

TAXFACTOR CODE.....



TAXATION factory

taxationfactory.com

PROPOSAL FORM

Taxfactor Agency Level 1

Taxfactor Agency Level 2

Taxfactor Agency Level 3

Taxfactor Agency Level 4

Location.....

State.....

Payment Information (For office use only)

Mode	Details	Amount	Seal & Signature

Proposed Taxfactor Name.....

Branch Development Partner Name.....

Branch Development Partner Code.....

(Office Use)

Taxfactor Code..... Issue Date.....

Software Code..... Issue Date.....

INFORMATION SHEET

FULL FORM IN CAPITAL LETTERS

DATE OF PROPOSAL / /

BY HAND.....POST.....

PERSONAL INFORMATION

1. NAME.....

2. FATHER'S NAME/HUSBAND NAME.....

3. DATE OF BIRTH / / AGE

PAN CARD NO.

4. CONTACT DETAILS

Mobile No. 1 (Register for OTP and Password Reset) Mobile No. 2 Land Line NO. with STD Code

Your E-Mail ID (Register).....

5. PERMANENT ADDRESS (as per the attached)

H. No.....Building Name.....Road.....

Area.....City.....District.....

State.....Pin Code Land Mark.....

6. BUSINESS ADDRESS

Name of Your Firm.....

Address (No.).....Building Name.....

Road.....Area.....City.....

District.....State.....Pin Code Land Mark.....

Working Tenure.....Occupation.....

Any Other Registered Firm Yes No If Yes, Name.....

7. ADDRESS FOR COMMUNICATION

Permanent Address Business Address

8. PREMISE LOGISTIC DETAILS (Logistics You Have)

OFFICE YES [] NO [] COMPUTER YES [] NO [] INTERNET YES [] NO []

PRINTER YES [] NO [] SCANNER YES [] NO []

9. BANK DETAIL

Bank Name.....Account Holder Name.....

Branch Address & Location.....

Account No.....Pan Card No

IFSC Code.....MICR Code.....

10. NOMINEE DETAILS

S. NO.	NAME	RELATION	AGE	CONTACT DETAILS

11. YOUR ACADEMIC QUALIFICATION

S. NO.	UNIVERSITY/BOARD NAME	YEAR OF PASSING	SUBJECT	DIVISION

Business Development Partner Signature**Applicant Signature**

CHECKLIST OF DOCUMENTS FOR APPOINTMENT

1.	Proposal Hard Copy (Your First Step for Joining)	Compulsory	YES	[]		NO	[]
2.	PAN Card (Compulsory)	Compulsory	YES	[]		NO	[]
3.	Identity Proof	Compulsory					
a.	Driving License		YES	[]		NO	[]
c.	Passport		YES	[]		NO	[]
d.	Aadhar Card		YES	[]		NO	[]
4.	Address Proof	Compulsory					
a.	Driving License		YES	[]		NO	[]
b.	Passport		YES	[]		NO	[]
c.	Ration Card		YES	[]		NO	[]
d.	Rent Agreement (Not more than one year old)		YES	[]		NO	[]
e.	Land Line Bill (Not more than 3 months old)		YES	[]		NO	[]
f.	Light Bill (Not more than 3 months old)		YES	[]		NO	[]
g.	Mobile Bill (Not more than 3 months old)		YES	[]		NO	[]
h.	Aadhar Card		YES	[]		NO	[]
l.	Voter ID		YES	[]		NO	[]
5.	Qualification Proof	Compulsory					
a.	Latest Academic Education Proof Document		YES	[]		NO	[]
b.	Professional Education Proof Document		YES	[]		NO	[]
6.	Photos (5 Passport Size)	Compulsory	YES	[]		NO	[]
7.	About Affidavit Minimum '50'x100	Compulsory	YES	[]		NO	[]
8.	Bank Details	Compulsory	YES	[]		NO	[]
a.	Bank Cancel Cheque	Compulsory	YES	[]		NO	[]

TAXFACTOR AGENCY ACQUISITION ROADMAP

The Taxfactor is required to complete the below stated steps for the acquisition of Taxfactor Agency and its smooth functioning:

STEP 1: You will receive a Temporary Taxfactor Proposal Code through which you may track your Proposal/Application status. Obtain the Temporary Taxfactor Proposal from the Business Development Partner (BDP) which will be sent to you on your registered mobile number.

