**UTILITY STORES CORPORATION OF PAKISTAN (PVT) LIMITED**

**APPLICATION FOR FRANCHISE UTILITY STORE**

 **Sr. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (To be allocated by concerned Region)

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Son/Daughter/Wife of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CNIC # |   |   |   |   |   |  - |   |   |   |   |   |   |   |  - |   | (Attested Copy Attached) |
| Date of Birth: | DD | MM | YYYY | Must be same as on CNIC and Matric Certificate |

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Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident of (As per CNIC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Union Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tehsil/Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Telephone No: (Residence) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Experience (If any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Employment/Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank Branch\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_Bank Balance (Rs): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Bank Statement to be attached)

Next of Kin (Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CNIC No. of Next of Kin  |   |   |   |   |   |  - |   |   |   |   |   |   |   |  - |   |

**PROPOSED LOCATION OF FRANCHISE UTILITY STORE**

Shop No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building No/Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street No/Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mohallah/Colony \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Union Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tehsil/Town\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Covered Area of Shop: - Width\_\_\_\_\_\_\_\_\_\_\_ Length\_\_\_\_\_\_\_\_\_\_\_\_ Total Covered Area \_\_\_\_\_\_\_\_\_\_\_\_ Sq. Ft.

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| Ownership Status of the shop: | **OWN** | **HIRED** | Please Circle clearly |

Name of Landlord: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CNIC of Landlord: |   |   |   |   |   | - |   |   |   |   |   |   |   | - |   | (Attested Copy Attached) |

Nearest Utility Store (Regular/Franchise): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Distance \_\_\_\_\_\_\_\_\_\_ KMs

**CERTIFICATE BY THE APPLICANT**

I have read and understood the terms and conditions attached to the application form and those contained in Franchise Agreement for opening of a Franchise Utility Store. I undertake to abide by all orders, rules and regulations of Utility Stores Corporation of Pakistan. If Franchise License is granted to me, I shall not use this Franchise Utility Store in any unauthorized manner like overcharging, bulk selling, selling unauthorized items and any other activity which is not allowed in writing by Utility Stores Corporation of Pakistan. I also understand that the Utility Stores Corporation of Pakistan has right to make subsequent amendments in line with rules, regulations and internal control requirements. I also agree that Utility Stores Corporation of Pakistan reserves the right to revoke/cancel the Franchise License or suspend/stop supply at any time without prior notice in case of any violation of USCs orders by me.

I Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ solemnly affirms that the information given in the application is true correct best of my knowledge and no information has been hide.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(Signature of Applicant)**

 Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Witnesses** (Copies of CNICs of both witnesses must be enclosed)

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| 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of Witness 1)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/O: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CNIC #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­(Signature of Witness 2)Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/D/W/O: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CNIC #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CHECK LIST**

**Following documents must be attached with the application form**

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|  | **Attested copy of CNIC of Applicant** (Permanent/present address must be of same **District** where applied for Franchise Store, if not, Applicant must own property in same District and proof must be attached. |
|  | **Attested Copies of CNICs of Witnesses.** |
|  | **Attested Copy of CNIC of Landlord.** |
|  | **Attested Copy of Educational Certificate** (Can be attached Middle Pass or Higher class).  |
|  | **Ownership Proof of Shop** – Whether Own or Hired in both cases Ownership proof is must (i.e. Fard, Registry, Jama Bandi, Electricity/Gas Bill). |
| **6.** | **Demand Draft for Rs. 5,000/- in favour of Utility Store Corporation of Pakistan as Registration Fee (Non refundable).** |
| **7.** | **Notarized Lease Deed on Stamp Paper of at least Rs. 20/-** (If the Shop is hired, Lease Deed is must whether belongs to Father/Mother or any other Family Member). |
| **8.** | **Bank Statement in the name of Applicant duly attested by Bank Manager** (Minimum Balance **Rs. 2,00,000/-) for Urban Area and Rs.1,00,000/- for Rural Area.** |
| **9.** | **Franchise Agreement** (Must be signed by the applicant and Two witnesses along-with attested copies of their CNICs  |

**INSTRUCTIONS FOR APPLICANTS**

Following points must be kept in mind before completion of Application Forms for Franchise Utility Stores Scheme –Franchise Agreement duly signed and the requisite documents as directed in these instructions must be attached.

