



NITL REPRESENTATIVE

Guidelines & Application Booklet

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1. Introduction

NIRMAL TRANSFORMATION Pvt. Ltd. (formerly known as Nirmal Infosystems & Technologies Pvt. Ltd.) with the current objectives has its beginnings in the year 2004 when H.H. Shri Mataji Nirmala Devi blessed the organization to take up the tasks of utmost significance to all the Sahaja Yogis in India & around the world.

The specific objectives involve,

To ensure that Shri Mataji's divine message of Sahaja Yoga published in the form of literature, photographs, audio & video recordings is accessible at all times to the global Sahaja Community.

To collect & preserve her message in requisite formats on digital media so that it becomes the lasting wealth in Sahaja Yoga.

To be an instrument to facilitate worldwide Sahaja organizations, trusts & bodies in their everlasting desire of perpetuating her divine message into every corner of the world.

The organization has been formally structured & is registered as a Section 25 Company (Non-profit oriented) under Indian Companies Act 1956, with H.H. Shri Mataji Nirmala Devi as Chairperson & Sir CP Srivastava as the Vice-Chairmen of the Company.

The contact details of the organization are.

NIRMAL TRANSFORMATION PVT LTD.

8 Chandragupt Hsg. Society, Kothrud,
Paud Road, Pune 411 038

Tel No. +91 20 25286537, Fax No. +91 20 25286722

Email : sales@nitl.co.in, Website : www.nitl.co.in

2. NITL Representative

NITL being a non profit organization has a desired goal of making available Sahaja Yoga Audio & Video materials to the Sahaja Yoga community while maintaining the sanctity of this divine task. NITL also ensures that as a registered company it adheres to all the statutory requirements very strictly with H.H. Shri Mataji at the helm of its affairs.

On the commercial front the company prices are kept at the minimal so that every Sahaja Yogi can afford to listen to & meditate upon Shri Matajis speeches. The commercial practices followed by regular market players to entice customers are completely avoided by the company.

Any dedicated Sahaja Yogi or Group of Sahaja Yogis desirous of ensuring that the Sahaja Yoga materials are regularly available to their local collectives can become a Representative of the company. NITL takes up the complete responsibility of providing Catalogs, maintaining Stocks, dispatching of materials etc to the Representative. A further discount in the form a percentage of the Invoice value is also offered to the Representative to take care of his local expenses of carrying the materials to the collective centers, communications costs etc. A Credit policy of limited nature is also offered to the Representative.

3. Terms & Conditions

3.1. Area of Operations

The **Representative** will be authorized to promote the NITL products at Sahaja Yoga meditation Centers, Local seminars & other collective functions within his Area/City/Region. The area of operations of the **Representative** may be extended to other regions of the State on a temporary basis after receipt of written confirmation from the company. The Sahaja Yoga Channel will not be used by the Representative under any circumstances to deal in products other than those offered by NITL.

Exclusivity of representation will be at the discretion of the company. The company may decide to increase the number of **Representatives** if the market conditions so demand. The company retains the right to change the **Representative** if & when needed.

3.2. Promotional Materials

The **Representative** will be offered catalogs & other promotional materials free of cost by the company. Similarly new product releases will also be communicated on a regular basis to the **Representative**. It will be the responsibility of the **Representative** to ensure that the information is spread in the Sahaja Yoga community through specific announcements, leaflets etc.

3.3. Order Receipt & Confirmation

Order can be placed by the **Representative** through Telephone/Email/Fax. NITL is also finalizing a commercial website facility which will directly allow **Representatives** to select products & place an online order with the Company. The content of an order once finalized & invoiced for dispatch cannot be changed.

3.4. Statutory Duties & Taxes

The company is a legal entity paying all duties & taxes on the final MRP value of the product to the respective statutory bodies. However the taxes if applicable to the **Representative** under any statutory obligations for e.g., income tax etc., will be a sole responsibility of the **Representative** & should be taken care by the **Representative**.

3.5. Financial & Delivery Terms

The **Representative** will receive a Discount basis which will be calculated @ 10 % on the Invoice Value to promote the products of NITL in the Sahaja Yoga Community in their region. The Discount will be reflected in respective Invoice generated in the name of **Representative**.

All Products will carry a MRP price tag of NITL inclusive of all Duties & Taxes. Under no circumstance, the **Representative** will offer the Product at a price value other than that mentioned on the Product Packaging.

The **Representative** will pay the Invoice value by depositing the amount directly in the NITL account before the actual Dispatch of materials from the company premises.

