

or Internal Use

Checklist for Sales Team Member Opening Distributorship

Particulars	Yes	No
Distributorship Form		
1 14 Mandatory fields on Page 1 filled up		
2 4 Mandatory fields on Page 2 filled up		
3 3 Mandatory fields on Page 3 filled up		
4 6 Mandatory fields on Page 4 filled up		
5 4 Mandatory fields on Page 6 filled up		
Signature of representative added on Page 1		
Photograph of representative affixed on Page 1		
Signature of representative added on Page 2		
Supporting Documents		
ID Proof (Aadhaar Card/ Passport/ Driving License)		
Name on ID proof tallies with PAN	✓	
Signed and stamped	✓	
Signed copy of Address Proof (Aadhaar Card/ Passport)		
Name on address proof tallies with ID Proof	✓	
Address on address proof tallies with PAN / License	✓	
Signed and stamped	✓	
Signed copy of PAN		
Name on PAN tallies with ID proof	✓	
Signed and stamped	✓	
Signed copy of GST Certificate (if applicable)		
Name on Certificate tallies with ID Proof	✓	
Signed and stamped	✓	
Signed copy of Seed License		
Name on license tallies with ID Proof	✓	
License is valid on the date of form	✓	
If not, proof of application for renewal has been collected	✓	
Signed and stamped	✓	
Statement of primary bank account(s) of business		
Name on account tallies with ID Proof	✓	
Period is for last 3 months	✓	
Primary bank account of business with significant transactions	✓	
Signed and stamped	✓	
Blank Cheques		
3 cheques	✓	
Not of any cooperative banks	✓	
Contains valid signature of representative and stamp	✓	
Contains no date	✓	
Is not crossed	✓	
Security Deposit has been collected		
Effect on Existing Network		
Name of the nearest distributors (can be more than 1)		
Distance from the nearest distributors		

Approved By:	Signature of Company Official
Name of Company Official	

15. The Distributor paying through cheque must ensure that the cheque issued by him is for the correct amount. If the bank on whom the cheque is drawn, dishonors the cheque for reasons related to the cheque, then the company will levy a cheque Dishonor charge on the Distributor without prejudicial recourse for such dishonor.
16. The company will provide a standard credit period of 60 days from the date of the invoice. Cash Discounts for paying dues within 60 days, the details of which are usually provided in the Schemes applicable for the period. Dues remaining unpaid above 180 days will be considered company may levy interest on Overdue payments.
17. The company will generally not accept any Sales Return unless the material supplied were damaged. However, for select products, the company allows Sales Return within certain limits and under the details of which are available in the yearly Sales Return policy. The Distributor is required to follow this policy for matters relating to Sales Return and obtain prior approval from the responsible sales officer for dispatching material. The company will not provide any credit for material returned in violation to its Sales Return policy.
18. The Distributor is required not to enter into any financial transactions with any member of the sales team in the form of material or funds. All such transactions will be considered as personal and unsanctioned by the company will not be liable for the outcome of such transactions.
19. The Distributor will not handover any material to any member of the sales team without specific written instructions issued by the Head Office of the company.
20. The Distributor is required to maintain the integrity of the packaging in which the products are supplied by the company at all times and is required not to tamper with the packets, designs, logos and trademarks of the company in any way. Any unauthorized use of the company's designs, logos and trademarks will be counted as an infringement of the intellectual property rights of the company.
21. The Distributor is required to comply with all requirements of GST as applicable to him, related to periodic Returns, Credit Notes and others with respect to its transactions with the company. Further, the Distributor may be required to share with the company, upon request, documents supporting compliance of such requirements of GST.
22. The company will share with the Distributor, an Account Statement at the end of every 6 months either on his registered email or through any other preferred mode of communication. However, the Distributor can ask for his updated account statement at any time by sending email at customer-care_uacisandb@universalagri.in or by calling the Customer Care Helpline at **+91 8336929400**.
23. The company will share with the Distributor, a Confirmation of Accounts at the end of each financial year either on his registered email or through any other preferred modes of communication. The Distributor is required to review the account statement and reconcile the balance on the statement with the balance in his books of accounts. Upon completion of review, the Distributor will be required to sign and seal on the Confirmation and hand it over to the TSM.
24. In addition to these, the company may from time to time issue communications on these and/ or other business policies which may, from the date of such communication, supersede any business practices or policies previously followed by the company including but not limited to the ones mentioned above.
25. Disputes, if any, will be subject to the jurisdiction of the courts of Kolkata, West Bengal.

