

**APPLICATION FOR  
COMMERCIAL VEHICLE  
DEALERSHIP**

## About the application

This Application Form may be used by existing Tata Motors Dealerships as well for growing their business potential.

This Form is not an offer document or contract. Please note that there is no payment to be made for applying for dealership.

The application must be made by:

- an existing entity proposing to operate the dealership (Applicant), or
- if a new entity is proposed to be set up to operate the dealership, the application should be made by an existing entity (Applicant) which shall provide all or most of the funding for the new entity

All sections must be filled by the Applicant. Information that does not fit into the space provided in the Application Form may be attached as enclosure.

The information provided by the Applicant is intended only for the Company's use. By sending the filled Application Form, the Applicant is inviting Tata Motors to consider its application for a commercial vehicle Dealership. The company does not assure the Applicant of being selected for such dealership. Any information furnished in the Application is voluntarily provided as the Applicant submits the Application on his own initiative. Tata Motors Ltd. reserves the right to reject this Application without assigning any reason.

Should Tata Motors Ltd. find the Application of interest, the applicant would be invited for discussions and additional disclosures, including due-diligences.

### The filled up application should be sent to the below address

**Head – strategic Network Management,  
Tata Motors Ltd. (CVBU),  
One India bulls Centre,  
Tower 2B, 20<sup>th</sup> Floor, 841 Senapati Bapat marg, Mumbai 400 013**

Region	North	West	East	South
States	Delhi,Haryana,Uttar Pradesh,Rajasthan,Punjab, Himachal Pradesh,Uttarakand and J&K	Chahttisgarh, Goa, Gujarat, madhya pradesh, Maharastra	Andaman,Arunachal Pradesh,Assam,Bihar, Jharkhand,Manipur,Mizoram, nagaland ,Orissa,Tripura,West bengal	Karnataka,kerala,Pondicherry,Andhra pradesh,Tamilnadu,Telangana
Contact person	Piysh Mitra	Reetivk marwaha	Deep bhaumik	Nisar Mulani
Contact Number	8860515130	9930582217	9163395769	9538466814
E mail I .d	piyush.mitra@tatamotors.com	reetvik.marwaha@tatamotors.com	deep.bhaumik@tatamotors.com	nisar.mulani@tatamotors.com

## Application for Commercial Vehicle Dealership

Applicant  Individual / Proprietary Concern  Partnership Firm  Company (Pvt. Ltd./ Public Ltd.)

(Tick Mark ✓ appropriate box)

Name of Applicant (Existing Company/ Firm / concern) :

(In case of partnership firm - name of Managing Partner) / Mr. / Ms. \_\_\_\_\_

(In case of company – name of MD / Director in-charge) Mr. / Ms. \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Street : \_\_\_\_\_

Only Post  
Box No.  
not  
sufficient

City / Town : \_\_\_\_\_ PIN Code: \_\_\_\_\_ District: \_\_\_\_\_

State : \_\_\_\_\_ Near by landmark : \_\_\_\_\_

Telephone (s) : 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
(With STD Codes)

Mobile phone no. 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Fax 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
(With STD Codes)

E-mail id : \_\_\_\_\_

Product range for the proposed dealership: (Tick Mark ✓ appropriate box)

M&HCV-ICV-LCV-SCV  ICV-LCV-SCV  Only SCV

Territory (Districts) for which dealership is sought

in the State of: \_\_\_\_\_

HQ location in order of preference: 1) \_\_\_\_\_ (2) \_\_\_\_\_

Total no. of enclosures attached

Branches Proposed at:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Mumbai

CVD/1

**Instructions for completion of the form**

1. The application form consists of 4 parts marked A, B, C & D. Please indicate name of applicant on all pages in place provided at the top of each sheet.
2. For Part A all applicants to fill either of section I / II / III & Section IV is mandatory for all

If applicant is :

- a) An individual / proprietary concern – kindly fill Section I & IV
- b) A partnership firm – kindly fill Section II & IV
- c) Company (i.e. Public Limited Company / Private Limited Company) – kindly fill section III & IV

3. All applicants to fill Part B, C & D.
4. All information should be provided within the application from itself and should be preferably typed clearly in block letters in the formats provided in the application form.

