

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 _____

M/S. SUMIT KUMAR JAIN
Sumit Kumar Jain
 Proprietor

15. The Distributor paying through cheque must ensure that the cheque is drawn on the bank on whom the cheque is drawn, dishonors the cheque. If the bank on whom the cheque is drawn, dishonors the cheque, then the company will levy a cheque Dishonor charge on the Distributor without prejudicing its 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. However, for select products, the company allows Sales Return unless the material supplied were damaged in the details of which are available in the yearly Sales Return policy. The Distributor is required to follow the terms and conditions 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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@universalagri.in or by calling the Customer Care Helpline at +91 8336929400.
22. 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.
23. 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.
24. Disputes, if any, will be subject to the jurisdiction of the courts of Kolkata, West Bengal.

I, Bislab Chanda acting on behalf of Sumit Kumar Jain
 (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

August Jain
 (Signature of Representative of Distributor*)

M/S. SUMIT KUMAR JAIN
Sumit Kumar Jain
 Proprietor
 (Stamp of Distributor*)

Date:
 Place:

Name of Company Official	Signature of Company Official

Part D: Financial Info.

28) Primary Bank Account of Business*

Name of the Bank

PANJAB NATIONAL BANK

Name & address of Branch

KANKI (UTTAR DINAJPUR)

IFSC Code of Branch

WEST BENGAL - 733209
PUNR0482900

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)

paid through Cheque No. / RTGS

30) Security Deposit* of Rs.

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

If Yes, approx. size

Address:

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

If Yes, approx. size

Address: KANKI, UTTAR DINAJPUR WEST BENGAL

34) Number of staff employed by the applicant 04

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 02L 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.in

Year of Establishment: 2017 Yes / No

12) Year of Establishment: 2017 Yes / No

13) Number of years for which you are dealing in Seeds: 2017

14) Are you a Distributor of any other company dealing in Field Crops*:

15) Are you a Distributor of any other company dealing in Vegetables*:

16) If yes, please share the following details on your business with these companies:

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
Syngenta (India) LTD	2020	6607 (MAIZE)	4 Core
Pispl (Pioneer)	2020	3355 (MAIZE)	1 Core 80 Lakh
Ram Nagar Seed Farm	2020	addy, Maize	50 Lakh
Stri Seeds	2017	4456 (MAIZE)	40 Lakh

Company Name	Vintage of Relationship (In years)	Key Products Sold Last Year	Approximate Turnover Last Year
Ram Nagar Seed Farm	2020	Palak, pea, bhendi	3 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
CHAKULIA	20 Lakh	20 Lakh	1. ANJAY SARMA 2. ADARSHA BEBERISHAN 3. Jitendra Hargave
DALKHOLA	40 Lakh	40 Lakh	1. Manoj Bhargava 2. Manoj Bhargava 3. Manoj Bhargava
ISLAMPUR	50 Lakh	50 Lakh	1. Manoj Bhargava 2. Manoj Bhargava 3. Manoj Bhargava

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)

Universal Chemicals

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

Part C: Market Intelligence & Sales Plan

Which Field Crops are primarily cultivated in this area?

Type	Key Variety	Paddy	
		Companies Offering Them	Approx. Volume (In MT)
OP	RB-11		150 MT
OP	MTU-1029		50 MT
OP	GS-1		10 MT
Improved / HVV	JAMUNA		18 MT
Improved / HVV	SILKI-277		1 MT
Improved / HVV	KANJANA-		
Hybrid	LAKHNAH-505		
Hybrid	HYBRIDE		
Hybrid	6694-900		

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

Type	Key Variety	Mustard	
		Companies Offering Them	Approx. Volume (In MT)
B-9			1 MT

Type	Key Variety	Maize	
		Companies Offering Them	Approx. Volume (In MT)
150 Days	7720	Syngenta	20 TON
150 Days	3355	Pioneer	30 MT
150 Days	4456	Shi Seeds	10 MT

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

Crops	Key Variety	Key Brands	Approx. Volume (In MT)
Corneler	Sugandhi	Swarna Seeds	200 kg

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work
Pioneer	MAIZE	1.80 LAKH	4/5 member	BYKE/CAR
Syngenta	MAIZE	4.0 LAKH	5 member	BYKE/CAR
Senal. Pishal	Paddy	50 LAKH		BYKE + CAR
pan seeds	Paddy	10 LAKH		

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

Name of the Product	Quantity (MT)	
	Year 1	Year 2
Field Crop		
Field Crop		
Field Crop		
Field Crop		
Vegetable		
Vegetable		

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

KANKI SURROUNDING AREAS.

Name your preferred Transporter / Courier*

SWASTICK / T DTDCT

7) Please share if you have any suggestions to improve 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@universatagri.in,
 Website: www.universatagri.net

APPLICATION FOR DISTRIBUTORSHIP

Part A: Basic Information of Applicant

- Name of the Organization* M/S. SUMIT KUMAR JAIN
- Full Postal Address for correspondence*:
 Type of Location: Office Shop Godown Residence
 Street Name ON NH31 HIGHWAY
VILLAGE-NAYANAGAR P.S + CHAKYATA
 P.O KANKI District UTTAR DINAJPUR
 State WEST BENGAL PIN Code 7433209
- Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
 Cooperative/ Society Others (Specify) _____
- Name of Representative*: Proprietor Managing Partner Director / Authorised Signatory
SUMIT KUMAR JAIN
- Telephone No:
 Office /Shop Landline: (STD Code) _____
 Residence Landline: (STD Code) _____
 Mobile*: +91 8250049351 WhatsApp Mobile: +91 9932267906
 Email ID*: JAIN.SUMI747@gmail.com
 Preferred mode of communication: Email SMS Whatsapp
 Income Tax Permanent Account No*: ALDPJ48470
 Is the applicant registered under GST*: Yes No
 If yes, is the applicant registered under Composite Scheme of GST.: Yes No
 GST No 19ALDPJ484701ZD
 Seeds Licence No* S03363
 Valid Up to* 15/10/2025 Issued By STATE OF WEST BENGAL

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*



Name* SUMIT KUMAR JAIN

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

M/S. SU: Signature R JAIN

Sumit Kumar Jain
 Proprietor

Date: 15/09/2021