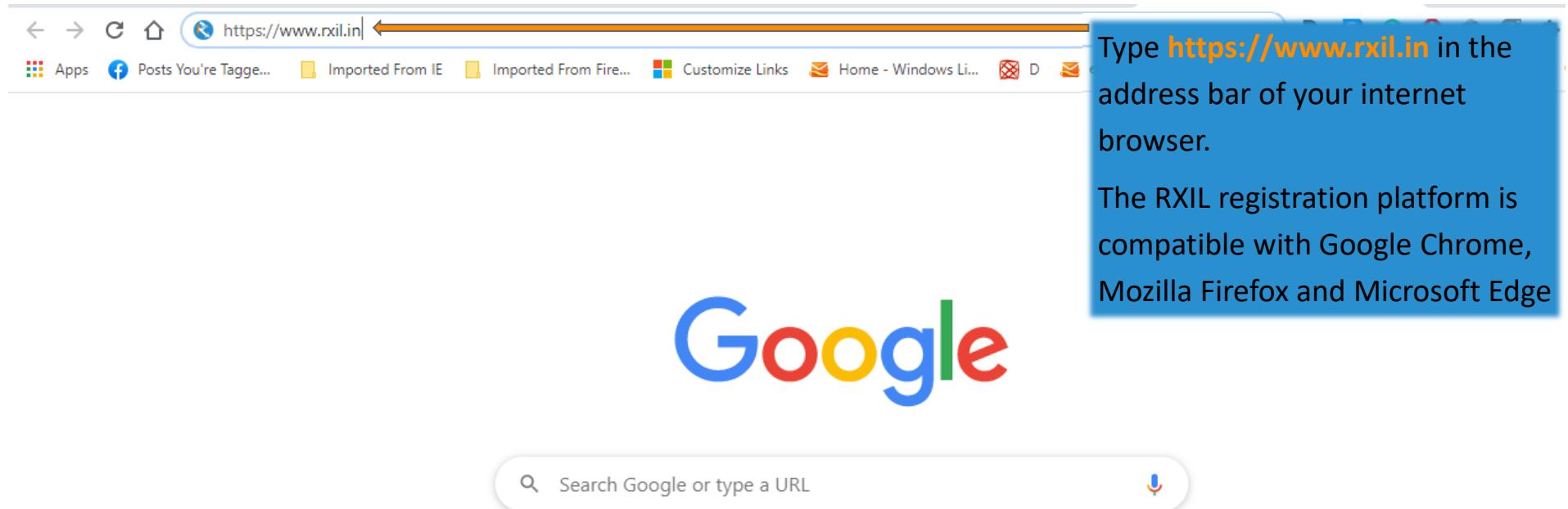


Process for Vendor Onboarding Platform

August 2020



Initiate Online Registration With RXIL



Type <https://www.rxil.in> in the address bar of your internet browser.

The RXIL registration platform is compatible with Google Chrome, Mozilla Firefox and Microsoft Edge

Begin Registration



Receivables Exchange of India Ltd x +

rxil.in/Home/Index

Monday, March 2, 2020, 5:08:09 PM

Skip to main content | A- | A | A+

ABOUT US + **ABOUT TREDS** + **REGISTRATION** + **BENEFITS** + **NEWS & EVENTS** + **DOWNLOADS** + **CAREERS** **CONTACT US**

REGISTER **LOGIN**

SUPPORTING GROWTH AND DEVELOPMENT,

INDIA'S 1ST TR EXCH

Click on Register

Landing Page For Registration



Choose “New Application” to Start New Application

Choose “Resume Application: For an incomplete registration”

Please fill up all the fields

Please provide name of your major customer to whom you supply goods/service

User Manual

New Application

Resume Application

BASIC INFO

Select Seller

Customer Type

GSTIN *

Name of Entity *

Email Address *

Mobile Number *

Buyer Name *

Resuming An Online Registration



Receivables Exchange of India Ltd | RXIL Customer

onboarding.rxil.in/customerapp/home

HELPFUL IN BUSINESS GROWTH DUE TO IMPROVED LIQUIDITY

New Application Resume Application

[RESUME APPLICATION](#)

GSTIN *

Mobile Number *

[GET OTP](#)

Please enter the mobile number which was used while initiating the registration process

Steps Of Registration Process

Filling up the application form

Uploading all individual self-attested KYC documents

Review the uploaded documents by RXIL executive

Template Generation after confirmation from RXIL executive

Uploading the Templates with entity seal and signature of Authorised official/s

Payment of one-time registration fees, as applicable

Completion of registration

Dispatch of all originals documents to RXIL

Self-attested Copies Of The Following



Documents Required	Proprietorship	Partnership	Company
PAN Card & Address Proof	(Yes) Proprietor	(Yes) All Partners	(Yes) (any 2 Directors including Managing Director)
PAN Card & Address Proof Authorised Official Who Will Be Signing Agreement With RXIL (He Can Be Same As Proprietor/Partner/Directors)	(Yes)	(Yes)	(Yes)
PAN card & Address proof of Administrator to operate TReDS platform	(Yes) (can be same as proprietor)	(Yes) (can be same as partners)	(Yes) (can be same as Director)
Photographs	(Yes)	(Yes)	(Yes)

Copies With Stamp & Sign Of Authorised Official:



	Proprietorship	Partnership	Company
Firm/Entity Pan Card Copy	(Yes)	(Yes)	(Yes)
Firm Address Proof	(Yes)	(Yes)	(Yes)
GSTN Numbers	(Yes)	(Yes)	(Yes)
Udyog Aadhar	(Yes)	(Yes)	(Yes)
CC or OD Bank Account Statement (last 2 months)	(Yes)	(Yes)	(Yes)
Cash Credit/Overdraft account Cancel Cheque Leaf	(Yes)	(Yes)	(Yes)
Balance sheet & P&L pages of last 2 years	(Yes)	(Yes)	(Yes)
Entity Document (Partnership Deed/ AOA & MOA)	-	(Yes)	(Yes)
Certificate of Incorporation	-	-	(Yes)
List of Directors	-	-	(Yes)
List of Shareholders & Share	-	-	(Yes)

Once The Registration Begins ...



Your case will be assigned to one of the RXIL executive

You will receive an email or call from respective RXIL executive

The assigned RXIL executive will help you complete the registration

Entering Information In The Business Info Tab



RXIL
AN SIDBI - NSE JV

Delete Application Save Exit

Application	Template Generation	Documents Upload	Due Diligence	Payment Detail	Workflow History	
Business Info	Buyer/Beneficial Owner/...	Contact Details	Billing Location Address ...	Other Entity having more...		
GST No *	Constitution*					
Name of Applicant Entity As Per Gstin*	Nature of Business/Sector*					
Industry *	Sub Segment*	PAN No.*	Date of Incorporation*			
Years In Business *	Export Orientation *	Currency*	Website			
		INR				
Sales (Turnover) *	INR in Lakhs	Financial Year(As on 31st March)*				
Name of Contact Person *	Contact No.*	Email ID*	Customer Type*			
Brief Description of Activity*						
<input type="text"/>						
<input type="button" value="Continue"/>						

Some of the fields are auto populated. Complete the remaining fields and Click on “Continue”

Entering Buyer Details

Application	Template Generation	Documents Upload	Payment Detail	
< Business Info	Buyer/Beneficial Owner/...	Contact Details	Billing Location Address ...	Company Having Greater...

Buyer

▲ Buyer 1 (ABCD LTD)				
Buyer*	Location	Turnover	INR in Lakhs	No of Years of Relationship
ABCD LTD	MUMBAI			

+ ADD ANOTHER

Add the names of the buyers to whom you are supplying goods and services

Beneficial Owner & Related Company

Beneficial Owner

▲ Beneficial Owner 1 (SAI)

PAN Number ✓ Verified

Title ✓ Verified First Name ✓ Verified Middle Name ✓ Verified Last Name ✓ Verified

SELECT SAI

[+ ADD ANOTHER](#)

Related Company

▲ Related Company

PAN Number ✓ Verified Related Company Name

Please provide details of beneficial owner of your entity, if available

Please provide details of related company if available.