Additional information may be provided where specifically requested.

**Note :**

Kindly note that the information requested through this application is for purpose of evaluation and should not be construed as a commitment of any kind. **Tata Motors** reserves the right to reject any or all such applications.

**Details of separate demand drafts, payable at Mumbai, in favour of The Tata Motors Limited.**

**Earnest Money Deposit of Rs.2,00,000/- (NEED NOT BE SENT ALONG WITH THE APPLICATION FORM, WE WILL INFORM THE APPLICANT WHENEVER IT REQUIRED)**

DD No. \_\_\_\_\_ dt. \_\_\_\_\_ Drawn on \_\_\_\_\_ Bank

The Earnest Money Deposit of Rs.2,00,000/- (Rs. Two lakhs only) will not attract any interest.

In case of applications not finalised, this EMD will be refunded **in the applicant's name** (Refer Page No. CVD/1)

**FOR OFFICE USE ONLY :**

Received on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total No. of pages (including enclosures)

No. of Enclosures

Data Bank Registration No.

2						
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Dated

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D D M M Y Y Y Y

**MANDATORY INFORMATION TO BE FURNISHED ALONGWITH APPLICATION**

<b>S1</b>	<b>Information details</b>	<b>Reference of sheet No. in the Application</b>
01	Financial Analysis of last 3 years (Consolidated for the Group Concerns), as per format in the application	CVD-A-IV-4
02	Infrastructure & land details for proposed dealership, as per format in the application	CVD-B-2
03	Name & capital provision for the proposed Firm/Company	CVD-B-6
04	Names of Directors/Partners with their contributions (Amount & % age) for the proposed Firm	CVD-B-10
05	Details of personal Net worth for all Directors/Partners/Proprietors	CVD-C-6 TO C-8
06	Details (Name, complete address, Pin code, phone No. etc) of "Personal references other than employees"	CVD-C-5

**MANDATORY DOCUMENTS TO BE SENT ALONGWITH THE APPLICATION**

<b>S1</b>	<b>Information details</b>	<b>Reference of sheet No. in the Application</b>
01	<b>The Bank letter</b> on "In principle agreement to sanction CC limits/ term loan " as per the attached sample format.	As per the format given on page no. <b>CVD-A-B-C-D-2</b>
02	<b>Balance sheet &amp; Profit &amp; Loss</b> Account statements for the financial year 2007-08, 2006-07 & 2005-06 duly stamped and certified by CA.	To be obtained from the Chartered Accountant
03	<b>Declaration of Paid-up capital</b> as per our specified format , with name of proposed firm/Company with signature of each Partner/Director.	<b>CVD-B-C-I</b>
04	<b>Declaration for source of own funds e.g. FDRs / Land / property / LIC policies, as of the current date.</b>	<b>As per the format given on page no.CVD-B-6-1(A).</b>

**PART A**

**APPLICANT**

Section I & IV : Individual or Proprietary Concern

Section II & IV : Partnership Firm

Section III & IV : Private or Public Ltd. Co.

***Note :***

*Anyone of the Sections I / II / III to be filled & Section IV to be filled by all*

*To be submitted in Duplicate (Original & Photocopy)*

**SECTION I**

***For the individual Proprietary Concern applicant.***

*If more than one individual are coming together to apply, every individuals details are required in the following format.*

1) Name : \_\_\_\_\_ Age : \_\_\_\_\_ Qualification : \_\_\_\_\_

**Professional experience :**

***(Indicate work experience – function/responsibility/job and years (starting with recent experience)***

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

***Please attach additional sheets if necessary***

## SECTION II

*For the Partnership Firm applicant*

- 1. Information about partners** (Please place a tick mark against the partner who will be responsible for the proposed operations.)

