

## Please follow this instruction for Affidavit

1. Affidavit print on 50/100 Rs. Stamp Paper and paste a pass port size photo
2. Kindly fill all the blanks space with your correct information
3. Signature on every page in necessary
4. After Attested Notary Please send Affidavit to Head Office  
Note: - We can't process your Code and process for opening without Affidavit

### दिशा निर्देश हिन्दी में

1. शपत्र पत्र को 50/100 Rs. के स्टाम्प पर प्रिन्ट करे एवं अपनी फोटो को लगाये।
2. सभी रिक्त स्थानों को अंग्रेजी में भरे समझे ना आने पर निम्न नं. पर कॉल करे।
3. प्रत्येक पेंज पर हस्ताक्षर करें।
4. नोटरी पब्लिक से पंजीकृत करवा के मुख्य शाखा में पोस्ट करे।  
नोट इस शपत्र पत्र के बिना आपका कोड व प्रोसेस कार्यवाही शुरू नहीं होगी।

**Any type of Query please calls this no. - +91-7891777735**

### Postal Address

#### TAXWAY

#### ADVANCED TAXWAY SERVICES LIMITED

Taxway Building, Jeevan Jyoti, Dhanmal Mathur Colony,

Gulabbari, Ajmer Rajasthan 305001

0145-6999111/ +91-7891777735

## Affidavit

I.....S/o /D/O.....

Address.....City.....

State.....Pin code.....

Area of Working..... (Behalf owner of the agency/branch Manager /Second party) do hereby solemnly affirm and state as follow that I totally adhere to the below given information / Terms and Conditions.

1. That in, Etaxway Services Limited Powered by Advanced TAXWAY Services Limited. (ATS Ltd) company Registered under the company act 2013 **registered at** Taxway building, Jeevan jyoti, Dhanmal Mathur Colony ,Behind Mayo college, Gulab Bari, Ajmer, Rajasthan, is head / First Party and company.
2. That in, I / we further state that I / We the following partners are entitled to claim and Responsible for Taxway Group Working. ( Not applicable for E counter )

Sr. No.	Name of Partner	Age	Relationship
1			
2			
3			

### **1. Definition:-**

1. First Party: First party will be known Company /head.
2. Second Party: That the second party will be known as agency / Franchise and branch.
3. That in respect of the responsibility between the customer and the second party, the departmental and Official work will be done by the first party, and the second party will render his services about customer marketing work which includes selling and market expansion, sales and service to the customer as per his jurisdiction and will give the complete information and whole documents Of the customer The first party.
4. Second party as an assistant advisor in addition to the customer market and expansion will provide every information and will get the amount of the work which he will deposit to the first party deducting this Own dividend.
5. Second party will work as a partner to the first party, according to the partnership work distribution.

### **4. Source and work load:-**

1. That the second party will do marketing work and expansion work of the first party and this Jurisdiction according to the rules and regulation will clearly explained by the first in this Affidavit.
2. That when the second party is deputed for the work by the first party in writing only then the second party will render his services.
3. That in Branch level and Area according the Apply mentioned this partnership/registration /Training/Stationery/Ads material and other work amount will given by the second party to the first party .Above mention amount will be lifelong and paid amount will not Be repaid and Not be Refundable and Not Transferable
4. If the second party will do any other business work other than the work given by the first party written the premises of the agency, he has to give the written information to the first party prior to this and when he gets the written Permission by the First party only then the second party will start his work.
5. That in the condition of the execution of other works in the coming years by the first party; the second party will have to accept the new written agreement in this matter.

6. Agency will have the monopoly in the above mentioned area, company will not give any other agency of the same standard but if any agency is closed continuously for six months, continuously closed means it does not get the minimum dividend. Minimum dividend amount will be according to the attached letter ATS-A1. In that case the agency will be paid only 3 percent of the dividend of the assistant branch agency. Agency will have only his own dividend completely.
7. Agency will have the monopoly on the above mentioned jurisdiction but first party will have the freedom at the low level, High level and the highest level to give the agency.
8. The entire jurisdiction related to the services will be given by the company to the agency according to time and work facility and the agency and the agency will have to do some work for local assistance by himself.
9. Change in the rules of any other service products of the company, the information will be given by the company through newspapers or websites and e-mails.
10. Agency will encourage the assistant agencies under him and will give professional encouragement/problem solution.

It will observe the monthly business report and will demand the non-paid amount.

## **6. Commission and professional work:-**

1. That, the first party after paying the commission amount to the second party according to the rules and regulations, the first party will not be responsible for the workers appointed by the second party and agent commission and payment.
2. That the second party will be eligible for the dues to be paid to him as renewal commission Regularly for his work in the condition if the second party remains in agency work.
3. That, the other rules and regulations and commission and standard dividend letter of the Work ( with seal and signature of the company and received by e-mail ) will be acceptable to the second party and the commission may be deducted ( according to the Governmental, or time and place)
4. All payments will be on regular base no dues will be accepted any of the work for company In case of any dues company has the power end all rights to do same which given below

That, in relation to the work amount got by the customer's, second party will deposit the amount in the company's Account in the 7-7 days of time limitation (except in the state holidays or unnatural disaster), receipt of which the Second party will get from the first party, in case the receipt is not received it will be assumed that the amount was not obtained by the first party. In case the second party failed to deposit the amount in 7-7 days, 50 rs. Per day in the first month and 100 rs. Days from the second month will have to be paid as a charge which will be deducted by the first party from the commission of the second party. For counting of 7-7 days please refer to the attached letter ats-a1, and in case amount is not paid all the work and commission will be prohibited (except in case of state holidays or compensation rendered in case of unnatural disasters. (This Payment system allow by Company on prior Conditional only)

5. Agency, after deducting the commission, will deposit his amount in the company's account. The deposition of amount will be only through online or by check,. It any other means, like Deposition of money. Directly in the bank or through DD or any other medium, is adopted then, the second party will have to bear this.
6. Agency will have to pay dividend/ commission of the branch to the assistant agency According to the chart (with the seal and signature of the company or e-mail if acceptable By the company) and this may change according to time and government rules
7. If the company worker doesn't do his work in the scheduled time then company according to service guarantee fee plan will not take any taxes and will do his work free of cost and the decided work will be done in the schedule time period which will be according commission chart state holidays or for state cause or in the condition of unnatural disaster service guarantee Will not be acceptable and this information will be delivered to the company in the scheduled time by e-mail and the time limitation will be extended by informing through e-mail or website (Your Services Grantee programs can not run in March and July and September of every Year)
8. First party will give the agency the encouragement amount of the assistant agency working in his jurisdiction at every 7th of every month through online or check but for this agency have To get the non payable amount every 5<sup>th</sup> of every month by his assistant agency and be deposited to the company otherwise this amount will be due for the payment on the 5<sup>th</sup> of next month and encouragement check will be delivered to the agency after the all payable amount.
9. Second party will pay the taxes, present and future, which are implemented by the state/ central government.

## **6. Rules related to the documents:-**

1. That, first party, all the document, amount which were obtained by the second party from the customers in named of/ interest of the company, has the all the right reserved and first party could any time examined the document And obtain it.
2. That the first party will provide all the documents and stationary to the second party of which work certificate will be given Written by the second party to the first party. Necessary work Material will second party get from the first party as per rules for stationary provided by the company please refer to ATS- A-2 stationary will be provided according to the Amount of work stationary will no be provided as a stock useless stationary will be given 10% extra according to the against of work.
3. That first party after getting the customer's amount if official inquiry has been done in accordance with the work done in the Interest of the customers or about the work in relation with the customers then all liability goes to the first party but in case the customer has given the wrong information then the first party will have no liability and in case the wrong or untrue information is got by the Second party then the liability goes to the second party first party will not be the liable for the wrong information given by the customer or by the second party
4. That second party could not demand visiting card or company code letter or company identity card for their workers from the company

