depositor with Account holder																

Details of Commodity Deposited				
Name of commodity/metal	Quantity (Actual weight accepted inside the warehouse/vault)	No. of lots	No. of bags	Remarks (if any)

I/we hereby declare that the commodities being deposited herein belong to the beneficiary as stated above and are as per contract specifications defined by the Exchange and they are free from any encumbrances.

I/we also declare that goods delivered on Exchange platform are free from all adulteration even though not specifically specified in the contract.

I / we declare that I / we have paid all the necessary taxes (including mandi tax) / levies and other statutory dues. I / We confirm that there are no statutory dues or taxes/ levies outstanding in respect of the said goods and the said goods are owned / held by us.

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 assayer.

\_\_\_\_\_  
Signature of the depositor

## Acknowledgement from the warehouse

(Name of the warehouse)

I/We hereby acknowledge the receipt of (quantity) \_\_\_\_\_ (unit) \_\_\_\_\_ of (commodity details) from (name of the depositor) \_\_\_\_\_ in the warehouse code \_\_\_\_\_ to be credited in the Acelink account of bearing CP ID \_\_\_\_\_ & Client ID: \_\_\_\_\_ on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ am/pm.

**Annexure II – Revalidation Request Form**

**Commodity Participant Name ID and Address**

(Please fill in **CAPITAL LETTERS** only)

<b>Date(DDMMYYYY)</b>									
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<b>CP ID</b>											<b>Client ID</b>								
--------------	--	--	--	--	--	--	--	--	--	--	------------------	--	--	--	--	--	--	--	--

<b>Name of Account Holder</b>																				

I/We intend to revalidate the below mentioned commodities and authorize that my/our account be debited by the quantity of commodities mentioned below for this purpose. I/We declare that I / we are the beneficial owners of the commodities mentioned.

<b>Warehouse Name &amp; Address</b>																			

<b>Sr. No.</b>	<b>Name of commodity</b>	<b>ICIN Number</b>	<b>Lot No</b>	<b>Qty (in figures) (MT)</b>	<b>Assayer Reference and Remarks: (to be filled by the warehouse after re-testing)</b>

**Signature of Account Holder:**

	<b>First / Sole Authorized Signatory</b>	<b>Second Authorized Signatory</b>
<b>Name</b>		
<b>Signature</b>		

## Warehouse Acknowledgement

Received Request for revalidation of the commodity \_\_\_for quantity \_\_\_held under ICIN  
\_\_\_\_\_credited in client Id \_\_\_ with CP Id \_\_\_\_\_

Authorized Signatory: \_\_

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

Date: \_\_

### Note:

1. 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.
  2. The credit will be given to the same Client Id/CP Id combination for which revalidation request is received.
-

### Annexure III – Physical Delivery Request Form / Withdrawal Request Form

**Commodity Participant Name ID and Address**

(Please fill in **CAPITAL LETTERS** only)

<b>Date(DDMMYYYY)</b>									
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<b>CP ID</b>												<b>Client ID</b>						
--------------	--	--	--	--	--	--	--	--	--	--	--	------------------	--	--	--	--	--	--

<b>Name of Account Holder</b>																		

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 I / we are the beneficial owners of the commodities / metals mentioned.

Sr. No.	Name of commodity/metal	ICIN Number	Lot No./ Bar No.	Withdrawal Qty (in figures)	Quantity to be delivered (in words - Integer and decimal)	Unit Of Measurement

Physical Delivery Pick Up by  **Self**                       **Authorized Representative \***

\* If physical delivery pick up is by authorized representative, please provide below details:

<b>Name of authorized Representative</b>												
<b>Photo Id Proof (attach copy)</b>												
<b>Signature and Photograph</b>	<div style="border-bottom: 1px solid black; width: 100%;"></div> Specimen Signature						<div style="border-bottom: 1px solid black; width: 100%;"></div> Photograph					

**Signature of Account Holder:**

	First / Sole Authorized Signatory										Second Authorized Signatory									
<b>Name</b>																				
<b>Signature</b>																				

**Commodity Participant Authorization**

I/ we confirm the receipt of 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 withdrawal request number as extracted from the Acelink System is \_\_\_\_\_.

**Signature**

**Commodity Participant Seal**

**Date**

**INSTRUCTIONS FOR CP:**

1. Please verify the details of BO and Authorized person before updating details in Acelink system
2. Forward Scan copy of this request to Ace
3. Return original request to BO duly signed and acknowledge
4. Preserve scan / hard copy of request for record purpose

**INSTRUCTIONS FOR Vault / Warehouse:**

1. Verify details of request form from the Acelink system and scan copy sent by Exchange
2. Preserve the original copy duly signed by BO and CP before release of goods
3. In case of Cotton, the electronic balance reflected in Acelink system is exclusive of bag weight. Hence, at the time of physical delivery, bag weight @ 0.050 Kg (in case of plastic strap) needs to be added back for every ICIN.

## Annexure IV – Instruction Slip for transfers

(To be filled in duplicate)

Client to Pool / Pool to Client

Off Market Transfer\*

### Commodity Participant Name, ID and Address

Date							
------	--	--	--	--	--	--	--

Serial No.							
------------	--	--	--	--	--	--	--

Commodity Participant ID		Client ID	
--------------------------	--	-----------	--

**Account Holder's Details:**

Name of First / Sole Holder	
-----------------------------	--

**Commodity Details:**

Sr. No	Commodity	ICIN	Quantity in Figures	Quantity In words	Transaction Id (to be filled by CP)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Target CP ID		Target Client ID	
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Date of Execution						
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Market Type \_\_\_\_\_ Settlement Number \_\_\_\_\_

	First/Sole Holder / Authorised Signatory	Second Holder / Authorised Signatory
Name		
Signature		

Internal Ref. No.		Signature Verified By		Transaction Entered By	
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*\*To be used only if either source or target beneficiary is a member registered with the Exchange (Ace)*





**Annexure: To be used for Change in Authorized Signatory**

	First / Sole Authorized Signatory										Second Authorized Signatory									
<b>Name</b>																				
<b>Designation</b>																				
<b>PAN</b>																				
<b>Signature</b>																				
<b>Passport Photograph</b>																				



