

## Coaljunction: New Registration Checklist & Instructions

### Documentation:

- Common Requirements:
  1. Duly filled in SOI Form
  2. Self-attested photocopy of PAN Card (Company PAN Card – wherever applicable)
  3. Authorization Letter (not applicable for Individuals & Sole Proprietorship) (Use format in Page 7 of SOI)
  4. Banker’s Certificate (Use format in Page 8 of SOI)
  5. Photocopy of valid Sales Tax Certificate
  6. Two (2) Passport-Size photographs
  7. Self-attested photocopy of PAN Card of the Applicant (in whose name Bidder ID Card will be generated)

- Specific Requirements:

INDIVIDUAL	SOLE PROPRIETORSHIP	PARTNERSHIP	COMPANY	HUF	SOCIETY	CO-OP. SOCIETY	TRUST
1. Documents to be signed by the Individual 2. Self-attested copy of PAN Card of Individual	1. Documents to be signed by the Proprietor 2. Self-attested copy of PAN Card of Proprietor	1. Certified Copy of Partnership Deed 2. Documents to be signed by a Partner, on the basis of a resolution signed by all the other Partners 3. Self-attested copy of PAN Card of Partnership Firm	1. Memorandum & Articles of Association 2. Certificate of Incorporation 3. Form 32 / DIR 12 for all Directors 4. Documents to be signed by a Director on the basis of a resolution of the Board of Directors 5. Self-attested copy of PAN Card of Company 6. Board Resolution letter	1. Documents to be signed by the Karta 2. Self-attested copy of PAN card of HUF	1. Certificate of registration issued by Registrar of Societies 2. Memorandum of Association and by-Laws 3. Documents to be signed by Chairman / President, Authority given on the basis of resolution of the Managing Committee 4. Self-attested copy of PAN card of Society	1. Certificate of registration issued by Registrar of Co-op. Societies 2. By-Laws 3. Documents to be signed by a Chairman/ President, Authority given on the basis of resolution of the Board of Directors 4. Self-attested copy of PAN card of Society	1. Certified copy of the Trust Deed 2. Documents to be signed by a Trustee on the basis of a resolution signed by all the other Trustees 3. Self-attested copy of PAN Card of Trust

Upon receipt of completed signed and stamped Statement of Interest (SOI Form), above mentioned documents and registration fees, mjunction shall verify the same.

After due verification, the registration would be activated and an email would be sent from mjunction informing the “User-ID, Password & Bidder ID No.” for participating in coaljunction’s online e-auctions within 72 working hours (assuming all provided papers are ok) of receipt of documents.

A Laminated Bidder ID Card would be prepared within 7 days from activation. This ID card would be sent to you through Courier/ Regd. Post at your registered address. In case there is a failure in delivery, the registered bidder must collect it, from mjunction office, in person, within 3 (three) months from date of registration, failing which mjunction would bear no liability. A non refundable penalty fee of Rs. 1000/- (Excluding GST & Online Payment Fees) would be levied if any registered bidder claims the Bidder ID Card beyond this period of three months and Bidder ID Card would be provided only upon receipt of such fee.

Additional / Duplicate Bidder ID Cards would be provided upon request. A non refundable charge of Rs. 1000/- (Excluding GST & Online Payment Fees) per card would be levied.

**Disclaimer:** In order to serve you better, we request you to raise any query or report any discrepancy pertaining to your Bidder Id Card within 30 days of the issuance of your bidder id card, otherwise any issue highlighted post that period will

become chargeable. We at mjunction are committed to provide you quality services at all times. We seek your utmost cooperation in this matter.

The buyers are requested to fill up the 'Online Registration Form' correctly during the time of registration, since the ID card preparation & further communications like Courier, etc. will be on the basis of information provided by the customer in the 'Online Registration Form'.

