

Checklist for Generation of Customer/ Consignee Code Generation

Date: 17.06.2026

Regional Office: North / West/ East/ Corp

Request for (Tick mark): ☐ Customer Code ☒ Consignee Code

Product Category (Tick Mark): ☐ Aluminium Metal ☒ RP ☐ Chemical

Name of the Customer/ Consignee: SHYAM SEL AND POWER LIMITED

Sl. No.	For Customer Code Generation	Write Yes/No/NA
1	Code exists in SAP against this set of information	/
2	Received GST Registration Certificate	
3	Received Certificate of Incorporation	
4	Received PAN	
5	Received TAN details, if applicable	
6	Received Bank Mandate / Cancelled Cheque (not mandatory)	
7	Received TDS declaration, if applicable	
8	Received MSME Certificate, if any (for Chemical customers)	

Reasons for any Deviation from above:

Sl. No.	For Consignee Code Generation	Write Yes/No/NA
1	Code exists in SAP against this set of information	No
2	Received GST Registration Certificate	Yes
3	Received PAN	Yes

Reasons for any Deviation from above:

It is declared that the documents as listed above have been received and checked with template and found to be in order.

Signature of Initiator (Mktg. Officer)
Name: Priya Verma
Designation: Manager(s)

(To be duly signed by dealing Marketing Officer routed through respective HoD/RM to Corp. Mktg. section in-charge of Metal/RP/Chemical)

- HoD / RM:  17/6

- Corporate Marketing Section In-charge:

- System / ERP/ Authorized Marketing Personnel for Code Generation: