

Registration Procedure:

- (i) Open the website: <http://www.mstcecommerce.com>
- (ii) Please click "**e-auction**" and from the list of options click on the link "**KERALA FOREST DEPARTMENT**".
- (iii) On Kerala Forest Department login page please click "**register here**" link
- (iv) **GENERAL TERMS & CONDITIONS OF e-AUCTION** will appear on the screen. Scroll down to the bottom of the page and click "**Register as Buyer**".
- (v) **BUYER SPECIFIC TERMS & CONDITIONS** will appear next on the screen. Scroll down to the bottom of the page and click '**Agree**' button.
- (vi) **Buyer's Registration Form** will appear on the screen. Fill up the Form with required information.
- (vii) All field's marked with * are mandatory and must be filled in.
- (viii) Select your User ID and Password and keep a note of the same.
- (ix) After filling up the form click on the '**Submit**' button.
- (x) The next page is not relevant to you. Please do not fill anything and click on '**Preview**' button. All the information typed in the form will be displayed to you for verification. If all the fields are correctly filled up please click on 'Submit' button. On successful registration the system will send you an email to your registered e-mail ID. Take Printout of the Email and sign on all pages.
- (xi) Submit the following documents in Original (will be returned after verification) and one photocopy:
 - (1) **For Timber Merchants, traders and end users.**
 - (a) VAT /Sales Tax Certificate (along with renewal challan), CST.
 - (b) PAN CARD (Firm and Authorized person).
 - (c) Setter from Bank for Signature verification of the Proprietor/Director/Partner (TO BE SUBMITTED IN ORIGINAL). Bank has to confirm account no. maintained with their branch along with the IFSC code.
 - (d) Latest IT Return.
 - (e) Partnership deed (FOR PARTNERSHIP FIRMS ONLY) / Limited Company Memorandum and articles of association.
 - (f) Print out of the email received after successful online registration, signed on all pages.
 - (g) Registration fee (non-refundable) of Rs.5,618/- (Rs.5000/- plus Service Tax), to be paid by way of DD in favor of MSTC Ltd. payable at respective

Region / Branch at any office of MSTC LIMITED.

(2) **For Individuals (VALID FOR 5 CUM ONLY. LOGIN WILL BE DEACTIVATED AFTER ALLOTMENT OF 5 CUM)**

(a) PAN CARD (Individual).

(b) Letter from Bank for Signature verification of the Individual (TO BE SUBMITTED IN ORIGINAL). Bank has to confirm account no. maintained with their branch along with the IFSC code.

(c) Latest IT Return.

(d) Print out of the email received after successful online registration, signed on all pages.

(e) A self declaration stating that the materials purchased through e-Auctions will be for personal use and not for trading.

(f) Any two of the following address proofs:

1. Driving License
2. Election ID card
3. Aadhar Card
4. Bank Pass Book
5. Passport

(g) Registration fee (non-refundable) of Rs.562/- (Rs.500/- plus Service Tax), to be paid by way of DD in favor of MSTC Ltd. payable at at respective Region / Branch at any office of MSTC LIMITED.

Original Certificates will be returned after verification. **If the documents are sent by post/courier, only the photocopies which are notarized or attested by any gazetted officer may be forwarded. Letter from bank should be in original.**

(xii) In case of Authorized Representative, Authorization Letter with signature verification, from the Proprietor /Partner/Directors as the case may be, to be submitted. Two Passport-size colour photographs of the Proprietor / Partner / Director/ Authorized Representative to be submitted for Issuance of ID Card by MSTC. The ID card will be required to be produced at the time of inspection and delivery of lot.

If the documents are sent by post/courier, only the notarized photocopies may be forwarded. Letter from bank should be in original.

If the documents are submitted to the representative of MSTC Limited in Kerala (Room No 97, 5th Floor, Kerala Forest Department Head Quarters, Vazhuthacaud, Trivandrum. Ph: 0471 2529137), the DD should be favouring MSTC Limited, payable at Bangalore.

The same may be paid by RTGS as per the details given below.

Name & address of the Beneficiary	MSTC Limited, 19/5 & 19/6 Kareem Towers , 3rd Floor, Cunningham Road Bangalore -560052
Name & Address of Bank	Canara Bank, Cunningham Road, Maruthi Mansion Bangalore -560052
Name of the branch	CUNNINGHUM ROAD BRANCH
BRANCH CODE	0431
MICR CODE	560015014
BANK ACCOUNT NO.	0431201026715
IFSC CODE	CNRB0000431
TYPE OF ACCOUNT	CURRENT

Login of the buyers who have successfully registered online with www.mstcecommerce.com will be activated after receipt of complete and correct documents & registration fee by MSTC.

Security Settings of the system:

After the login is activated, please check your login, by entering your id and password. Security setting may be required to be done for the first login, for a Computer. For security settings, for a machine, follow all the steps, which will appear on screen, for first login for a new machine.