Registration Fee Structure (Non Refundable, Non-Interest Bearing) w.e.f August 17, 2017

Fee Amount (Rs.)	GST@ 18%	Total Fee Amount (Rs.)	Validity
2000/-	360/-	2360/-	April 30,2024

**Note:**

- All are hereby informed that mjunction does not deal with physical currency notes for any services/offering. Request to refrain from any such dealings in physical currency notes with any employee and/or representatives of mjunction. mjunction services ltd will not be liable for any loss incurred due to such unauthorized transactions and therefore deny fulfilment of services / products in lieu of such transactions. Report of such unauthorized transactions may be brought to the notice immediately by reporting it at mail id "ethics@mjunction.in".
- Our registered bidders can participate in the e-auctions subject to not remaining debarred for any reasons like non-payment of any past dues, etc.
- Address filled in the Online Web Form would be used for printing Bidder ID Cards.
- Any discrepancies found later on can lead to levy of charges as mentioned above for Issuance of Duplicate Bidder ID Card.
- For any change w.r.t Organization Name / Organization Type / Address / Authorization, etc. (subject to evaluation). Additional Bidder ID Card will be issued. A non-refundable charge of Rs. 1000/- (Excluding GST & Online Payment Fees) per card would be levied.

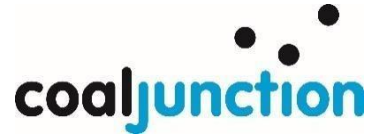
Upon activation the following would be provided to Registered Buyers.

1. Illustrative Copy of Bi-lingual Buyer Manual
2. Soft Copy of Bidder ID card (Photo Card)
3. Toll Free Help Line Number - 1800 419 20001

Disclaimer: In order to serve you better, we request you to raise any query or report any discrepancy pertaining to your Bidder ID Card within 30 days of the issuance of your Bidder ID Card, otherwise any issue highlighted post that period will become chargeable. We at mjunction are committed to provide you quality services at all times. We seek your utmost cooperation in this matter.

**mjunction services limited**  
Godrej Waterside  
Tower-1, 3rd floor, Plot No.5, Block-DP, Sector-V  
Salt Lake City, Kolkata - 700 091  
Tel.: 033-66106100, Fax: 033-6601 1719  
E-mail: coaljunction@mjunction.in  
URL: www.coaljunction.com

(Official Use by mjunction only)



mjunction Bidder ID	
---------------------	--

### Statement of Interest (SOI) Form

USER LOGIN:

(Please enter the User Login chosen by you in your Online Registration)

Please fill in the details of your DD's / PO's below:

Fee Type	DD / PO No	DD / PO Amount	Bank Name	DD / PO Date
Registration Fee				
Additional ID Card (For Co's only)				

1. Organization Name:

2. Type of Organization:  Sole Proprietorship       Partnership       Private/Public Limited Co  
 Others      If 'Others' please specify \_\_\_\_\_

3. Business Activity:       Trading       Stockist/Retailer       Broker       Processor / End User

4. Registered Address:

5. City:

6. State:

7. PIN Code:

8. Authorized Signatory's Details:

Name		Landline No.	
Designation		Fax No.	
Mobile No.		E-mail Address	

9. C.S.T No.:

10. VAT /TIN No:

11. PAN No.:

12. Please tick and choose the correct option from the below:

I am an MSME

I am a non-MSME

Please submit the applicable below mentioned supporting self-certified / Notarized document:

- 1) SSI registration certificate
- 2) MSME registration certificate
- 3) DIC certificate mentioning SSI/MSME registration number
- 4) UAN
- 5) Part II acknowledge (for MSME)
- 6) IEM Part B acknowledge copy (for non MSME) - Notarized
- 7) Certificate from BIADA / JIADA (for MSME)
- 8) Any other document in addition to the above.

\*\* Up to an investment of 50 crore and turnover of 250 crore comes under MSME category as per notification dated June 1st, 2020 by Govt. of India.