The minimum order value for the orders placed by a **Representative** is Rs. 10,000/- only.

The period of delivery will be within 10 days from the date of payment of the Invoice value subject to availability in the company stocks.

The delivery costs will be borne by the company. However the mode of delivery will be at the sole discretion of the company.

3.6. Credit Policy

The **Representative** may qualify for the company Credit Policy based on the following, A refundable Security Deposit will have to be deposited as a guarantee to the company.

The **Representative** will then be offered Sahaja Yoga materials equivalent of twice the Value of the Security deposit made. This amount will also fix the maximum outstanding of the Client at any given moment.

Eg. If the Representative has made a deposit of Rs. 50,000/-, he will be allowed at any given time to place an order to a maximum value of Rs. 100,000/-.

The **Representative** will receive a credit period of maximum **45 days** from the Date of Invoice for depositing the full Invoice Value. The Representative has to clear the prior outstanding before the next order is processed.

Refund of Security Deposit:

- Security deposit will be refunded to the **Representative** once only after all the dues to the company are cleared by him in all respects.
- Security deposit will be refunded to the **Representative** with out interest on the deposit amount.

Withdrawal of Credit Policy:

- Voluntarily by **Representative**
- By Company due to irregularity of clearance of dues
- At the time of termination of relationship.

The acceptance of an Applicant under the Credit Policy remains at the sole discretion of the Company.

3.7 Exchange Policy

Exchange of dispatched Titles is allowed by the company. However the dispatch of the exchanged Titles back to the company and damage takes place during transportation will remain a responsibility of the **Representative** & have to be borne by the **Representative**. The period of exchangeability will be 4 months from the date of the Invoice. The new titles will only be sent by the company along with the immediate next order of the **Representative**.

3.8 Notice Period

The operation of **Representative** can be terminated after giving a one month notice. Similarly the **Representative** may also request termination of his operation after giving a one month notice to the company.

3.9 Warranty

All goods are covered by a 1 year warranty policy of the company. Products with defects will be immediately replaced by the company & its **Representatives** with a substitute title. This policy however does not cover mishandling of the Product by the customer, duplication of title, defects arising through the normal wear & tear of products etc.

3.10 Method of Application

1. The Representative will fill up the enclosed Application Form along with a recent Passport sized photograph, address proof & identity proof.
2. The Application form should be duly authorized by the Regional/State Sahaja Yoga Coordinator should be couriered to,

NIRMAL TRANSFORMATION Pvt. Ltd.

8 Chandragupt Hsg. Society, Kothrud,

Paud Road, Pune 411 038.

3. The company will forward a Confirmation Letter within 2 weeks from the date of application to all the successful applicants.
4. The Applicant can then immediately start transacting with the Company.
5. If the Applicant has been confirmed under the Credit Policy of the company, then he can start transactions after depositing the necessary Security Deposit with the Company.

3.11 Method of Payment

The Representative can use any of the following modes to make the payment to NITL.

1. The transfer of amount can be made directly at Axis Bank in their respective region in India on account of:

Nirmal Transformation Pvt. Ltd

Account. No.

Axis Bank Ltd

2. The payment can be made by way of Cheque/Demand Draft in favour of 'Nirmal Transformation Pvt. Ltd' payable at Pune.

Mailing Address: Nirmal Transformation Pvt. Ltd

No. 8, Chandragupta Housing Society

Paud Road, Kothrud,

Pune – 411 038, Maharashtra

3. The payment can also be made through Gate Way on the commercial Website of NITL i.e. www.nitl.co.in (will be shortly finalised)

Application Form

Name of Applicant : _____

Address : _____

Tel No. : _____ Fax : _____

Mobile : _____ Email : _____

I attend the following Meditation Center,

Center Address : _____

Coordinator Name : _____

Tel No. : _____ Fax : _____

Mobile : _____ Email : _____

I would like to promote the NITL products to the Sahaja Yoga community in the following Area/City/District:

1. _____

2. _____

3. _____

4. _____

I have understood the Terms & Conditions mentioned in the **NITL Representative Guideline Booklet** & agree to completely abide by them.

I am not interested in availing the Credit Policy of the Company

I am interested in availing the Credit Policy of the Company & I agree to deposit on receiving confirmation from the company, a sum of Rs. _____ as Security deposit to initiate my representation.

Applicant's Signature

I convey my full agreement with the Applicant being allowed to promote Sahaja Yoga Materials on behalf of NITL within the region under the responsibility of the undersigned.

Coordinator's Signature