



## **Surrendering dematerialized e-Series units for physical delivery, its charges and the delivery centers**

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**Step 1: Procedure for providing Surrender request Form**

If the unit holder (Member / Client) is interested to convert E-Series units such as E-Gold, E-Silver, E-Copper, E-Zinc, E-Lead and E-Nickel in to physical delivery in the specified denomination, the following process is to be followed while surrendering his dematerialized holding.

- 1) The client intending to take physical delivery in lieu of E-series units needs to transfer E-Gold / E-Silver / E-Copper / E-Zinc / E-Lead and E-Nickel units to the designated Exchange beneficiary account (house account) of the Exchange. Such units from the NSDL / CDSL depository accounts of the client / members shall be transferred to the beneficiary account of the Exchange in the respective depository. The details of the said NSEL designated account is as mentioned below:

Sr. No.	Depository	DP ID	DP Name	Client ID	Client Name
1.	NSDL	IN001125	NSEL	<b>10000037</b>	NSEL
2.	CDSL	11000026	NSEL	<b>00000046</b>	NSEL

- 2) The said units can be transferred from CM Pool a/c or beneficiary account to the Exchange beneficiary account through the process of off market.
- 3) The Member / Client needs to submit the [Surrender Request Form \(SRF\)](#) along with the copy of the Delivery Instruction Slip (DIS) and Identity proof of the Authorized person, who will lift the delivery from the delivery center.
- 4) The Client / Member must ensure that the signature of the holder on the Surrender Request Form (SRF) should be attested by the depository and complete in all aspects. In case of incompleteness, the Exchange may reject the application form.
- 5) The unit holder shall fax the SRF and DIS acknowledgement to the Exchange at fax no: 022-67269524 / 022-67619931 or mail the scanned copy at [NSEL-DP@Nationalspotexchange.com](mailto:NSEL-DP@Nationalspotexchange.com)
- 6) Only on receipt of the mentioned documents and credit in the Exchange beneficiary account (house account), the Exchange confirms the acknowledgement to the Client / Member. The applicant may also contact the Exchange at 022-6761 9900 Extn. – 4777 /4779 /4782 to confirm the same.
- 7) The Surrender request form would be accepted from Monday to Friday till 6:00 PM.



## **Step 2: Procedure of lifting physical delivery from the Exchange specified delivery centers**

On receipt of the copy of DIS, SRF, authority letter and credit in its house accounts, the Exchange makes necessary arrangement for physical delivery as per the SRF.

- 1) NSEL intimates the confirmation of physical delivery readiness and the Conversion charges to the Member / Client through email which is provided in the SRF. The Exchange also provides the contact details of the delivery centre to the client.
- 2) The client shall be required to hand over cheque of requisite amount (in favour of "National Spot Exchange Ltd" at Mumbai) at the delivery centre prior to the delivery of commodity. In case the amount payable on the above account is more than ₹ 50,000/-, the payment will be acceptable by DD (demand draft) only.
- 3) However in case, the member is agreeing to pay the Conversion charges on behalf of his client, the same amount will be debited from the member's Settlement account.
- 4) The Client / Member is required to submit the original SRF and payment (if any) and proof of identification at the delivery centre. After due verification of the identity of the person, the vault / NSEL official shall hand over delivery of commodity(s) to the client or his authorized representative along with delivery challan.
- 5) While accepting the delivery, the client / representative must verify the commodity in the presence of the vault / exchange officials and acknowledge the receipt of the same.
- 6) The client or his authorized representative can lift the delivery from the designated delivery center within 7 days of receipt of advice from NSEL. In case of non-lifting of the delivery within 7 days, the holder shall be liable to pay the storage charges for the entire month.
- 7) The Exchange makes necessary arrangement of physical commodity at the requested delivery centre within 7 working days from the date of receipt of SRF & E-series units. However the same can be extended up to 15 days in case of non availability of the commodity at specific denominations at the particular delivery centre.
- 8) The sale invoice shall be issued in the name of the client as per the details mentioned in SRF specifying his VAT / GST number (if any), address and other details.

## Specific denominations and various charges associated with conversion process

### 1) Making/Packing Charges:

<b>Gold</b>	Denominations	1 gram	8 grams	10 grams	100 grams	1 Kg
	Conversion Charges (per coin / bar)	₹ 100	₹ 400	₹ 400	Nil	Nil

<b>Silver</b>	Denominations	100 gram	500 gram	1 Kg	5 Kg	30 Kg
	Charges for Sliced Cut bar/granules	Nil	Nil	Nil	Nil	Nil
	Charges for Finished & Fine bar	₹ 1000	₹ 2000	₹ 2500	₹ 4000	Nil

<b>Copper</b>	Denominations	60 Kg	2.5 MT
	Unpacking charges (per delivery lot)	₹ 100	Nil

<b>Zinc</b>	Denominations	25 Kg	1 MT
	Unpacking charges (per delivery lot)	₹ 50	NIL

<b>Lead</b>	Denominations	24 Kg	1 MT
	Unpacking charges (per delivery lot)	₹ 50	Nil

<b>Nickel</b>	Denominations	90 Kg	1.5 MT
	Unpacking charges (per delivery lot)	₹ 2000	Nil

<b>Platinum</b>	Denominations	100 Gram
	Making charges (per lot)	NIL

### 2) Any applicable Taxes:

All such taxes and levies will be payable on the clearing rate (closing price of the E-Series unit) on the date of execution of DIS, irrespective of original purchase price or multiple transactions of buy and sale executed during the intervening period.

