

No. M-21012/5/2025-TECH
भारत सरकार / Government of India
मंत्रिमंडल सचिवालय / Cabinet Secretariat
राष्ट्रीय प्राधिकरण रासायनिक हथियार समझौता / National Authority Chemical Weapons Convention

प्रथम तल, चाणक्य भवन/ 1st Floor, Chanakya Bhavan
चाणक्य पुरी, नई दिल्ली-21/ Chanakya Puri, New Delhi-110021
Dated the 1st November, 2025

OFFICE MEMORANDUM

Subject: Invitation for Nominations for the Review of the Indicative Guidelines for Know Your Customer and Customer Due Diligence in the Chemical Industry and for Participation in the Online Review Workshop on 15th December, 2025 – reg.

The undersigned is directed to refer to Technical Secretariat's S/2453/2025 dated 28th October, 2025 (**copy enclosed**), seeking nominations on the above-mentioned subject.

2. The NACWC being the national focal point seeks nominations of suitable and qualified candidates having a minimum of a first degree (BSc or equivalent) in chemistry, chemical engineering, logistics, administration, law or related disciplines from a recognised university or institution, have expertise in KYC and customer due diligence in the context of chemical supply chains, along with relevant documents, following the 'Guidelines for the OPCW sponsored events' issued by NACWC. The detailed eligibility requirement may be seen in the note attached (**copy enclosed**). The same may please be sent to this office latest by 12th November, 2025 through online portal - OPCW Training Management System (<https://training.nacwc.gov.in/Login.aspx>).

3. The Head of the concerned Department/Organization may also certify that the applicant is clear from vigilance angle and no departmental proceeding against the nominee is contemplated or inquired into. Further, it may also please be ensured that nominated individuals have good command of English, both written and oral.

4. Applicant(s) who have already participated in the similar previous programme(s) may not be considered for the course. After attending the course, nominated individuals shall be expected to make a report and a brief presentation to the National Authority.

Encl.: 1

(Vivek Prakash)
Under Secretary & HoO
Phone: +91-11-24675528
Email: us-nacwc@gov.in

To

1. Secretary, Department of Chemicals and Petrochemicals (DCPC), Shastri Bhawan, New Delhi – 110001
2. Secretary, Ministry of Environment, Forest and Climate Change, Jor Bagh Rd, Lodi Colony, New Delhi, Delhi 110003
3. The Chairman, Defence Research & Development Organization (DRDO), DRDO Bhawan, Vijay Chowk Area, Central Secretariat, New Delhi – 110004.
4. The Director General, Council of Scientific and Industrial Research (CSIR) & Secretary, Department of Scientific and Industrial Research (DSIR), Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110001.

5. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi – 110001.
6. The Secretary General, Indian Chemical Council, Sir Vithaldas Chambers, 16 Mumbai Samachar Marg, Fort, Mumbai - 400 001
7. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh – 208002.
8. The Director, Indian Institute of Technology – Gandhinagar, Palaj, Gandhinagar, Gujarat – 382355.
9. The Director, Indian Institute of Technology – Guwahati, Surjyamukhi Road, North Amingaon, Guwahati, Assam – 781039.
10. The Director, Indian Institute of Technology – Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana – 502285.
11. The Director, Indian Institute of Technology – Indore, Khandwa Road, Simrol, Madhya Pradesh – 453552.
12. The Director, Indian Institute of Technology – Jodhpur, NH-62, Surpura Bypass Road, Karwar, Rajasthan – 342030.
13. The Director, Indian Institute of Technology – Kanpur, Kalyanpur, Kanpur, Uttar Pradesh – 208016.
14. The Director, Indian Institute of Technology – Kharagpur, Kharagpur, West Bengal – 721302.
15. The Director, Indian Institute of Technology – Madras, Indian Institute of Technology, Chennai, Tamil Nadu – 600036.
16. The Director, Indian Institute of Technology – Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh – 175005.
17. The Director, Indian Institute of Technology – Patna, Bihta, Patna, Bihar – 801103.
18. The Director, Indian Institute of Technology – Roorkee, Roorkee-Haridwar Highway, Roorkee, Uttarakhand – 247667.
19. The Director, Indian Institute of Technology (BHU) – Varanasi, Uttar Pradesh – 221005.
20. The Director, Indian Institute of Science (IISc), C.V. Raman Road, Bengaluru, Karnataka – 560012.
21. The Director, Indian Institute of Technology – Bhubaneswar, Argul-Jatni Road, Kansapada, Odisha – 752050.
22. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior – 474002. (Old Campus: Tansen Road, Gwalior – 474002.)
23. The Director, Indian Institute of Chemical Technology (IICT), Uppal Road, IICT Colony, Tarnaka, Hyderabad, Telangana – 500007.
24. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector-20, Udyog Vihar, Opposite Ambience Mall, Gurugram – 122016.
25. The Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune, Maharashtra – 411008.
26. The Director, Indian Institute of Technology – Bombay, Main Gate Road, IIT Area, Powai, Mumbai, Maharashtra – 400076.
27. The Director, Indian Institute of Technology – Delhi, IIT Delhi Main Road, IIT Campus, Hauz Khas, New Delhi – 110016.
28. The Director, North East Institute of Science & Technology (Formerly Regional Research Laboratory), Jorhat, Assam – 785006.
29. The Director, CSIR-Indian Institute of Petroleum, Mohkampur, Dehradun, Uttarakhand – 248005.