5. Documents and other communications company will bear to send it to the agency and agency will bear to send it to the company
6. Agency will be given first stationary branch in the beginning for the advertisement and after That it will be payable 3% according to work of ITR done in every month for advertisement material list see ATS letter A\_2

## **7. Charges:-**

1. That for the irregularities wrong use of the customer's amount done by the second party for the first time the charge of 1500/- fifteen hundred rupees only and the due amount in the first time and in the second time 2000/- two thousand rupees only and due amount will be payable and above mentioned charges if not paid within 15 days or more then 1 % interest will be

Payable at every month and in case the complaint is filled in the company then company will inform you through mobile Message / e-mail / letter. (These 15 days will start from getting the complaint by the first party)

2. If company's check is dishonored, in this condition company will enforce 250 rs. Charges.

## **8. End of the agency or closing of the agency:-**

1. That second party, if due to any reason's wants to close his agency, he has to give the information in written prior 60 day's according to the set draft and if it is accepted by the first party he has to deposit all the records, documents, and stationary necessarily to the first party.
2. First party, in case the second party's agency is cancelled or closed, to will provable, the customers all the facilities.
3. Agency, if same reasons wants to close it by himself then the company can appoint a new agency, in his area and the agency will be given 10 % compensation from new agency's branch charges and the second party will be included on e-counter.
4. In relation to the successor of the agency bearer, his declaration will be acceptable and all the responsibility and workload will be given to the successor if the successor is unable to take this work then his agency will be transferred to the other agency of the same standard and the success of will get the renewal dividend.
5. That the second party or any other member of his family by any means deteriorate the name or work of the company or meeting with c.a. or any other lawyer the misuses the name and fame and identity of the first party then the first party is entitled to cancel the Agency and he is free to do legal action against the second party.
6. That second party if without work certificate do the work related with the first party or the same time of work has been done by it without giving any prior notice to the first party then the first party will be entitled to do legal action against him and could file the Complaint to get compensation for the loss.

## **9. General Rules:-**

1. That, if the second party wants to do the work related to the first party or the work of the

same kind, he has to give information in Writing to the first party and has to take the permission of the first party in written, if any work done by the second party without Permission comes into the knowledge of the first party then he is entitled to cancel the agency of the second party.

2. First party is entitled to examine the records and in case of any irregularities is found by The second party then second party will not hinder him in any doing his proceedings.
3. That, the second party will not do any such work which will deteriorate the name and fame of the first party. If this is proved then the first party could cancel the agency of the second party without prior information. He is entitled to take compensation Amount. Commission renewal and other dues, the first party could prohibit.
4. That, the loss or misuse of the name of the first party by the second party, the first party could cancel the agency of the second party, Could ban it and the first party is free to take legal action against the second party.
5. That if there is a dispute raised between the second party and the officer appointed the first party the second party will have to give information in written to the first party and the first party is liable to solve the problem.
6. Proposal form and code of conduct is a part of the agreement so it will be acceptable to the second party. It can be changed according to time and government planning.
7. That the changes made in the rules and regulation by the first party in future will be acceptable necessarily by the second Party and final decision about he changes in rules and regulation will about the changes in rules and regulation will be On the first party and the information about it will be provided on a company's web side or in news papers.
8. Company will not be liable to pay the rent office expenditure telephone and mobile expenditure infernal expenditure or worker's salary or commission but if the company give concessional facility to the agency of the company level the agency is liable to pay it.
9. Commission / dividend chart or statement is a part of versed procedure, so it will be provided our company's all web sites and it renew all copy will be mailed which will be acceptable without seal or signature.
10. Information / rules/ future proceedings information given to the second party by the first party will be acceptable only on company Letter with seal and signature and its renewal copy will work as agreement letter between the two parties.
11. Above mentioned rules and regulation has been written and read by the first party to the second party / agency this agreement has been done voluntarily by both first party and the second party and is acceptable by the both.
12. Company will issue all advertisement material only for main agency branch only. No sub branch/partner will get any separate advertisement material for their branch. Accept visiting card or ID card. And all postal will be done on main agency branch only.

