

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 |
| | |

Anisur Rahman
 Dist- Dhubri
 Assam



15. The Distributor paying through cheque must ensure that the cheque is drawn, dishonors the cheque for reasons related to the bank on whom the cheque is drawn, dishonors 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 a cheque Dishonor charge on the Distributor without prejudicing its recourse for such dishonor
17. The company will generally not accept any Sales Return unless the material supplied were damaged in the process of dispatching material. The company will not provide any credit for material returned in violation to its Sales Return policy. 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@universallagri.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
25. Disputes, if any, will be subject to the jurisdiction of the courts of Kolkata, West Bengal

I, Biplas Chanda acting on behalf of Anisur Rahman
 (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

Anisur Rahman

(Signature of Representative of Distributor*)

Anisur Rahman

(Stamp of Distributor*)



Date:

Place:



| Name of Company Official | Signature of Company Official |
|--------------------------|-------------------------------|
| | |
| | |
| | |

Part D: Financial Information of Applicant

28) Primary Bank Account of Business*

Name of the Bank

UCO BANK

Name & address of Branch

CHAIPIAR

IFSC Code of Branch

Account No

Type of Account: Savings

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

31) 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

33) 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 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

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) |
| | | | |
| | | | |
| | | | |

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 | | |
| Field Crop | | |
| Field Crop | | |
| Field Crop | | |
| Vegetable | | |
| Vegetable | | |
| Vegetable | | |

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

CHAPPAR SURROUNDING ARBA.

Name your preferred Transporter / Courier*

Speed King / DTAC.

Please share if you have any suggestions to improve business

Part B: Business Background of Applicant

- 12) Year of Establishment: 2003
- 13) Number of years for which you are dealing in Seeds: 2003 Yes / No
- 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 |
|--------------|------------------------------------|-----------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

- 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. |

- 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
- _____
- _____

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

- 1) Name of the Organization* ANISUR RAHMAN
- 2) Full Postal Address for correspondence*
Type of Location: Office Shop Godown Residence
Street Name HIGHER SECONDARY ROAD
P.O. CHAPPA District DHUBRI
State ASSAM PIN Code 783371
- 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
ANISUR RAHMAN
- 5) Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 9954630439 WhatsApp Mobile: +91 8724834837
Email ID*: _____
- 6) Preferred mode of communication: Email SMS Whatsapp
- 7) Income Tax Permanent Account No*: BAEPROL57C
- 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 48BAEPROL57C2Z2
- 11) Seeds Licence No* 555
Valid Up to* 07/12/2023 Issued By _____

Signature and Photograph of Person Authorized to Represent the Applicant



Affix photograph*

Name* ANISUR RAHMAN

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others



Signature*

Anisur Rahman

Date: _____