Contact Details (Registered Address)

Application Template Generation Documents Upload Due Diligence Payment Detail Operational Check-List >

Business Info Buyer/Beneficial Owner/... Contact Details Billing Location Address ... Other Entity having more... >

^ Registered Address

Address Line 1* Address Line 2*

Pincode* City* District* State*

485001 SATNA SATNA MADHYA PRADESH

Country* GST No*

INDIA SATNA

Title* First Name* Middle Name Last Name*

MR. SATNA SATNA SATNA

Email ID* Telephone No* Mobile No*

@GMAIL.COM 094: 942:

> Correspondence Address

Continue

- In case of Pvt Ltd companies, Registered Address details are prefilled.
- In case of others, the details needs to be filled in.
- Select the correct GST number from the drop down
- Contact details need to be provided mandatorily.

Contact Details (Correspondence Address)

Business Info Buyer/Beneficial Owner/... **Contact Details** Billing Location Address ... Other Entity having more... >

▶ Registered Address

▶ Correspondence Address

Is Same As Registered Address

Address Line 1* Address Line 2*

Pincode* 485001 City* SATNA District* SATNA State* MADHYA PRADESH

Country* INDIA

GST No*

Title* MR. First Name* Middle Name Last Name*

Email ID* iGMAIL.COM Telephone No* 0942. Mobile No* 942

Continue

- Correspondence address can be same as Registered address
- In case of different address please fill in the Correspondence Address
- Select the correct GST number from the drop down
- Provide contact details.

Please note: Address Proof needs to be provided for any one of the above addresses

Billing Location Address



▲ Billing Location Address Factory/Office/Branch 1

Is Same As Registered Address

Is Same As Correspondence Address

Address Line 1* SATNA,

Pincode* 485001 City* SATNA District* SATNA State* MADHYA PRADESH

Country* INDIA GST No*

Contact Person

Title* MR. First Name* Middle Name Last Name*

Telephone No* 0942 Mobile No* 942 Email ID* @GMAIL

Bank Account No. to be Mapped 50

- You can add multiple billing location addresses based on your Branches/ Units, in case Bill Discounting is planned branch-wise/ unit-wise.
- Billing address can be same as registered or correspondence address
- In cases where billing address is different, separate Bank Account can also be mapped. The drop down values will appear once “Banking Details” page is filled up

Please note: At least one Billing Location Address needs to be provided (can be the same as Registered Address or Correspondence Address)

KYC Details Of Company Having Greater Than 20% Shareholding



Application	Template Generation	Documents Upload	Payment Detail	Company Having Greater...																																						
Business Info	Buyer/Beneficial Owner/...	Contact Details	Billing Location Address ...	Company Having Greater...																																						
<p>Company Having Greater than 20% Share Holding 1 (</p> <table><tr><td>PAN Number</td><td>✓ Verified</td><td>CIN No.</td><td>Name of Company*</td><td>✓ Verified</td><td>Constitution</td></tr><tr><td><input type="text"/></td><td></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p>Key Management Person</p> <table><tr><td>Key Management PAN Number</td><td>✓ Verified</td></tr><tr><td><input type="text"/></td><td></td></tr></table> <table><tr><td>Title</td><td>First Name</td><td>✓ Verified</td><td>Middle Name</td><td>✓ Verified</td><td>Last Name</td><td>✓ Verified</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td></td></tr></table> <table><tr><td>Designation *</td><td>Email ID *</td><td>Telephone No</td><td>Mobile No *</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>					PAN Number	✓ Verified	CIN No.	Name of Company*	✓ Verified	Constitution	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Key Management PAN Number	✓ Verified	<input type="text"/>		Title	First Name	✓ Verified	Middle Name	✓ Verified	Last Name	✓ Verified	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>		Designation *	Email ID *	Telephone No	Mobile No *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAN Number	✓ Verified	CIN No.	Name of Company*	✓ Verified	Constitution																																					
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Designation *	Email ID *	Telephone No	Mobile No *																																							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																							

- Applicable only for Unlisted Private or Public Limited Companies.
- Details of Entity which is having more than 20% share holding in your company.