## **10. General Rules about Services:-**

## Agency has to Accepts Following Rules Regarding Services and Schemes and Discounts and Special Events

1. Company will launch New Schemes and Discounts according Festival or any Low rate Services company will not pay any Incentives or commission to all type of Branch level
2. Your Services Guarantee programs can not run in March/July /September of every Year
3. If second Party will not fulfill there Document for all services then company will not responsible for Timely given Services Guarantee and will not refund of any Service amount
4. Document and Process for All services managed by Government Rules and Guideline so company and second party Agreed to all type of change on Document and process to guideline of work
5. Any of services guarantee programs will not run on discounts and festival offer and low rate
6. Company is a services provider more services but some service airbase consultancy So Branch helps us for complete service chain
7. Company is a service provider for any service which is off line on that bases second party has to do compromise and have to make department visit for any work.
8. All queries have to make on between 10:30am to 6:00pm only. After 6:00pm no queries will be entertain.
9. All queries will be noticed and all problems will be solved if agency will have their enquiry number only.

## **11. Code of conduct (Letter ATS-A2)**

### **Stationary**

1. ITR A/c Form
2. Pan card Form
3. Pan Correction Form
4. Tan No. Form
5. Verification Certificate
6. Agent form
7. File Folder
8. Company Book
9. Sales Tax Form
10. Service tax Form
11. Vat Return Form
12. N.G.O Application Form
13. Taxway Time News Paper
14. Digital Signature Form
15. Company Registration Form
16. Branch Certificate
17. Press Card
18. Software Renewal
19. Id Card
20. T.D.S Submit Form
21. Pan Card Seal

### Rules for Stationery

- # This Material will be supply on demand
- # As per Requirement Supply
- # is not for use as stock



- 22. Training Book
- 23. Training CD

# 10% more Form your Work quantity

## **Advertisement**

- 1. Flex Banner
  - 2. Visiting Card
  - 3. Brochure
  - 4. Other Brochure of TAXWAY Unit
- # First time this material will be Issue on Fix quantity

Receiving Only on ITR Revenue (without Discount and scheme ITR offer)

\*ITR (Income tax Return)

## **12. Code of conduct (Letter ATS-A1)**

### Monthly Branch Revenue/Dividend/commission target

Zone: - 5,000/- Monthly (Self commission /Asst Branch Commission:-

District/sub District: - 4000/- Monthly (Self commission /Asst. Branch Commission:-  
City/Tehsil/subTehsil:-3000/- Monthly (Self commission /Asst. Branch Commission:-E-counter: -  
1000/-Monthly (Self commission)

- All Revenue is based on Monthly Basic.
- All Product Commission are counted in Revenue.
- If any branch is not completing there target then he has to give some strong reason to get more time for business.

### Due Amount Payment schedule of Business

Month day 1 to 7 (Pay timing 8-14)

Month day 8 to 14 (Pay timing 15-21)

Month day 15 to 21 (Pay timing 22-28)

Month day 22 to 28 (Pay timing 29-05)

-Above Number are day of month for due payment.

-Your Penalty timing will start after payment timing crossed. -

Any type of Registration Payment will be paid in Advanced. -

Company accepts your payment by Cheque/online receiving. -

Work will be processed after clearing the Cheque only

I Have Read /Listen all Terms and Conditions which is written above and I am fully satisfied and clarified. And I don't have any objection about it.

