



TATA MOTORS

**APPLICATION FOR TATA GENUINE PARTS DISTRIBUTORSHIP FOR
COMMERCIAL VEHICLES**



GENERAL INSTRUCTIONS

1. THIS APPLICATION FORM CONSISTS OF **17** PAGES. ONLY COMPLETELY FILLED APPLICTIONS WILL BE ACCEPTED AND PROCESSED AT OUR END.
2. MAKE SURE TO ATTACH A DEMAND DRAFT IN FAVOR OF ‘**TATA MOTORS LIMITED**’ PAYABLE AT MUMBAI OF RS **10000/-** (NON REFUNDABLE) TOWARDS APPLICATION PROCESSING FEES.
4. THE SELECTION OF FINAL CANDIDATE IS PURELY AT THE DISCRETION OF TATA MOTORS LIMITED.
5. TATA MOTORS LIMITED IS NOT BOUND TO GIVE REASON(S) FOR SELECTION OR REJECTION OF ANY PARTICULAR APPLICANT.
6. TATA MOTORS LIMITED WILL BE ISSUING A LETTER OF INTENT TO THE SELECTED APPLICANT.
7. ALL INFORMATION PROVIDED BY THE APPLICANTS IN THE APPLICATION FORM SHOULD BE USED FOR ASSESSMENT OF APPLICANTS AND KEPT STRICTLY CONFIDENTIAL BY TATA MOTORS LTD.
8. ALL FIGURES SHOULD BE IN RS LACS AS SPECIFIED (AND NOT IN THOUSANDS OR CRORES).
9. ADDITIONAL INFORMATION MUST BE PROVIDED IN AS ENCLOSURES. ALL THE ENCLOSURES MUST BE FIRMLY ATTACHED TO THE APPLICATION FORM.

APPLICATION PROCESSING FEES PAYMENT DETAILS

1. DEMAND DRAFT DETAILS FOR APPLICATION PROCESSING FEES (RS 10000/-)

DRAFT NUMBER: _____ DRAFT DATE _____ BANK NAME _____



APPLICATION SUMMARY

NAME OF EXISTING FIRM	
COMPLETE ADDRESS	
CITY	
CONTACT PERSON	
PHONE NUMBERS	
BUSINESS APPLIED FOR	
TERRITORY APPLIED FOR	
TURN OVER (IN RS LACS) (PREVIOUS FINANCIAL YEAR)	
CURRENT LINES OF BUSINESS	
EXPECTED PROJECTION FOR TATA MOTORS LTD BUSINESS (IN RS LACS)	
1 ST YEAR	
2 ND YEAR	
3 RD YEAR	



PART A- PERSONAL INFORMATION

TERRITORY APPLIED FOR		AFFIX PASSPORT SIZE PHOTOGRAPH OF MAIN APPLICANT
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NAME OF MAIN APPLICANT	TITLE FIRST NAME MIDDLE NAME LAST NAME		
DATE OF BIRTH OF MAIN APPLICANT	DD	MM	YY
NAME OF EXISTING FIRM			
COMPLETE ADDRESS (RESIDENCE)			
COMPLETE ADDRESS (OFFICE)			
ADDRESS FOR CORRESPONDENCE	OFFICIAL RESIDENTIAL	<input type="checkbox"/>	<input type="checkbox"/>
CONTACT NUMBERS	PRIMARY CELL NUMBER	<input type="text"/>	
	ALTERNATE CELL NUMBER	<input type="text"/>	
	LAND LINE(WITH STD CODE)	<input type="text"/>	
EMAIL ADDRESS			
WEBSITE IF ANY			



PERSONAL AND EXISTING BUSINESS INFORMATION

1. QUALIFICATION & EDUCATION DETAILS

PLEASE FURNISH EDUCATION QUALIFICATIONS OF APPLICANTS AND THE PROPOSED DIRECTORS/ PARTNERS IN NEW COMPANY

NAME	RELATIONSHIP WITH MAIN APPLICANT	PRESET AGE	HIGHEST QUALIFICATION
MAIN APPLICANT	SELF		
CO APPLICANT NO 2			
CO APPLICANT NO 3			
CO APPLICANT NO 4			

