

PART B: BUSINESS BACKGROUND OF APPLICANT

13) Year of Establishment: 2022

14) Number of years for which you are dealing in Pesticides / Micronutrients: 2022

15) Are you a Distributor of any other company dealing in Pesticides*: Yes / No

16) 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 |
|--------------|------------------------------------|-----------------------------|--------------------------------|
| | | | |
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17) Are you a Distributor of any other company dealing in Micronutrients*: Yes / No

18) 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 |
|--------------|------------------------------------|-----------------------------|--------------------------------|
| | | | |
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19) 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>Bolla</u> | <u>1 Lakh</u> | <u>1</u> | 1. <u>Subendu Sarkar</u> 2. <u> </u> 3. <u> </u> |
| | | | 1. <u> </u> 2. <u> </u> 3. <u> </u> |
| | | | 1. <u> </u> 2. <u> </u> 3. <u> </u> |

20) 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 _____

Seeds as Distributor of _____

Others (specify) _____

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

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

PART D: FINANCIAL INFORMATION OF APPLICANT

30) Primary Bank Account of Business*:

Name of the Bank **INDIAN OVERSEAS BANK**
 Name & address of Branch **BAHICHA BRANCH (3086)**
VILL-DHULATAIK PO-ATRAI PS-BALURGHAT 733158
 IFSC Code of Branch **IOBA0003086**
 Account No **308602000000316** Type of Account: Savings/Current/OD

31) 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)

32) Security Deposit* of Rs. **10000/-** paid through Cheque No. / RTGS

33) Is the Office/ Shop used by the Distributor, owned by the Distributor*? Yes / No

If Yes, approx. size **10F13F** Address: **ROYPUR**

34) Is the Godown used by the Distributor, owned by the Distributor*? Yes / No

35) If Yes, approx. size **15F20F** Address: **ROYPUR**

36) Number of staff employed by the applicant **NO**

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

38) Does the applicant own any 4-wheeler? Yes / No
 If Yes, Number of such vehicles used for Business / Personal / Both

39) 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 Pesticide License 6. Signed copy of Micronutrient License 7. Statement of primary bank account(s) of business evidencing debit and credit transactions, for the last 3 months |
| Additional documents for Partnership Firm | 8. Signed copy of registered partnership deed 9. 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

Email ID: uaci.ngp2@gmail.com / customer.care@universalagri.in
Mobile No: +91 7410040857 / 8336929010