Sr.	Name of Partner	Age	Qualification	Work Experience in Years	Capital contributed Rs. in Thousand
i)					
ii)					
iii)					
iv)					
v)					

- 2. Please indicate the work experience of each partner.** (Please indicate the number of years for which the partner has held each responsibility. Please also indicate any relevant experience in the automotive industry)


*Please attach additional sheets if necessary*



**SECTION III**

*For Public Limited Company or a Private Limited Company applicant*

**1. Information about Directors : Please place a tick mark against the name of the Chairman / Managing Director**

Name of Shareholder	Age	Qualification	Work experience – Years	% Share holding	Responsibility / Designation

**2. Please provide details of professional experience of each director (Please indicate the number of years for which the director has handled each responsibility. Please also indicate any relevant experience in the automobile industry)**

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*Please use additional sheets if necessary*

**SECTION IV**

- i) *Please indicate the current business activities of the company and any other group companies which share common partners or directors. (Partners / Directors having controlling interest)*
- ii) *In case more than one individuals coming together to apply, then individual's current and business should be considered in group.*
- iii) *Use the same formats for each Partner / Director / Individual as the case may be.*

**1. Current Business Activities : (Tick Mark  $\checkmark$  appropriate box)**

- A) i) Automobile field  ii) Non-Automobile field
- B) i) Manufacturing  ii) Trading  iii) Services  iv) Distribution
- v) Stockists  vi) Retailing  vii) Dealership

C)

FRANCHISES HELD NAME	TURNOVER (LAST THREE YEARS) – Rs. in lakhs		
	I	II	III

**ACTIVITIES :** \_\_\_\_\_

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**2. Present Infrastructure**

Establishment	City	Locality	Manpower	Area Sq. Ft.
Showroom				
Shop				
Workshop				
Warehouse				
Open plot				

**3. Present Manpower**

Post	Nos.	Establishment	Responsibility
CEO / GM			
Manager			
Assistant			
Mechanic / Helper			
Sales Officer			
Computer			
Administration			
Accounts			

*If necessary, use additional sheets to provide complete information in the same format as indicated above.*

**4. IT Infrastructure and Office Equipment**

i a) PC Configuration & Nos. \_\_\_\_\_

\_\_\_\_\_

i b) Networking \_\_\_\_\_

\_\_\_\_\_

ii) Software Package/s \_\_\_\_\_

\_\_\_\_\_

iii) Internet Connectivity \_\_\_\_\_

\_\_\_\_\_

iv) Fax Machine \_\_\_\_\_

\_\_\_\_\_

v) Photocopy Machine \_\_\_\_\_

\_\_\_\_\_

vi) O. H. Projector \_\_\_\_\_

\_\_\_\_\_

vii) LCD Projector \_\_\_\_\_

\_\_\_\_\_

5. **Financial Analysis** (mandatory to be filled up & consolidated for all Group Companies/Firms)

Particulars	Financial Year		
	( Rs. in Lacs ) 2010 – 11	( Rs. in Lacs ) 2009 – 10	( Rs. in Lacs ) 2008 – 09
Sales			
Other Income			
Total Sales			
Less Cost of Goods Sold			
Gross Profit			
Less : Salary			
: Office & Administration Exp.			
: Selling & Dist. Exp.			
: Other Exp.			
Sub Total			
PBDIT			
Less : Depreciation			
: Interest			
PBT			
Less : Provision for Income Tax			
PAT			
Provision for Dividend			
Equity capital			
Reserves & Surplus			
Net Worth (Equity + Reserves)			
Loan Funds			
: Secured Loans			
: Unsecured Loans			
Total Loans Funds			
Fixed Assets (Net)			
Investments			
Current Assets, Loans & Advances			
Inventories			
Debtors			
Cash and bank balance			
Other Current Assets			
Sub Total			
Current Liabilities & Provisions-			
Current Liabilities			
Provision for Tax			
Dividend			
Sub Total			

(To be certified by Chartered Accountant with Seal )

## 6. FINANCIAL DETAILS :

<b>(a) BANKERS DETAILS</b>				
<b>No.</b>	<b>NAME &amp; ADDRESS</b>	<b>TYPE OF FACILITY</b>	<b>DETAILS OF ASSETS HYPOTHECATED &amp; THEIR MARKET VALUE</b>	<b>LIMIT SANCTIONED</b>
1.				
2.				
3.				