13. DECLARATION

1. I / We confirm that the information furnished by me / us in this statement of interest is true and correct to the best of my/ our knowledge and belief and no material facts have been concealed by me / us. I / we understand that my/ our registration is liable to be cancelled in the event the information furnished by me/us is found to be untrue/ incorrect and would result in the forfeiture of the registration fee.
2. I / We hereby instruct and authorize mjunction to hand me/ us the User-ID and Password to access the services of mjunction. I / We agree that I / We shall change the password on receipt by me/ us and keep it confidential. I / We agree that mjunction shall not be held responsible in any way for any losses that may be suffered by me/ us as a result of disclosure of the password to any other person.
3. I / We understand that my/ our inability to participate in an e-selling event due to disruption of my/ our internet services, or due to bandwidth problems with my/ our local internet service providers are beyond the control of mjunction.
4. I / We agree that mjunction shall not be liable responsible for any interruption in e-selling auction service caused by any means.
5. I / We understand that mjunction expressly excludes liability for consequential loss or damage or loss of profit, business, revenue, goodwill or anticipated savings, which may arise in respect of the services.
6. I / We agree and undertake to ensure to ensure that the safety, security, data integrity service or any other facts / information of auction is not compromised with anyone else.
7. I / We confirm to abide by the Terms & Conditions as displayed on mjunction's website ([www.coaljunction.in](http://www.coaljunction.in)) regarding the e-selling events that would be organized by mjunction from time to time while placing my / our bid in any e-selling event I / we understand that my / our bid in an e-selling event would be construed as my / our acceptance to comply with the specific terms & condition for that event. I / We understand that if our bid is accepted by mjunction, I / we are obliged to complete the transaction and my bid shall remain valid during the validity period for consideration.
8. In the event of any failure on our part to comply with all or any of the Terms & Conditions regarding thee-selling event, 11 we irrevocably agree for the forfeiture of our EMO/ Security Deposit / invocation of the Bank Guarantee. I / We agree that mjunction will be within its right to take any punitive measure against me / us including permanently debarring/ blacklisting from participation in any or all mjunction's events.

9. I / we understand that mjunction may terminate my / our Membership at any time by serving a notice in writing or through e-mail to me / us without assigning any reasons. I / We understand that the termination of my / our membership shall not absolve me / us of our existing obligations to mjunction and /or the seller, and such obligations shall survive the termination of membership till final discharge.

I/ we undertake to immediately, within 30 days from the date of termination notice, pay and settle all outstanding debts and dues in full to mjunction and the seller as well as honour and complete all outstanding transactions and effect the sale and/or purchase of products and/or services made on or through mjunction.

10. I /We agree to resolve all disputes with mjunction amicably failing which the disputes shall be referred to arbitration consisting of a sole arbitrator to be appointed by the Managing Director of mjunction services limited and the court at Kolkata shall have the exclusive jurisdiction and the Arbitral proceedings shall be conducted in English language and in accordance with the Arbitration & Conciliation Act, 1996 and any amendment made thereto up-to-date. Each Party shall bear their respective expenses and cost of arbitral proceedings including fee of arbitrator.

The award of the arbitrator shall be final and binding upon the parties.

11. I / We confirm having understood the process of participation in an online event (e-booking / e-auction).

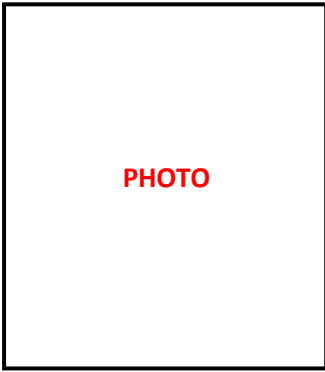
12. I/ We understand and agree that mjunction makes no warranty, representation or promise not expressly set forth in this agreement. mjunction disclaims and excludes any and all implied warranties of merchantability, fitness for a particular purpose and non-infringement, except as expressly set forth herein, mjunction makes no warranty with respect to any software, product, configuration or system tested, analyzed or reviewed by mjunction and does not warrant that they are without defect or error, except as expressly set forth herein, the results, data, performance, and information reported or disclosed by mjunction in connection with the services or this agreement are not warranted and client bears all risks of reliance thereon. mjunction does not warrant that any results, data, performance or information can be reproduced, repeated or verified (i.e., they may vary). Except as expressly set forth herein, the methodologies, equipment, software, practices, procedures, and technology used by mjunction in connection with the services are not warranted and except as expressly set forth herein there shall be no claim against mjunction based on any of the foregoing or any alleged or actual inadequacy, malfunction, defect, or incompleteness of or in the foregoing.

