

Internal Use
 The company should be used in the following manner...

Checklist for Sales Team Member Opening Distributorship		Yes	No
Particulars			
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

16. Cash Schemes of the company may levy
17. However, for select products, the details of which are available in the policy for matters relating to Sales Return and dispatching material. The company will not provide any policy
18. The Distributor is required not to enter into any financial transactions with any member of the sales team without specific written permission from the company in the form of material or funds. All such transactions will be considered as personal and unsanctioned by the company and 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 permission from 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 counted 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 Return of 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 paper 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 customer_care_universalagri.in or 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 paper or through any other preferred mode of communication. The Distributor is required to reconcile 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 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, SANJAY KUMAR SANTOSH acting on behalf of OM Enterprises
 (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

OM ENTERPRISES
BIBHUTIPUR
 সঞ্জয় কুমার সন্তোষ
 (Stamp of Distributor*)

 (Signature of Representative of Distributor*)

Date:
 Place:

Name of Company Official	Signature of Company Official
	Anmol Kumar

28) Primary Bank Account of Business*:

Name of the Bank

SBI

Name & address of Branch

BIBHUTI PUR

IFSC Code of Branch

SBIIN0002921

Account No

39760127252

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. 25000 paid through Cheque No.

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
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

Mob No: 8336929400

Customer Care

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)
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	10	20
Field Crop	20	40
Field Crop	2	3
Field Crop		
Vegetable		
Vegetable		
Vegetable		

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

Samastipur

26) Name your preferred Transporter / Courier*

Zetline, DTDC

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

Part B: Business Background of Applicant

- 12) Year of Establishment: 2016
 13) Number of years for which you are dealing in Seeds: 2016
 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
PAN SEEDS	8 Year	wheat & veg
Hightech Seeds	4 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
Pan seeds	8 Year	Bhindi/SPG	3 Lacs

- 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 IFCCO
 Pesticides as Distributor of universal etc
 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

seed license / Renewal seed license / statement /



UACI SEEDS & BIOTECH PRIVATE LIMITED (Formerly Swarna Seeds)

26, 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* OM ENTERPRISES

2) Full Postal Address for correspondence*
 Type of Location: Office Shop Godown Residence
 Street Name JAMUNDAJITOLA WARD NO. 15 BIBHUTPUR
SAMASTIPUR BIHAR
 P.O. BIBHUTPUR District SAMASTIPUR
 State BIHAR PIN Code 848211

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
SANJEEV KUMAR SANTOSH

5) Telephone No:
 Office /Shop Landline: (STD Code)
 Residence Landline: (STD Code)
 Mobile*: +91 9931956815 WhatsApp Mobile: +91 9931956815
 Email ID*:

6) Preferred mode of communication: Email SMS Whatsapp

7) Income Tax Permanent Account No*: DLFPS3664R

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 LDLFLPS3664R21

11) Seeds Licence No*
 Valid Up to* / / Issued By

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*

Name* SANJEEV KUMAR SANTOSH

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature* Sanjeev Kumar Santosh

Date: / /