2. EXISTING BUSINESS DETAILS

DETAILS OF EXISTING COMPANIES

NAME OF FIRM/ COMPANY	TYPE OF FIRM (PROPRIETARY/ PARTNERSHIP /PVT LTD)	NATURE OF BUSINESS (AUTOMOBILE/ DISTRIBUTION/ AGRICULTURE ETC)	COMPANY ASSOCIATED WITH	NUMBER OF EMPLOYEE IN COMPANY	MANAGED BY (SELF/ RELATIVES/ PROFESSIONALS)
FIRM/ COMPANY 1					
FIRM/ COMPANY 2					
FIRM/ COMPANY 3					
FIRM/ COMPANY 4					
FIRM/ COMPANY 5					



3. DETAILS OF PRESENT INFRASTRUCTURE

ESTABLISHMENT	CITY	LOCALITY	MANPOWER AVAILABLE	AREA IN SQUARE FEETS
SHOWROOM/SHOP				
OFFICE				
WAREHOUSE				
BRANCHES				
OTHERS				

4. PRESENT MANPOWER RESOURCES DETAILS

ESTABLISHMENT	TOTAL NUMBER	SHOP/ SHOWROOM	WARE- HOUSE	BRANCH	MAJOR RESPONSIBILITIES
CEO					
MANAGER					
SALES OFFICES					
MARKET DEVELOPMENT OFFICERS					
ASSISTANTS/ HELPERS					
COMPUTER/ ADMIN					
ACCOUNTS					



5. CURRENT BUSINESS FINANCIAL DETAILS

ALL FIGURES IN LACS

TURN OVER OF COMPANIES IN LAST 3 FINANCIAL YEARS			
NAME OF COMPANY	FY 15 -16	FY 14 -15	FY 13 -14
FIRM/COMPANY 1			
FIRM/COMPANY 2			
FIRM/COMPANY 3			
FIRM/COMPANY 4			
FIRM/COMPANY 5			
TOTAL GROUP TURN OVER			

6. FINANCIAL SUMMARY OF EXISTING BUSINESS

TABLE 1

ALL FIGURES IN LACS

NAME OF COMPANY	TURNOVER			GROSS PROFIT			EXPENSES			NET PROFIT		
	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014
FIRM/COMPANY 1												
FIRM/COMPANY 2												
FIRM/COMPANY 3												
FIRM/COMPANY 4												
FIRM/COMPANY 5												
TOTAL												



TABLE 2

ALL FIGURES IN LACS

NAME OF COMPANY	NET WORTH			FIXED ASSESTS			WORKING CAPITAL			R O I		
	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014	2015-2016	2014-2015	2013-2014
FIRM/COMPANY 1												
FIRM/COMPANY 2												
FIRM/COMPANY 3												
FIRM/COMPANY 4												
FIRM/COMPANY 5												
TOTAL												

7. A. FINANCIALS DETAILS

ALL FIGURES IN LACS

NAME OF COMPANY	SOURCES OF FUNDS			USAGE OF FUNDS			
	OWN FUNDS	LOANS FROM BANKS	OTHER SOURCES	LAND	BUILDING	MACHINERY & EQUIPMENT	WORKING CAPITAL
FIRM/COMPANY 1							
FIRM/COMPANY 2							
FIRM/COMPANY 3							
FIRM/COMPANY 4							
FIRM/COMPANY 5							
TOTAL							



7. B. BANKER'S DETAILS

ALL FIGURES IN LACS

COMPANY NAME	NAME & ADDRESS OF BANKER	TYPE OF FACILITY	DETAILS OF ASSETS HYPOTHICATED AND THEIR MARKET VALUE	LIMIT SANCTIONED
FIRM/COMPANY 1				
FIRM/COMPANY 2				
FIRM/COMPANY 3				
FIRM/COMPANY 4				
FIRM/COMPANY 5				
TOTAL				

