

Date: _____

Instructions:

- Provide as much details as possible without ambiguity
- Use tick marks where appropriate or options are mentioned
- Vendor to sign on each sheet, use rubberstamp where appropriate
- Person filling the form must have been authorized to do so by his employer / firm

Affix Photo of
Individual /
Proprietor /
Managing
Partner

This form filled by: Self / Signatory 3rd Party in the presence of signatory
 3rd party in the absence of signatory

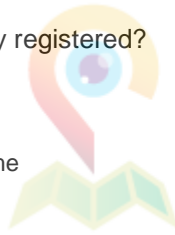
Business entity type:

Individual Sole Proprietorship Partnership
 Others (Specify) _____

Is the business entity registered? No Yes

Business Details:

Business / Trade Name



Plot Monitor

Year Established

Name of Individual / Proprietor / Managing Partner

Landline contact No:

Primary mobile number:

Active email id:

Mailing Address

Local Business / Branch office Address if any

Weekly Holiday: _____ **Work times (to contact):** _____

Registration Details (with various Govt. Authorities)

Business Registration No & Date

PAN (as per Individual / Trade Name)

GST No

Total turnover in the
last financial year (in
lakhs)

Official website URL

Facilities:

Total Staff / Workers (full time)

Contract / Part time staff /
workersTechnical / Manufacturing /
Workshop / Godown Floor
Areas (in SqFt)*Office / Administration
area (in SqFt)

Brief description of services offered through this engagement

Back up provided (Warranty, Guarantee, AMC, post deployment support, post supply of goods, Service Assurance, etc)

Account Details:



Plot Monitor

Bank Name	Branch Name & City / Town	
A/C No	A/c Type SB / CA / OD / NRI / Others:	IFSC Code
Account title / name as per Bank records		

Have provided the following: Photo ID proof (copy) PAN (copy) latest PP size photo

DECLARATION

I, _____ Hereby declare & certify that the information provided in this document is true to the best of my knowledge.

Date: _____

Place: _____

Signature of Proprietor / Individual / Managing Partner
(Affix rubber stamp)

Guidelines / checklist for the form:

- For Proprietorship firms, Proprietor PAN card must be furnished. For partnership firms, firm PAN details must be furnished.
- Cash transaction not encouraged & accepted.
- All information provided shall be kept confidential.
- Bank details provided must be in the name under which the business is done.
- If the situation demands, separate MOU / Agreements shall be executed based on business entity type and transaction types.
- Vendors demonstrating key success factors, abilities and good support factors has higher chances of engagement.
- This form can be used for all engagement purposes.
- If any vendor is not interested to fill up this vendor engagement form, they must provide their business or company profile and must contain the information required herein.
- Exercise caution with individuals who may be ill-iterates / unable to understand the contents of this form when filled by 3rd party.