

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 5 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 is drawn on the bank on whom the cheque is drawn, dishonored, then the company will levy a cheque Dishonor charge on the Distributor.
16. The company will provide a standard credit period of 60 days from the date of the invoice. The company may, at its discretion, extend this period. The company will levy interest on Overdue payments.
17. The Distributor 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.
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 customercare_uacisandb@universलगri.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.
5. Disputes, if any, will be subject to the jurisdiction of the courts of Kolkata, West Bengal.

Pallab Kumar Mohanta acting on behalf of M/s Pallab Kumar Mohanta
 (Name of Representative*) (Name of Distributor*)

I hereby acknowledge that I have read, understood and agreed to all the terms and conditions of business. 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.

M/s. Pallab Kumar Mohanta
Pallab Kumar Mohanta
 Proprietor
 (Stamp of Distributor*)

(Signature of Representative 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: PUNJAB NATIONAL BANK
 Name & address of Branch: PALSIGRAM PURBABARDHAMAN
 IFSC Code of Branch: PUNB0042410
 Account No: 04864010000040
 Type of Account: Savings/Current /
- 29) Does the applicant have CC/OD facility from any bank*? Yes / No
 If Yes, Name of Bank: _____
 Name & address of Branch: _____
- 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: 20/30 Address: NOTUNHAT
- 32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No
 33) If Yes, approx. size: 3000 Address: NOTUNHAT
- 34) Number of staff employed by the applicant: FOUR
- 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@univers

M/s. Pallab K...
 Pallab K

Part C: Market Intelligence & Sales Plan

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

Type	Key Variety	Paddy Companies Offering Them	Approx. Volume (In MT)
OP	7029	PAN, G.K., GMS.	130
OP	7070	" " " "	25
OP	1K-24	" " " "	25
Improved / HYV	Jambha Bombay	PAN, G.K., GMS. & NOZIVEEDU	40
Improved / HYV	KAWAK		20
Improved / HYV			
Hybrid			
Hybrid			
Hybrid			

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

Type	Key Variety	Mustard Companies Offering Them	Approx. Volume (In MT)
Yellow	B-9	PAN, G.K., GMS. & NOZIVEEDU	
B-24		" " " "	
Bomb		" " " "	
Sirani		" " " "	

Type	Key Variety	Maize 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

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work
G.K.	PADDY			
PAN	"			
GMS-	"			

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

Name of the Product	Quantity (MT)	
	Year 1	Year 2
Field Crop PADDY	8	
Field Crop MUSTARD	2	
Field Crop TUL	1	
Field Crop		
Vegetable		
Vegetable		
Vegetable		

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

Kotchenhat, Guskanda, Koichor, Belgona, Nigou

26) Name your preferred Transporter / Courier*

National Transport, Ranji Transport, D.T.D.C

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

Focus on Rate of every product as it very affects. if Rate is satisfied then growth is continue
parlab kur

Part B: Business Background of Applicant

- 12) Year of Establishment: 1992 Yes / No
- 13) Number of years for which you are dealing in Seeds: 1992
- 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
PAN SEEDS Pvt Ltd.	5	7029, Jamuna, (PADDY)	35 Lac.
GANGA KAVERY	10	PADDY-	80 Lac.

- 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
NOTUNHAT	2 cr.	40	1. 2. 3.
GUSKARA	1 cr.	20	1. 2. 3.
KOICHOR	1 cr.	15	1. 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 INDORAMA, GROMOR
 Pesticides as Distributor of ADAMA, SYNGENTA, PI, GHAR
 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

M/s. Pallab Kumar M
 Pallab Kumar M

SI 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

1) Name of the Organization* **MS PALLAB KUMAR MOHANTA**

2) Full Postal Address for correspondence*
Type of Location: Office Shop Godown Residence
Street Name **NOTUNHAT PIRTALA**
P.O **NOTUNHAT** District **PURBA BARDHAMAN**
State **WEST BENGAL** PIN Code **713147**

3) Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify) _____

4) Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signa
PALLAB KUMAR MOHANTA

5) Telephone No: **8617886594/9434391326**
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 **9434391326** WhatsApp Mobile: +91 **9434391326**
Email ID*: **pmohanta2011@gmail.com**

6) Preferred mode of communication: Email SMS Whatsapp

7) Income Tax Permanent Account No*: **A1DPM21520**

8) Is the applicant registered under GST*: Yes / No
If yes, is the applicant registered under Composite Scheme of GST: Yes No

9) GST No **19A1DPM21520120**

Seeds Licence No* **AO9(SWB)/MKT/2018/500540**

Valid Up to* **22/11/2021** Issued By **ADA-KATWA**

Signature and Photograph of Person Authorized to Represent the Applicant



Name* **PALLAB KUMAR MOHANTA**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*

Pallab Kumar Mohanta

Date: **12/11/21**