

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	8 Mandatory fields on Page 4 filled up		
5	4 Mandatory fields on Page 8 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		
Bank 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
_____	_____

15. The Distributor paying through cheque must ensure that the cheque issued by him is not dishonored. If the bank on whom the cheque is drawn, dishonors the cheque for reasons related to the company, the company will levy a cheque Dishonor charge on the Distributor without prejudice to 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 interest on Overdue payments within 60 days, the details of which are usually provided in Schemes applicable for the period. Dues remaining unpaid above 180 days will be considered as cash discounts for the period.
17. The company will generally not accept any Sales Return unless the material supplied were in good condition. However, for select products, the company allows Sales Return within certain limits and under the details of which are available in the yearly Sales Return policy. The Distributor is required to obtain prior approval from the responsible authority for matters relating to Sales Return and obtain prior approval from the responsible authority for dispatching material. The company will not provide any credit for material returned in violation of this policy.
18. 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 unauthorized. 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 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 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 periodic 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 through registered email or through any other preferred mode of communication. However, the Distributor can ask for an updated account statement at any time by sending email at customercare_uacisandb@universallagrl.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 through 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 company.
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, _____ 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 true to the best of my knowledge and understanding

শ্রী নাজির হোসেন শেখ
 (Signature of Representative of Distributor*)

Date: 17/08/2021
 Place: Benipur

(Stamp of Distributor*)
M/s. NEW SHAIKH BEEZ BHANDAK
Benipur Bazar
 Prop. - Najir Hossain Sheikh
 VIII+P.O.-Benipur, P.S. - Mograhal, 24 Pgs (5)

Name of Company Official	Signature of Company Official

Internal Use

Kiist for Sales Team Member Opening

Particulars

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

Signature of representative added

Photograph of representative added

Signature of representative added

Supporting Documents

ID Proof (Aadhaar Card)

Name

Sex

Signed copy of N

Signed c

S

Part D: Financial Information of Applicant

- 28) Primary Bank Account of Business*:
 Name of the Bank PNB
 Name & address of Branch BENIPUR BAZAR
 IFSC Code of Branch PUNB0127920 Type of Account: Savings
 Account No 1279050031153
- 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 10000 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 1000sq Address: _____
- 34) Number of staff employed by the applicant 3
- 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

Mob No: 8336929400

Customer Care

Email: customercare_uacisandb@universalagri.in

Part B: Business Background of Applicant

- 12) Year of Establishment: 2013
 13) Number of years for which you are dealing in Seeds: 11 years
 14) Are you a Distributor of any other company dealing in Field Crops*? Yes / No
 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
PANSEEDS PVT. LTD.	8 Yr	SO2	3 cr
CHARAT NURSERY	3 yrs.	Vegetable	2 Lak
VISHAL SEEDS	1 yr	"	"
DCS SEEDS	1 yr.	"	"

- 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
Pax Seeds Pvt. Ltd.			
Charat Nursery			
Vishal Seeds			
Ramnagar Seeds			

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
Raidighi			1. 2. 3.
Jamtola			1. 2. 3.
Dhosa			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 Universal Agrochemicals, Panshi Bio pr
 Others (specify) M.N. Biotech, Gecolife, Ichiban, etc

- 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

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* **NEW SHAIKH BEEZ BHANDAR**

Full Postal Address for correspondence*:

Type of Location: Office Shop Godown Residence

Street Name **NEW SHAIKH BEEZ BHANDAR + PRO-MD - MAJIR HOSSAIN SHAIKH - SO-LEFT-JABBAR SK**

P.O. **BENIPUR** District **24PGS SOUTH**

State **WEST BENGAL** PIN Code **743355**

Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.

Cooperative/ Society Others (Specify) _____

Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory

MD MAJIR HOSSAIN SHAIKH

Telephone No:

Office /Shop Landline: (STD Code) _____

Residence Landline: (STD Code) _____

Mobile*: +91 **9733579353** WhatsApp Mobile: +91 **9153068968**

Email ID*: **shikhbeez@gmail.com**

Preferred mode of communication: Email SMS Whatsapp

Income Tax Permanent Account No*: **CCRP592564**

Is the applicant registered under GST*: Yes / No

If yes, is the applicant registered under Composite Scheme of GST: Yes No

GST No **19CCRP592564Z2K**

Seeds Licence No* _____

Valid Up to* ____/____/____ Issued By _____

Signature and Photograph of Person Authorized to Represent the Applicant



Name* **MD MAJIR HOSSAIN SHAIKH**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*
MD: NAJIR HOSSAIN SHAIKH

Date: ____/____/____