

SCHEDULE - III

INDICATIVE LIST OF REPORTS/ DOCUMENTS TO BE MAINTAINED/ SUBMITTED BY C&F AGENT

Monthly Accounting period: 26th of previous month to 25th of following month.

- 1 Daily Report
- 2 Month End stock Statement with Lot Nos
- 3 Copies of Delivery challans to be sent to Corporate Office (Coimbatore) every 3 days & month end lot to be sent positively by 26th every month
- 4 Collection Statements i.e., with copies of Bank pay-in-slips for Cash/Cheque/DD deposited in Companies Bank account, every 3 days & month end lot to be sent positively by 26th every month.
- 5 Monthly Bank Statements to Send to Head Office at Coimbatore.
- 6 Details of Stock Returned by parties with no of packets with lot Nos as and when received
- 7 Details of Stocks received from HO/Branches/Sales returns from parties in prescribed GRNs.
- 8 Copies of reports submitted to various Departments from time to time
- 9 Copies of Monthly returns submitted to various Departments from time to time.
- 10 Copies of Registrations Certificates/Licenses obtained from time to time.
- 11 Sales acknowledgments from distributors/dealers for all deliveries are made by C&F Agent. The same should reach HO (Coimbatore Office) on or before 7th day of subsequent month.