

# APPLICATION AND AGREEMENT FORM



**OTLAR LIFE Private Limited**  
Vedage Tower  
Saidpura Industrial Area  
Barwala Road,  
Derabassi, Distt.SAS Nagar (140507)  
Contact: 0176-2284646  
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## APPLICATION APPLIED FOR

- NNC       SC  
 NC       MINI COCO

## PERSONAL INFORMATION

TITLE  Dr.  Mr.  Miss.  Mrs.

FIRST NAME

LAST NAME



### RELATION WITH OTLAR LIFE

STRIKER ID  SPONSOR ID

DATE OF BIRTH    DATE OF JOINING

CURRENT LEVEL  TOTAL GRP

FORECAST SALE IN RP  1st Month  2nd Month

### RESIDENTIAL ADDRESS

CITY  STATE  PIN

CONTACT NO.  E-MAIL ADDRESS

### COMMUNICATION ADDRESS

CITY  STATE  PIN

CONTACT NO.  E-MAIL ADDRESS

### YOUR BANK DETAILS

BANK NAME  ACCOUNT NO.

BRANCH  IFSC CODE  PAN NO.

### PAYMENT DETAILS

BANK NAME  AMOUNT DEPOSITED

DEPOSITED DATE

### BILLING DETAILS

BILLING AMOUNT  (NON-REFUNDABLE AMOUNT)

REFUNDABLE AMOUNT

\_\_\_\_\_  
Signature

## TERMS & CONDITIONS

1. All applicants should fill proper Address and PAN No. (It is mandatory as per income tax rules).
2. One must deposit an initial Fee to get the centre code and mention it below.
  - NNC :
  - NC :
  - SC :
  - MINI COCO :
- Commission Structure**
  - 3% commission will be given to the NNC holder.
  - 5% commission will be given to the NC holder on direct sales and 2% on linked NNC Sales.
  - 8% commission will be given to the SC holder on direct sales and 3% on linked NC or NNC Sales.
  - Minimum guarantee of 15,000 for one year or the commission against the sales for particular month, whichever is higher will be given to the SC Holder.
  - 2% commission will be given to the MINI COCO holder on total sales of linked SC Sales.
3. The above mentioned calculation are based on the Striker Price (SP) less local taxes on the calendar month basis i.e. from the 1st working day to the last working day of the respective month towards the local sales punched by Centre Owner.
4. Details of shortages / damaged / leaked products received through courier / transport in unsealed / damaged condition should be mentioned on the courier receipt copy. Photocopy of the same with a covering letter should be forwarded to centre for replacement / no replacement will be given without this document.
5. Damaged / soiled / short products should be immediately informed within 24 hours of receiving goods and sent back for replacement within 15 days of receipt. Once the defective are received at the Corporate / Branch Office only then the replacement will be entertained.
6. Company will operate one NC in every 5km to 10km radius, one SC in one districts, eventually the party will increase the stock as the sales will grow. If the party fails to do so, company has the right to open any other NC/SC in the particular area by informing to the existing party. For opening any NNC there is no limited area, so can be taken by any of the Striker to give services to his/her team.
7. If any NNC/NC/SC MINI COCO would like to surrender the center (only those registered under refundable clause), the same should be done with a prior written notice of 90 days and it can only be applied after successful completion of 3 years of actively running the center. The center will be refundable only if none of the RP is distributed, in this case, the company will deduct the following:
  - > The price of goods received in salable condition if refundable.
  - > GST / Taxes paid if any on the goods delivered to the centre.
  - > 10% handling charges.
8. Last log of stock must be sent to Corporate / Branch Office positively 2 days before the monthly closing date. Monthly Inventory Report to be submitted by 3rd of every month to the branch. The average stock holding for the month must be at-least 80% of the sale, so that the centre can give services to the Striker as per their requirement. The company will communicate for the additional inventory to be held by the centre.
9. Commission will be released only after monthly stock report is received. If sale is more than the stock hold, the commission will not be released for NNC/NC/SC/MINI COCO.
10. Once the NNC/NC/SC/MINI COCO has been approved, the Striker will be eligible to run the Centre by taking the stock for the deposited amount within 30 days of approval. If the Striker does not fulfil the formalities within time frame, it will be assumed the Striker is no longer interested in opening the Center.
11. The NNC/NC/SC/MINI COCO must have a Printer, PC and other necessary things to operate the office.
12. To approve or close any NC/SC/MINI COCO to open any additional centres in metro city, decision will be by the company's prerogative.
13. All Tax liabilities will have to be borne by the company. Company will deduct TDS as per prevailing law from the commission payable.
14. The Centre must have racks for storage and display of the products. The working hours of the Centre must be displayed and strictly followed.
15. The Center owner must conduct in a friendly or cordial manner with the Striker and provide quality service to them.
16. The Center may decide to have a small training room for building the business. This should be informed to the company.
17. All disputes are subject to Mohali jurisdiction only.

## DOCUMENTS TO BE ATTACHED:

Mandatory documents required for opening up the Centre.

1. One recent passport size color Photograph.
2. PAN Card Copy duly attested.
3. Address Proof of the location of centre, duly Attested.
4. Residence Proof of the owner, duly Attested.
5. ID Proof of the owner, duly Attested.
6. Crossed Cheque of the bank in which the transfer of commission is required.
7. In Case of a company then - An attested copy of registration certificate/ MOA / Partnership Deed.

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## FOR OFFICE USE ONLY

Received By Date

Received By \_\_\_\_\_.

Verified By \_\_\_\_\_.

Date

Confirmation Done By \_\_\_\_\_.

NC Owner Confirmation (T&C) \_\_\_\_\_ (Yes / No)

Centre Code : \_\_\_\_\_

Issued by date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Arranged By : \_\_\_\_\_.

Accounts Dept. : \_\_\_\_\_.

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Area Manager / Sales Department