Note: The client opting for conversion of electronic units to physical units will be required to pay VAT / GST / Octroi or any other local taxes as applicable at the place of delivery and service will be applicable on making /packing charges.

### 3) Delivery Charges:

In respect of lifting of commodities, the Exchange shall levy the delivery / lifting charges and is computed per lifting of the material irrespective of weight of the commodities. However, if two different clients of the same member take physical delivery even at the same point of time, it



will be construed as two deliveries and therefore, will be charged separately by the warehousing agency.

The details of the loading and delivery charges levied are as follows:

<b>Sr.No</b>	<b>Commodity</b>	<b>Delivery Charges (Per Lifting)</b>
1	Gold	NIL
2	Silver	NIL
3	Copper	₹ 1000
4	Zinc	₹ 1000
5	Lead	₹ 1000
6	Nickel	₹ 1000
7	Platinum	NIL

#### **4) Charges towards premium (if requires)**

The delivery arrangement is made by the Exchange is as per the standard quality mentioned in the circulars. However in case the client wants the commodity with higher quality, the same can be arranged by the Exchange subjected to the availability. The client is required to pay the proportionate premium towards the additional quality. In addition to the above, for E-Silver, finished and fine bars are also subject to availability.

#### **5) Weight difference adjustments (if requires)**

The actual weight of Sliced Silver, Copper, Nickel, Zinc and Lead Bars might vary from the weight as per the number of E-Series units for which conversion request has been requested. Any such variation in weight would be settled either by transfer of Demat units or by payment of equivalent cash at such rate as may be decided by the Exchange.

### Delivery Centers

Sr. No.	Location	Commodity	Name & Address of the delivery centers
1	KOLKATA	Gold Silver	<b>Brinks Arya India (P) Ltd.</b>
			<b>Address:</b> 18/39, Ground Floor, Ballygung Place (East), Kolkata – 700 019
			<b>Contact Person:</b> Mr. Sunil Dholakia
			<b>Contact No. :</b> 033 - 66159000 / 22317253
			<b>Mobile No:</b> 090514 98813 <b>Email:</b> sunil.dholakia@nationalspotexchange.com
2	CHENNAI	Gold Silver	<b>Brinks Arya India (P) Ltd.</b>
			<b>Address:</b> 81, Sahridya, Dr. Rangachari Road, Mylapore, Chennai – 600 004
			<b>Contact Person:</b> Mr. V. Jagdeesan / Mr. Pawan Kumar Betala
			<b>Contact No. :</b> 044 - 43950850
			<b>Mobile No:</b> 091766 65905 / 091766 79887 <b>Email:</b> v.jagdeesan@nationalspotexchange.com; pawan.kumar@nationalspotexchange.com
3	HYDERABAD	Gold Platinum Silver	<b>Brinks Arya India (P) Ltd.</b>
			<b>Address:</b> Manorama, H. No. 1-10-98/30,Dwarkadas Colony, Mayuri Marg, Begumpet, Hyderabad – 500 016
			<b>Contact Person:</b> Mr. Amarender Reddy / Mr. Syed Amjad Ali
			<b>Contact No. :</b> 040 – 32506470
			<b>Mobile No:</b> 096427 64242 / 096427 78692 <b>Email:</b> amarender.reddy@nationalspotexchange.com; amjad.ali@nationalspotexchange.com
4	JAIPUR	Gold Platinum Silver	<b>Brinks Arya India (P) Ltd.</b>
			<b>Address:</b> D-43, Shiv Marg, Mudrampura Civil Lines, Jaipur - 302006
			<b>Contact Person:</b> Mr. Ved Bhushan Sharma / Mr.Reshikesh Pareek
			<b>Contact No. :</b> 0141- 4011930
			<b>Mobile No:</b> 098290 16547 / 099285 62050 <b>Email:</b> ved.sharma@nationalspotexchange.com; reshikesh.pareek@nationalspotexchange.com
5	MUMBAI	Gold	<b>Brinks Arya India (P) Ltd.</b>
			<b>Address:</b> Diamond Plaza, G-9, Ground Floor, Dr. D.B. Marg, Lamington Road, Mumbai - 400 004

