

### **For Indian Bidder's registration :**

For e-Auction Registration Customers may kindly comply with the following: Customers should first register themselves On-line on MSTC's Website at <http://www.mstcecommerce.com/auctionhome> and thereafter complete the Offline registration formalities by submitting the Documents mentioned below to MSTC.

1. Online registration must be done by the Customers on the Website by going to "New User", clicking on "Buyer", filling the Buyer Registration Form (email Address & Income Tax PAN No. of the Customer are mandatory) and by accepting the General Terms & Conditions (GTC) and Buyer Specific Terms & Conditions (BSTC). The Customers must also generate their unique User ID and Password during the Online registration. However the Password of the Customer will be activated by MSTC only after completion of Offline registration formalities by them.

2. After successful Online registration by the Customer, an auto e-mail Confirmation Letter will be sent to the Customer confirming him the Buyer Registration Details and advising him to complete the other Offline registration formalities. The customer should download a copy of this Confirmation Letter, countersign the same and submit it to MSTC while completing the Offline registration formalities.

3. After successful completion of Online registration, the Customer should complete the Offline registration formalities by submitting the following Documents to MSTC Off-line:

a) Income Tax PAN Card (Original & Photocopy – the Original will be returned after verification )

b) Photocopy of Latest Income Tax Return

c) Sales Tax Registration (State& Central) Certificates (Original & Photocopy – the Original will be returned after verification ).

d) Details of your Bank Account and confirmation thereof by the Bank along with attested signature of the Director / Partner verified by Bank ( if Pvt. Ltd company/ Partnership firm) on Bank's Letter-head. If such verification is done on Customer's Letter-head, then the full Address of the Branch of the Bank must be mentioned along with employee code in verifying authorities stamp. One Cancelled cheque from their bank account.

e) Partnership Deed and Registration Certificate of the Partnership Firm.

f) Certification of Registration or Certificate of Incorporation of the Company.

g) Registration Fee of Rs. 10,000/- + 12.36% Service Tax( Non- Refundable ) by PO / DD favouring MSTC Ltd. Payable at respective region / branch.

h) Two Passport-size Colour Photographs of the Partner / Director (For issue of Photo ID Card by MSTC) – The Partner / Director ( or a person authorized by Directors in case of Public / Private Limited Company) of the Customer's Firm will be required to put his specimen signature on the ID Card. In case of Partnership Firm, the Partner will be required to personally visit MSTC's Office for signing and submitting the Photo ID Card. In case of Public / Private Limited Company, this may be done by requesting MSTC to send the Card by post for his signature and return to MSTC. It will be the Customer's responsibility to ensure that he obtains the duly authorised Photo ID Card from MSTC before he starts bidding in any e-Auction.

i) Copy of e-mail Confirmation Letter received from MSTC after successful completion of Online registration & containing Buyer Registration Details of the Customer– This should be duly counter-signed by the Customer and returned to MSTC alongwith his Offline documents for verification.

**Note for Customers**

(1) Once the Customer successfully completes all the Online and Offline registration formalities, his Password will be activated by MSTC.

(2) After activation of Customer’s Password, he will start getting regular information about all the Forthcoming e-Auctions of MSTC on all-India basis through his registered e-mail ID.

(3) Customers must ensure to keep their e-mail Address valid at all times since all correspondence will be primarily made with the Customers through his registered e-mail Address (or as per the Special Terms & Conditions of a particular e-Auction).

(4) Bidders must be extremely careful in making their bids on the Live e-Auction floor. Bids in Decimals are not acceptable by the system. After typing any Bid, but before submitting the Bid into the Live e-Auction floor, Bidders must check the same. Bidders will be fully liable and responsible for the bids submitted by them, including any errors made by them, if any, and no complaint / representation in this regard will be entertained by MSTC / Principal.

(5) In case any bidder puts in a bid which is equal to or more than two times the current highest bid, then before submission of bid by him in the Live e-Auction floor, a warning to this effect will be displayed on his screen. Bidders are advised to re-check their bid in such cases before finally submitting the bid into the Live e-Auction floor.

(6) It will be the bidder’s responsibility to personally see the result of e-Auction by seeing and downloading the “Auction Lot Status” from the Website immediately after Closing of e-Auction which will be displayed upto 7 (Seven) days from the date of Closing of e-Auction (excluding the date of closing of e-Auction).

(7) Sale will be governed by the Special Terms and Conditions (STC) displayed on the “Live” e-Auction floor only and Bidders may download a copy of the same for their records.

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