I, _____ acting on behalf of Prabin Bhandar
 (Name of Representative*) (Name of Distributor*)

hereby acknowledge that
 1. I have read, understood and agreed to all the terms and conditions of business
 2. All information provided in this form as well as in the enclosed documents, if any, are provided by me and are true to the best of my knowledge and understanding

FOR
M/S ADARSHA KRISHI BHANDAR
A UNIT OF ARJUNAL AGROCOM PVT. LTD.
Prabin Bhandar
DIRECTOR

 (Signature of Representative of Distributor*)

Date:

Place:

 (Stamp of Distributor*)

Name of Company Official	Signature of Company Official

Part D: Financial Information of Applicant

- 28) Primary Bank Account of Business*:
 Name of the Bank: AXIS BANK LTD
 Name & address of Branch: CHANCHAL BRANCH
 IFSC Code of Branch: UTIB00000389 Type of Account: Savings/Current /
 Account No: 918030012584391
 29) Does the applicant have CC/OD facility from any bank*? Yes / No
 If Yes, Name of Bank: AXIS BANK
 Name & address of Branch: CHANCHAL BRANCH
 CC/OD Limit (Approx. in Rs lakhs): 358 LAKH / RTGS
 30) Security Deposit* of Rs 25000/- paid through Cheque No. /
 31) Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 300 SF Address: CHANCHAL BAZAR
 32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No
 33) If Yes, approx. size 3000 SF Address: DURGABARI CHANCHAL
 34) Number of staff employed by the applicant 11 MO
 35) Does the applicant own any 2-wheeler? Yes / No
 If Yes, Number of such vehicles 001 used for Business / Personal / Both
 36) Does the applicant own any 4-wheeler? Yes / No
 If Yes, Number of such vehicles 001 used for Business / Personal / Both
 37) Brief details of property owned by the applicant*:
 Does the applicant own any land parcels? Yes / No
 Does the applicant own any house property? Yes / No

Part E: List of Documents to be Provided

Signed, sealed and dated Distributorship Form along with the following mandatory documents	<ol style="list-style-type: none"> Signed copy of ID Proof (Aadhaar Card/ Passport/ Driving License) Signed copy of Address Proof (Aadhaar Card/ Passport) Signed copy of PAN Signed copy of GST Certificate (if applicable) Signed copy of Seed License Statement of primary bank account(s) of business evidencing debit and credit transactions, for the last 3 months
Additional documents for Partnership Firm	<ol style="list-style-type: none"> Signed copy of registered partnership deed Authorization from all partners allowing representative to act and sign on behalf of the firm
Additional documents for Private Limited Company	<ol style="list-style-type: none"> Signed copy of Memorandum and Articles of Association BOD resolution allowing representative to act and sign on behalf of the company

Mob No: 8336929400

Customer Care

Email: customercare_uacisandb@universalaagri.in

Part B: Business Background of Applicant

- 12) Year of Establishment: 2015
 13) Number of years for which you are dealing in Seeds: 2016 Yes / No
 14) Are you a Distributor of any other company dealing in Field Crops*:
 15) If yes, please share the following details on your business with these companies:

Company Name	Vintage of Relationship (In years)	Key Products Sold Last Year	Approximate Turnover Last Year
<u>Palkishree Ltd</u>	<u>41</u>	<u>BB-Zold, Maharaaj, 1010</u>	<u>30 Lakh</u>
<u>Jan seeds Pvt. Ltd</u>	<u>41</u>	<u>Jamuna, IR-64, IR-4094 etc</u>	<u>10 Lakh</u>
<u>Green Distributors</u>	<u>35</u>	<u>IR-4786, MTU-1010, IR-4094</u>	<u>35 Lakh</u>
<u>Tejash Agron Products</u>	<u>10</u>	<u>BB-E, Ranjit, Nithya, K.B. BAYAT</u>	<u>30 Lakh</u>

- 16) Are you a Distributor of any other company dealing in Vegetables*:
 17) If yes, please share the following details on your business with these companies:

Company Name	Vintage of Relationship (In years)	Key Products Sold Last Year	Approximate Turnover Last Year

18) Details of important markets/ regions in your area:

Name of the Market/ Region	Your approx. turnover from the market/ region	No. of your Retailers at the market/ region	Name of key Retailers
<u>Dulshihatti</u>	<u>15 Lakh</u>	<u>10 NO.</u>	<u>1. Shri Shankar Saha 2. Kailash MURRAY 3. ALOK CH. SAHA</u>
<u>Surampganj</u>	<u>18 Lakh</u>	<u>15 NO.</u>	<u>1. Prasan Ray 2. Mr. Hanu 3. Mr. Babul Hossain</u>
<u>Galiampur</u>	<u>14 Lakh</u>	<u>14 NO.</u>	<u>1. Abul Hossain 2. Gobindran Athan 3. Kalyan Saha</u>

