



**TAMIL NADU NEWSPRINT AND PAPERS LTD**  
**(A Government of Tamil Nadu Enterprises)**

## **APPLICATION FORM**

### **AREA DISTRIBUTORS FOR TNPL NOTEBOOKS**

**Regd. Office: No. 67, Mount Road, Guindy, Chennai 600 032.**  
**Factory : Kagithapuram – 639 136, Karur Dist. , Tamil Nadu**

**1. Name and Address of the Firm**  
(in Capitals)

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**2. Constitution of the Firm/Company**  
(Strike out whichever not applicable)

- Sole Proprietorship (copy of Registration to be enclosed)
- Partnership (copy of Partnership Deed to be enclosed)
- Pvt. Ltd. Co. (Memorandum and Articles of Association to be enclosed)
- Public Ltd. Co. – do –

**3. Name (s) of Proprietor/ Partners/ Directors and Address**  
(In Capitals-Strike out whichever not applicable)

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**4. Nature of your present Business in detail**  
(Please indicate since how long in paper trade)

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**7. Please furnish the following**

- 1. Address of your Branch Offices (if any)

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- 2. Name and address of Sister concerns and associate  
Companies/firms  
(enclose copies of Partnership deed)

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- 3. Storage facilities available (area in sqft. & capacity in MT)

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4. Telephone/Telex/Email facilities available

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**8 Details of sales force available**

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**9 Details of transport (Van / Auto) facilities available for retail sales.**

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**10. List of your major Retail customers**

*Note Book / Stationery Segment*

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**11. Name and Address of your Banker(s)**

(A certificate from the applicants Bank to certify the  
Credit worthiness of the applicant to be enclosed)

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**12. District and Area in which you wish to deal in TNPL's products:**

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**13. Variety wise demand in your area and Quantity of TNPL's products which you assure to sell.**

<b>Student Notebook</b>	<b>Demand per Annum, MT</b>	<b>Assured Annual Offtake, MT/Value in Rs.</b>

14 If you are a Sales Tax assessee, please provide the details of Tax Assessment orders for the past 3 years.

15 Other business carried in the same name or Sister Concern

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16 Are you an income tax assessee?  Yes  No

If yes, please furnish (Copies of assessment certificates for 3 years.

17. E.M.D Details: Rs.....Draft Number .....

Date -----

18. Any other relevant information in support of your Application:

Date  
Place

Authorized Signatory

SEAL OF THE FIRM

## **TERMS AND CONDITIONS**

- After the personal interview, the successful applicant will be appointed as Area Distributor initially for a period of 12 months on probationary terms.
- The successful applicant has to remit **Security Deposit @ Rs.100000/-**.
- If Security Deposit is not received, appointment shall be treated as cancelled.
- The Security Deposit carries an interest which is currently @t 7.5% per annum.
- Depending on the satisfactory performance of the applicant during the probation period, confirmation order will be issued on the expiry of 12 months.
- The confirmation orders will be issued only when the Area distributor fulfills his 100% allocation during the probation period and his payment performance is satisfactory.
- If the above conditions are not satisfied, probation period will be extended by another 6 months based on the merits of the case.
- The supplies will commence only after the execution of the agreement prescribed by the Company to the Area Distributor.
- The Area Distributor should operate only in the Territory for which he is appointed.
- All Statutory forms for the supplies made to self/3<sup>rd</sup> parties to be collected and submitted within the prescribed time. Failing, the differential tax and penalty will be recovered from the Area Distributor.
- The Area Distributor should forward the Indents / orders to Corporate Office, Chennai in the prescribed format.
- Accepting/rejecting orders shall be with the Company's prerogative.
- The Area Distributor should deal with all the products manufactured by TNPL.
- The Area Distributor should lift compulsorily 100% quota for eligibility of incentives every month.

- The minimum order in one Indent should be 25 Boxes consisting of all sizes.
- Discount structure and price list can be availed from the Corporate/Branch Office on request.
- The Area Distributor will be informed suitably with regard to Policy Amendments, Price revisions and other changes from time to time.
- In case, the performance is not satisfactory, TNPL will reserve the right to terminate the Area Distributorship.
- Should be ready to give Blank cheques as additional security.
- Credit will be considered based on merit and performance.
- In case the distributor opens a bank guarantee the credit will be extended upto the B/G value.