

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:	Signature of Company Official
Name of Company Official	<i>Rintu Shah</i>
	M/S. RINTU SHAH Vill. +P.S.-Ranitala, P.O.-Jibanpur, Dt.-Msd.

Proprietor

16. The company will not provide any credit for material returned in violation to its Sales Return policy.
17. The company will generally not accept any Sales Return unless the Distributor is required to follow the details of which are available in the yearly Sales Return policy. The Distributor is required to follow the details of which are available in the yearly Sales Return policy. The Distributor is required to follow the details of which are available in the yearly Sales Return policy. The Distributor is required to follow the details of which are available in the yearly Sales Return policy.
18. The Distributor is required not to enter into any financial transactions with any member of the sales team, either in the form of material or funds. All such transactions will be considered as personal and unsanctioned 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 specific written instruction 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 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 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.
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, Biplab Chanda acting on behalf of Rintu Shah (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

Md-Saibur Rahman

Rintu Shah
M/S. RINTU SHAH
 Vill. +P.S. - Ranitala, P.O. - Jibanpur, DL - Msd.

 (Signature of Representative of Distributor*)

Proprietor
 (Stamp of Distributor*)

Date: Md-saibur Rahman

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 PUNJAB NATIONAL BANK
 Name & address of Branch AKRIGANSI MURSHIDABAD
WEST BENGAL - 742135
 IFSC Code of Branch PUNB0080800
 Account No 6808050012333 Type of Account: Savings/Current / No

29) Does the applicant have CC/OD facility from any bank*? Yes / No
 If Yes, Name of Bank _____
 Name & address of Branch _____

30) Security Deposit* of Rs. 25000/- paid through Cheque No. 704308 / RTGS

31) Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 300sq Address: RANITALA SCHOOL ROAD.

32) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No
 If Yes, approx. size 150sq Address: RANITALA SCHOOL ROAD

33) RANITALA

34) Number of staff employed by the applicant 05 MEMBER

35) Does the applicant own any 2-wheeler? Yes / No
 If Yes, Number of such vehicles 01 used for Business / Personal / Both

36) Does the applicant own any 4-wheeler? Yes / No
 If Yes, Number of such vehicles 01 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

Customer Care
Rishi Shah
 Mob No: 8336929400 M/S. RINTEL SHAH
 Email: customercare_uacisandb@universalagri.in
 Vill. P.S.-Ranitala, P.O.-Jibanpur, DL-MSD.

Part B: Business Background of Applicant

- 12) Year of Establishment: 2011
 13) Number of years for which you are dealing in Seeds: 2011 Yes / 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
Pan Seeds Pvt. Ltd.	2021	Wheat UP-2067	2,80,000/-
GMS Agritech (P) Ltd	2015	Paddy-jute	10,00,000/-
Andaman Seeds			
Kalyani Seed Farm			

- 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

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
DOMKAL	10,00,000/-		1. MULLA SEES BAKUR 2. ABDUL SALAM 3. MD. ALI
HARIHARPARA	5,00,000/-		1. SIRAJ MONDAL 2. SADA NANDO MONDAL
PALSANDA	5,00,000/-		1. PALTU MONDAL 2. SOUMEN MONDAL 3. ARUP MONDAL

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 _____

Rintu Shah
M/S. RINTU SHAH
 VII. P.S. Ranitala, P.O. Jibanpur, Dt.-Msd

Part C: Market Intelligence & Sales Plan

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

Paddy			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
OP	BR-11		25 MT
OP	GR-1		10 MT
OP	LALAT		10 MT
Improved / HYV	JAMUNA-804		2 MT
Improved / HYV	MEGHNA		1 MT
Improved / HYV	DAYA (GR)		2 MT
Hybrid	NA		
Hybrid			
Hybrid			
Wheat			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
	HD-2967		40 MT
	PRW-343		20 MT
Mustard			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
BULLET	B-85		5 MT
RAI	KRISHNA		500kg
Maize			
Type	Key Variety	Companies Offering Them	Approx. Volume (In MT)
	3355 Pioneer		4 MT
	ARJUN		1 MT
Sinha Seeds	HEERA-303		1 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
PAN SEEDS	JAMUNA	2 MT	1+1	BYKE + CAR
GMS AGRI	MEGHNA	1 MT	1	BYKE

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)*?

Ranitala Market + Entire District.

26) Name your preferred Transporter / Courier* (BHAGABANGOLA)

The GOLDEN Mangolane, CHANDIMATA Dist. Rantichel

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

M/S. RINTU SHAH
VIII + P.S. Ranitala, P.O. Jibanpur, Dt. Msd.

Sl No. _____
(For Office use only)



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* **M/S RINTU SHAH**
- Full Postal Address for correspondence*:
Type of Location: Office Shop Godown Residence
Street Name **RANITALA SCHOOL ROAD**
VILLAGE - RANITALA
P.O. **JIBANPUR** District **MURSHIDABAD**
State **WEST BENGAL** PIN Code **742135**
- Nature of the Entity*: Sole Proprietorship Partnership Private Limited Co.
Cooperative/ Society Others (Specify) _____
- Name of Representative*: Proprietor / Managing Partner / Director / Authorised Signatory
RINTU SHAH
- Telephone No:
Office /Shop Landline: (STD Code) _____
Residence Landline: (STD Code) _____
Mobile*: +91 **9932496191** WhatsApp Mobile: +91 **9775291902**
Email ID*: **rshahandcompany1981@gmail.com**
- Preferred mode of communication: Email SMS Whatsapp
- Income Tax Permanent Account No*: **DLIPS 76 7697E**
- Is the applicant registered under GST*: Yes / No
- If yes, is the applicant registered under Composite Scheme of GST: Yes No
- GST No _____
- Seeds Licence No* **507312**
Valid Up to* **18/03/2026** Issued By **THE STATE OF WEST BENGAL**

Signature and Photograph of Person Authorized to Represent the Applicant

Affix photograph*



Name* **RINTU SHAH**

Gender*: Male Female

Relationship with applicant*: Owner Partner Director Others

Signature*
Rintu Shah
M/S. RINTU SHAH
Vill. +P.S. -Ranitala, P.O.-Jibanpur, Dt.-Msd.

Date: **20/09/2021**