### **Stationary Tools:**

		<i>Zone</i>	<i>Dist</i>	<i>City</i>	<i>E-counter</i>
<b>S.No.</b>	<b>ADVERTISEMENT/ STATIONERY Chart Details</b>	<b>Details</b>	<b>Details</b>	<b>Details</b>	<b>Details</b>
1	Big Banner (Free Size)	150 sq. fit	80 sq. fit	60 sq.fit	30 sq. Fit
2	Visit Banner ( Fix Size)	Fix Size 4 x3	Fix Size 4 x3	4 x3	4 x3
3	Pamphlet (2 Page in one color)	10000	8000	5000	1000
4	Visit card	500	500	300	200
5	ID card	1	1	1	1
6	Certificate	1	1	1	1
7	Press Card	1	1	1	1
8	ITR Coupon 501/-*****	60 Coupon*	40 Coupon*	20 Coupon*	5 Coupon*
9	Folder	1 Folder	1 Folder	1 Folder	1 Folder
10	Couriers Charge	above Item	above Item	above Item	above Item
11	CD with cover	1	1	1	1
12	Pan Form	150	100	75	50
13	Other Form ITR/book	100/20	80/15	50/10	25/5
14	Frame Charge	1000	750	500	No
15	Trainer Charge	1 Person	1 Person	1 Person	1 Person
16	Training Document	1 Person	1 Person	1 Person	1 Person
17	Training Centre Charge	1 Person	1 Person	1 Person	1 Person
18	Online Training Cost	1 Person	1 Person	1 Person	1 Person
19	Software Charge	1 Person	1 Person	1 Person	1 Person
20	Pan Card Seal	1 Seal	1 Seal	1 Seal	1 Seal
21	Branch opening Courier packing	one time	one time	one time	one time
22	Company Certificate	All with frame	No	No	No
23	Other Actives Exp	Yes	No	No	No
24	Partner ID Card	2No. of ID	1 No. of ID	1 No. of ID	NO
25	Partner Visiting Card	200 for per 2	200 for per 1	200 for per 1	NO
26	Partner Press Card	2No. Press Card	1 No. Card	1 No. Card	NO
27	Partner Folder	2 No. Folder	1 No. Folder	1 No. Folder	NO
28	Partner Trainer Charge	2 Person	1 Person	1 Person	NO
29	Partner Training Document	2 Person	1 Person	1 Person	NO
30	Partner Training Centre Charge	2 Person	1 Person	1 Person	NO
	<u>***** Free ITR Coupon According</u>	<u>To Timely Scheme</u>			
	<u>Partner joining Rules</u> In City one partner allow In District one partner allow In Zone Two partner allow In E-counter not Partner Allow	Applicant Signature			

### Point -13 नियम व शर्तें शाखा आवंटन के सम्बन्धित

1. ब्रॉच ओपनिंग फार्म, फोटो, शपथ पत्र अदेय है तो 7 दिवस के भीतर उनकी हार्ड कॉपी आवश्यक रूप से जमा कराना होगा।
  2. यदि पार्टनर नहीं है तो उसकी स्टेशनरी का कोटा मुख्य आवेदक में सामायोजित नहीं किया जायेगा।
  3. यदि ई काउन्टर में पार्टनर आता है तो केवल उसे प्रशिक्षण मिलेगा उसे अलग से स्टेशनरी या विज्ञापन सामग्री नहीं मिलेगी।
- उपरोक्त स्टेशनरी की मात्रा में कोई बदलाव नहीं किया जायेगा ना किसी प्रकार से समायोजित किया जायेगा।
4. शाखा लेने के एक महीने के भीतर बकाया रकम को जमा करवाना होगा और इसके लिये योजना हेड या कम्पनी से परमिशन लेनी होगी। यदि बकाया राशि प्राप्त नहीं होती है तो एक माह के अन्दर या नोटिस समय के अन्तर्गत आपकी शाखा का लेवल नजदीकी लेवल में हस्तान्तरण कर दिया जायेगा और अधिक राशि को सामायोजित कर दिया जायेगा। (नोट बकाया राशि का नोटिस शाखा लेने के एक माह बाद भेजा जायेगा और 15 दिवस का समय दिया जायेगा यह शर्त केवल जोन लेवल पर लागू होगा )
  5. यदि ब्रॉच ई काउन्टर से जोन की तरफ अपडेट होती है तो उसे आईडी कार्ड व प्रमाण पत्र एंव स्टेशनरी में मारजिन कोटा दिया जायेगा।
  6. यदि ब्रॉच जोन से ई काउन्टर की तरफ अपडेट होती है तो उसे आईडी कार्ड व प्रमाण पत्र एंव स्टेशनरी किसी भी प्रकार की देय नहीं होगी।
  7. यदि पार्टनर चाहे तो अपना नाम मुख्य आवेदक के साथ सभी जगह प्रिन्ट करवा सकता है।
  8. ब्रॉच की सम्पूर्ण राशि प्राप्त होने पर ही स्टेशनरी और फ्री कूपन तभी दिये जायेगे।
  9. किसी बॉच को सबसिडी/डिस्काउन्ट नहीं दिया जायेगा।
  10. बोच ओपनिंग फार्म में जानकारी पूर्ण न होने पर या हस्ताक्षर न होने पर ब्रच कोड जारी नहीं किया जायेगा।
  11. स्टेशनरी व फ्री आई टी आर कूपन शपथ पत्र प्राप्त होने के बाद दिये जायेगे।
  12. स्टेशनरी के लिये आप को फार्म 9 भेजना होगा तभी स्टेशनरी प्रिन्ट होने जायेगी।
  13. जोन में 3 जिले शामिल किये जायेगे।
  14. यदि आप फ्रेम को स्टेशनरी प्राप्त होने के एक महीने के भीतर नहीं लगाते तो आप को फ्रेमराशि नहीं मिलेगी।
  15. प्रशिक्षण में अनुमति के बिना अधिक व्यक्ति लाने का व्यय स्वयं का होगा।
  16. विज्ञापन व स्टेशनरी सामग्री व नियम लिस्ट पर हस्ताक्षर होने आवश्यक है।