19) Are you involved in any other businesses related to agriculture*? Yes / No

If yes, please share if you are dealing in
 Fertilizers as Distributor of IRC, YARA, PPL, IPL, NFCL, NFL, KRIV, BYFCL
 Pesticides as Distributor of KALIS, BAYER, AELITE, SUMITOMO, SYNGENTA, JU.
 Others (specify) GGT, IMPLEMENTS

20) Are you involved in any other businesses NOT related to agriculture*? Yes / No
 If yes, please share broad overview of the nature of business

FOR
 M/S ADARSHA KRISHI BHANDAR
 A UNIT OF ARJUNAL AGREEMENT, TR
 Director

Part C: Market Intelligence & Sales Plan

21) Which Field Crops are primarily cultivated in this area?

Paddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	IR-4094, BB-D, MTU-1010	Pallishree, G.K. Mali, Tiyasha	250 MT
OP	IR-64, MTU-7029, Rajit	Pan, Swarna seeds.	
OP	IR-36, Rajit		
Improved / HYV	SS-511, Shreya, Chanak		150 MT
Improved / HYV	B. Bandhu-2, B. Bandhu-2	Swarna seeds, mali, G.K. MALI	
Improved / HYV	Gourab, maharaj, Daya-	Falishree,	
Hybrid		Bayer	6 MT
Hybrid	Ajze-6444,	Pioneer	2 MT
Hybrid	Pioneer, 27 P22		
Wheat			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	HD. 2967	NSC	25 MT
"	"	TSC	
Mustard			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	B-9	Pallishree, Swarna seeds	10 MT
OP	B-94	NSE, mali,	
OP	B-54	NSE, Pallishree	
Maize			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
Hybrid.	P3355, BRC-9081, NK 7740	Pioneer, Krishak Shakti syngenta, Monsanto	7 MT

22) What are the important Vegetable crops cultivated in this area?

Crops	Key Variety	Key Brands	Approx. Volume (In M)

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work
Pallishree Ltd	BB-D, BB-Gold.	30 MT	1	
G.K.	MTU-1010, IR-64, Jante	50 MT	2	Bike & car
Nuziveedu	Sindhu, Manjeera	10 MT	1	
Swarna Seeds	Chanak, Shrey 955-511	30 MT	1	

24) What is your sales plan for our products in coming years*?

Name of the Product	Quantity (MT)		
	Year 1	Year 2	
Field Crop	IR-64, MTU-1010, SS-511, Shreya,	15 MT	25
Field Crop			
Field Crop			
Field Crop			
Vegetable			
Vegetable			
Vegetable			

25) What is the area for which you seek our Distributorship (Area of Operation)*?

Chanchal Sub-Division.

26) Name your preferred Transporter / Courier*

JANATA CARRYING CORPORATION.

27) Please share if you have any suggestions to improve business

provided metarels on time delivery our market support.

Seed License / Renewal Seed License



Sl No. (For Office use only)

UACI SEEDS & BIOTECH PRIVATE LIMITED

(Formerly Swarna Seeds)
20, Park Side Road, Rajeswari Niwas, 3rd Floor, Kolkata - 700026, West Bengal, India
Contact No. (033) 24649581, E Mail: uaciseedsandbiotech@universalagri.in,
Website: www.universalagri.net

APPLICATION FOR DISTRIBUTORSHIP

Part A: Basic Information of Applicant

- Name of the Organization* **ADARSHA KRISHI BHANDAR A UNIT OF ARJUNLAL AGROCOMP LTD**
- Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name **CHANCHAL BAZAR**
P.O. **CHANCHAL** District **MALDA**
State **WEST BENGAL** PIN Code **732123**
- Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify)
- Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
PRABIN AGARWALA
- Telephone No:
Office /Shop Landline: (STD Code)
Residence Landline: (STD Code)
Mobile*: +91 **9733001274** WhatsApp Mobile: +91 **9434422447**
Email ID*: **AKB.MALDA@YAHOO.CO.IN**
- Preferred mode of communication: Email SMS Whatsapp
- Income Tax Permanent Account No*: **AALCA8289K**
- Is the applicant registered under GST*: Yes / No
If yes, is the applicant registered under Composite Scheme of GST: Yes No
- GST No **19AALCA8289K1ZS**
- Seeds Licence No* **501605**
- Valid Up to* **31/03/2021** Issued By **ASSR. D.A. (ADMN) CHANCHAL**

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*



Name* **PRABIN AGARWALA**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*

FOR
M/S ADARSHA KRISHI BHANDAR
A UNIT OF ARJUNLAL AGROCOMP LTD
Prabin Agarwala
DIRECTOR

Date: **20/09/2021**