

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

Blue Green Land
Masum Ali Khan
Proprietor

15. The Distributor paying through cheque must ensure that the cheque is drawn within 60 days from the date of the invoice. If the bank on which the cheque is drawn, disallows the cheque, the Distributor shall be responsible for such disallowance.
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 policy. The Distributor is required to share the details of which are available in the yearly Sales Return policy. However, the Distributor can ask for the details of which are available in the yearly Sales Return and obtain prior approval from the responsible person. This policy for matters relating to Sales Return and obtain prior approval from the responsible person. The company will not provide any credit for material returned to warehouse to be re-dispatched.
17. 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 unauthorised 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 instructions 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 unauthorised 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 periodic returns 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 the updated account statement at any time by sending email at customercare_sackisand@univarsalagra.com 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 sign 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 send it over to 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, _____ acting on behalf of _____ (Name of Distributor*)
 _____ (Name of Representative*)

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

Masum Ali Khan
 (Name of Distributor*)

Mrs Green Land
 Masum Ali Khan
 Proprietor
 (Stamp of Distributor*)

 (Signature of Representative of Distributor*)

Date:
 Place:

Name of Company Official	Signature of Company Official

Mrs Green Land
 Proprietor

Part D: Financial Information of Applicant

26) Primary Bank Account of Business*
 Name of the Bank: IDBI BANK
 Name & address of Branch: DAHURTI
 IFSC Code of Branch: IBKL0001513 Type of Account: Savings/Current/OT
 Account No: 13151020000482 / No

27) 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
 28) Security Deposit* of Rs. 10000 paid through Cheque No. _____ / No
 29) Is the Office/Shop used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size _____ Address: _____
 30) 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	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

Field Crops are primarily cultivated in this area?

Raddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (in MT)
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)

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	10000	20000
Field Crop		
Field Crop		
Field Crop		
Vegetable		
Vegetable		
Vegetable		

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

Dhubri

26) Name your preferred Transporter / Courier*

DTDC

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

Part B: Business Background of Applicant

12) Year of Establishment

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

Yes / No

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

Company Name	Vintage of Relationship (in years)	Key Products Sold Last Year	Approximate Turnover Last Year

Yes / No

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

Company Name	Vintage of Relationship (in years)	Key Products Sold Last Year	Approximate Turnover Last Year

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

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.

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

Sh/s Green Labs
Masum Ali Khan
 Proprietor

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@universalagri.in,
Website: www.universalagri.net

APPLICATION FOR DISTRIBUTORSHIP

Part A: Basic Information of Applicant

- Name of the Organization* M/S GREENLAND
- Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name _____
P.O. _____ District _____
State _____ PIN Code _____
- 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 8638028033 WhatsApp Mobile: +91 60028471104
Email ID*: khankeckmasum@gmail.com
- Preferred mode of communication: Email SMS Whatsapp
- Income Tax Permanent Account No*: AVSAP0411A
- Is the applicant registered under GST*: Yes No
- If yes, is the applicant registered under Composite Scheme of GST: Yes No
- GST No 18AVSIPK0411E1Z5
- Seeds Licence No* 99A
Valid Up to* 31/12/2022 Issued By GOVERNMENT OF ASSAM

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*



Name* _____

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*

Moum Ali Khan
1 Proprietor

Date: 12/11/2022