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sufficient for
to seek

For 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

M/s. Assam Seed House

Abraham Aci monale
Proprietor

15. The Distributor paying through cheque must ensure that the cheque issued by him is honored on the date of the invoice. The company will ensure that the cheque is drawn, dishonors the cheque for reasons related to the bank, then the company will levy a cheque Dishonor charge on the Distributor without prejudicing its right to recourse for such dishonor.
16. The company will provide a standard credit period of 60 days from the date of the invoice. The company will provide Cash Discounts for paying dues within 60 days, the details of which are usually provided in the Price Schemes applicable for the period. Dues remaining unpaid above 180 days will be considered as Commercial Disbursements.
17. The company 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 Distributor is required to follow the terms and conditions of the Sales Return policy. The Distributor is 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 customer_care_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, Biplab Chanda acting on behalf of Ibrahim Ali Mondal
 (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

M/s. Assam Seed House

M/s. Assam Seed House

Ibrahim Ali Mondal
Proprietor
 (Signature of Representative of Distributor*)

Ibrahim Ali Mondal
Proprietor
 (Stamp of Distributor*)

Date:
 Place:

Name of Company Official	Signature of Company Official

Part D: Financial Information

28) Primary Bank Account of Business*

Name of the Bank

CASHMIRA BANK
CASHMIRA

Name & address of Branch

CASHMIRA - 781315
CASHMIRA

IFSC Code of Branch

CNR00017304
CNR0003873

Type of Account: Savings/Current

29) Does the applicant have CC/OD facility from any bank*? Yes / No

If Yes, Name of Bank

CANADA BANK
CASHMIRA

Name & address of Branch

CC/OD Limit (Approx. in Rs lakhs)

Cheque No. / RTGS

30) Security Deposit* of Rs. 20000 paid through Cheque No. / No

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

If Yes, approx. size 150 sq ft 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 THREE

35) Does the applicant own any 2-wheeler? Yes / No

If Yes, Number of such vehicles 002 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 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

Mob No: 8336929400

Customer Care

Email: customercare_uacisandb@universalagri.in

Part C: Market Intelligence & Sales Plan

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

Paddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	Banga Laxmi	2017	10000kg
OP	Rangit	2017	
OP	Nitansana		
Improved / HYV	Banga Randhu	2018	10 ton
Improved / HYV			
Improved / HYV			
Hybrid	837	Advanta	1000kg
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)
	NA		

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

Crops	Key Variety	Key Brands	Approx. Volume (In MT)
CHILLI	918	KALASH	5 kg
CABBAGE	HS-43-76	Nandhani - Syngenta	10kg
TOMATO	TRISUL 1458		3kg
COULIFLOWR	Mezha, Luky, Anza - Semines		5kg

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work
SAKATA	Q-STAR	100M	02	BYKE + CAR
SEMINS	Wander Ball	150M	03	CAR + BYKE
SEMINS	MALINI	500-700M	03	BYKE + CAR
SYGENTA	TRISUL, 1458	200M	02	BYKE + CAR

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 - BORO 21	10 MT	
Field Crop		
Field Crop		
Field Crop	2 kg	5 kg
Vegetable CABBAGE	1 kg	10 kg
Vegetable KOHLRABI		
Vegetable		

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

26) Name your preferred Transporter / Courier*

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

Mrs. Assam Seed House
 Mrs. M. M. Mondal
 Proprietor

Part B: Business Background of Applicant

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) 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*:

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
Kaveri Seeds Co Limited	2019	1107. Rhendi, Bihari Gourd	88.1500000
Syngenta India Limited	2018		

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
BARPETA ROAD			1. Muzilam Ramon, Khur 2. Rashidul Islam, Kal 3. Billal Hossain, Kh
			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)

Univarsal Agro Chemical Industries, CRYEST
Somatomy.

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

ASSAM SEED HOUSE

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

- Name of the Organization* ASSAM SEED HOUSE
- Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name MANAS ROAD
BARPETA ROAD
P.O. BARPETA ROAD District BARPETA
State ASSAM PIN Code 781315
- Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify) _____
- Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
IBRAHIM ALI MANDAL
- Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 9864801325 WhatsApp Mobile: +91 7092128676
Email ID*: _____
- Preferred mode of communication: Email SMS Whatsapp
- Income Tax Permanent Account No*: BDSPPM6607B
- Is the applicant registered under GST*: Yes / No
- If yes, is the applicant registered under Composite Scheme of GST: Yes No
- GST No 18BDSPPM6607B1ZE
- Seeds Licence No* 1115
Valid Up to* 01/09/2022 Issued By GOVT. OF ASSAM

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph* Name* IBRAHIM ALI MANDAL

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*
M/s. Assam Seed House
Ibrahim Ali Mandal
Proprietor

Date: _____