Msme Details



Application	Template Generation	Documents Upload	Payment Detail	MSME Status	Promoter/Director
< / ...	Contact Details	Billing Location Address ...	Company Having Greater...	MSME Registration Type	
Category *			MSME Registration No. *		
MICRO			MSME Registration Date		
MSME Registration No. *			MSME Registration Date		
Membership No of CA			Name of CA		
Name of CA Firm issuing CA certificate			Date of CA certificate		
UDIN No.		Mobile Number			
Investment in Core Plant & Machinery/Equipment (As per CA certificate)			INR in Lakhs		Investment as on Date

Category of MSME is mandatory. Kindly choose the correct category

Other details will be filled by RXIL official later from the CA certificate/ uploaded documents before activating the templates

Details Of Promotor/Proprietor Or Any Two Directors/All Of The Partners



Application Template Generation Documents Upload Payment Detail

MSME Status **Promoter/Director** Authorized Official Administrator Other Individual Banking Details

Promoter/Director/Partner/Trustee/Proprietor (SAI)

PAN No* Verified Type* Title*

First Name* Verified Middle Name Verified Last Name* Verified

Email ID* Designation*

Residential Status* DIN No.

Nationality* Date of Birth*

Telephone No* Mobile No*

Address Line 1* Address Line 2

Pincode* City* District* State*

Fill up all mandatory fields

Mandatory

Country* Address Proof Submitted ID Proof Submitted

Father/Spouse Name
 Title* First Name* Middle Name Last Name*

Role Assigned under TReDS* Date of Authorization for TReDS

Chief Promoter Authorised for CERSAI Assignment

Category Women Entrepreneur

Details Of Authorized Official



Application Template Generation Documents Upload Payment Detail

< ter... MSME Status Promoter/Director **Authorized Official** Administrator Other Individual Banking Details >

▲ Authorized Official 1 (SAI)

PAN No* ✓ Verified Title* SELECT

First Name* ✓ Verified Middle Name ✓ Verified Last Name* ✓ Verified

Residential Status* SELECT Designation* SELECT

DIN No. Nationality* SELECT

 Photo Upload

- Authorized Official is the person who will sign the Master Agreement & all Application forms
- This can be same as the earlier entered Proprietor/Director / Partner

Authorization

Application form for Sellers

< Documents Upload		Due Diligence		Payment Detail		Operational Check-List		Workflow History		Audit Log >	
< Address ...		Other Entity having more...		MSME Status		Promoter/Director/Partn...		Authorized Official		Administrator >	
> Authorized Official 1 (<input type="text"/>)											
> Authorized Official 2 (<input type="text"/>)											

+ ADD ANOTHER

▲ Authorization

Authorized As* SEVERALLY

Name of Authorizer*

In case more than 1 official is Authorized

- Select Authorization to be Severally or Jointly.
- And if Jointly, specify how Many officials are Jointly Authorized.
- Also select who will sign Master Agreement

Continue

Details Of Administrator



Application Template Generation Documents Upload Payment Detail

MSME Status Promoter/Director Authorized Official **Administrator** Other Individual Banking Details

Administrator 1 (SAI)

PAN No*	✓ Verified	Title*	First Name*	✓ Verified
Insert Pan Number		SELECT	SAI	
Middle Name Verified		Last Name*	✓ Verified	Email ID*
Designation*		Residential Status*		Photo Upload
SELECT		SELECT		
DIN No.		Nationality*	SELECT	
Date of Birth*		Telephone No *		Mobile No *

- Administrator Official is the person who will receive ID & Password from RXIL to operate the TReDS platform
- Admin can create other users in TReDS
- This can also be same as entered earlier (Proprietor/ Director / Partner/ Authorised Official)

