

F O R M - B

Uttar Pradesh Police Headquarters Allahabad

**Form for registration of firms as authorized agents/distributors of
manufacturers for indigenous stores or as stockists of indigenous natural
products.**

(To be submitted in duplicate)

1. Category under which registration

- A) Authorized Agent sought:(tick as)
- b) Distributor
- c) Stockist of natural product

2. Information relating to manufacturer(s)

a) Particulars of manufacturers Name/address/telephone/fax/E-mail nos.

i) Office

ii) Works

b) Indicate date of agreement/expiry and territorial jurisdiction product wise if any. Attach copy of valid agreement with the manufacturer duly notarized:

c) Whether the manufacturer has entered into such agreement with any other firm for their products or for different territory. If yes, give details.

d) If the manufacturer is regd. with DGS&D, enclose copy of regn.certificate and indicate the date up to which the regn. Is valid. If not, state whether they have applied for the same.

e) If the Manufacturer is willing to offer his product for inspection at his premises for contracts placed on you, give address & phone no. of the premises where stores will be offered for inspection.

3. Information relating to applicant

i) Name of Applicant firm:

ii) Address/telephone/fax/E-mail

Nos.of

- a) Regd. office :
- b) Head Office :
- c) Other offices:
- d) Go down :

iii) Status of applicant firm

a) Date of incorporation:

b) Constitution of the firm:

i) Proprietorship / Partnership

(Attach copy of Partnership deed and Form-A or equivalent entry certificate

from Registrar of Firms duly notarized)

ii) Public Limited/Pvt.Limited. (Attach Memorandum/Article of Association and

copy of signed certificate of incorporation duly notarized)

c) Names, addresses and telephone nos.of Proprietor/Partners/Directors having interest in the firm:

- d) If the firm is a subsidiary of an Indian/ foreign company, give particulars of parent/holding company?
 - e) If there are other subsidiaries of the same parent company in India, give full particulars.
 - f) If the Directors/ Partners/ Proprietor have financial interests or are represented on Board(s) of other companies give details.
 - g) Income-tax Circle/Ward/District in which the applicant firm is assessed to income -tax. (Please indicate GIR/PAN No.)
 - h) Sales Tax registration no(s).
4. Stores for which registration is required:

--

Sl No Brief Ref. of IS Model Limiting Territorial Description
Specification
/Brand size/ jurisdiction capacity/ rating

--

(1) (2) (3) (4) (5) (6)

--

--

5. If the products require after sales service, give names & addresses of places where such facilities are available and indicate value/ extent of spare parts maintained and staff employed.

6. If already registered with organization, give particulars and furnish copy (ies) of such registration:

7. State if the applicant has entered into an agency agreement with the Manufacturers as per the Note (1) hereunder. If yes submit copy of such agreement duly notarized. Stockists of natural products to furnish details of arrangements made to procure the product with documentary proof.

8. Details of past supplies made for the items for which registration has been sought in preformed as in Annexure-4

9. Annual turnover of applicant for the last three years duly supported by relevant Balance Sheet.

10. Name and address of the bankers:

(Indicate account No. with each bank and submit Bankers report in original as per preformed in Annexure-6)

11. Name and designation of the signatory of this application

(Enclose a copy of Power of Attorney where applicable). Place: Authorized signatory(ies)

Date: with seal

NOTES:

1. If the firm is seeking registration as an agent/distributor of more than one manufacturer, separate application shall be submitted for each of the manufacturer.

2. It is essential that firm seeking registration with DGS&D as authorized agent/distributor ensure that the Indian manufacturer is registered with DGS&D and a copy of their registration certificate shall be enclosed.

3. For the registration of an Indian firm as authorized agent/distributor, the firm shall furnish agency agreement and the undertakings from the manufacturers as well as from their own side as per the following details.

a) From the manufacturers

i) That he does not have sufficient marketing arrangements in respect of the specified territory or set of items to participate in Government purchases.

ii) that he will accept the responsibility for the satisfactory execution of orders placed on the authorized agents/distributors.

iii) that he will provide requisite inspection and testing facilities at his works in respect of orders placed on authorized agents/distributors.

iv) that the price quoted by the authorized agents/distributors will not exceed that which the manufacturer would have quoted.

v) that the manufacturer will declare the quantum of commission or the margin of profit to which authorized agent/ distributor is entitled.

vi) that the inspection request submitted by the Agents would be accompanied by a certificate from the manufacturer that the stores covered under the request have been manufactured by them and the stores offered and supplied would bear the trade mark of manufacturer and that he would stand by Guarantee/Warranty of the product.

b) From the applicant

i) that he will be responsible for all the contractual obligations including quality aspects, replacement of parts/items and warranty/guarantee obligations.

ii) that he will be responsible for providing after-sale service where necessary.

iii) that he will indicate besides the quoted prices, the manufacturer's price to him.

4. Stockists of natural products shall furnish information against the

5. Registering authorities will accept only notarized copies of the various agreements/undertakings furnished.

6. All Annexure/Enclosures/documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.

7. This form is to be accompanied by the statements/ declaration etc as in Annexure 1, 3A, 4 & 6. The applicants must also complete the checklist as given below to ensure that the application is complete in all respects. The applications with incomplete information/documents are liable to be rejected.

Check list :

1. Application form fee of Rs.100/- or demand draft of Rs.100/- payable to ADG U.P. Police Headquarters, Allahabad in lieu of application form fee along with processing fee of Rs.20,000/- + Service Tax & Educational Cess as applicable (presently @12.36%) for both SSI and non-SSI units irrespective of category of registration, in form of Demand Draft payable to ADG U.P. Police Headquarters, Allahabad. For additional items full registration charges will be livable. (No application form-fee charges

will be applicable if the application form is downloaded from the website)

2. Affidavit as per Annexure-3A duly notarized.
3. Statement of Profit & Loss and Balance sheet for the last three years.
4. Notarized copy of General Power of Attorney in case in favor of person signing the application is authorized signatory.
5. Performance statement as per Performa Annexure-4 of the application.
6. Notarized copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three year).
7. Bankers' Report in original giving details of financial status of the applicant firm.
8. Item for which registration required with detailed specification.
9. Documentary proof of the status of the firm:
 - a. For the limited companies
 - i) Copy of Memorandum and Articles of Association duly notarized.
 - ii) Signed copy of Certificate of incorporation authenticated by Notary Public.
 - b) Partnership firms.
 - i) Copy of Partnership deed duly authenticated by notary public.
 - ii) Power of Attorney in respect of partner, if any duly notarized.
 - iii) Certified copy of Entry Form-A or equivalent from the Registrar of firm, duly notarized.
10. Copy of ISO 9000 (Optional).
11. Copy of Registration Certificate if registered with any NSIC/other Govt. organization.