



## DIVYA TRADERS

### Application for Distributor Level Contact Point

Sr. No. \_\_\_\_\_

Shanti Nagar, Fertiliser Township, Jalda, Rourkela, Odisha-769007

Phone: 7978201109,

URL: [www.mydivyawellness.com](http://www.mydivyawellness.com), email: [mydivyatraders@gmail.com](mailto:mydivyatraders@gmail.com)

Name Of Applicant \_\_\_\_\_ District \_\_\_\_\_

Date Of Joining \_\_\_\_\_ Current Level \_\_\_\_\_

Name Of Upline \_\_\_\_\_ Upline Code No. \_\_\_\_\_

Date Of Joining \_\_\_\_\_ Current Level \_\_\_\_\_

Residential Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Pin Code \_\_\_\_\_

Tel No : \_\_\_\_\_ Mobile No. \_\_\_\_\_ PAN \_\_\_\_\_

ADHAR No. \_\_\_\_\_ (PAN & ADHAR Photo Copy enclosed)

Bank Account details (where Commission will be sent by Company) \_\_\_\_\_

\_\_\_\_\_ (Photocopy to be attached)

Bank Address \_\_\_\_\_ IFSC Code \_\_\_\_\_

Address Of Premises Where Center is Proposed \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Operating Hrs : \_\_\_\_\_ am to \_\_\_\_\_ pm.

State \_\_\_\_\_ Pin Code \_\_\_\_\_ Tel No : \_\_\_\_\_

Distance from Distributor Level Contact Point \_\_\_\_\_ Kms. (if in the same City)

Town where Distributor Level Contact Point will be located.

Signature : \_\_\_\_\_

Expected Monthly Turnover

1<sup>st</sup> Month \_\_\_\_\_ GPV. 2<sup>nd</sup> Month \_\_\_\_\_ GPV. 3<sup>rd</sup> Month \_\_\_\_\_ GPV.

For Official Use:

Received By : \_\_\_\_\_ Verified By : \_\_\_\_\_

Supply Through (C & F) \_\_\_\_\_ Recommended By: \_\_\_\_\_

Approved By : \_\_\_\_\_ Distributor Level Contact Point Code : \_\_\_\_\_

Note : DLCP will be opened on 10<sup>th</sup> of every month. Application must reach the company's HO. 15 days before the desired date of opening the DLCP.

Terms & Conditions Overleaf.

## TERMS AND CONDITIONS FOR DISTRIBUTOR LEVEL CONTACT POINT

- 1) All applicants should fill PROPER ADDRESS, PAN NO. ADHAR NO. (It is mandatory as per Income Tax Rules)
- 2) 8% commission will be given to the Distributor level contact point (D.L.C.P) holder on the Distributor Price, less local taxes on the calendar month basis i.e. from the 1<sup>st</sup> working day to the last working day of the respective month.
- 3) Details of shortages/ damaged/ leaked products received through courier in unsealed/ damaged condition should be mentioned on the courier receipt copy. Photo copy of the same with a covering letter should be forwarded to centre for replacement/ no free replacement will be given without this document.
- 4) Damaged/ soiled/ short products should be sent immediately back for replacement within 15 days of receipt. Once the defective products are received at the Corporate/ branch office only then the replacement will be entertained.
- 5) Normally Company will operate one DLCP in one district. In special cases company can give more than one DLCP. The distance between DLCP should normally not be less than 30 km.
- 6) If any D.L.C.P would like to surrender the D.L.C.P, the same should be done before the end of the calendar month in which the D.L.C.P was opened. In this case the company will deduct Rs.5000 and reimburse the following.
  - a. The price of the goods received in saleable condition.
  - b. Sale tax on the goods received in saleable condition.
- 7) Last Log must be sent to Corporate/ Branch office positively 2 days before month closing date. Monthly Inventory report (to be submitted by 3<sup>rd</sup> of every month to the Branch). The average stock holding for the month must be at least Rs. 2.5 lacs so that the D.L.C.P can Service the Distributors as per their requirements. The D.L.C.P will be required to hold more stocks as the turnover of the centre increases. The company will communicate the additional inventory to be held by the centre.
- 8) Commission will be released only after monthly stock report is received.
- 9) If stock report of a D.L.C.P is not received for 3 consecutive months, the D.L.C.P will be terminated.
- 10) The D.L.C.P will be given to a distributor who has achieved level of at least Sr. Executive.
- 11) Distributors can apply for D.L.C.P on the application form. Once the same has been approved, the distributor can take the D.L.C.P by taking materials for Rs. 2.5 lacs (No B.V. will be given on this purchase) & Rs. 1lac as security deposit within 10 days of approval. If the Distributor does not fulfil the formalities within the time frame, it will be assumed that the Distributor is no longer interested in opening the D.L.C.P. The company will pay 3% P.A rate of interest on the security deposit every September, March till the D.L.C.P is functional.
- 12) Decision to approve/close any D.L.C.P and to open additional centre/s in metro city will be company's prerogative. No correspondence in this regard will be entertained by the company.
- 13) All the taxes liabilities will have to be borne by the D.L.C.P owner. Company will deduct TDS as per prevailing law from the Commission payable.
- 14) If the Business in the City where the D.L.C.P is operational grows substantially, the Company may decide to close down the D.L.C.P and open their Branch or have a C&FA in the city. In such a case the Company will give first option of opening the C&FA operation to the D.L.C.P as per the terms of the Company. In case the person is not interested in becoming C&FA the Company will then be free to appoint any other party in that City as their C&FA. The Company may at their discretion give compensation, which they may deem fit to the D.L.C.P, in such case.
- 15) The D.L.C.P must have space of at least 300 sq. ft. and must be maintained in neat and clean condition. The Centre must have storage racks for display and storage of products. The working hours of the centre must be displayed and strictly followed.
- 16) The D.L.C.P owners must conduct in a friendly and cordial manner with the Distributors and provide Quality Service to them.
- 17) The D.L.C.P may decide to have a small training room for Building the Business. This must be informed to the Company.
- 18) All disputes are subject to the Odisha jurisdiction only.

### GUIDELINES FOR OPERATING D.L.C.P

- 1) Do not accept any Distributor joining form with cutting. Such forms must be discarded and Distributors requested to fill in fresh forms. Log sheet must be filled neatly and properly.
- 2) Amount equivalent to Log must be deposited in bank and stamped counter foil submitted to the Branch/H.O.
- 3) No bill adjustment will be done with the sales amount.
- 4) Products can be billed against the voucher (bonus Pay orders) issued by the Company.
- 5) Daily log sheet in duplicate must be filled as per the sample log sheet sent to the D.L.C.P.
- 6) The original copy of the Distributor order form to be sent to Branch office/H.O. along with duplicate copy of the log sheet.
- 7) Orders and application forms must be acknowledged and stamped (PAID) on second copy after receipt of money. The Second copy of the forms must be given back to the Distributor.
- 8) Octroi and courier charges should be complied for a month and claimed with a summary report for that particular month.
- 9) DD should be drawn in favour of Quantumplus Marketing Pvt. Ltd. Payable at Rourkela.
- 10) Maintain a separate log book of Bonus Commission cheques/ voucher given to distributors for record purpose.
- 11) Literature and promotional materials will not be entertained in schemes/payment of commission.

Authorised Signatory

Signature

Name

Distributor ID

Address