Details Of Shareholders For Companies



Application Template Generation Documents Upload Payment Detail

< Having Greater... MSME Status Promoter/Director Authorized Official Administrator Other Individual Bank >

▲ Other Individual More Than 20% Share 1

PAN No Title* First Name*

Middle Name Last Name* Email ID*

Residential Status*

DIN No. Nationality*

Date of Birth* Telephone No*

Mobile No* Designation*

Father/Spouse Name

Details of the person having more than 20% shareholding

Details Of Bank Account



Application	Template Generation	Documents Upload	Payment Detail	Banking Details			De
MSME Status	Promoter/Director	Authorized Official	Administrator	Other Individual	Banking Details		
Banking Details 1							
IFSC Code*	Name of the Bank*			Verified			
<input type="text"/>	HDFC BANK						
Type of Account*	Branch Name*			Verified			
<input type="text"/>	PANDHURNA						
Account No*	Whether Designated Transaction Account*			Verified			
<input type="text"/>	YES						
Branch Address Line 1*	Branch Address Line 2*			Verified			
DFC BANK LTD. NEAR KRISHI		UPAJ MANDI, PANDHURNA, PANDHURNA, MADHYA PRADES					
Pincode	City*	Verified	District*	Verified	State*	Verified	
<input type="text"/>	ABOHAR		CHHINDWARA		MADHYA PRADESH		
Country	Branch Email ID*						
INDIA	<input type="text"/> ABCD@GMAIL.COM						

- Fill up details of Cash Credit or OD Bank Account.
- Financing on TReDS will be credited in this Bank Account

To be Cash Credit OR Overdraft A/c only. In case there is no Cash Credit A/c or OD A/c, Current A/c can be provided

Declaration



Operational Check-List					
Applicant/Director/Part...	Template Generation	Documents Upload	Due Diligence	Payment Detail	Declaration
Authorized Official	Administrator	Other Individual More Than 10%	Banking Details		

I/WE HEREBY CERTIFY THAT*

1. All information furnished by me/ us above in this Application & Appendix/Annexure/Statements and other papers/ documents enclosed are true and correct to the best of my/ our knowledge and belief.
2. There are no arrears of statutory dues and no government enquiries/ proceedings/ prosecution/ legal action are pending/ initiated against the applicant entity/ unit/ promoters/ directors/ partners/ proprietor/trustees/Karta.
3. I/ We also confirm that I/ none of the promoters or directors or partners/ Trustees have at any time declared themselves as insolvent.
4. I/We have no objection to RXIL/its representatives making necessary enquiries/verifications (including in CIBIL or any other credit information agencies data base) or carrying out visits to any of the unit/location/branch/office of the applicant entity while considering my/our application for registration on TReDS platform/We undertake to furnish all other information that may be required by RXIL in connection with my/our application for registration.
5. I/We undertake and confirm that we have provided details of our Working Capital Account Or In case of other accounts I/We undertake and confirm that we don't avail any facility for CC / OD or working capital from any Bank / NBFC or other Financial institution, the same is confirmed by our CA through its certification enclosed. Therefore we have provided details of our Operating Account.
6. I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold RXIL / Financiers registered with RXIL responsible. I also undertake to advise / intimate in writing about any change in the particulars of my above Designated Bank Account (For RXIL TReDS) to facilitate updation of records for purpose of credit of amount through RBI / NPCI / RTGS / NEFT.
7. The online submission of this application form can be done by RXIL official on our behalf and we (authorised officials of applicant entity) have a consent for it.
8. I/ We hereby declare that the details furnished in the Application form and all KYC documents uploaded are true and correct to the best of my knowledge and belief and I/ We undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/ We am/are aware that I/We may be held liable for it and de-registration.
9. I/ We hereby undertake to submit/ send at RXIL's postal address the true copies of all the uploaded documents within 7 days of completing registration. In case any documents found false, tampered/ fabricated or suppressive of any material information, I/ We am/are aware that I/We may be held liable for it and de-registration.