<b>(b) SOURCES AND USAGE OF FUNDS FOR PRESENT BUSINESS (Rs.in lakhs)</b>			
<b>SOURCES OF FUNDS</b>		<b>USES OF FUNDS</b>	
Own Funds		Land	
Other Sources		Building	
Banks		Machinery & Equipment	
Any Other (Please – Specify)		Working Capital	

**PART B**

**FOR ALL APPLICANTS**

***Note :***

*To be submitted in Duplicate (Original & Photocopy)*

*(Individuals / Partnership Firms / Pvt. Ltd. Cos. Etc.)*

**1) Infrastructure available for proposed dealership : (Tick Mark  $\checkmark$  appropriate box)**

	Workshop & Parts Stocking		Sales Office & Product Display	
	LAND	STRUCTURE	LAND	STRUCTURE
<b>Available</b>	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
<b>(I) If yes</b>	<input type="checkbox"/> OWNED	<input type="checkbox"/> OWNED	<input type="checkbox"/> OWNED	<input type="checkbox"/> OWNED
	<input type="checkbox"/> LEASED	<input type="checkbox"/> LEASED	<input type="checkbox"/> LEASED	<input type="checkbox"/> LEASED
i) Is it unencumbered?	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO
ii) Is it in your physical possession?	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

ii a) If "No" – Reasons for the same :

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ii b) If yes

i) Is it readily usable?	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

ii) If not readily usable - date by which it will be available for use.

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**(II) If No. Anything identified?**

Workshop		Sales & Vehicle Display	
LAND	STRUCTURE	LAND	STRUCTURE
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

III) If area is available for expansion, indicate the area

Workshop  sq. ft.

Sales & Vehicle Display  sq. ft



2. Please provide address & size of land and structure in sq. ft. (if available)

A) For Workshop and Spares

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B) For Sales and Product Display

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3. Please attach:

- i) Interior and exterior photographs of land, structure – indicating address on backside
- ii) Rough layout of plot with dimension (indicating possible expansion area if any)
- iii) A demarcation map of site, indicating surroundings likes adjacent plot occupant, road, main road, landmark, etc.
- iv) City map marking location of facilities (infrastructure) of proposed dealership, other CV Dealership locations, transportation hubs/ nagar.

**4. Plan of operation of proposed dealership / Vehicle Sales / Workshop & Spares facility**  
(for HQ location &, Branch location)

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**5. Please give your estimate of number of commercial vehicles which will be purchased in the territory sought over the next three/five years and your basis for this estimate.**

Type of Vehicle	FY 1	FY 2	FY 3	FY 4	FY 5
Tractor Trailer					
Standard Trucks					
Multi-axle Trucks					
Tipplers (All types)					
Buses (Heavy)					
Light Commercial Vehicles					
Light Buses					
<b>Small Commercial Vehicles (Cargo &amp; Passenger)</b>					

Mumbai

Kindly outline the strategy you propose to employ for the current market segments. *(If required please attach extra sheets).*

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6. Please give your estimate of the potential for sale of spare parts over the next five years and your basis for this estimate. (Rs. in lakhs)

	FY 1	FY 2	FY 3	FY 4	FY 5
<b>Engine Parts</b>					
Gear box					
Differential & CWP					
Hubs & Axle					
Prop Shaft Parts					
Suspension Parts					
Steering Parts					
Chassis Parts					
Cowl / Cab Parts					

What strategy do you propose to employ to maximize sales of Tata Motors supplied spare parts. *(If required please attach extra sheets)*

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Kindly indicate the nature of the proposed organisation for the Tata Motors dealership  
(Please tick relevant option)

Private Limited Company / Public Limited Company

8 a) Would a company be floated for Tata Motors franchise

If Yes – i) What would be equity of company \_\_\_\_\_ (Rs. in lakhs)

8 b) How much investment can you make for the proposed dealership

*Long Term Investments :*

Own Funds Rs. \_\_\_\_\_ lakhs

Details as per the format on sheet no. CVD-B-6-1

\*Term Funds Rs. \_\_\_\_\_ lakhs\*

**Total Rs. \_\_\_\_\_ lakhs**

*Working Capital Investments :*

Own Funds Rs. \_\_\_\_\_ lakhs

Details as per the format on sheet no. CVD-B-6-1

\*W. C. Loans Rs. \_\_\_\_\_ lakhs\*

**Total Rs. \_\_\_\_\_ lakhs**

**Format for Applicant forming a new Company / Firm**

Letter ref. -----

Dt. -----

Tata Motors Ltd.  
 Head (Organisation & Dealer Development)  
 Commercial Vehicle Business Unit,  
 26th floor, World Trade Centre-1,  
 Cuffe Parade,  
 Mumbai- 400 005

Dear Sirs,

**Sub: Declaration of Paid up capital for the proposed TATA Motors Dealership.**

We here by confirm that we propose to form a : -

- Exclusive Private Limited / Limited Company named ----- for proposed TATA Motors dealership for Commercial vehicles.

