

Details / Documents required from prospective Marketing Representative.		
Sl. No.	Requirement	Details to be furnished by the firm
1	Name of the Business/ Firm/Company	
2	Contact Details of the Business/ Firm/Company	
	(a) <u>In case of Proprietary Ownership Company :</u>	
	(i) Contact Name and Title	
	(ii) Contact Address	
	(iii) Mobile	
	(iv) Phone	
	(v) Fax	
	(vi) Email	
	(vii) Website	
	(viii) Registration Number	
	(ix) Registration Date	
	(x) Place of Registration <i>(Attach authenticated / certified copy of Certificate of Incorporation)</i>	
	(xi) Details of branches, if any	
	(xii) Nature of business carried out	
	(b) <u>In case of Partnership Firm :</u>	
	(i) Contact Name, Title, Address and Contact Details of all the partners	
	Mobile	
	Phone	
	Fax	
	Email	
	Website	
	(ii) Nature of business of each of the partners	
	(iii) Partnership Deed <i>(Attach Copy)</i>	
	(iv) Registration Number	
	(v) Registration Date	
	(vi) Place of Registration <i>(Attach authenticated / certified copy of Certificate of Incorporation)</i>	
	(vii) Details of branches, if any	
	(vii) Power of Attorney, authorizing the partner to sign the Agreement.	
	(viii) Details of Registration under various taxing authorities.	
	(viii) Change in constitution of firm from time to time, if any.	
	(ix) Nature of business carried out	
	(c) <u>In case of Pvt / Public Ltd Companies :</u>	
	(i) Names & Addresses of the Registered & Head Offices & Branch offices of the Company with Phone, Fax, E-mail details.	
	Mobile	
	Phone	
	Fax	
	Email	
	Website	
	(ii) Nature of business	
	(iii) Registration Number	
	(iv) Registration Date	
	(v) Place of Registration <i>(Attach authenticated / certified copy of Certificate of Incorporation)</i>	
	(vi) Names, Addresses and Contact details of all the present Directors.	

Sl. No.	Requirement	Details to be furnished by the firm
	(vii) Names & Addresses of Companies under the same Management. (Group of companies)	
	(viii) Names of principal officers/key personnel	
	(ix) Copy of Memorandum of Association & Articles of Association, Annual Report, Capital Structure, (shareholding pattern, etc.)	
	(x) Change in constitution of Company, if any.	
	(xi) Names of Power of Attorney holders / Authorised Representative(s).	
	(xii) Copies of Annual Report of last three financial years	
	(xiii) Details of Registration under various taxing authorities	
	(xiv) Income Tax clearance certificate of last three financial years.	
3	Certificate of Incorporation <i>(indicate details and attach proof)</i>	
4	Details of Bankers <i>(in case of joint venture / licence agreement, details pertaining to each of the partners is to be provided)</i>	
	(i) Name of banker	
	(ii) Contact Name and Title	
	(iii) Address of the banker	
	(iv) Banker's Telephone Details	
	(v) Banker's Fax Details	
	(vi) Banker's E-mail Details	
5	Trade and bank references. <i>(a) Indicate details and attach proof like bank's statement / (b) In case of joint venture / licence agreement, details pertaining to each of the partners is to be provided. (c) Provide Solvency certificate from Bank.</i>	
6	Previous experience in marketing or shipbuilding, shiprepairs / consultancy / engineering	
7	Other product lines that the firm represents.	
8	Region of Service	
9	Financial Information : <i>(Attach Audited Balance sheets, Profit & Loss account statements and annual financial reports for the last three years, (certified by a registered accountant and supported by copies of tax returns, if audits are not required by the laws of their countries of origin)</i>	
	(i) Turnover	
	(ii) Profits before Taxes	
	(iii) Net Profit (Profit After Tax)	
	All above figures are quoted in : <i>(state currency and unit)</i>	
10	Capability in accessing and convincing decision making authorities for gaining business deals <i>(Firm should indicate the line of influence held to undertake the job)</i>	