		<b>Platinum Silver</b>	<b>Contact Person:</b> Ms. Venessa Kinny <b>Contact No. :</b> 022 - 67619900 <b>Mobile No:</b> 99302 68753 <b>Email:</b> venessa.kinny@nationalspotexchange.com
6	<b>AHMEDABAD</b>	<b>Gold Platinum Silver</b>	<b>Brinks Arya India (P) Ltd.</b> <b>Address:</b> D/201 Asthamangal Residency , Near Dharnidhar Char Rasta ,Paldi, Paldi,Ahmedabad -380007 <b>Contact Person:</b> Mr. Ashok Kawalsot <b>Contact No. :</b> 079 - 26578939 / 26588939 <b>Mobile No. -</b> 097250 50460 <b>Email:</b> ashok.kawalsot@nationalspotexchange.com
7	<b>DELHI</b>	<b>Gold Platinum Silver</b>  <b>Copper Zinc Lead</b>	<b>Brinks Arya India Pvt. Ltd.</b> <b>Address:</b> C-18, Community Centre, Janakpuri, New Delhi - 110058 <b>Contact Person:</b> Mr. Sudhanshu Pandey <b>Contact No. :</b> 011 - 43151000 <b>Mobile No.:</b> - 097118 11569 <b>Email:</b> sudhanshu.pandey@nationalspotexchange.com  <b>Sohan Lal Commodity Management Pvt. Ltd.</b> <b>Address:</b> Plot No. 3, PWD Lane, Alipur, Delhi – 110 036 <b>Contact Person:</b> Mr. Sudhanshu Pandey <b>Contact No. :</b> 011 - 43151000 <b>Mobile No.:</b> - 097118 11569 <b>Email:</b> sudhanshu.pandey@nationalspotexchange.com
8	<b>KOCHI</b>	<b>Gold</b>	<b>National Spot Exchange Ltd.</b> <b>Address:</b> 28/715-B, 1 <sup>st</sup> Floor, Thulasi, K.P. Vallon Road, Kadavanthra, Cochin - 682 020 <b>Contact Person:</b> Mr. Sathish Francies <b>Contact No. :</b> 0484 - 6576799 <b>Mobile No.:</b> - 094465 51961 <b>Email:</b> sathish.francies@nationalspotexchange.com
9	<b>BANGALORE</b>	<b>Gold</b>	<b>National Spot Exchange Ltd.</b> <b>Address:</b> 6/206, 2 <sup>nd</sup> Floor, Money Chambers, K.H. Road, Bangalore - 560 027 <b>Contact Person:</b> Mr. Vishwanath K. <b>Contact No. :</b> 080 - 41673706 <b>Mobile No. -</b> 096633 09807

			<b>Email:</b> vishwanath.k@nationalspotexchange.com	
10	INDORE	Gold	<b>National Spot Exchange Ltd.</b>	
			<b>Address:</b> 403, A Wing, 5 <sup>th</sup> Floor, Corporate House, RNT Marg, Near DAVV University, Indore – 452 001	
			<b>Contact Person:</b> Mr. Kedar Sirohi / Mr. Piyush Jain	
			<b>Contact No. :</b> 0731 - 3209427	
			<b>Mobile No.:</b> - 096698 00050 / 098267 32752	
			<b>Email:</b> kedar.sirohi@nationalspotexchange.com; piyush.jani@nationalspotexchange.com	
11	KANPUR	Gold	<b>National Spot Exchange Ltd.</b>	
			<b>Address:</b> 7/43, D-2, Tilak Nagar, Near SBI, Kanpur – 208 002	
			<b>Contact Person:</b> Mr. Vinay Kumar	
			<b>Contact No. :</b> 0512 - 3937148	
			<b>Mobile No.:</b> - 099364 34222	
<b>Email:</b> vinay.kumar@nationalspotexchange.com				
12	LUDHIANA	Gold	<b>National Spot Exchange Ltd.</b>	
			<b>Address:</b> 501, 5 <sup>th</sup> Floor Ludhiana Stock Exchange Building, Feroz Gandhi Market, Ludhiana – 141 001	
			<b>Contact Person:</b> Mr. Manish Malhotra / Mr.Maneesh Chandra Pandey	
			<b>Mobile No.:</b> - 098159 91291 / 099140 98145	
			<b>Email:</b> manish.malhotra@nationalspotexchange.com; maneesh.pandey@nationalspotexchange.com	
		Nickel		<b>CQM Quality Management Pvt. Ltd</b>
				<b>Address:</b> Godown 2, 577 / 8-A, Vishwakarma Street, Gill Road, Ludhiana – 141 003
				<b>Contact Person:</b> Mr. Sudhanshu Pandey
				<b>Contact No.:</b> 011 – 43151000
				<b>Mobile No:</b> 097118 11569
<b>Email:</b> sudhanshu.pandey@nationalspotexchange.com				
13	PATNA	Gold	<b>National Spot Exchange Ltd.</b>	
			<b>Address:</b> 806-B, Ashiana Plaza, Budh Marg, Patna – 800 001	
			<b>Contact Person:</b> Mr. Abhay Kumar / Ms. Annie Joseph	
			<b>Mobile No.:</b> - 099559 91601 / 099559 91602	
			<b>Email:</b> abhay.kumar@nationalspotexchange.com; annie.joseph@nationalspotexchange.com	