

GUIDELINE TO THE FIRM/PERSON FOR FRANCHISEE REGISTRATION

(A) How to fill up the form?

- I. Fill up the Franchisee form carefully in **CAPITAL** letters.
- II. Try to ignore **overwriting** or any type of **abbreviation** while filling agreement form.
- III. **Don't Use fluid** anywhere inside form to make correction.
- IV. For any type of cutting **Signature is required** of that place (Maximum 2 cuttings allowed)
- V. Bank account should be same as Firm name/Name mentioned in the Application.
- VI. Use the **same ink** to fill the form.
- VII. Sign on each page down below where franchisee is written. In case of firm name put stamp and then sign.
- VIII. All the **Signatures** should **match**.
- IX. Don't miss the signature of **witness & sales Person**.
- X. Pay any amounts to company only via beam card or via bank draft. Do not pay any amount on any account in cash to anyone including company staff at any time now or in future.
- XI. If Signature is other than in English then it should be identified by friend/relative in **Declaration** column.

(B) Enclose following Documents with the agreement.

- I. Firm Registration proof in case of firm (Xerox copy with signature).
- II. Proof of Identity (Xerox copy with signature).
- III. Proof of address issued by any government authority/banks/post office (Xerox copy with signature).
- IV. Bank annexure attested by the bank which is enclosed in the agreement form.
- V. Demand draft of **Rs. 5000/- (Five thousands only)** in favour of **SUVIDHA STARNET PVT. LTD.** payable at New Delhi. Or write TID number in case paid through phone using beam card.
- VI. **Cancelled Cheque** against that a/c no which mentioned in form (**Photo copy will be rejected**).
 - i. A/c holder name (in case of- individual)
 - ii. Name & stamp (in case of- firm) on it.
- VII. IRCTC Certification format (Having computer and internet facilities) for issuing the IRCTC certificate – Annexure B.

(C) Service Commission Structure: Margin and commission will be intimated to you from time to time after registration.

(D) Compliance of RBI Guidelines and Suspicious Transaction Reporting – A certificate to be sent that you are having Computer with internet connection and printer. See Annexure A.

Annexure A

TO:

**Head (Operations Division)
Suvidha Starnet (P) Limited
Enterprise
D-128-129, Okhla Industrial Area,
New Delhi-110020**



Subject: Confirmation

Dear Sir,

I/we hereby confirm the following:

SL	PARTICULARS	DETAILS
1	Name of Firm	
2	Name of Authorised Person	
3	My/our Email ID is:	
4	My/our contact Landline number is:	
5	My/our contact Mobile number is:	
6	My/our fax number is:	STD Code: Number:
7	I/we have Internet connection.	
8	I/we have computer with printer.	
9	I/we am/are willing to offer Railway, Air ticketing through Beam as also other services offered by Beam from my/our adjacent address:	City:
		Postal Code:
		State:
10	I/we will cooperate with Railways/IRCTC and any other government agency as part of due diligence process that may be done, and shall also maintain the desired records.	

DATE:

Yours Sincerely,

Signature

Name:

Affix Rubber Stamp of Firm

To,

Suvidha Starnet Pvt Ltd
New Delhi-110020

Dear Sir,

We hereby confirm the following:

1. We are having Internet Connection.
2. We are having computer with printer.
3. We are willing to offer Railway Ticketing Facility through Beam from my under mentioned address:

M/s. _____

Contact No:

Email ID:

4. We will co-operate with Indian Railways/IRCTC as part of the due diligence process that will be done

Yours Sincerely,

Signature
Name: