

F O R M - D
Uttar Pradesh Police
Headquarters Allahabad

Application for registration of firms for supply of imported stores as
stockiest (To be submitted in triplicate)

1. Name of applicant firm:

Address/telephone/fax/E-mail no. of

a) Registered Office

b) Head Office

c) Other offices

d) Godown

2. 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 notarised)

ii) Public Limited/Pvt.Limited.

(Attach Memorandum/Article of
Association and copy of signed
certificate of incorporation duly
notarised)

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).

3. Details of godown

a) Address & telephone no.

(Attach copy of ownership documents/
if on lease-attach copy of lease
agreement valid for at least three
years; duly notarised)

b) Description of godown giving
covered/ uncovered area.

c) Staff employed.

4. a) Names & addresses of foreign
manufacturer(s)/OEM whose stores are
stocked.

b) Details of stores or class of stores normally stocked and for
which registration is sought.

Sl no. Full name and Country Details of Quantity value
address of of stores stocked stocked
manufacturing origin with specification of firms (Monthly
, if any average)

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

5. Have you been accredited by
foreign manufacturers / OEMs to
stock the items?Enclose copy(ies) of
the accreditation letters/ agreements
for each.

6. In case of OEM spares, if stores
are imported through OEM's authorised
distributors or export agents,
furnish details of such
authorisation with supporting
documents.

7. Whether registered with
NSIC or any Govt. organisation
if so, furnish copies of such
registration:

8. Details of past supplies made
for the items for which registra
tion has been sought in proforma as
in Annexure-4.

9. Annual turnover for last 3 years

duly supported by relevant Balance sheet:

10. Name & address of the bankers (Indicate account no. with each bank and submit Bankers report in original as per proforma in Annexure-6)

11. Do you have Import Code No. issued by RBI? If yes, give Code No. and attach copy of the letter issued by RBI.

12. Name & Designation of signatory of this application (enclose a copy of Power of Attorney where applicable).

Place: Authorised signatory

Date: with seal

Notes: 1. In case the firm is seeking registration as stockist of imported spares of more than one OEM/ source, separate registration processing fee shall be required to be deposited for each OEM/source.

2. The stockist should have imported during the 12 months proceeding the date of application, spares worth Rs.2.5 lakhs (C.I.F value). The stockists should produce necessary import documents, invoices, vouchers, bills of lading etc which should include substantial value of spares for which registration is sought.

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

4. This form is to be accompanied by the statements/ declaration etc as in Annexures 1, 3A, 4, 5 & 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 Add. Dir. Genrl of Police Headquarters payable at Allahabad in lieu of application form fee along with processing fee of Rs.20,000/- + Service Tax & Educational Cess as applicable (presently @12.36%) receipt of application for both SSI and non-SSI units irrespective of category of registration, in form of Demand Draft payable to Add. Dir. Genrl of Police Headquarters payable at Allahabad for additional items full registration charges will be leviable. (Rs 100/- application form-fee charges will be applicable if the application form is downloaded from the website).

2. Affidavit as per Annexure-3A duly notarised.
3. Statement of Profit & Loss and Balancesheet for the last three years.
4. Notarised copy of General Power of Attorney in case in favour of person signing the application is authorised signatory.
5. Performance statement as per Proforma Annexure-4 of the application.
6. Notarised 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 as per annexure-6.
8. Documentary proof of the status of the firm:
 - a. For the limited companies
 - i) Copy of Memorandum and Articles of Association duly notarised.
 - 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 notarised.
 - iii) Certified copy of Entry Form-A from the Registrar of firm, duly notarised.
9. List of stock maintained with each principal/manufacturer.
10. Copy of Registration Certificate if registered with any other Govt. organisation.
11. Copy of accreditation letters/agreement with foreign mfr./ principal (OEM).
12. In case imports through OEM authorised distributor or export agent copy of authorisation upto the OEM.
13. Documents of import of spare parts worth of Rs.2.5lakhs during 12 months preceding the date of application such as invoice, voucher, bill of lading etc for each foreign principal/ manufacturer duly notarised.
14. Verification as per Annexure-5.
15. Declaration regarding condition of registration as per Annexure-1.