8. TOTAL ASSETS OWNED BY APPLICANT(S)

ALL FIGURES IN LACS

TYPE OF ASSETS	MAIN APPLICANT	CO APPLICANT 1	CO APPLICANT 2	CO APPLICANT 3	TOTAL
CASH IN BANK (SAVING A/C)					
FIXED DEPOSITS					
SHARES (LISTED IN STOCK EXCHANGES)					
LIC/ULIPS (SURRENDER VALUE)					
BONDS					
ANY OTHER SECURITY (NSC, KISAN VIKAS PATRA ETC)					
GOLD/JEWELLERY (VALUATION REPORT AVAILABLE)					
TOTAL CURRENT ASSETS					
REAL ESTATE					
CAPITAL INVESTED IN BUSINESS					
TOTAL NON CURRENT ASSETS					
TOTAL ASSETS (CURRENT & NON CURRENT ASSETS)					



9. REAL ESTATE DETAILS OWNED BY APPLICANT(S)

ALL FIGURES IN LACS

SR NO.	REAL ESTATE DESCRIPTION	OWNED BY	CURRENT MARKET VALUE	MORTGAGED (YES/NO)
1				
2				
3				
4				
5				
		TOTAL		

10. PROVIDE FOLLOWING INFORMATION FOR ALL APPLICANTS

(PROVIDE DETAILED INFORMATION IN SEPARATE ANNEXURE-1 AS PER BELOW FORMAT)

APPLICANT NAME	TOTAL WORK EXPERIENCE (YEARS)	RESPONSIBILITIES HANDLED BY APPLICANTS IN EXISTING BUSINESS	ANY AWARDS, ACHIEVEMENTS, CERTIFICATES
MAIN APPLICANT			
CO APPLICANT No 1			

11. OTHER PERSONAL INFORMATIONS

CARS OWNED (Please Specify Car Make)	
CLUB MEMBERSHIPS	
SOCIAL/TRADE ORGANISATION MEMBERSHIPS	



NETWORTH CERTIFICATE

This is to certify that the Net worth of Mr..... as on is RsThe details are as given below :-

						Value in Rs. Lakhs
<i>Immovable Assets:-</i>						
Address	Area	Owned/ Mortgaged	Outstanding liability on the prop.	% of Holding in prop. (if jointly hold)	Market Value of the prop.	Net Value of % hold
Total Immovable Assets (A)						
<i>Movable Assets:-</i>						
Total Movable Assets (B)						
<i>Liabilities (if any)</i>						
Total Liabilities (C)						
Net Worth (A+B-C)						

I have verified the above details.

SIGN & STAMP BY CA. (along with membership number)



TATA MOTORS

*TO BE PREPARED ON A Rs. 20 STAMP PAPER AND ATTESTED BY NOTARY
(separately for each promoter of the proposed business)*

Affidavit

To whom so ever concerned

I, S/o..... Age..... A permanent resident of
do hereby solemnly affirm and state as follows:-

I do here be assure & confirm that I and my companies (*mention the names of the company/s*) do not have any Civil, Criminal and tax liability pending till today.

I also undertake that

- The information and documents provided for the purpose of evaluation is correct and authentic to the best of my knowledge.
- The property offered for the dealership is owned / leased / rented. (If owned names of owners).

Date

**Credit Report**

S.No.	Particulars	
1	Name of the Bank & Branch	
2	Units/ Company's Name	
3	Chief Promoter (s) / Partners / Proprietor	
4	Main works' address	
5	Registered office address	
6	Corporate Office address (as available with Bank)	
7	Banking Relationship with the bank since	

Facilities Sanctioned (as per format below)

Nature of Facility	Date of sanction	Amt sanctioned (Rs. Lakh)	Rate of interest	Amt o/s as on date.	Overdues, if any (Rs. Lakh)	Primary Security	Secondary Security
(1)							
(2)							
(3)							

8	Whether the account is NPA or standard	
9	Health Code assigned to the account (s)	
10	Whether the account has become stressed / out of order anytime in the last one year	
11	Whether the account has been re-scheduled or re-structured. If yes, reason thereof.	
12	Whether there has / have been any instance of bouncing of cheques in the last one year.	
13	Unit's track record in complying with various compliances (eg. Stock statements, progress reports, Balance Confirmation Certificates etc.	Pl. tick 1. Satisfactory 2. Not satisfactory
14	Any other comment / information the bank may like to share	

Signature of bank official:
Name :
Designation :

Date:
Bank Stamp.



