	Details / Documents required from prosp	ective Marketing Representative.
SI. No		Details to be furnished by the firm
1	Name of the company	
2	Contact Details of the company	
	(a) In case of Proprietary Ownership Company :	
	(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	
	(Attach authenticated / certified copy of Certificate of	
	Incorporation)	
	(xi) Details of branches, if any	
	(b) In case of Partnership Firm :	
	(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 (Attach Copy)	
	(iv) Registration Number	
	(v) Registration Date	
	(vi) Place of Registration	
	(Attach authenticated / certified copy of Certificate of	
	Incorporation)	
	(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.	
	(c) In case of Pvt / Public Ltd Companies :	
	(i) Names & Addresses of the Registered &	
	Head Offices & Branch offices of the	
	Company with Phone, Fax, E-mail details.	
	Mobile	
<b> </b>	Phone	
	Fax	
	Email	
	Website	
	(ii) Nature of business	
	(iii) Registration Number	
	(iv) Registration Date	
	(v) Place of Registration	
1	(Attach authenticated / certified copy of Certificate	
	of Incorporation)	
	(vi) Names, Addresses and Contact details	
	of all the present Directors.	
	(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 &	
1	Articles of Association, Annual Report,	
1	Capital Structure, (shareholding pattern,	
	etc.)	
	(x) Change in constitution of Company, if any.	
	(xi) Names of Power of Attorney holders /	
1	Authorised Representative(s).	

SI. No.	Requirement	Details to be furnished by the firm
	(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	Certifcate of Incorporation	
	(indicate details and attach proof)	
4	Details of Bankers	
	(in case of joint venture / licence agreement, details pertaining to	
	each of the partners is to be provided)	
	(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.	
	(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.	
6	Previous experience in marketing or shipbuilding,	
	shiprepairs / consultancy / engineering	
7	Other product lines that the firm represents.	
	Region of Service	
	Financial Information :(Attach Balance sheets, Profit & Loss	
	acount 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) Turnover	
	(ii) Profits before Taxes	
	All above figures are quoted in :	
	(state currency and unit)	
10	Capability in accessing and convincing decision	
	making authorities for gaining business deals	
	(Firm should indicate the line of influence held to undertake the	
	job)	