

or 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

14. The Distributor paying through cheque must ensure that the cheque issued by him is not dishonored if the bank on which the cheque is drawn, dishonors the cheque for reasons related to the account of the company or the Distributor without prejudicing the rights of the company or the Distributor.
15. The company will provide a standard credit period of 60 days from the date of the invoice. The Distributor shall be liable for the cheque dishonor charge on the Distributor without prejudicing the rights of the company or the Distributor.
16. The company will provide a standard credit period of 60 days from the date of the invoice. The Distributor shall be liable for the cheque dishonor charge on the Distributor without prejudicing the rights of the company or the Distributor.
17. The company will generally not accept any Sales Return unless the material supplied was damaged or defective. However, for select products, the company allows Sales Return within certain limits and under certain conditions. The Distributor is required to follow the details of which are available in the yearly Sales Return policy. The Distributor is required to follow this policy for matters relating to Sales Return and obtain prior approval from the responsible sales officer for material returned in violation to its policy.
18. The Distributor is required not to enter into any financial transactions with any member of the sales team, 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.
19. The Distributor will not handover any material to any member of the sales team without specific written instructions from 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@universalagri.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 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, _____ acting on behalf of Galeids Kormu
 (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. SHIV BEEJ BHANDAR
Prop:- Gobinda Karmakar
Mathurapur High Road, Malda
Mob-9733880835/9126739031

 (Signature of Representative of Distributor*) (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: STATE BANK OF INDIA
 Name & address of Branch: MANIKCHAK
 IFSC Code of Branch: SBIN0006664
 Account No: 11732580804
 Type of Account: Saving / No
- 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): _____
 paid through Cheque No. _____ / RTGS
- 30) Security Deposit* of Rs 25000/-
 Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 35 SBM Address: MATHURAPUR HIGH ROAD
 MANIKCHAK
- 32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 700 SBM Address: MATHURAPUR HIGH ROAD
 MANIKCHAK
- 34) Number of staff employed by the applicant 02
- 35) Does the applicant own any 2-wheeler? Yes / No
 If Yes, Number of such vehicles 001 used for Business / Personal / Both
- 36) Does the applicant own any 4-wheeler? Yes / No
 If Yes, Number of such vehicles 001 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.i

Part C: Market Intelligence & Sales Plan

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

Paddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	MTU1010, IR64, MR56	Nasda Kaskari	40 MT
OP	MR100, IR69	Bengal seeds	30 MT
OP	BB-4, 7029	"	10 MT
Improved / HYV	KV-21	Kavari Seeds	
Improved / HYV	Subhadra	NU GENES Pvt Ltd.	1 MT
Hybrid	Kamakshi	Trimurti Plant Seed	1 MT
Hybrid	9090	Kavari, Seeds	1 MT
Wheat			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	HD 2967	Sonali Fasal.	2 MT
Improved	BISRU	NU GENES	2 MT
OP	HD 2967	Other	5 MT
Mustard			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	B-54	Nasda Kaskari	2 MT
OP	B-9	"	1 MT
Improved	Swarna Rai	Swarna Seeds	50 kg
Hybrid	Swarna ITEJA	NU GENES	150 kg
Maize			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
Hybrid	K99, 3405	Limagrien	7 MT
"	3485, 3377	NU GENES	3 MT
"	812, Debraj	Trimurti	3 MT
"	K50, 2210, 3355	Kavri, Pioneer	7 MT

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

Crops	Key Variety	Key Brands	Approx. Volume (In MT)
OP	PUSPA CHOKI	Rash, Pakhaja	200 kg
Improved	Corindar	JK, Kalash	500 kg
Hybrid	Bendi, Cofonara, Tamato	JK, Nmmidari, Sakata, Semines	80 kg

23) Which are main companies operating in this area?

Company Name	Key products	Approx. Turnover	Sales Team Size	Mode of work
JK SEEDS	45M, JK100, Paddy	2.5 MT	1	CAR/BIKE
NU GENES	3377, Bendi	3 MT	1	"
KAVRI	K50, Paddy	6 MT	1	"
TRIMURTI	Maize, 802	4 MT	1	"

24) What is your sales plan for our products in coming years*?

Name of the Product	Quantity (MT)		
	Year 1	Year 2	
Field Crop	1ET4094, IR64, IR36, MTU1010	6 MT	12 MT
Field Crop	Chamak, SS-511	3 MT	6 MT
Field Crop			
Field Crop			
Vegetable	3035, SUGANDI	150 kg	300 kg
Vegetable	RADISH, BHAGYABATI	200 kg	250 kg
Vegetable			

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

MATHURAPUR, RATUA, MANIKCHAK.

26) Name your preferred Transporter / Courier*

JANTA CRANING / DTDC

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

Provide materials, ontime, market support.

Part B: Business Background of Applicant

- 12) Year of Establishment: 2006 / No
- 13) Number of years for which you are dealing in Seeds: 2006 / No
- 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
SHIMLAGRAM SEEDS PVT. LTD.	12	X-92	10 Lakh
TRIMUTI CROP SCIENCE	9	DEBRAJ, 802	12 Lakh
KAVRI SEEDS (I) LTD.	5	K-50, 4210	15 Lakh
CP SEED (I) PVT. LTD.	6	444, 898, 222	8 Lakh

- 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
TRIMUTI	7	NAVI, SHI @ Gold	3 Lakh
NU-GENES	3	KUSHUM Gold, MISINDIA	1.5 Lakh
JK	2	7315, 045, JK100	2.5 Lakh

- 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
Mathurapur	15 Lakh	7	1. Guda Choudhury 2. Raju Saha. 3. Ranjit Mandal
Ratua	14 Lakh	10	1. Najrul Islam 2. Trilochan Mandal 3. Gonesh Saha.
AMRITY	12 Lakh	12	1. Aprbe Saha. 2. Sajahan Ali. 3. Arun Mandal.

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) _____

Are you involved in any other businesses NOT related to agriculture*? Yes / No

If yes, please share broad overview of the nature of business _____

M/S. SHIV BEEJ BHANDAR
 Prop. Gopal Kumar
 Mathurapur High Road, Malda
 Mob: 9733890835 / 9126739036

Part C: M...
 nch Field Crops are primarily cult...
 Key Variety
 MTU 101
 B...
 Improved / HYV
 Improved / HYV
 Hybrid
 Hybrid
 Type
 B
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