

FORM-B

(To be submitted in duplicate)

Application form for registration of firms as authorized agents/distributors of manufacturers for indigenous goods or as stockists of indigenous natural products.

THIS FORM IS VALID FOR ONE CATEGORY OF PRODUCTS ONLY.

1. Category under which registration sought (tick as appropriate)

a) Authorized Agent/dealer (b) Distributor (c) Channel partner (d) Stockiest

2. Information relating to manufacturer(s) of the items for which registration sought

a) **Name of the manufacturers**

Address/telephone/fax/E-mail nos.

.....

..... Tel 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 or a dealership certificate.

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 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's firm:**

ii) Address/telephone/fax/E-mail Nos.of

a) **Regd. Office:**.....

.....

..... Pin:..... Tel no.....

b) **Head Office:**

.....

..... Pin:..... Tel no.....

c) **Other offices:**.....

.....

..... Pin:..... Tel no.....

d) **Go down:**

e) Other infrastructure available like Transportation, technical manpower etc.

iii) Status of applicant firm

a) **Date of incorporation:**

b) **Constitution of the firm:**

i) Proprietorship / Partnership / Cooperative Society

(Attach copy of Partnership deed & Form-A or equivalent entry certificate form Registrar of Firms duly notarized or Certificate of Registration from Registrar of Cooperative for Cooperative)

ii) Pubic Limited / Pvt. Limited

(Attached Memorandum/Article of Association and copy of signed certificate of incorporation duly notarized)

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

- | | | | |
|--------------|-------|-------------|-------|
| a) Name: | | a. Name: | |
| b) Address: | | b. Address: | |
| | | | |
| c) Tel Nos | | c. Tel Nos | |
| d) Mob: | | d. Mob: | |
| e) Email id: | | e. Email id | |

d) If the firm is a subsidiary of an Indian/ foreign company, give particulars of parent/holding Company?

f) If there are other subsidiaries of the same parent company in India, give full particulars.

g) If the Directors/ Partners/Proprietor have financial interests or are represented on board(s) of other companies give details.

h) **PAN Card No. of the Applicant firm:** -

Income Tax Circle:-..... Ward: - District:-

i).**VAT Registration no(s):-**

j). **CST Registration no(s) :-**

NOTE:- Enclose copies of VAT registration no(s)/certificate and CST regn. no./ certificate, Income Tax clearance certificate, VAT clearance certificate, Cess regn. no. /certificate, Trade license, Companies or Cooperative Bye-Laws.

4. Goods for which registration is required:

Sl.no.	Brief Description	Ref of IS specification	Model/Brand	Territorial Jurisdiction

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 DGS & D and/or any other Govt organization, give particulars and furnish copy(ies) of such registration.

Date:

Authorised Signatory with seal

Place:

Name with status/designation:

ANNEXURE-A3

(To be executed on non-judicial stamp paper of Rs.5/- and attested by a notary public or 1st class magistrate)

AFFIDAVIT

I/We*.....son ofthe proprietor/Partner(s)/ Director(s)* of M/s.....with their registered office atwho are Indian Agents/authorized agent/distributors/stockiests /supplier of M/s.....solemnly affirm and state on oath that:

- 1. The premises of the firm situated atare owned exclusively/rented by me/us* up to.....(indicate date).
- 2. That the applicant firm possess adequate after sales service facilities which are available at..... (Give address (es)).
- 3. None of the Proprietor/Partners/Directors* of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealings. We undertake to report to the Registration Branch of SIMFED immediately after we are informed but in any case not later than 15 days, If any firm in which Proprietor/Partners/Directors* are Proprietor or Partners or Directors of such a firm which is banned/suspended in future either before the Registration is granted or thereafter.

The information given above is true to the best of my/ our knowledge.

Place:
Date:

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Verification

I/We* above named deponent/deponents hereby verify that the contents of my/our* above deposition are true to the best of my/ our* knowledge and nothing has been concealed therefrom.

Verified atthis theday of

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Notes:

- 1. *Strike out whichever is not applicable.
- 2. The applicants may submit the Affidavit separately or together as is convenient.
- 3. In case of rented premises attested copy of lease agreement and rent receipt are to be enclosed.

ANNEXURE-5

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

To,
Managing Director,
SIMFED,
Gangtok,
East Sikkim.

Date:-.....

