

Checklist for Sales Team Member Opening Distributorship

Particulars

Distributorship Form

		Yes	No
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 PANs	/	
	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 PANs / 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: Name of Company Official	Signature of Company Official

15. The Distributor paying through cheque must... then the company will levy a cheque Dishonor charge on the Distributor without prejudicing the... recourse for such dishonor
16. The company will provide a standard credit period of 60 days from the date of the invoice. The company may levy interest on Overdue payments Schemes applicable for the period. Dues remaining unpaid above 180 days will be considered as...
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 certain... the details of which are available in the yearly Sales Return policy. The Distributor is required to follow the... this policy for matters relating to Sales Return and obtain prior approval from the responsible sales official... 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, either in the form of material or funds. All such transactions will be considered as personal and unsanctioned and 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 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 Return 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 registered email or through any other preferred mode of communication. However, the Distributor can ask for updated account statement at any time by sending email at customercare_uacisandb@universalagri.in or 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 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 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, Satish Kumar acting on behalf of _____
 (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

[Signature]
 (Signature of Representative of Distributor*)
 Date: _____
 Place: _____

[Signature]
 Partnership
 KRISHI SANSAR
 (Stamp of Distributor*)

Name of Company Official	Signature of Company Official

Part D: Financial Information of Applicant

Primary Bank Account of Business*:

Name of the Bank

INDIAN BANK

Name & address of Branch

G T ROAD RAJATALAB

VAIRAWALS

IFSC Code of Branch

IDIB000KSO7

Account No

50497571260

Type of Account: Savings/Current/OD

29) Does the applicant have CC/OD facility from any bank*? Yes / No

If Yes, Name of Bank

Name & address of Branch

CC/OD Limit (Approx. in Rs lakhs)

Cheque No. / No

30) Security Deposit* of Rs. 25000 paid through Cheque No. / No

31) Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No

If Yes, approx. size 4000sq Address: MAHARANI COMPLEX

32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No

If Yes, approx. size 6000sq Address: MAHARANI COMPLEX

34) Number of staff employed by the applicant 6

35) Does the applicant own any 2-wheeler? Yes / No

If Yes, Number of such vehicles 7 used for Business / Personal / Both

36) Does the applicant own any 4-wheeler? Yes / No

If Yes, Number of such vehicles 2 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	
For Proprietorship	1. Signed copy of ID Proof (Aadhaar Card/ Passport/ Driving License) 2. Signed copy of Address Proof (Aadhaar Card/ Passport) 3. Signed copy of PAN 4. Signed copy of GST Certificate (if applicable) 5. Signed copy of Seed License 6. Statement of primary bank account(s) of business evidencing debit and credit transactions, for the last 3 months
Additional documents for Partnership Firm	7. Signed copy of registered partnership deed 8. Authorization from all partners allowing representative to act and sign on behalf of the firm
Additional documents for Private Limited Company	7. Signed copy of Memorandum and Articles of Association 8. BOD resolution allowing representative to act and sign on behalf of the company

Mob No: 8336929400

Customer Care

Email: customercare_uacisandb@universalagri.in

Part B: Business Background of Applicant

12) Year of Establishment: 2019
 13) Number of years for which you are dealing in Seeds: 56119
 14) Are you a Distributor of any other company dealing in Field Crops? Yes / No
 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
Ajeet Seeds	3 Year	Paddy & mustard	15 Lakh
Dhanya Seeds	2 Year	Paddy & mustard	25 Lakh
Bayer Crop Sci...	2 Year	Paddy	30 Lakh
Saad Seeds, Bagny Seeds	3 Year	wheat	50 Lakh

16) Are you a Distributor of any other company dealing in Vegetables? Yes / No
 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
Tivara Seeds	2 Year	All crowsds & other	4 Lakh
VNR Seeds	3 Year	All crowsds	7 Lakh
Golden/Adhianta	2 Year	Head, Cauliflower	12 Lakh

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
Rajatsal, Karkhwa.	15 Lakh	17	1. Hindustan Bely Bhandar 2. 3.
mirjamurod.	10 Lakh	8	1. Kanhaiyalal S Brothers 2. 3.
Adalbura, Jayapur	8 Lakh	6	1. Patel Krishi Kendra 2. 3.

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 _____
 Pesticides as Distributor of Syngenta, Bayer, Pi
 Others (specify) _____

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

21) Which Field Crop

Type
Op
Op
Imp
Imp

Part C: Market Intelligence & Sales Plan

Which Field Crops are primarily cultivated in this area?

Paddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
Improved / HYV	7029, 5204, Sonali-2	BN Seeds, Samanah	40 mt
Improved / HYV	Wheat	Sam Seeds, Barjay Seeds	200 mt
Hybrid			
Hybrid			

Wheat			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)

Mustard			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)

Maize			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)

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

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

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work

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

Name of the Product	Quantity (MT)	
	Year 1	Year 2
Field Crop	10 mt	20 mt
Field Crop	25 mt	40 mt
Field Crop		
Field Crop		
Vegetable	3 Lakh	7 Lakh
Vegetable		
Vegetable		

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

All Vatanasi

26) Name your preferred Transporter / Courier*

New Bharat, New Malik, Upkar / DTDC

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

Good seeds & Better Price



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

1) Name of the Organization* KRISHI SAWISAR

2) Full Postal Address for correspondence*:
 Type of Location: Office Shop Godown Residence
 Street Name RAJAJATALAB VARANASI
 P.O. RAJAJATALAB District VARANASI
 State UTTAR PRADESH PIN Code 221001
 Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
 Cooperative/ Society Others (Specify) _____
 Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
SUNIL SINGH
 Telephone No: _____
 Office /Shop Landline: (STD Code) _____
 Residence Landline: (STD Code) _____
 Mobile*: +91 9004615193 WhatsApp Mobile: +91 9004615193
 Email ID*: _____
 Preferred mode of communication: Email SMS Whatsapp
 Income Tax Permanent Account No*: AAUFIK9768M
 Is the applicant registered under GST*: Yes / No
 If yes, is the applicant registered under Composite Scheme of GST: Yes No
 GST No 09AAUFIK9768MZY
 Seeds Licence No* DA0/VNS/295
 Valid Up to* 23/09/2024 Issued By _____

Signature and Photograph of Person Authorized to Represent the Applicant



Name* SUNIL SINGH

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

KRISHI SAWISAR
Signature
Partnership

Date: 21/09/24

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