दिनांक

जमाकर्ता के हस्ताक्षर

स्थान

सत्यापन

मैं .....पुत्र/पुत्री/पत्नि .....

उपरोक्त नियम व शर्तें क्रम सं 1 से 13 और उप क्रम सं 1 से 16 पूर्ण रूप से मेरी जानकारी में हैं और मैं इसके अनुसार कार्य करने केलिये बाधित हूँ।

दिनांक

जमाकर्ता के हस्ताक्षर

स्थान

नाम/पता/मो. न.

### Point -13 Rules for Allotment of Branch

1. Proposal Form, Documents, Photograph and Affidavit should be submitted in hard copy within 7 days.
2. In case if branch manager is working on individual basis without any partner than he would be provided only with his share of stationary , no additional stationary for partner would be provided.
3. Partner in E-Counter will only be eligible for training, not for stationary and advertisement material. Once provided stationary will not be subjectable for any further change or adjustment.
4. Remaining Amount will have to be deposited within a month of the allotment of branch with the permission of yojna head or company. Failing to deposit the balance amount after a month notice will be given and your branch level will be disgraced to the nearest lower level and rest amount will be adjusted. (Note: Notice for depositing the balance amount will be given after a month of the allotment of branch and grace period of 15 days will be giving for depositing money. Applicable for zone level only.)
5. If any branch updated from e –counter to zone level then they are applicable for the ID card, certificate on the marginal basis.
6. If Branch downgrade from zone to e- counters level than no stationary, ID card and Certificate would be provided.
7. Partner is free to print his name anywhere with the main applicant.
8. Stationary and free coupons will only be issued after the received full amount.
9. No branch is subjectable for any subsidy or discount.
10. In case of any incomplete information and missing signature in the form Branch Code will not be issued.
11. Stationary & free ITR coupons will only be provided after the submission of affidavit.
12. Stationary will be provided only on the receipt of form 9.
13. Zone will only be comprised of 3 districts.
14. If Frame is not used within a month of the allotment stationary then frame amount will not be given.
15. Cost of additional member in the training without permission will be born by themselves.
16. Signatures are mandatory on advertisement, Stationary & rules list.

Date

Deponent Signature

Place

Verification

I .....S/o, D/o, W/o.....  
Verify that above terms & condition Points 1 to 13 and Sub Points of 1 to 16 points are in my knowledge and I do work according above points and Sub points.

Date

Deponent Signature

Place

Name/Address/with Mobile No.