PART F: GENERAL TERMS & CONDITIONS OF BUSINESS

Listed below are our general terms and conditions of conducting business

1. The company will designate an Area of Operation for the Distributor at the time of initiating the distributorship. The Distributor is required to restrict his operations to his designated Area of Operation only and should not venture beyond the area designated. However, subsequently, the Distributor can alter his Area of Operation but only after prior discussion with the responsible company official
2. The company will appoint a Sales Officer (SO) to serve the Area of Operation designated to the Distributor. While the SO will be first point of contact for the Distributor and should be able to resolve all queries of the Distributor, the Distributor can at any point contact the senior sales officials of the company responsible for this area. Further, for any queries the Distributor can contact the Head Office of the company by sending email at **customer.care@universalagri.in** or by calling the Customer Care Helpline at **+91 8336929010**
3. In addition to the SO, the company may appoint one or more permanent/ temporary sales team members to serve the area as it deems fit. The sales team members will primarily focus on conducting sales promotional activities in the area and engaging with existing or potential customers. The Distributor will be required to support the local sales team by guiding their sales promotional activities
4. The Distributor can place his orders with the respective SO either verbally or in writing or through any documented communication. A confirmation of the material ordered by the Distributor will be shared with him on his registered mobile via SMS/ Whatsapp at the time the order is entered into the company's CRM solution. In case of any issues, the Distributor is required to contact the SO urgently after receiving the intimation
5. The company will deliver material only against confirmed orders placed by the Distributor with the SO. In case the Distributor ever receives any material not ordered by him, either in terms of quantity, packing sizes, or products, the Distributor is required to inform the company about the discrepancy, within 48 hours of receiving the material by sending email at **customer.care@universalagri.in** In the absence of any such emails or other documented communications, it will be assumed that the material received was as per orders placed
6. The company may deliver material at the location specified by the Distributor through 3rd party transporters either in full or part load. At the point of receiving the material from the transporter, the Distributor will be required to physically inspect the material and check the quantity, weight and condition of material supplied
7. The company will only dispatch material which are in saleable & good condition. So, if any damaged material is ever received by the Distributor, it is likely that the goods got damaged in transit. In such a situation, the Distributor should not accept the material and should urgently inform the respective SO of the company about the damage. If the Distributor accepts the material from the transporter, it should be only under express instruction of the respective SO. Further, the Distributor is required to send email at **customer.care@universalagri.in** on this incident within 48 hours of receiving the material. In the absence of any such emails or other documented communications, it will be assumed that the material received was not damaged in anyway
8. The Distributor may be required to pay to the transporter the freight charges at the point of accepting delivery only after inspection of material. The Distributor may be reimbursed for the freight paid either in part of full either by way of deduction from the bill or through a Credit Note
9. If the Distributor reports to have received any material not ordered by him or any material damaged in transit, and the same is verified by the responsible company official, the company may take back the material in question and may make the appropriate adjustments in its books of accounts
10. The company will send a hardcopy of the invoice along with the material. On receipt of the invoice, Distributor is required to reconcile the quantity, packing size and product mentioned on the invoice with the material received. In case of any discrepancy, the Distributor is required to inform the company about the issue within 48 hours of receiving the material by sending email at **customer.care@universalagri.in** In the absence of any such emails or other documented communications, it will be assumed that the material received is as per invoice
11. The company will issue an official Price List of its products covering the area of operation of the Distributor at the beginning of each season. However, the company may revise the Price List from time to time. The Distributor is required to obtain a copy of this Price List or revisions made thereafter either from the respective SO or by sending an email at **customer.care@universalagri.in** The company will invoice its products only at the prices mentioned on the Price List. The Distributor should not expect any prices other than those mentioned on the Price List unless there is a documented communication of the same issued by the Head Office of the company.
12. The company may from time to time, issue benefit schemes covering the Distributor's area of operation. These benefits are typically linked to prompt payments and bulk sale volumes. The Distributor is required to obtain copies of these schemes from the respective SO or by sending email at **customer.care@universalagri.in** The company will provide these benefits only by following the specific terms and conditions mentioned in the scheme. The Distributor should not expect any benefits other than those mentioned on the scheme unless there is a documented communication of the same issued by the Head Office of the company.
13. The company will only sanction the prices and benefits/ schemes mentioned on documented official communications issued by the Head Office of the company. The company will be under no obligation to accept any claims by the Distributor on prices or benefits/ schemes not mentioned on any official communications issued by the Head Office of the company for the Distributor's area of operation. If the local sales representatives commit any special prices or benefits/ schemes, the Distributor is required to obtain an official communication of the same issued by the Head Office of the company before acting on the basis of such commitments
14. The company will accept payment only through Fund Transfers (RTGS/ NEFT/ IMPS) or crossed cheques drawn on any banks other than cooperative banks. The company will not accept any payments in cash. However, if in any special circumstances, the company agrees to accept payment in cash, the Distributor is required to obtain a Money Receipt of the company for such payments from the company official accepting this payment

For 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 | 2 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 6 | ✓ | |
| 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 Pesticide 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 | ✓ | |
| Signed copy of Pesticide 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 | ✓ | |
| | Existing Distributor of UACI Seeds & Biotech/ Swarna Seeds | ✓ | |
| | Effect on Existing Network | ✓ | |
| | Name of the nearest distributors (can be more than 1): | | |
| | Distance from the nearest distributors: | | |

| | |
|--|---------|
| Proposed Business Volume for this FY (in Rs Lakhs) | 10 Lakh |
| Credit Limit Required (in Rs Lakhs) | 3 Lakh |

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|--|-------------------------------|
| Approved By: (all forms have to be approved by respective GICs) | |
| Name of Company Official | Signature of Company Official |
| | |