S/2453/2025
28 October 2025
ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**CALL FOR NOMINATIONS FOR THE REVIEW OF
THE INDICATIVE GUIDELINES FOR KNOW YOUR CUSTOMER AND
CUSTOMER DUE DILIGENCE IN THE CHEMICAL INDUSTRY AND
FOR PARTICIPATION IN AN ONLINE REVIEW WORKSHOP****BACKGROUND**

1. The Technical Secretariat of the OPCW (the Secretariat) wishes to invite Member States to submit nominations for the review of the draft version of the "Indicative Guidelines for Know Your Customer and Customer Due Diligence in the Chemical Industry" (the KYC guidelines).
2. The draft of the KYC guidelines is an outcome of the OPCW Chemical Safety and Security Management Tools Development Programme, aimed at developing useful tools and guidelines to support Member States in chemical safety and security management. In the previous two phases of the Programme, the Secretariat released two guidelines: the "Indicative Guidelines for Chemical Safety and Security in Small and Medium-sized Enterprises to Foster the Peaceful Uses of Chemistry" in 2021, and "Indicative Guidelines for Safe and Secure Transport of Hazardous Chemicals by Road" in 2024.
3. In the current phase, the Secretariat continued to provide platforms for a group of experts to develop indicative guidelines on the topic of Know Your Customer (KYC) and customer due diligence in the chemical industry. In order to prepare the draft version of the KYC guidelines, a series of discussions and two expert group meetings were held. At the first meeting in Colombo, Sri Lanka, in 2024, the experts agreed upon the approach and core structure for the guidelines and developed the zero draft. At the second meeting in Nairobi, Kenya, in 2025, the content of the guidelines was optimised, its sequence was harmonised, and the overall goal, target audience, and reference documents were refined.
4. This call for nominations provides an opportunity for interested Member States to review, through their nominated experts, the draft version of the KYC guidelines, and to share their inputs and best practices in this field. The collected inputs will be reviewed and incorporated into an updated draft of the guidelines, as appropriate, for discussion during an online review workshop scheduled for 15 December 2025.



9. Only applications endorsed by the National Authority or Permanent Representation of the candidate's country to the OCPW will be considered. Applications may be endorsed digitally in the Eventus system.
10. To be considered, during the online registration process candidates must upload a scan of the personal identification pages of their passport as well as an up-to-date curriculum vitae, which must indicate their practical and professional experience. **Only selected candidates will be notified by the Secretariat.**
11. Applications must be submitted to the Secretariat **no later than Thursday, 20 November 2025**. Additional information may be obtained from the International Cooperation Branch of the International Cooperation and Assistance Division of the Secretariat. The contact person is Mr Taeon Kim, Programme Officer (email: taeon.kim@opcw.org).

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