TATA MOTORS

PART B

BUSINESS PLAN PROPOSAL FOR TATA GENUINE PARTS DISTRIBUTORSHIP



1. BUSINESS PLAN PROPOSAL

ALL FIGURES IN LACS

DESCRIPTION	1ST YEAR	2ND YEAR	3RD YEAR
SALES (EXPECTED)			
EXPENSES			
A. OPERATIONAL EXPENSES			
B. SALES PROMOTIONAL EXPENSES			
ASSETS			
FIXED ASSETS			
INVENTORIES			
SOURCES OF FUNDS			
OWN FUNDS			
BORROWED FUNDS			
GROSS PROFITS			
ROI (%)			
NETWORK NUMBER OF OWN BRANCHES			
NUMBER OF RETAILERS			



2. A. DETAILS OF PROPOSED INFRASTRUCTURE

ESTABLISHMENT	CITY	LOCATION	OWN/ RENTED	AREA IN SQUARE FEET	START OF OPERATION (DATE)
MAIN WAREHOUSE					
BRANCH 1					
BRANCH 2					
BRANCH 3					

2. B. PROPOSED MANPOWER ORGANISATIONAL CHART

DESIGNATION	TOTAL NUMBER	MAIN WARE HOUSE	BRANCH 1	BRANCH 2	BRANCH 3
CEO/GM					
SALES MANAGER					
DSR(DIRECT SALES REPRESENTATIVES)					
MSR (MISSIONARY SALES REPRESENTATIVES)					
WARE HOUSE MANAGER					
ACCOUNTANT					
SYSTEM OPERATOR					
PICKER & PACKER					
DRIVER					
HELPER					



2. C. SALARY EXPENSES ON ACCOUNT OF MANPOWER

DESIGNATION	PER PERSON SALARY	TOTAL NUMBER	YEAR 1	YEAR 2	YEAR 3
CEO/GM					
SALES MANAGER					
DSR(DIRECT SALES REPRESENTATIVES)					
MSR (MISSIONARY SALES REPRESENTATIVES)					
WARE HOUSE MANAGER					
ACCOUNTANT					
SYSTEM OPERATOR					
PICKER & PACKER					
DRIVER					
HELPER					
TOTAL EXPENDITURE UNDER SALARY HEAD					

3. OTHER IMPORTANT INFORMATIONS

1. HAVE YOU EVER BEEN CONVICTED FOR A CRIMINAL OFFENCE? YES/ NO
IF YES, PLEASE PROVIDE DETAILS

2. HAVE YOU EVER BEEN CONVICTED FOR SALES TAX / INCOME TAX VIOLATION? YES/NO
IF YES, PLEASE PROVIDE DETAILS

3. HAVE YOU EVER BEEN BANKRUPT? YES/NO



4. LIST OF MAJOR CUSTOMERS OF AUTOMOBILE TRADE IN YOUR PROPOSED TERRITORY

PROVIDE THE ABOVE DETAILS IN ANNEXURE-2 AS PER THE BELOW MENTIONED FORMAT.

