

ANNEXURE III

INSTRUCTIONS AND GUIDELINES FOR FILLING UP APPLICATION FORM

Applicant has to visit OFL & website at organisoilfertilizer.com; and to click icon 'MARKETING' and then icon 'DEALERS CORNER' to download the Dealer Application Form. The guidelines for filling up the application form are given as under.

➤ PHOTOGRAPHS: At the beginning of the application form there is box for affixing photograph, Recent 2 passport size photographs, duly attested of Proprietor/Partners. Must be pasted at appropriate place on the application form.					
•	Full name of the Agency is to be written in block letters.				
•	Full address of office/shop and residence are to be given therein, the name of Block, Tehsil, District and State along with Pin code phone, mobile number email id.				
•	The Agency details are to be given. The applicant is to tick the constitutional status of Agency as applicable The applicant should indicate the name of its Proprietor/Partners. Please also mention the GST Number. PAN Number and Aadhar No of its Proprietor/Partners.				
•	The applicant has to give the educational qualification (attach the attested copy of the documents).				
•	<table border="1"><tr><td>i)</td><td>Details of existing business operations giving therein the location, establishment year, type of business, turnover (Rs. In Lac) and License. No, as applicable is to be given for each business handled.</td></tr><tr><td>ii)</td><td>If in fertilizer business, the volume of different fertilizers sold in the last year is to be given company wise.</td></tr></table>	i)	Details of existing business operations giving therein the location, establishment year, type of business, turnover (Rs. In Lac) and License. No, as applicable is to be given for each business handled.	ii)	If in fertilizer business, the volume of different fertilizers sold in the last year is to be given company wise.
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ii)	Financial details for credit limit and hypothecation / pledge limit along with documentary proof.				
•	Minimum committed month-wise off-take of PDM products from OFL is to be furnished during the year.				
•	Funds to be invested in fertilizer business is to be given.				
•	Please give the detail's regarding the location and floor area of shop and go down (own and hired).				
•	Please give the details if the applicant has suffered any penalty under the Essential				

	Commodities Act and/or Fertilizers Control Orders or any other law of country.
•	Please furnish the details of EMD deposited through RTGS/NEFT transfers giving therein the UTR No., Date, Name of the Bank & Branch, and amount of EMD transferred.
Signatures	Application Form is to be signed:
	By Proprietor, in case of a Proprietorship firm.
	By all the Partners, in case of a Partnership firm.

➤ <u>GENERAL INSTRUCTIONS</u>	
•	All mandatory and informative documents are required to be self-attested which shall be presented in original for verification at the time of interview
•	Confirmation as regular dealer will be subject to performance assessment of dealers during the probation period to the satisfaction of OFL.
•	The Application Form must be complete in all respect and must be received before the closing date.
•	In case of any clarification/query, kindly contact Shri Bhavesh Mehta Contact No-9820035177; Shri Suresh chad Contact No - 9300403438
•	Any information given in Application Form if found hidden or false/incorrect at any point of time in future, the dealership will be terminated by the Company.
•	OFL reserves the right to accept reject the application and to decrease/increase the number of vacancies in any district, at any time, without assigning reasons thereof.