1. Applicant should be a Pakistani National who will run/supervise the store himself.
2. Applicant must belong to same District in which Franchise Store is proposed to be operated. CNIC or property ownership in applicant’s own name should prove this fact.
3. Age of the applicant should be between **18-55 years.** (Attach copy of CNIC duly attested).
4. The Applicant must have education level of Middle and above with proficiency to read and write in English. (Copy of education certificate, duly attested, be attached).
5. Distance from nearest store (whether Regular or Franchise), should be more than **1/2 KM .**
6. USC will deliver supplies in its own vehicle if the distance of proposed store is upto 100 KMs from warehouse and road can take Mazda vehicles. In case the distance is more than 100 KMs or road is poor, Franchisee will have to carry supplies in own transport. He will be provided appropriate discount fixed by USC.
7. Minimum required finances for the store are **Rs. 200,000/- for urban area and Rs.100, 000/- for Rural Area** for which Bank Statement be attached.
8. The applicant will deposit Rs. 5,000/- in shape of Demand Draft in favour of Utility Stores Corporation of Pakistan as Registration fee (non refundable) along-with application.
9. Minimum covered area of the proposed Franchise Utility Store should be 250 sq. ft, greater will be preferable.
10. Franchise Agreement Form be signed by the Applicant and two witnesses at the specified space and their NIC Copies, duly attested, be attached.
11. IF shop/store is hired, Lease Deed on Rs. 20/- Stamp Paper should be prepared and attested by a Notary Public and duly signed by the Landlord (the person whose name appeared on ownership proof as Landlord), the applicant and two witnesses.
12. Proof of ownership of Store/Shop i.e. copy of Registry, Fard, Jamabandi, Electricity/Gas Bill or any other document (duly attested by the concerned authorities) as ownership proof be attached in all cases.
13. The shops owned by relatives like Father, Mother; Spouse etc have also to be formally hired on the lease deed.
14. The Franchisee will sell the goods at the rates fixed by USC and they will not be sold in bulk to shopkeepers/Commercial dealers.
15. Payments for initial inventory as well as re-supplies will be made through Bank Draft at least one day in advance.
16. The Franchisee will get due training under arrangements of concerned Regional Manager.
17. Rs. 10,000/- will be deposited as refundable security before drawing the supplies.
18. Re-supplies will be normally made on weekly basis. However, Franchisees may draw supplies in between, in their own transport; a specified discount fixed by USC will be given on the total amount of supply.
19. The Franchisee will display the signboard at the premises with the wording “Utility Store (Franchise)”. Logo and other details will be indicated by USC.
20. The Franchisee will sell only those items at his Store, which are **provided / allowed** by USC.
21. Incomplete cases as well as those not meeting the specified criteria are liable to rejection without formal notice.

**APPLICATION PROCEDURE**

1. All applications will be deposited with respective Regional Managers who will ensure their completeness, carry out feasibility check and forward the cases to Zonal Managers with their comments. Zonal Managers will forward them to Head Office with their comments.
2. Normally the applications received first will be processed first, if they are complete in all respects. However, if more than one application are received from particular area, Regional Manager will indicate their priority keeping in view better business prospects.
3. Managing Director USC is the only Competent Authority to approve / reject any application. Applications accepted/recommended by the field staff have no formal / legal value unless approved by Managing Director USC.
4. Applicants may keep a track of their applications through contact with respective RM or Head office telephone No. 051-9262920.
5. Application and Franchise Agreement must be filled in Capital letters which should be legible and clearly readable.

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**ACKNOWLEDGMENT RECEIPT FOR APPLICANT**  **Sr. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 (To be allocated by concerned Region)

(Receipt will be given to the applicant after Stamp & Signatures of USC Official)

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| **Zone** |  | **Region** |  |
| **No. Allotted:** |  | **Date of Submission:** | **DD** | **MM** | **YYYY** |
| **Name of Applicant:** |  |
| **Address:** |  |
|  |
| **CNIC #** |  |  |  |  |  | **-** |  |  |  |  |  |  |  | **-** |  |
| **Name, Designation, Signatures & Stamp of Receiving Official of USC** |  |