Sub: Financial credibility report in respect of M/s..... (name of the firm with address)
for the purpose of registration with Sikkim state Cooperative Supply & Marketing Federation Ltd.

Sir,

This is to certify that

M/s..... (name of the firm with address)

.....
.....
.....

are maintaining Current/Saving Account No..... with this bank branch for the
last.....years. The firm has been provided with a credit Limit of Rs.....

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully

()
Chief Manager
Bank
Branch with seal

NOTES:

1. The sole selling agents/authorized agents/distributors of India Manufacturers themselves are eligible to be registered with SIMFED. Such registration shall be granted for a period of **TWO YEARS** or until their agreement with the manufacturers expires or whichever is earlier.
2. If the firm is seeding registration as an agent/distributor of more than one category of products, separate application shall be submitted for each of the category of products.
3. For the registration of an Indian firm as authorized agent/ distributor/ stockiest/ channel partner, the firm shall furnish agency agreement and the undertakings from the manufacturers as well as from their own side as per the following details.
4.
 - a) From the manufacturers**
 - i. That he does not have sufficient marketing arrangements in respect of the specified territory.
 - 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 inspection request submitted by the Agents would be accompanied by a certificate from the manufacturer that the goods covered under the request have been manufactured by them and the goods 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.
5. Registering authorities will accept only notarized copies of the various agreements/undertaking 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. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tenderer is registered for that particular category of goods with SIMFED.
8. 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.
9. Details of past supplies made for the items for which registration has been sought.
10. Annual turnover or applicant for the last three years duly supported by relevant Balance Sheet.
11. Name and address of the bankers:
(Indicate account No. with each bank and submit Bankers report in original.)
12. Name and designation of the signatory of this application (Enclose a copy of Power of Attorney where applicable).
13. We accept all the terms and conditions for registration and the federation has all the rights to accept or reject our registration at any point of time without assigning any reasons thereof.

Place:
Date:

Authorized signatory (ies)
With seal

Check list:

1. Application form fee of Rs. 2000/- irrespective of the category of registration, in form of Demand Draft in favour of the Managing Director, SIMFED, Gangtok. For additional items full registration charges & processing fee will be leviable
2. For additional items of different manufacturer full registration & processing charges will be leviable.
3. The processing Fee in form of Demand Draft in favour of the Managing Director, SIMFED, Gangtok as per the following category

S.No	Items	Proc. Fees
1	Floricultural Products	250/-
2	Agricultural & Horticultural Products (Fruits, eatables, processed foods items etc.)	250/-
3	Agricultural Inputs (Manures, Organic Manures, Seeds, Vermi Compost, Agricultural Machineries, Tools & Equipment, Green House)	2500/-
4	Cement & Rod (Hardware Items, Bricks, GI Wire, GCI Sheets, Pipes and all other hardware related items)	5000/-
5	Uniforms & Liveries	5000/-
6	Furniture (Office & School and all furniture)	5000/-
7	Miscellaneous Items (Computers & related accessories, Electronics and related items, Electrical & its related items, Stationeries, Office Equipment & other accessories, Animal Feeds, Scientific equipment. All others items not covered in other registration categories)	5000/-

4. Affidavit as per Annexure-3A duly notarized.
5. Statement of Profit & Loss and Balance sheet for the last three years.
6. Notarised copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three year).
7. Performance statement as per Proforma Annexure-4 of the application.
8. Notarised copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three year).
9. Bankers' Report in original giving details of financial status of the applicant firm as per Annexure-5.
10. Item for which registration required with detailed specification.
11. 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.
12. Copy of ISO 9000 (Optional).
13. Copy of Trade license issued by UD & HD.
14. Income Tax clearance certificate.
15. Copy of VAT and CST Regn.
16. Copy of Registration Certificate if registered with any NSIC/ other Govt. organization.
17. Copy of agreement with manufacturer as per detailed note 2(a) &2(b) duly notarized/Dealership certificate.
18. Copy of registration certificate of your manufacturer with DGS & D if any.
19. Copy of documentary proof for procuring the natural product if you apply as a stockiest duly notarized.
20. List of places where after sales service (if applicable) are available.
21. **For renewal of registration & additional registration:** All applications for renewal or additional registration as the case may be shall be dealt with as in the case of initial registration on receipt with the prescribed processing fees as given above vide SI.No. 2.