FORMAT FOR ANNEXURE-2

SR. NUMBER	TYPE OF CUSTOMER	FIRM/ COMPANY NAME	COMPLETE ADDRESS	CONTACT PERSON	CONTACT DETAILS
A	TATA COMMERCIAL VEHICLE DEALER				
1					
2					
B	TATA AUTHORISED SERVICE STATIONS (TASS)				
1					
2					
3					
4					
C	MAJOR MECHANICS				
1					
2					
D	MAJOR REBORERS				
1					
2					
E	PARTS RETAILERS DEALING IN TATA COMMERCIAL VEHICLES				
1					
2					
3					
4					



5.CHECK LISTS FOR ATTACHMENTS

- | | |
|--|---------|
| 1. ONE DEMAND DRAFT TOWARDS APPLICATION PROCESSING FEES | YES/NO |
| 2. ANNEXURE-1 AS PER THE FORMAT GIVEN IN (PART-A, POINT 10) | YES/NO |
| 3. ANNEXURE-2 AS PER THE FORMAT GIVEN IN (PART-B, POINT 4) | YES/NO |
| 4. BALANCE SHEETS FOR LAST 3 FINANCIAL YEARS | YES/NO |
| 5. INCOME TAX RETURNS FOR LAST 3 FINANCIAL YEARS | YES/NO |
| 6. PROFIT AND LOSS ACCOUNT STATEMENTS FOR LAST 3 YEARS | YES/ NO |
| 7. FAMILY TREE OF APPLICANTS | YES/ NO |
| 8. PRESENT ORGANISATION CHART | YES/ NO |
| 9. PHOTOGRAPHS OF THE PROPOSED WARE HOUSE IF ANY | YES/NO |
| 10. AFFIDAVIT (FORMAT ATTACHED) | YES/NO |
| 11. NETWORTH CERTIFICATE (FORMAT ATTACHED) | |
| 12. ATTACH A LETTER FROM YOUR MAIN BANKER CLEARLY STATING THE FOLLOWING: | |
| ➤ YOUR ASSOCIATION WITH BANK IN NUMBER OF YEARS | |
| ➤ TURN OVER OF YOUR CURRENT ACCOUNT IN LACS | |
| ➤ FACILITIES BEING EXTENDED BY THE BANK TO YOU | |
| ➤ CREDIT LIMIT FROM BANK | |
| ➤ INDICATE COLLATERAL BEING HELD BY THE BANK IF ANY | |
| ➤ CREDIT REPORT(FORMAT ATTACHED) | |

6. IMPORTANT NOTE:

- 1- PARTS DISTRIBUTORSHIP, IF OFFERED DOES NOT GUARANTEE TATA MOTORS MAY CONSIDER FOR VEHICLE DEALERSHIPS IN FUTURE

- 2- PRESENT TATA AUTHORIZED DEALERS AND SERVICE CENTRES WILL CONTINUE TO SELL PARTS TO CUSTOMERS IN THEIR RESPECTIVE AREAS AS PART OF THEIR AFTER SALES SERVICE TO CUSTOMERS AS PER THE AGREEMENT WITH TATA MOTORS LTD.

- 3- KINDLY NOTE THAT THE INFORMATION REQUESTED THROUGH THIS APPLICATION IS FOR THE PURPOSE OF EVALUATION AND SHOULD NOT BE CONSTRUED AS COMMITMENT OF ANY KIND. TATA MOTORS RESERVES THE RIGHT TO REJECT ANY OR SUCH APPLICATION.



7. REFERENCES

1. NAME : _____
 COMPANY : _____
 DESIGNATION : _____
 PHONE NUMBERS : _____

2. NAME : _____
 COMPANY : _____
 DESIGNATION : _____
 PHONE NUMBERS : _____

3. NAME : _____
 COMPANY : _____
 DESIGNATION : _____
 PHONE NUMBERS : _____

8. DECLARATION:

I/WE ACCEPT THE DECISION OF M/S TATA MOTORS LTD AS FINAL AND BINDING. WE FULLY UNDERSTAND THAT IN CASE ANY INFORMATION PROVIDED ABOVE IS FOUND TO BE FALSE/ INCORRECT, M/S TATA MOTORS LTD RESERVES THE RIGHT TO REJECT THE APPLICATION OR REVERSE ANY DECISION TAKEN ON THE BASIS OF THIS INFORMATION.

NAME(S)

SIGNATURE(S) OF INDIVIDUAL PARTNERS
OR MANAGING PARTNERS

1. _____ SIGNATURE _____

2. _____ SIGNATURE _____

3. _____ SIGNATURE _____

4. _____ SIGNATURE _____