

Mr/Mrs.....
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Dear Sir/Ma'am,

We are pleased to appoint you as a Business Associate (Booking Agent) for the sale of our properties on the following terms and condition:

- You will assist in the sale of plots / flats / residential units / commercial units at prices and other terms and conditions to be determined & notified by the Company from time to time. The application form will be filled up and duly signed by the prospective buyers and sent to the Company along with the remittance of the requisite amount as initial payment. The payment will normally be made by bank drafts / cheques / Bank Transfer made out in the name of the Company, payable at Prayagraj. The Company will also issue the receipts for the said payments
- You will assist in getting the allotment letter / documentation, signed by the purchaser in the usual format prescribed by the Company within one month from the date of its allotment made against such a booking through you and sends the same to us for our records and onward action.
- You will not be entitled to make any changes in the price structure or other terms and condition of the allotment letter nor shall be entitled to receive any payments on behalf of the Company or give any discharge for the same.
- For rendering assistance in the sale of the properties / projects promoted by the Company, you will be entitled to commission at such rates as will be mutually agreed to from time to time. Current rate of commission has been annexed herewith as Annexure I
- For all intents and purposes, you will act as an independent agent and shall not make any representative to anyone that you have any right or authority to act on behalf of the Company in any manner as contemplated in the relevant provision of the Contract Act. As such, you will not be entitled to make any commitments on behalf of the Company.
- All dealings between the Company and yourself will be on principal-to-principal basis and likewise all your dealing with your constituents shall be on principal-to-principal basic.
- You will put in your best efforts to secure maximum business for the Company to the mutual benefit of both the parties. For this purpose, at your exclusive cost & expenses you will employ requisite staff and arrange other infrastructure for doing the needful. You will also submit regular forecasts of business potential carried out and submit market reports to enable the Company to plan and carry out its strategies.
- That your target for booking of projects shall be 3-5 units/plots per month approx, which is subject to review – depending upon your satisfactory performance in terms of sales booking – this arrangement will be renewed for a further period from time to time.
- Commission will be due and payable to you in proportion to the sale price received by the Company from time to time from the purchasers and shall be subject to the receipt of timely payments against installments.

- From time to time or when needed the Company may issue to you brochures, pamphlets maps, layouts, stationary and other collaterals. You shall be responsible for the proper and effective use of such aids and collaterals. Misuse or unnecessary wastage shall be debited against your commission bill.
- If the Company is unable to fulfill the terms of allotment for any reasons whatsoever, you shall not be entitled to any commission. In the event of cancellation of a booking received through you, the commission paid on such booking shall be debited to your account and recoverable from you.
- This arrangement shall also not create any employee – employer relationship between the parties. All personnel employed by or associated with you will be hired, supervised and dismissed by you only.
- You will be entitled to terminate this arrangement/appointment anytime after twelve month of its commencement without giving any reason by giving 30 days prior written notice to the Company.
- That you will treat all the prices and other information that may be intimated to you by the Company as strictly confidential and not divulge the same to anybody or any party which is adverse to the interests of the Company.
- This arrangement shall be on non-exclusive basis and the Company shall be free to appoint any other person or party for the aforesaid purpose.
- For all booking received through you on the standard terms and condition and the prices so applicable at the time of receipt of such a booking, you shall also keep record of such bookings and ensure timely payment of installment when they fall due as per the allotment letter issued and payment agreed to by the client so as to ensure that there is no delay/default on account of such payment of installments. The commission so earned by you on sale booking shall be payable subject to the timely receipt of payment from clients against installments.
- The Company may request you to make an interest free refundable ‘Agency Deposit’ which shall be refundable to you within 3 month from the date of termination of this arrangement.
- At any stage if it is observed that you are working against Company policy or committing false commitments to the clients or any other activity, which is against the Company, your agency shall be terminated with immediate effect. The Company also reserves the right to forfeit your agency deposit.
- This appointment and arrangement shall be subject to renewal after every three months based on your performance and others afore mentioned terms.

You are requested to sign the duplicate copy of this letter in acceptance of the terms and conditions enumerated here in.

Thanking You,

Yours truly,

For Citizen Infraventures Pvt. Ltd.

(Terms & Conditions Accepted)

Authorized Signatory (with stamp)

(M/s _____)

Date:

Place: