

Form for Sales Team Member Opening Distributorship

Particulars		Yes	No
Distributorship Form			
1	A Mandatory fields on Page 1 filled up		
2	A Mandatory fields on Page 2 filled up		
3	A Mandatory fields on Page 3 filled up		
4	A Mandatory fields on Page 4 filled up		
5	A Mandatory fields on Page 5 filled up		
6	Signature of representative added on Page 1		
7	Photograph of representative affixed on Page 1		
8	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

15. The Distributor paying through cheque must ensure that the cheque is drawn, dishonoring the cheque for reasons for which the company will not be liable for such dishonor.
16. The company will provide a standard credit period of 60 days from the date of the invoice. Details of which are usually provided to the Distributor without charge on the Distributor's request.
17. Cash Discounts for paying dues within 60 days, the details of which are usually provided to the Distributor without charge on the Distributor's request.
18. The company will generally not accept any Sales Return unless the material supplied were damaged, lost or stolen. However, for select products, the company allows Sales Return within certain limits and under certain conditions. The details of which are available in the yearly Sales Return policy. The Distributor is required to obtain prior approval from the responsible sales manager for matters relating to Sales Return and obtain prior approval from the responsible sales manager for matters relating to Sales Return and obtain prior approval from the responsible sales manager for matters relating to Sales Return.
19. The Distributor is required not to enter into any financial transactions with any member of the sales team without specific written instructions from the Head Office of the company.
20. 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.
21. 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.
22. 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.
23. 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 8326925450.
24. In addition to these, the Distributor, a Confirmation of Accounts at the end of each financial year either on his registered email or through any other preferred mode 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.
25. 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.

Biplab Chanda
(Name of Representative*)

acting on behalf of

KALYAN SARKAR
(Name of Distributor*)

I 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

SREE KRISHNA BEEJAGAR

Kalyan Sarkar
Proprietor

(Stamp of Distributor*)

(Signature of Representative of Distributor*)

Date:
Place:

Name of Company Official	Signature of Company Official

Part D: Financial

28) Primary Bank Account of Business*:

Name of the Bank

Name & address of Branch

IFSC Code of Branch

Account No

Type of Account: Savings/Current

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) / RTGS

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

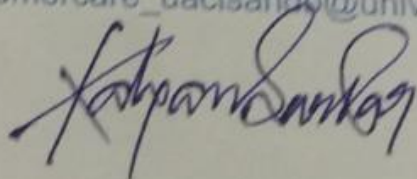
Part E: List of Documents to be Provided

Signed, sealed and dated Distributorship Form along with the following mandatory documents	
For Proprietorship	<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

Customer Care

Phone No: 8336929400

Email: customercare_uacisandh@universalagri.in



12) Year of Establishment: 1995

13) Number of years for which you are dealing in Seeds: 1995

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
<u>NUJVEEDS</u>	<u>2021</u>	<u>JUTE</u>	<u>300000/-</u>
<u>XAVERI</u>	<u>2020</u>	<u>RESEARCH PADDY</u>	<u>2,00,000/-</u>
<u>PAN</u>	<u>2021</u>	<u>VEG + PADDY</u>	<u>400,000/-</u>

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
<u>SYNGENTA, PAN</u>	<u>2021</u>	<u>Cauliflower, Cabbage, Capsicum</u>	<u>40 LACS</u>
<u>MAHYCO</u>	<u>2019</u>	<u>CHILI, VENDI</u>	<u>40 LACS</u>
<u>SUNGRO</u>	<u>2018</u>	<u>Cauliflower, RADISH, CABBAGE</u>	<u>55 LACS</u>
<u>HYVEG, PAN.</u>	<u>2018-2021</u>	<u>RADISH, VENDI, Cauliflower, Cabbage</u>	<u>95-LACS 10 LACS</u>

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
<u>Buniadpura</u>	<u>3,00,000/-</u>		1. 2. 3.
<u>Kaliaganj</u>	<u>5,00,000/-</u>		1. 2. 3.
<u>Gangarambura</u>	<u>4,00,000/-</u>		1. 2. 3.

9) 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) _____

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

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

SREE KRISHNA BEEJAGAR

Xampar Sankar
Proprietor

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)
OP	MTU-7023 BPT-5204 SB-11		10 MT
OP			6 MT
OP			6 MT
Improved / HYV			
Improved / HYV			
Improved / HYV			
Hybrid			
Hybrid	N/A		
Hybrid	N/A		
Hybrid	N/A		
Wheat			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
	HD-2267		20 MT
Mustard			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
	B-9		2 MT
	B-54		2 MT
Maize			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
	N/A		

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		
Field Crop		
Field Crop		
Field Crop		
Vegetable		
Vegetable		
Vegetable		

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

PATIRAM & BALURGHAT AREA.

3) Name your preferred Transporter / Courier*

Joy Durga Transport / Balurghat TPT / DTDC

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

