



Agent Registration Form

Shree Plan Your Journey Pvt. Ltd.
206, Raheja Centre, 2nd Floor, Free Press Journal Marg, Nariman Point, Mumbai 400021
+91 22 30447400 • admin@planyourjourney.com
www.planyourjourney.com

Name of the Owner:

Business / Affiliate Name:

Business Constitution: Proprietorship Private Limited Partnership Individual

Gender: Male Female

Date of Birth:

Educational Qualification:

Business Registration No.:

Landline No.: Mobile No.:

Alternate No.: E-mail:

PAN No.: TAN:

GSTIN:

Permanent Address:

Locality: Village / City:

District: State:

Zip Code: E-mail:

Residence Address:

Locality: Village / City:

District: State:

Zip Code: E-mail:

Office Address:

Locality: Village / City:

District: State:

Zip Code: E-mail:

Business Information:

Nature of Business: Travel Agency Money Transfer Cyber Café Mobile / D2H Recharge Grocery
 Electronic Chemist Super Market Insurance Company Others

No. of Years on Current Address:

Turnover / Year:

Preferred Service: Flights Railway Hotels Cars Utility Others _____

Distance From: Railway Station Airport

Location of the Shop: Market Area Main Road Interiors Others _____

Using any Portal: Yes No _____

Bank Details:

Bank Name: Account Type: Savings Current

IFSC Code:

Branch Location:

KYC Documents:

ID Proof: Aadhaar Card PAN Card Voter ID Driving Licence Passport

Address Proof: Electricity Bill Telephone Bill

Name of the Applicant: _____ Name of the Sales Person: _____

Place: _____

Date: ____/____/____ Name of the Stockist / Distributor: _____



SPYJ's agreement ("Agreement") made at Mumbai, on the date mentioned in the application attached to this Agreement ("Effective Date") between:

"Retailer Agent" whose name and address are mentioned in the application attached to this Agreement, hereinafter referred to as the "Retail Agent", which expression shall, unless repugnant to or inconsistent with the context, shall mean and include its successors and assigns, heirs, nominees, administrators, executors, on one part;

AND

SHREE PLAN YOUR JOURNEY PVT LTD, a company registered under the Companies Act 1956, (Now Companies Act 2013) having its Correspondence Office at 206, **RAHEJA CENTRE, FREE PRESS JOURNAL MARG, NARIMAN POINT, MUMBAI .400021, INDIA**, hereinafter referred to as the "SPYJ", which expression shall, unless repugnant to or inconsistent with the context, shall mean and include its successors and assigns, on the other part.

Hereinafter the above parties together are collectively referred to as "Parties" and individually as a "Party". This Agreement between SPYJ and Retail Agent is deemed to be executed on the date the Retail Agent signs the application attached herewith and in token of accepting the terms and conditions contained herein.

Whereas Retail Agent is desirous of associating with SPYJ for procuring, obtaining, stocking, merchandising, distributing, selling, promoting, advertising, marketing, providing SPYJ's products/services hereinafter referred as ("Products/Services") to customers/subscribers and that SPYJ is agreeable for such an association subject to the covenants as set out hereunder. Now the Parties have agreed as follows:

1. The location at which the Retail Agent shall provide the Products/Services is the Retail Agent's address as mentioned in the application attached to this Agreement ("Location") and will not move to any new location without taking prior approval from SPYJ.
2. Retail Agent guarantees timely and proper performance of the covenants contained in this Agreement including the strict compliance of the Service Requirements, as stipulated by SPYJ from time to time as notified on its website **www.planyourjourney.com**.
3. This Agreement comes into force on the Effective Date mentioned in the Retail Agent Application and shall remain current till terminated by either Party as per provisions contained herein.
4. It is clearly understood and agreed by the Retail Agent that Annual Integration Fee paid is nonrefundable in any manner or under any circumstances. Prior to expiry of the said duration Retail Agent should renew the integration by paying Annual Integration Fee as per rates and terms in vogue as stipulated by SPYJ from time to time as published on its website **www.planyourjourney.com**.
5. Retail Agent shall at all times provide the Products/Services in accordance with the terms and conditions Contained in this Agreement as amended and as per orders/instructions issued by SPYJ from time to time as published on its website **www.planyourjourney.com**.
6. In providing the Products/Services, the Retail Agent shall ensure that it complies with all applicable laws and regulations including, but not limited to, laws, rules and regulations regarding privacy and protection of data, record keeping, suspicious transaction reporting etc.
7. Any taxes charges impositions or levies imposed on the Products/Services on or on Retail Agent hereunder (including without limitation, income taxes, GST tax, withholding taxes or any other taxes etc.) shall be paid by the Retail Agent and not by the Subscriber/Customer or SPYJ in any manner whatsoever.



