

**F O R M - E**

**Uttar Pradesh Police Headquarters Allahabad**

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

1. Name of the applicant firm:  
Address/telephone/fax/E-mail No. of
- a) Registered office:
  - b) Head Office
  - c) Other offices:
  - d) Works/Godown:

3. 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. Stores for which registration is sought:

Sl.No.	Description of stores	Specification with model	Limiting size/capacity	Country of origin
(1)	(2)	(3)	(4)	(5)

4. Names & addresses of foreign manufacturer(s)  
5. Particulars of arrangement with foreign Manufacturer(s)  
a) Date of arrangement

- b) Date of expiry:
  - c) Territorial jurisdiction:
  - d) Whether the arrangement covers all items for which registration is sought:
  - e) Whether foreign manufacturer has agreed to provide technical support and spare parts for after sale service.
6. Details of factory/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 factory/ godown including covered/ uncovered area, departments, and laboratories etc.
7. Do you make any value addition to adopt or to tropicalise the product to make it suitable in this country. If yes, please give details.
8. Details of testing facilities installed for proving the performance of product.
9. Details of personnel employed technical/skilled/ others:
10. Quality control arrangements
11. State if the products have been fully tested including type tests where required in the specifications. If so attach copy of test reports.
12. State if the product(s) carry any BIS mark/other international mark. If so attach a copy of valid license.
13. 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.
14. Whether registered with DGS&D/ or NSIC or any Govt. organisation? If so, furnish copies of such Registration:
15. Whether the unit is SSI/ non-SSI, if SSI furnish SSI Registration Certificate.
16. Details of past supplies made for the items for which registration has been sought in proforma as in Annexure-4
17. Annual Turnover for last 3 years

duly supported by relevant balancesheet.

18. Name & address of Bank (indicate account no. with each bank and submit Bankers report in original as per proforma in Annexure - 6)

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

20. Name & designation of signatory of this application (enclose copy of Power of Attorney where applicable.)

Place:

Authorised signatory

Date:

with seal

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**Notes :**

1. If the firm is seeking registration as supplier of imported stores of more than one foreign manufacturer, separate application should be furnished for each of the foreign manufacturer.

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

3. The form is to be accompanied by the statements/declaration etc. as in Annexures 1R, 3A, 4, 5, 6 & 7. The applicants must also complete the check list 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. Notarized copy of permanent SSI certificate for SSI Unit or copy of acknowledgement of the Memorandum submitted to SIA of Ministry of Industry for non-SSI Unit.

3. Affidavit as per Annexure-3A duly notarized.

4. Statement Profit & Loss and Balance sheet for the last three years.

5. Notarized copy of General Power of Attorney in case of favour of person signing the application is authorized signatory.

6 Performance statement as per Proforma Annexure-4 of the application.

7. Notarized copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three years) of (i) Registered Office & (ii) Works/Go down.

8. Bankers' Report in original giving details of financial status of the applicant firm as per proforma in Annexure -6.

9. a) List of technical personnel employed in services.

b) Item for which registration required with detailed specification.

- c) Write-up on quality control measurement adopted by the firm for ensuring quality of bought out item in process quality control.
- d) List of quality control equipment and testing facility available in premises.
- e) Copy of Type Test Report from Independent lab where applicable as mentioned in relevant standard.
10. Documentary proof of the status of the firm:
  - a) For the limited companies.
    - i) Copy of Memorandum and Articles of Association duly notarized.
    - ii) Copy of Certificate of incorporation authenticated by Notary Public.
  - b) For Partnership firm.
    - 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.
11. Two copies of declaration signed by the supplier accepting condition of registration as per Annexure - 1 ( R )
12. List of items stocked.
13. Copy of BIS license if applicable.
14. Copy of ISO 9000 (Optional).
15. Copy of Registration Certificate if registered with any other Govt. organization.
16. Copy of arrangement with foreign manufacturer for supply of all imported items having detail (a) date of arrangement (b) date of expiry (c) territorial jurisdiction (d) all items for which registration is sought (e) foreign manufacturer has agreed to provide technical support and spare parts for after sale service for 7 years.
17. Copy of Import Code Number issued by RBI.
18. OEM Test Report.
19. Copy of PAN CARD.
20. Original Catalogue from OEM.
21. Two copies of Verification as per Annexure '5'.
22. List of Service Centers.
23. List of Directors/Partners with address and Phone no. and other details.
24. Import documents such as Bill of Entries & Connecting Invoices.
25. Annexure '7'.