

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
--	-------------------------------

Fayesuddin Mondal
M/S FAYESUDDIN MONDAL
Prop: Fayesuddin Mondal
Shikahar, Tapan, D/Dinalpur

18. The Distributor is required not to enter into any financial transactions with any member of the sales team without the prior approval of the Head Office of the company. All such transactions will be considered as personal and the Distributor will not be liable for the outcome of such transactions.
19. The Distributor is required to maintain the integrity of the packaging in which the products are supplied to him, related to the products, designs, logos and trademarks of the company. He is required not to tamper with the packets, designs, logos and trademarks in any way. Any unauthorized use of the company's designs, logos and trademarks will be considered 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 the products, designs, logos and trademarks of the company. Further, the Distributor is required to maintain records of such requirements of GST and 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 and an updated account statement at any time by sending email at customer_care@universalagro.com or 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 and he is required to reconcile the balance on the statement with the balance in his books of accounts. On the completion of review, the Distributor will be required to sign and seal on the Confirmation and hand it over to the company.
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, Biplab Chandra acting on behalf of Fayezuddin Mandal
 (Name of Representative*) (Name of Distributor*)

I 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 to the best of my knowledge and understanding

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

Fayezuddin Mandal
 M/S (Stamp of Distributor) **CONDAL**
 Prop: Fayezuddin Mandal
Bhikhar, Tapan, D/Dinajpur

Name of Company Official: _____
 Signature of Company Official: _____

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* **FAYESUDDIN MONDAL**
- 2) Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name **MIKAHAR BORDER ROAD**
P.O. **BHILKAHAR** District **DAKSHIN DINAJPUR**
State **WEST BENGAL** PIN Code **733142**
- 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
FAYESUDDIN MONDAL
- 5) Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 **9967620804** WhatsApp Mobile: +91 **9932723750**
Email ID*: **fayesuddinmondal@gmail.com**
- 6) Preferred mode of communication: Email SMS Whatsapp
- 7) Income Tax Permanent Account No*: **AQLPM3840K**
- 8) Is the applicant registered under GST*: Yes / No
- 9) If yes, is the applicant registered under Composite Scheme of GST: Yes No
- 10) GST No **19AQLPM3840K1ZD**
- 11) Seeds Licence No* _____
Valid Up to* ____/____/____ Issued By _____

Signature and Photograph of Person Authorized to Represent the Applicant



Name* **FAYESUDDIN MONDAL**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*
Fayeruddin Mondal
M/S FAYESUDDIN MONDAL
Prop: Fayeruddin Mondal

Date: ____/____/____

Bhilkahar, Tapin, D/Dinajpur