8. The Retail Agent shall not have any right of ownership on SPYJ properties including software and other sale of tickets provided by SPYJ. The Retail Agent should provide computer, printer and required internet connection etc. as per SPYJ. The said software is a property of SPYJ.
9. Retail Agent shall at all times hold any licenses and permits required to provide the Product/Services.
10. Retail Agent shall retain all documents and records relating to each transaction conducted by him for a period of not less than Three (3) Years and produce the same to SPYJ on demand.
11. Retail Agent agrees that SPYJ reserves the right to withdraw any or all Products/Services without any prior notice and or assigning any reasons thereof. No compensation in this respect will be payable by SPYJ to the Retail Agent.
12. Retail Agent agrees not to give/part with the Products/Services, payments or cash on any account whatsoever to any SPYJ employee (including sales staff in the field) and if the Retail Agent acts contrary then SPYJ shall not be responsible for the consequences in any manner whatsoever.
13. Further the Retail Agent provides consent and authorizes SPYJ to register him / his firm (Retail Agent) and provide his information, either documentary or otherwise, provided in the application form and his SPYJ ID to SPYJ's Principals / Partners or any other Principals/ Partners introduced by SPYJ in future. Further the Retail Agent agrees to subscribe to the terms and conditions of new Principals / Partners by way of an electronic acceptance.
14. The Retail Agent agree and indemnify SPYJ that SPYJ are only the enables of the sale of travel and financial products of third party (Airlines, Train, Bus, etc.), money transfer products from banks and payment products from the respective Billers or Utility or Mobile companies and SPYJ cannot be held responsible for any problems that may arise out of the actions or in inactions of the third party transport providers like Airlines, Railways, Bus Operators, Banks, PPI's, Telecom, Utility and other Principal companies etc.
15. Retail Agent agrees that SPYJ reserves the right to refuse claims submitted by the Retail Agent which do not conform to the terms and conditions of the incentives/ schemes / contests / discounts / activity notified in writing by SPYJ from time to time. In any case, no claim shall be entertained if the same is submitted with in one (1) from the date the claim arose.
16. SPYJ has the right to terminate this Agreement with less than THIRTY (30) Days' notice to Retail Agent upon any change in control or ownership of Retail Agent or upon the commencement against Retail Agent of any proceedings relating to bankruptcy, insolvency, liquidation or similar proceedings.
17. The terms and conditions of this Agreement may be modified, deleted or amended in writing, when only signed by Managing Director of SPYJ only.
18. Any dispute arising out of or related to or connected with any provisions under this contract shall be referred for arbitration of a Sole Arbitrator who shall arbitrate as per the Indian Arbitration & Conciliation Act 1996 as amended. It is agreed by both the Parties that Chief Justice of Mumbai High Country shall appoint the Sole Arbitrator. The arbitration proceedings shall be conducted in Mumbai. The language of arbitration shall be English. The award of the Sole Arbitrator shall be final and binding on each of the parties. Unless awarded otherwise by the Sole Arbitrator, the cost of Sole Arbitrator and arbitration proceedings shall be borne equally by the parties.
19. The parties hereby agree that dealings under this Agreement are subject to the exclusive jurisdiction of the Mumbai Courts only.
20. Taxes are Applicable or any other statutory levies will be charged separately.



