

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 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

M/S. Manoranjan Debnath

Manoranjan Debnath
Proprietor

Proprietor

M/S. Manoranjan Debnath
7

15. The Distributor paying through cheque must ensure that the cheque is drawn, dishonors the cheque for reasons other than the company may not 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 provide Cash Discounts for paying dues within 60 days, the details of which are usually provided in the Price List. Schemes applicable for the period. Dues remaining unpaid above 180 days will be considered as Overdue. The company may levy interest on Overdue payments

17. The company will generally not accept any Sales Return unless the material supplied were damaged in transit. However, for select products, the company allows Sales Return within certain limits and under certain conditions. The details of which are available in the yearly Sales Return policy. The Distributor is required to follow the terms of this policy for matters relating to Sales Return and obtain prior approval from the responsible sales official before 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 instruction 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

2. 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 customercare_uacisandb@universलगri.in or by calling the Customer Care Helpline at +91 8336929400

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

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

Disputes, if any, will be subject to the jurisdiction of the courts of Kolkata, West Bengal

Biplab Chanda acting on behalf of Manoranjan Jan Debnath
 (Name of Representative*) (Name of Distributor*)

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

M/S. Manoranjan Debnath
Manoranjan Jan Debnath
 (Signature of Representative of Distributor*)

M/S. Manoranjan Debnath
Manoranjan Jan Debnath
 (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: UTTARBANGA KSHATRIYA GRAMIN B
 Name & address of Branch: BABUR HAT
 IFSC Code of Branch: BABUR HAT CBIMOR40012
 Account No: 4000091310000002 Type of Account: Savings/Current/OD / No

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) _____ / RTGS

30) Security Deposit* of Rs. _____ paid through Cheque No. _____ / RTGS
 Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 25000 Address: _____

32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size _____ Address: _____

34) Number of staff employed by the applicant _____

35) Does the applicant own any 2-wheeler? Yes / No
 If Yes, Number of such vehicles _____ used for Business / Personal / Both

36) Does the applicant own any 4-wheeler? Yes / No
 If Yes, Number of such vehicles _____ 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	<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

Customer Care

Mob No: 8336929400

Email: customercare_uacisandb@universalagri.

M/S. Manoranjan L...
 Manojan Jan Debnath
 Proprietor

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			
OP			
OP			
Improved / HYV			
Improved / HYV			
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)

What are the important Vegetable crops cultivated in this area?

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

Which are main companies operating in this area?

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

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

Name of the Product	Quantity (MT)	
	Year 1	Year 2
id Crop		
id Crop		
id Crop		
id Crop		
etable		
etable		
etable		

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

CHAKCHAKA AND SURROUND AREA

What is your preferred Transporter / Courier*?

DTDC + GITANJALI ROADWAYS.

Please share if you have any suggestions to improve business

3 M/S. Manoranjan Debnath
Manoranjan Debnath
 Proprietor

Sadar Cochi Benar

Part B: Business Background of Applicant

12) Year of Establishment: 1985

13) Number of years for which you are dealing in Seeds: 1999

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

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

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
			1. 2. 3.
			1. 2. 3.
			1. 2. 3.

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) _____

Are you involved in any other businesses **NOT** related to agriculture*? Yes / No

If yes, please share broad overview of the nature of business



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@universasalagri.in, /
Website: www.universasalagri.net

APPLICATION FOR DISTRIBUTORSHIP

Part A: Basic Information of Applicant

1) Name of the Organization* M/S MANORANJAN DEBNATH

2) Full Postal Address for correspondence*:
 Type of Location: Office Shop Godown Residence
 Street Name CHAK CHAKA NEAR GP
 P.O. CHAKA AKA District COOCHBEHAR
 State WEST BANGAL PIN Code 736196
 Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
 Cooperative/ Society Others (Specify) _____
 Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory

Telephone No: _____
 Office /Shop Landline: (STD Code) _____
 Residence Landline: (STD Code) _____
 Mobile*: +91 9474148900 WhatsApp Mobile: +91 9609759574
 Email ID*: _____
 Preferred mode of communication: Email SMS Whatsapp
 Permanent Account No*: ADYPD0660J
 Is the applicant registered under GST*: Yes / No
 Is the applicant registered under Composite Scheme of GST: Yes No
 Licence No* SO2824
 Exp to* 18/12/2025 Issued By GOVT OF WEST BANGA

Signature and Photograph of Person Authorized to Represent the Applicant



Name* MANORANJAN DEBNATH

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*
M/S. Manoranjan Debnath
Manoranjan Debnath
 Proprietor

Date: _____