**OR**

- Exclusive Partnership Firm named ----- for proposed TATA Motors dealership for Commercial vehicles.

The proposed Pvt. Ltd. Company / Limited Company / Partnership Firm will have paid-up capital as below :

<b><u>S. no.</u></b>	<b><u>Name of Director</u></b>	<b><u>Paid up Capital</u></b>
1.		Rs. -----Lakhs
2.		Rs. ----- Lakhs
3.		Rs. ----- Lakhs
<b>Total Capital - Rs. -----</b>		<b>Lakhs</b>

The above Paid up capital will be put in place **within one month from the date of issuance the Letter of Intent**. The said capital will remain as Fixed Capital in the TATA Motors Dealership business all along its course of operation as a Dealer.

**We hereby undertake that the proposed dealership company will be operated to carry out exclusive TML related business and no other business would be grouped under this company.**

We also agree to give the above details with certification of Chartered Accountant that the above paid up capital has been put in place, as and when required by you.

Thanking you,

Yours truly,

**Name of Director**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**Signature of Director**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mumbai

To:

Date: -----

Tata Motors Ltd.  
Mumbai

Sub: Declaration for the Equity of proposed Tata Motors dealership (as mentioned in previous sheet CVD-B-6-1)

This refers to our application for the Tata Motors dealership for its ----- range of commercial vehicles for the districts of ----- in ----- State.

I / We the undersigned here by agree to utilize Rs. ----- lacs from our following sources of funds, for the purpose of equity capital of the proposed TATA Motors dealership at ----- in the name of M/s -----Pvt. Ltd. This amount will be brought in the books of account of the said Company within 30 days of awarding the of TATA Motors dealership.

**Name of proposed Promoter- 1** : Mr./M/s/Ms. -----

1. Land / property of value Rs. ----- lacs on the address (Survey no.---etc)
2. Fixed deposit Receipts/ savings accounts of Rs.----- lacs
3. Investment in Shares / Stocks / Mutual funds of Rs.----- lacs
4. Surrender value LIC policies of Rs.----- lacs
5. Gold /Jewellery of Rs.----- lacs
6. NSC / Postal certificates.
7. Any other source of funds: Rs.----- lacs

**Total : Rs.----- lacs**

(copy of the Saral Form for the year 2005-06 is attached here with for ready reference)

**Name of proposed Promoter- 2** : Mr./M/s/Ms. -----

- 1.Land / property of value Rs. ----- lacs on the address (Survey no.---etc)
2. Fixed deposit Receipts/ savings accounts of Rs.----- lacs
3. Investment in Shares / Stocks / Mutual funds of Rs.----- lacs
4. Surrender value LIC policies of Rs.----- lacs
5. Gold /Jewellery of Rs.----- lacs
6. NSC / Postal certificates.
7. Any other source of funds: Rs.----- lacs

**Total ; Rs.----- lacs**

(copy of the Saral Form for the year 2005-06 is attached here with for ready reference)

**Name of proposed Promoter- 3** : Mr./M/s/Ms. -----

1. Land / property of value Rs. ----- lacs on the address (Survey no.---etc)
- 2 Fixed deposit Receipts/ savings accounts of Rs.----- lacs
- 3 Investment in Shares / Stocks / Mutual funds of Rs.----- lacs
- 4 Surrender value LIC policies of Rs.----- lac
- 5 Gold /Jewellery of Rs.----- lacs
- 6 NSC / Postal certificates.
- 7 Any other source of funds: Rs.----- lacs