Date*
10/06/2020

Place*
MOHALI

Tick mark to accept

Fill in the details and press 'Continue'

Generation Of The Template

Application **Template Generation** Documents Upload Due Diligence Payment Detail Operational Check-List

<input type="checkbox"/> Application Form	Download
<input checked="" type="checkbox"/> CA Certificate	Download
<input type="checkbox"/> Declaration for Partnership	Download
<input type="checkbox"/> Signature Mismatch Verification Form	Download
<input type="checkbox"/> Master Agreement	Download
<input type="checkbox"/> NOA	Download

Press 'Continue'

• Above Templates will be available for download post review by RXIL Official.
 • Please upload documents of "Entity" and "Individual" in the next tab and contact RXIL official to activate the above templates.
 • Afterwards these templates are to be uploaded in the "Templates" section of next tab.

Download later on confirmation by RXIL executive

- At this stage, only the CA certificate format can be download.
- Download and send it to your Statutory Auditor (CA).
- The CA needs to provide the details as mentioned in the format on his letter head & with UDIN details

Documents Upload



Delete Application Exit Hello [redacted] ⓘ



Application form for Sellers

< Application Template Generation **Documents Upload** Due Diligence Payment Detail Operational Check-List >

> Entity **(To be signed by Authorised Official along with entity seal)** →

> [redacted]

> [redacted] (Authorised Official)

> [redacted]

> [redacted]

> [redacted] (Administrator)

> Templates **Please refer next slide**

Please upload self attested Pan card and Address Proof

PAN Card copy	Complete
Any one Address proof	
2 Months Banks	Complete
statement Udyog Aadhar	
List of Director	Complete
List of Shareholders	
Certificate of Incorporation	Complete
Financials (Balance Sheet & P&L pages)	
Cancel Cheque Leaf /Bank Details	Complete
MoA /AoA/ Partnership Deed/ Trust Deed/ HUF Deed	

Continue

Remaining Documents To Be Uploaded



Templates

Upload Templates generated in slide No 24

Incomplete

Download All

No.	Document Required	Status	Instructions
1	Application Form *	Pending	To be signed by authorised official with entity seal on each page. Other individuals need to sign against their photograph. No File Uploaded
2	CA Certificate *	Pending	To be obtained from CA on his/her letterhead with UDIN Number No File Uploaded
3	Letter Of Authorization For Proprietorship/Board Resolution For Company/Declaration Of Partnership *	Pending	To Be On Entity Letterhead With Entity Seal And Signed By Proprietor OR Any Two Directors OR All Partners OR Karta Of HUF Or Chairman Of Trust /Society No File Uploaded
4	Master Agreement *	Pending	No File Uploaded
5	NOA *	Pending	No File Uploaded
6	Signature Mismatch Verification Form	Pending	On Stamp Papers of Rs.600/- To be signed by Authorised official along with entity seal on all pages No File Uploaded
7	Annexure Application Form	Pending	Required only if the signature is not matched with Pan Card/Passport signature No File Uploaded

To be on entity letterhead & signed by authorized official with entity seal

Required only if the signature is not matched with Pan Card/Passport signature

Continue

Fee Payment



Application	Template Generation	Documents Upload	Payment Detail
Amount to be Paid			
RXIL Official will mention the fees to be paid. (Including GST)			
Payment Options		Payment Mode	
<input type="text"/>		<input type="text"/>	
Submit			
<p>Please make payment of the amount mentioned: Account holder name -- Receivables Exchange of India Limited Bank Name -- ICICI Bank Ltd, Nariman Point Branch, Mumbai Account Number -- 000405111948. IFSC Code -- ICIC0000004</p>			



Thank You

Despatch all the hard copies to RXIL Office

RXIL will do its internal due diligence and complete your TReDS registration

You will receive the Membership Code, Login ID and Password.

These credentials are required to log in to the TReDS portal.

Welcome to India's first TReDS platform, RXIL