**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.