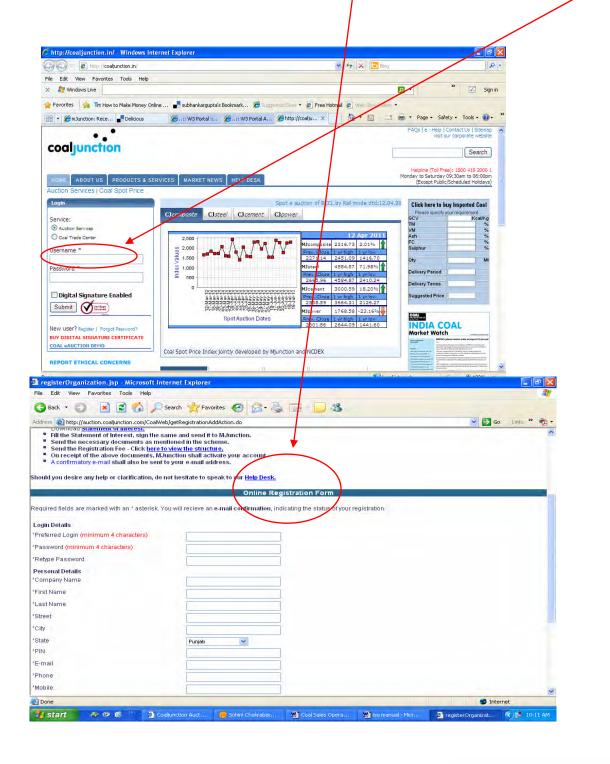
BIDDER MANUAL



mjunction services limited Godrej Waterside Tower-I, 3rd floor Plot No. 5, Block-DP Sector-V, Salt Lake City Kolkata - 700091, WB, India

Registration:

- Step 1: Log on to our website <u>www.coaljunction.com</u>
- Step 2: Online registration: New Bidders should fill up the "Online Form" in the link "New Users Register Here"





Step 3: The User ID & Password would be activated (subject to verification) upon receipt of the following documents:

- Self Attested copy of PAN Card
- Photocopy of Sales Tax Certificate / Trade License
- Banker's Certificate for Address Proof
- Authorization Letter with 2 Latest Passport size Photograph of Authorized signatory on Company Letterhead
- Statement of Interest (SOI), Training Confirmation Form, & Buyer Identity Card Form.

All Forms are to be printed, filled in and submitted at mjunction's Kolkata Office.

Note:

Organizations having multiple registrations for their different units can continue to operate with different registrations, on the basis of one PAN number, only if the different units have independent Sales Tax Registration Number.

Step 4: Along with the mentioned documents the applicant needs to send a "Registration Fee" (Non Refundable, Non Interest Bearing) in the form of Pay Order / DD in favor of '**mjunction services limited A/c Coal** ', payable at **Kolkata**.

The Structure of Registration fee is appended below:

Registration Period	Fee (Rs.)	Tax ** (Rs.)	Total Amt (Rs.)	Remarks
For 1 Year	3000/-	309/-	3309/-	The User ID shall remain active for a period of 12 months from the date of activation.
One time	10000/-	1030/-	11030/-	Validity in the Bidder ID Card will be 3 yrs.

Note:

In case of issuance of Additional / Duplicate Bidder ID card due to change in Company Name, Registered Address*, Authorization or any other reason (subject to evaluation) the following amount shall be charged:

Amt (Rs.)	Tax** (Rs.)	Total Amt (Rs.)
500 /-	52 /-	552 /-

* **The** address filled in the Online Registration Form & SOI should be the same & complete, any discrepancies found later on can lead to charges as mentioned above for issuance of duplicate bidder ID card.

** Service Tax and Education Cess @ 10.30% are applicable on the Registration fee w.e.f Feb 24, 2009



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Please refer to "Downloads" Menu on auction site for full version of Bidder Manual.

