

For 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:	
Name of Company Official	Signature of Company Official

15. The Distributor paying through cheque must ensure that the cheque issued by him is honored by the bank on whom the cheque is drawn, dishonors the cheque for reasons other than non-availability of funds, then the company will levy a cheque Dishonor charge on the Distributor without prejudice to his 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 as Overdue payments and the company may levy interest on Overdue payments
17. The company will generally not accept any Sales Return unless the material supplied was damaged, 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 person before dispatching material. The company will not provide any credit for material returned in violation of its 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 unauthorized 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 authority 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 the updated account statement at any time by sending email at customercare_uacisandb@universalagm.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, Ashulosh Pathak acting on behalf of Fateh Bahadur Mewrya
 (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

उन्नतशील वीज भण्डार

मयदान बाजार सनसूय मठ
 नो०-८८३६३३०५२०

(Signature of Representative of Distributor*)

(Stamp of Distributor*)

Date:

फतेहबादुरासोप

Place:

Name of Company Official	Signature of Company Official

28) Primary Bank Account of Business*:

Name of the Bank UNION BANK OF INDIA
 Name & address of Branch RIATANPIURA BRANCH MAU
 IFSC Code of Branch UBIN0567621
 Account No 6716205010000104 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) _____

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

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

If Yes, approx. size 150 SQ Address: BHAGWAN BAZAR BALLIA ROAD RIATANPIURA MAU

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

33) If Yes, approx. size 4500 SQ Address: BALLIA ROAD RIATANPIURA

34) Number of staff employed by the applicant 4

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

If Yes, Number of such vehicles 2 used for Business / Personal / Both

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

If Yes, Number of such vehicles 1 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

Customer Care

Mob No: 8336929400

Email: customercare_uacisandb@universalagri.in

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)
OP	7029 / 5204, Samanah	Pan Seeds, DNA Seeds	80 mt.
OP	Wheat	Pan Seeds, Seed Seeds	250 mt.
Improved / HYV	Paddy	Konzei, Pan, BIA Seeds	60 mt.
Improved / HYV			
Hybrid			
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	MTV-7029 / BPT-5204	25 mt.	40 mt.
Field Crop	IMP- Paddy	5 mt.	15 mt.
Field Crop			
Vegetable			
Vegetable			
Vegetable			

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

All man

26) Name your preferred Transporter / Courier*

Nov Bharat, Upkar / DTDC

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

Good Seed & Better Price

Part B: Business Background of Applicant

12) Year of Establishment: 2005

13) Number of years for which you are dealing in Seeds: 2005

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
Pan Seeds Pvt. Ltd.	Paddy 6 Years	Paddy & Wheat	20 Lakh
Seed Seeds	9 Years	Wheat	60 Lakh
VNR Seeds	10 Years	Paddy, maize	15 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
VNR Seeds	10 Years	All Cereals	18 Lakh
Rasi Seeds	8 Years	All Cereals & other	13 Lakh
New Seeds	4 Years	Okra & others	7 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
Ratanpura	15 Lakh	12	1. Mawra Begum Bhandari 2. 3.
Haldharpur, Mardah	22 Lakh	9	1. Kisan Seed Store 2. 3.
Kataganj, Birno	12 Lakh	14	1. Uttam Begum Bhandari 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 _____

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

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* **UNNATISHHEEL BEEJ BHANDAR**
- 2) Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name **BALLIA ROAD RATANPURA MAU**
P.O **RATANPURA** District **MAU**
State **UTTAR PRADESH** PIN Code **221706**
- 3) Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify) _____
- 4) Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
FATEHBAHAADUR MOURYA
- 5) Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 **9838330520** WhatsApp Mobile: +91 **9838330520**
Email ID*: _____
Preferred mode of communication: Email SMS Whatsapp
Income Tax Permanent Account No*: **ACBPF2614C**
Is the applicant registered under GST*: Yes / No
If yes, is the applicant registered under Composite Scheme of GST: Yes No
GST No **09ACBPF2614C1ZB**
Seeds Licence No* **118/11702**
Valid Up to* **13/06/2025** Issued By _____

Signature and Photograph of Person Authorized to Represent the Applicant



Name* **FATEHBAHAADUR MOURYA**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*

उन्नतशील बीज भण्डार

भगवान बजार रतनपुरा मऊ

मो-9838330520

फतेहबाहादुर मौर्य

Date: **19/09/2021**