**Total ; Rs.----- lacs**

**Name of proposed Promoter- 4 : Mr./M/s/Ms. -----**

1. Land / property of value Rs. ----- lacs on the address (Survey no.---etc)
2. Fixed deposit Receipts/ savings accounts of Rs.----- lacs
3. Investment in Shares / Stocks / Mutual funds of Rs.----- lacs
4. Surrender value LIC policies of Rs.----- lacs
5. Gold /Jewellery of Rs.----- lacs
6. NSC / Postal certificates.
7. Any other source of funds: Rs.----- lacs

**Total ; Rs.----- lacs**

(copy of the Saral Form for the year 2005-06 is attached here with for ready reference)  
The said amount will not have any interest charge and it will remain with the said dealership for its functioning.

1. (Signature of proposed Promoters-1) -----  
(Name of proposed Promoters) -----  
On this date : -----

2. (Signature of proposed Promoters-2) -----  
(Name of proposed Promoters) -----  
On this date : -----

3. (Signature of proposed Promoters-2) -----  
(Name of proposed Promoters) -----  
On this date : -----

4. (Signature of proposed Promoters-2) -----  
(Name of proposed Promoters) -----  
On this date : -----

Bankers / NBFC applicable to current active businesses:

(Rs. In lakhs)

Name	Address	Type of Facility	Limit

*Note :*

Please enclose certificates from your bankers in support of your financial strength and investment capabilities.

9. Please indicate whether the applicant or any of the partners / directors or their immediate relatives (sons, daughters, husband, wife, father or mother) are in any way connected with agencies for sale of commercial vehicles, cars, jeeps or other automobiles.

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Mumbai

**10. Is there any tax liability / dispute with the Income Tax / Excise / Sales Tax Department – For Firm / Company / Individuals involved in proposed dealership? If so please give details of the dispute with the amount involved.**

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**i) Are there any legal proceedings filed by you / against you? (Please specify the amount involved and a brief resume of the litigation).**

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**ii) Please mention the names and addresses of your Solicitors / Attorneys / Advocates.**

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Mumbai

11 a) Do you intend to personally manage the dealership on a day-to-day basis? Yes / No

*If No*, who will be the professional CEO? \_\_\_\_\_

Is this person a family member? Yes / No

*If Yes*, relationship? \_\_\_\_\_

*And what will be your day-to-day contribution in the dealership operation?*

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11 b) If nominating a professional CEO, please detail career of the person nominated as CEO.

Name of Company	Position Held	Period (from – to)

12 a) kindly provide the following details about key personnel / prospective partners / directors of the company proposing to take up dealership.

*(Please place a tick mark against the key personnel / partner / director who will be in-charge of the operations of the proposed organisation)*

	Name	Relationship with applicant	Age	Qualification	Proposed holding in new organisation
i)					
ii)					
iii)					
iv)					
v)					

12 b) If any other persons will have a financial and / or beneficial interest in the dealership (i.e. shareholders, partners, etc.), provide the following information.

Name	% of equity controlled	Nature of investment **	Value / Amount Invested (Rs. in lakhs)

\*\* Cash / Real Estate / Managerial Inputs etc.

*If necessary use additional sheets to provide complete information in the format.*

**13. Please provide details of the present occupation of key personnel / prospective partners / directors.**

**a) If employed :**

	Name	Designation	Company	Nature of Business	Turnover (Rs. Lakhs)
i)					
ii)					
iii)					
iv)					
v)					

**b) If in business :**

	Name	(Rs. in Lakhs)			
		Name of business Position Held	Nature of business	Turn over / Net profit	Reserves & Surplus
i)					
ii)					
iii)					
iv)					
v)					

*If necessary use additional sheets to provide complete information in the same format.*

14. Set out below any additional information or comments that you believe are relevant to your application and which you would like to be considered. A copy of a city map showing locations must be provided with reference to other Commercial Vehicle Dealership and Transport Nagar, Bye-Pass if any.

Indicate Entry / No-Entry restrictions in places / sites of proposed workshop.

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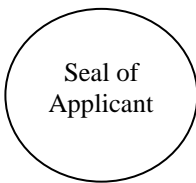
Date : \_\_\_\_\_

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

**DECLARATION**

I / We accept the decision of M/s. Tata Motors Limited as final and binding.