21. The Retail Agent shall be liable for all losses and expenses of any nature whatsoever arising directly or indirectly from any dishonest, negligent, criminal, fraudulent act or for breach of any obligations as contemplated herein, of the Agent or either of the Agent or representatives, agents or employees.
22. The Retail Agent is not entitled to charge any fee from the customers over and above the fee specified by the Bank for the Product(s) or services rendered.
23. The Retail Agent shall ensure that it provides a receipt or digital form of the same, for all amounts collected from the Customer and keeps an accurate record(s) of the same for SPYJ.
24. The Retail Agent hereby agrees to allow SPYJ, through its officers, persons authorized by SPYJ, or auditors, or regulators, or any statutory authority, to visit the Agent's premises and have access to and inspect the records, books of accounts, information, papers and premises for the purpose of SPYJ satisfying itself and / or auditors, and / or regulators, and / or any statutory authority that the Agent is complying with the requirements of this Agreement and is not in default and that the provision of services is satisfactory and in compliance with the laws and the terms of the Agreement.
25. The Retail Agent understands that IRCTC bookings through Internet is presently allowed from 00:30 hours to 11:45 hours on all days including Sundays. Service hours are liable to be changed without prior notice. Agent booking is restricted as per the order of Ministry of Railways issued from time to time. This would also mean that the Opening day booking, will be available only after 08:30 hours, along with the counters. If the Agent tries booking before 08:30 hours, for opening day tickets, the reservation will fail, with the Agent account getting debited.
26. The Retail Agent shall distribute the SPYJ products and services at its outlet or business location as intimated to SPYJ from time to time in writing.
27. The Retail Agent acknowledges and agrees that SPYJ shall be entitled to deduct tax at source, if and as required by law from time to time, from payments to be made to the Agent under this Agreement.
28. The Retail Agent hereby agrees and undertakes to deposit all Product charges collected from the Customer in current account numbered _____ maintained with _____ bank, on the same day or within ____ days.
29. The Retail Agent hereby agrees and undertakes to respect the industry Corporate Governance best practices and as a minimum, report corporate governance concerns at SPYJ to SPYJ management freely, frankly and anonymously.



Other Terms & Conditions for IRCTC/ Money Remittance

Retail Agents undertakes and agrees that he/she will comply with all relevant laws of the Railway e-tickets, rules, and regulations and observe fairness/transparency and will act in conformity with all relevant agreements/pacts entered in to between IRCTC and SPYJ in that he/ she solemnly affirms that, he/she

- a. will commit himself/herself to take all measures necessary to prevent corruption.
- b. will not overcharge for e-tickets.
- c. will not use wrong ID.
- d. will not charge extra for cancellation of tickets.
- e. will not tamper with software and not manipulate ERS and will not share the agents' IDs.

Retail Agent application will be processed with IRCTC or the selected Principal Provider only if all the required documents are submitted with us.

The Retail Agent shall provide full assistance to SPYJ, to ascertain the facts upon receipt of any complaint from the end customers regarding deficiency of services on part of the Retail Agent's employee(s). The Retail Agent further agrees and undertakes to take appropriate action in every such case which shall include but not be limited to (i) issuing show cause notice to the erring agents (ii) levying penalty of Rs.500/- (Rupees Five Hundred only) per such instance on such agents (iii) suspending such agents from performing services of SPYJ.

I hereby agree to the terms and conditions.

For
Shree Plan Your Journey –

Signature of Sales Staff:

Retailer Signature:

Name of Sales Staff:

Name:

Place:

Place:

Date:

Date:

RECEIPT OF PAYMENT



Receipt No.: _____

Date: _____

Received from: _____

Rupees in words: _____

₹ _____ DD/Cheque No: _____

Bank: _____ Branch: _____

Non-refundable Amount: _____

With the above-mention payment, you are entitled for _____ IRCTC IDs OR _____ DMR IDs.
Validity of IRCTC ID is _____.

For
Shree Plan Your Journey -

Sales person's signature: _____

Retailer's Signature: _____

Date: _____

Sales staff Name: _____ DD/Cheque should be in favour of "Shree Plan Your Journey Pvt. Ltd."

RECEIPT OF PAYMENT



Receipt No.: _____

Date: _____

Received from: _____

Rupees in words: _____

₹ _____ DD/Cheque No.: _____

Bank: _____ Branch: _____

Non-refundable Amount: _____

With the above-mention payment, you are entitled for _____ IRCTC IDs OR _____ DMR IDs.
Validity of IRCTC ID is _____.

For
Shree Plan Your Journey -

Sales person's signature: _____

Retailer's Signature: _____

Date: _____

Sales staff Name: _____ DD/Cheque should be in favour of "Shree Plan Your Journey Pvt. Ltd."