13. Please ensure that your GST information is always updated in coaljunction portal within 3 working days of payment of any MJ fees in any form, i.e. through Online payment mode or Offline payment mode or Electronic payment mode or Physical payment mode like DD, failing which we will be billing you as an unregistered GST customer and you will then never be able to enjoy input tax credit claim wrt GST paid and we will not be in a position to provide you GST based invoice ever again.

Date:

Place:

Signature of Authorized Signatory / Representative  
(With Stamp)



**Bidder ID Card Form**

(Please fill up using Black Ball pen and attach One [1] Passport size photograph)

mjunction Bidder ID	
---------------------	--

Please fill in the details of your DD's / PO's below:

Fee Type	DD / PO No	DD / PO Amount	Bank Name	DD / PO Date
Registration Fee				
Additional ID Card (For Co's only)				

Organization Name:

Authorized Signatory's Details:

Name	
Designation	
Mobile No.	
Landline No.	
Fax No.	
E-mail Address	

Date:

Place:

Signature of Authorized Signatory / Representative  
(With Stamp)

**Disclaimer:** In order to serve you better, we request you to raise any query or report any discrepancy pertaining to your Bidder Id Card within 30 days of the issuance of your bidder id card, otherwise any issue highlighted post that period will become chargeable. We at mjunction are committed to provide you quality services at all times. We seek your utmost cooperation in this matter.

**LETTER OF AUTHORISATION**

(In Company Letterhead along-with Passport Photo)

To,  
mjunction services limited

Sir,

1. I/ We hereby appoint and empower Shri .....  
S/o ..... to deal with mjunction and Coal Company on all issues, whose signature (as in the Box) has been duly verified and attested below.

Specimen Signature of Authorized Representative

2. The Bidder Identity Card may be issued in the name of Authorized Representative.
3. We agree to confirm and ratify all acts done by him under this authorisation.

Date:

Place:

Signature of Authorized Signatory of the Organization  
(With Stamp)

**FORMAT OF BANK CERTIFICATE FOR REGISTRATION**

To  
mjunction services limited

Sir,

- 1) We certify that, M/s.....,  
Address .....  
(Name the applicant) is/ are maintaining a Savings Bank Account/ Current Account (tick whichever is applicable) No ..... (Mandatory) with us since .....
- 2) The name of his banker is .....  
Their address as recorded with us: .....
- 3) As per our records the status of applicant is Individual / Proprietorship / HUF / Partnership / Company under the Companies Act 1956 / Society / Trust / Co-op. Society / Association / AOP / Body of Individual / others (please specify)
- 4) Their PAN No. as recorded with us is..... **(Mandatory)**
- 5) The 9 Digit MICR Code of our Branch is..... **(Mandatory if MICR Branch)**
- 6) The 11 Character IFSC Code of our Branch is ..... **(Mandatory)**
- 7) The NEFT Code of our Branch is ..... **(If Available)**
- 8) Branch Code .....
- 9) Branch Name .....

Signature of the Banker with Stamp

Date: ..... Name: .....

Place: ..... Designation: .....

**Note: Correct Bank details (Account No, IFSC Code, MICR Code, etc.) will help our buyers in availing faster refunds through online mode.**

(Official use by mjunction only)

mjunction Bidder ID	
---------------------	--