

Checklist for Sales Team Member Opening Distributorship

Particulars	Yes	No
Distributorship Form		
14 Mandatory fields on Page 1 filled up		
4 Mandatory fields on Page 2 filled up		
3 Mandatory fields on Page 3 filled up		
6 Mandatory fields on Page 4 filled up		
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	

15. The Distributor paying through cheque must ensure that the cheque issued by him is drawn on the bank on whom the cheque is drawn, dishonors the cheque for reasons other than the company will levy a cheque Dishonor charge on the Distributor without recourse for such dishonor
16. The company will provide a standard credit period of 60 days from the date of the invoice. Cash Discounts for paying dues within 60 days, the details of which are usually provided in the Schemes applicable for the period. Dues remaining unpaid above 180 days will be subject to company may levy interest on Overdue payments
17. The company will generally not accept any Sales Return unless the material supplied by the Distributor is returned in the yearly Sales Return policy. The Distributor is responsible for the details of which are available in the yearly Sales Return policy. The Distributor is responsible for this policy for matters relating to Sales Return and obtain prior approval from the Head Office for dispatching material. The company will not provide any credit for material returned in accordance with the policy
18. The Distributor is required not to enter into any financial transactions with any member of the sales team without approval of the Head Office. All such transactions will be considered as personal 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 approval 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 to 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 considered as 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 Credit Notes and others with respect to its transactions with the company. Further, the Distributor is required to share with the company, upon request, documents supporting compliance of such requirements
22. The company will share with the Distributor, an Account Statement at the end of every 6 months. The Distributor is required to register his email or through any other preferred mode of communication. However, the Distributor is required to call 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. The Distributor is required to register his email or through any other preferred modes of communication. However, the Distributor is required to call the Customer Care Helpline at +91 8336929400
24. In addition to these, the company may from time to time issue communications on these and/or other policies which may, from the date of such communication, supersede any business practices or policies 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

Use

for Sales Team Member Opening

Particulars

Partnership Form

Mandatory fields on Page 1 filled up

Mandatory fields on Page 2 filled up

Mandatory fields on Page 3 filled up

Mandatory fields on Page 4 filled up

Mandatory fields on Page 6 filled up

Signature of representative added

Photograph of representative added

Signature of representative added

Supporting Documents

ID Proof (Aadhaar Card/ PAN Card)

Name of representative

Signature of representative

Signed copy of Address

Signed copy of

Signed

I, BABULAL MANDAL acting on behalf of NUTAN TRADERS
 (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

Nutan Traders
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(Signature of Representative of Distributor*)

(Stamp of Distributor*)

Name of Company Official	Signature of Company Official

Part D: Financial Information of Applicant

28) Primary Bank Account of Business*
 Name of the Bank

PUNJABI NATIONAL BANK
 NADIAWAN BHAGALPUR

Name & address of Branch

IFSC Code of Branch

PUNB0176000

Type of Account

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)

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	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

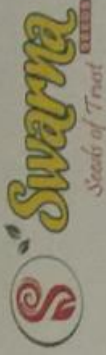
b No: 8336929400

Customer Care

Email: customercare_uacisandb@universalagri.in

Part F: General Terms

are our general terms and conditions of company will designate an Area of Operation and the area designated. However, distributor is required to restrict his operations discussion with the responsible company. While the TSM will be first distributor. Further, the Distributor can in addition to the TSM, the company's customer care_uacisandb@universalagri.in for any queries. The Distributor can also engage with the area as it deems fit. The Distributor can also engage with the area by guiding their sales team via SMS/ WhatsApp. The Distributor is required to send documents to the Distributor e-mail. The Distributor is required to send documents to the Distributor e-mail.



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

APPLICATION FOR DISTRIBUTORSHIP

Part A: Basic Information of Applicant

- Name of the Organization* NUTAN TRADEXIS
- Full Postal Address for correspondence:
Type of Location: Office Shop Godown Residence
Street Name SANHDOLA BAZAR
P.O SANHDOLA District SHALPUR
State BIHAR PIN Code 815205
- Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify) _____
- Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
BARULAL MANDAL
- Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 9801643847 WhatsApp Mobile: +91 9801645847
Email ID*: _____
- Preferred mode of communication: Email SMS Whatsapp
- Income Tax Permanent Account No*: BALPM9548W
- Is the applicant registered under GST*: Yes / No
- If yes, is the applicant registered under Composite Scheme of GST: Yes No
- GST No 10BALPM9548M179
- Seeds Licence No* 30/13-20 Issued By _____
Valid Up to* 31/03/2022

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*



Name* BARULAL MANDAL

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*

Barulal Mandal

Date: 09/08/2021