

Passport Size
Photo
of Applicant

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Photo
of Applicant

1. Name of the Prop./Partners

1.

2.

2. Father's/Husband's Name 1. :

2. :

3. Permanent Address 1. :

With Telephone No.

2. :

2. :

4. Residence Address 1. :

With Telephone No..

2. :

2. :

5. Location For which Applied :

6. Name of your Firm :

7. Full Address where the work is to be started

Telephone No.

8. Are you already engaged in Courier Business : Yes No If Yes with which company _____

9. Expected Business : Current Within 3 Months With 3 Months within 1Year

10. References with Address & Phone Number (i) Govt. Employee _____

(ii) Businessman _____

DECLARATION:

I/We declared that whatever is stated in this application, is true and correct. I/We have also read/understood and agreed to abide by the term and conditions, norms and procedure of the Company printed overleaf and prospectus.

Note: All security amount is require to be paid exclusively through NEFT/DD in favour of Himachal On Time Express.

1. Signature of Applicant/s _____ 2. Signature of Applicant/s _____



CODE NO. _____

FOR OFFICE USE ONLY

RECORD NO. _____

Received Rs. _____ Vide Receipt No. _____ dt. _____ against Security Deposit and Alloted agency for _____ area.

Branch Supervisor

Account Executive

State Manager

TERMS AND CONDITIONS

1. The applicant (s) should have their own office (may be rented) in minimum 100 Sq. Ft. area with Telephone/Internet facility available on the easily approachable location/road.
2. The applicant (s) will be fully responsible to bear all liabilities such as office expense, premises, telephone bills, electricity bills, staff salaries, GST & any type of govt. dues etc. HOT/company will not be responsible for any liability pertaining to applicant's office for violation of any Act/Rules/Regulations of Centre/State Govt.
3. The applicant (s) will raise the bills "including GST" in their own name to their clients, and in any circumstances they will not submit the bills in the name of HIMACHAL ON TIME EXPRESS/PCNL. The applicant being an independent authority shall be responsible for supervision of his office & work, applicant will only claim third party commission, applicant will have no administrative relation with the HOT Express/PCNL.
4. The applicant(s) has to register his firm under GST act and has to full fill all requirements.
5. The applicant(s) has to book the Consignments as per our service List/Pin Codes Only.
6. The applicant(s) shall initially deposit an amount of Rs. _____ as Security Deposit & same may be enhanced to the equal amount of monthly Sale/turn-over of the business carried out by the applicant. This Security Deposit shall not carry any interest. In case, monthly billing exceeds the amount of Security Deposit the HOT Express/PCNL shall at liberty to ask to deposit the additional security amount.
7. The applicant(s) will maintain absolute integrity without giving room of doubt, scope for complaints of any sort from the customers/clients and shall keep the HOT/PCNL informed in writing about the same in case of complaints against the HOT/PCNL the same be forwarded to the HOT/PCNL for appropriate action.
8. The applicant(s) will handover their load keeping in mind the cut off timings under booking sheet advice. Please ensure that your booking sheets are completed in all respect such as weight and destination should be mentioned correctly. In case of any difference in Weight/destination is found, such consignments shall not be connected by the HOT/PCNL.
9. The applicant(s) will use booking sheet / Shipper in sequence (No Serial No., should be left) on daily basis. In case there is on any day, booking sheet sr. no. missing/left should be marked 'NIL' & sent to Controlling Branch Office for verification & record.
10. Air/Cargo/Surface instructions should be indicated clearly on parcel as Well as in the Booking Sheet.
11. Non-Doxs should be accompanied with all necessary papers like Invoice/Declaration/E-way bill etc. while booking & handing over the load. Please ensure, all shippers should be signed by the Consignors while booking the Consignments.
12. The applicant(s) are required to hand over all valuable items after mentioning in the booking sheet. Please take proper signature from the person who is receiving the load on behalf of the HOT Express/PCNL.
13. The applicant(s) will make the payment within one week time from the date of the Bill/Invoice. In case of delay, 2% interest will be imposed for delayed payment. If payment is not made after 15 days, load will be taken on the "Cash & Carry" basis.
14. The applicant(s) will have to make the payment as per the Price List provided by the HOT/PCNL time to time.
15. The applicant(s) will not approach to any existing client being serviced either directly by the HOT/PCNL or by any of its Authorised Agency. If this is established for any reason whatsoever, the Agencies agreement/arrangement shall be terminated without giving any notice.
16. HOT/PCNL will monitor on the Consignment Notes issued and in case, if you failed to give the record of any unused Consignment Note, HOT/PCNL will charge @ Rs. 100/-per unused C-Note with a view that the same is utilised for some customer and packet is entrusted to some other co-loader.
17. This agreement may be cancelled mutually by either party by giving one month notice. HOT/PCNL has liberty to terminate the agreement forthwith, if Breach of any of the terms and conditions mentioned above, found or deficiency in service of the applicant is found.
18. In case of Valuable parcel please insist consignor to make transit insurance of the shipment/Parcel by himself only. But if he insist us to make insurance then 2% of the value of content/parcel should be charged as insurance by the applicant while booking the parcel, out of which 1 % is kept by the agency/Counter and 1 % is deposited with the HOT Express/PCNL with booking Sheet.
19. In the case of settlement of compensation to the client in any manner, final decision shall be of the HOT Express/PCNL & both of us will bear 50 : 50 of the compensation whatsoever may be reason or fault.
20. HOT/PCNL will not be held responsible, if a client is lost due to any reason.
21. HOT/PCNL will try their level best to transport the Consignments within the delivery schedule, but the delay, if any shall not give right not to make payment or with hold our payment in any circumstances.
22. For all intents. and purposes this agreement shall be treated to the entered into and executed at Shimla, and the disputes and differences for adjudication shall be subject to the territorial jurisdiction of the courts situated at Shimla.
23. The applicant(s) has to follow all the Rules & Regulations of the HOT/PCNL conveyed to them.
24. Applicant has to obtain prior permission in the case of, shifting of office to any other place.
25. Applicant (s) can not start the business till the receipt of Business Commencement Certificate/Authority Letter/Agency allotment letter issued by our respective Head/Branch Office after deposition of Security Deposit and company other formalities.
26. Agency arrangement is non-transferable. Applicant(s) can not sell/transfer his Agency arrangement to third party. Applicant can not open any extension counter or office than one place without approval from the HOT/PCNL.
27. Excise berrier/E-way bill endorsement charges will be paid additional/seprate as charged by the govt. will be paid by the agency /counter along with the parcel if any.
28. Applicant is advised to attach his ID proof with this application form along with his office/premises agreement copy.

1. Signature of Applicant/s

2. Signature of Applicant/s