I / We fully understand that in case any information provided in the application is found to be false / incorrect, M/s. Tata Motors Limited reserves the right to reject the application or reverse any decision taken on the basis of this information.



**Signature (s) of Individuals or Partners  
or Managing Director / Director  
(as applicable)**

Name (s)

i) \_\_\_\_\_

Signature \_\_\_\_\_

ii) \_\_\_\_\_

Signature \_\_\_\_\_

iii) \_\_\_\_\_

Signature \_\_\_\_\_

iv) \_\_\_\_\_

Signature \_\_\_\_\_

v) \_\_\_\_\_

Signature \_\_\_\_\_

**PART C**

**APPLICANT INDIVIDUAL PROFILE**

**To be filled up for each Director / Partner / Shareholder having more than 5% share holding in the proposed company which will be intending to take up dealership.**

**It is compulsory to fill up the individual profile for each person who has signed the declaration, irrespective of share holding.**

*(Please arrange photocopy of blank form according to requirement)*

APPLICANT INDIVIDUAL PROFILE

Full Name : \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Street : \_\_\_\_\_

Nearby landmark : \_\_\_\_\_

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

Phone Numbers : (With STD Codes)

Fax Numbers (With STD Codes)

Home : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cellphone : \_\_\_\_\_

E-Mail id : \_\_\_\_\_

Preferred contact number : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Business / Employment history**

<b>Business Name / Employer</b>	<b>Type of Business</b>	<b>Period (from – to)</b>	<b>Position held</b>

**Details of major achievement / success story *(Attach separate sheet if required)***

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**What makes you feel that you will succeed in the Commercial Vehicle Dealership operations?**

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Have you / your organisation ever been involved in any economic / criminal offence? If Yes, provide full particulars.

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**MEMBERSHIP DETAILS OF CLUBS / SOCIAL ORGANISATIONS.**

- 1. \_\_\_\_\_ Member since (Year) \_\_\_\_\_
- 2. \_\_\_\_\_ Member since (Year) \_\_\_\_\_
- 3. \_\_\_\_\_ Member since (Year) \_\_\_\_\_
- 4. \_\_\_\_\_ Member since (Year) \_\_\_\_\_
- 5. \_\_\_\_\_ Member since (Year) \_\_\_\_\_

**REFERENCES :** *(References of Chartered Accountants working for individual's / business's / employer's, are not to be given)*

**PROFESSIONAL**

- Bankers :
- 1. \_\_\_\_\_ Branch \_\_\_\_\_
  - 2. \_\_\_\_\_ Branch \_\_\_\_\_

Contactable : **Yes / No**

**PERSONAL, OTHER THAN EMPLOYEES OR RELATIVES.**

<b>Sr</b>	<b>Full Name &amp; Complete postal address with Pin code</b>	<b>Occupation</b>	<b>Years Known</b>	<b>Contactable Yes / No</b>	<b>Phone Number</b>
i)					
ii)					
iii)					
iv)					

The following is an accurate statement of my net worth:

**ASSETS**

**A) Current Assets**

**i) Cash / Bank / FDR's / Bonds**

Details : 1) \_\_\_\_\_ Rs. \_\_\_\_\_

2) \_\_\_\_\_ Rs. \_\_\_\_\_

3) \_\_\_\_\_ Rs. \_\_\_\_\_

**Total Rs. \_\_\_\_\_**

**B) Other assets ( Include Real Estate, Furniture's, Cars etc.)**

	Description	Book Value	Current Market Value	Mortgages Charges	Net Value
1.					
2.					
3.					
4.					
5.					

**C) Others : (Securities, etc.)**

Details :

1) \_\_\_\_\_ Rs. \_\_\_\_\_

2) \_\_\_\_\_ Rs. \_\_\_\_\_

3) \_\_\_\_\_ Rs. \_\_\_\_\_

**Total Rs.** \_\_\_\_\_**TOTAL Rs.** \_\_\_\_\_**D) Others ( Major business investments )**

	<b>Description</b>	<b>Interest</b>	<b>Realisable Value</b>
1.			
2.			
3.			

**TOTAL ASSETS RS.** \_\_\_\_\_

**LIABILITIES**

**BANK OVERDRAFT**

**i) Personal Loans (Not secured as above)**

Details : 1) \_\_\_\_\_ Rs. \_\_\_\_\_

2) \_\_\_\_\_ Rs. \_\_\_\_\_

3) \_\_\_\_\_ Rs. \_\_\_\_\_

**Total Rs.** \_\_\_\_\_

Income Tax Liability Rs. \_\_\_\_\_

Unsecured creditors Rs. \_\_\_\_\_

**Total Rs.** \_\_\_\_\_

**ii) Others**

Details : 1) \_\_\_\_\_ Rs. \_\_\_\_\_

2) \_\_\_\_\_ Rs. \_\_\_\_\_

3) \_\_\_\_\_ Rs. \_\_\_\_\_

**Total ( i + ii ) Rs.** \_\_\_\_\_

**OF YOUR NET WORTH, HOW MUCH ARE YOU PREPARED TO INVEST IN THE TATA MOTORS COMMERCIAL VEHICLE DEALERSHIP?**

Rs. \_\_\_\_\_

In words Rupees \_\_\_\_\_

**TIME FRAME REQUIRED TO LIQUIDATE THE ASSETS IF THE PRESENT CASH AVAILABILITY DOES NOT MEET THE INVESTMENT PLANS.**

Weeks

**DETAILS OF TAXES PAID**

	Paid in last three Financial years excluding current year		
Financial Year			
Income Tax (Rs.)			
Wealth Tax (Rs.)			

*Please attach copies of returns.*

**Acknowledgment Slip**

Date : \_\_\_\_\_

**TO BE FILLED BY APPLICANT**

**Name & Address :**

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**FOR OFFICE USE ONLY :**  
(NOT TO BE FILLED BY APPLICANT)

Dear Sirs / Madam

This is to acknowledge the receipt of your application form for a dealership at HQ. location (in order of preference)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Your reference number is

2						
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Dated

		/			/				
D	D		M	M		Y	Y	Y	Y

Please quote this reference in all future communications to us.

Thanking you,

Yours faithfully,  
For **Tata Motors Limited**



**CHECK-LIST****Documents and information required with Commercial Vehicle Dealership Application**

(Please ✓ mark in the box for attachments)

1. Existing business's last three years Balance Sheets and Profit & Loss account certified by auditors.
2. Property documents for properties where workshop / showroom / sales offices are intended to be put up.
3. Statement indicating total funds required for dealership, sources of funds and application of funds.

**FORMAT FOR BANK / NBFC LETTER FOR WORKING CAPITAL****(BANK/ NBFC LETTERHEAD)**

Letter no. -----  
-----

Date: -----

To (Applicant)

Dear Sir,

Ref : In principal approval of sanction of Cash Credit / Working Capital and / or Term Loan for land and building / workshop.

**Ref :**

As per discussion held between (**Applicant's Name**) and the undersigned, we would sanction a cash credit limit / working capital / term loan for Tata Motors' Commercial Vehicle Dealership at (**City Name**) to the extent of Rs. \_\_\_\_\_ lakhs, subject to a Letter of Intent received by you from Tata Motors for Commercial Vehicle Dealership at (**City Name**).

This limit is independent of any existing limits granted by bank to you or your other group companies.

**(Bank/NBFC Authorised Signatory)**  
**Seal of Bank/NBFC**

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4. i) Photographs of proposed premises for dealership.
- ii) Location map of premises (with respect to City Centre)
- iii) Rough layout plan of premises.
5. Information about :
- i) Proposed bye-pass / transport nagar of the city.
- ii) Entry / no entry restrictions at place of proposed workshop.
6. Section A : Original + Two photocopies
7. Section B : Original + Two photocopies
8. Organisation chart of present business
9. Organisation chart of proposed business (dealership)
10. Completed acknowledgment slip.
11. Copies of wealth tax & income tax returns for last three years for each director / partner / shareholder having more than 10% share holding in the proposed company and all the signatories of the declaration in the application ( Page No. CVD- A – B).
12. Section C : Individual profiles of all those who have signed declaration and all those who are holding / propose to hold more than 5% equity.
15. Any other (please write description)

**END OF APPLICATION**