Through this Temporary Taxfactor Code. You will be able to fill up the form and available on our website www.taxationfactory.com

STEP 2: While filling up the form, a clear scanned copy of all the documents mentioned in the checklist has to be attached along with the payment details.

STEP 3: The Original Taxfactor Opening Form, Affidavit, Passport size photographs and all the self-attested documents (as per checklist points 1-8) along with the payment details have to be sent in hard copy to the Taxation Factory head office on the following Address:

TFC Taxway Building, Jeevan Jyoti, Danmal Mathur Colony, Gulabbari, Ajmer 305001 (Rajasthan)

STEP 4: As soon as all the documents are received at the HQ and verified, Original Branch Code will be provided to you.

STEP 5: You may get the Online Training from the company.

STEP 6: After the online training you may attend the 1 days (According Product) intensive training session at the company. HQ and appear in the assessments.

STEP 7: Within 15 days of filling and submitting FORM 9, you will receive the company stationary and advertisement material along with the Authentication Certificate, Through which you will be able to associate property with Taxation Factory.

Business Development Partner Signature

Applicant Signature

TAXFACTOR STARTUP & ALLOTMENT RULES / GUIDELINES

- 2.1 Proposal Form, Documents, Photograph and Affidavit should be submitted in hard copy within 7 days of
- 2.2 Remaining / Due Amount if any will have to be deposited within 15 days from allotment of Taxfactor. Failure to deposit the balance amount within a month will result in a notice to the Taxfactor and the Taxfactor level will be reduced to the nearest possible level and the balance/due amount will be adjusted.
- 2.3 Stationary and package will only be issued after receiving the full amount along with due Taxes to be paid to the Government and the receipt of Original Affidavit.
- 2.4 In case of any incomplete information or missing signature in the form, Taxfactor Code will not be issued.
- 2.5 Stationary will be provided only on the receipt of Form 9 to the company
- 2.6 Company will not bear the cost of additional member in the training without permission and the additional cost will have to be paid before training.
- 2.7 No partner will exist in the project.
- 2.8 No verbal commitment or promise shall be treated as actionable on the part of TFC even if it is done by any representative of TFC. It is clearly understood by the Taxfactor that if there is any commitment or promise to be made between the Taxfactor and TFC, it has to be through official email or in writing.
- 2.9 TFC in context to the customer responsibilities will have to perform administrative functions, such as TFC branding, authentication to make relationship with customer, documentation, training for sales and product knowledge, service on products, support for product. Taxfactor will approach, create and maintain relation with customer, generate business, timely services to customer, other marketing work such as sales and market expansion collect document from customer. Taxfactor in context to branch business will have to create / submit order / inquiry on company's software and make payment on confirm order and providing related documents whenever order will deliver
- 2.10 The Taxfactor acknowledges that he/she is taking the Taxfactor for the sole purpose of earning profits from the work done by him/her. The amount paid to TFC will include the processing amount. In return company will extend training / stationery / coupons / advertisement material / website & software / application facilities and other day to day business support to the Taxfactor. It is fully understood by Taxfactor that the paid amount will not be repaid or refunded and is also nontransferable.
The amount paid by the Taxfactor to company is not a franchise/ agency fee or any fee in relation to registration. It is a payment made for training offered by Company and the online software access and Taxfactor clearly declares that it is financially competent enough to take the branch and manage and pay the amount to take the branch on his/her own.
- 2.11
 1. The ITR file applied through the Package will be available in Soft Copy on the Company Portal and can be downloaded from there.
 2. If the Taxfactor wants the ITR File in hard copy for the return filed through the Package, then the courier charges, CA Seal & Sign charges and the file charges will have to be paid by the Branch which is visible on the Branch Software.
 3. The Package are in the form of Coupons and cannot be converted to a wallet balance or reward balance.
 4. An this Package Coupons can never be transferred to the branch holder's or any other bank account.
 5. An this Package Coupons can be used to file ITR of any individual. ITR filing for HUF, Company, Trust, NGO, LLP & Firm AOP also can be done using the Package but such ITR filing should be for NIL returns and all the necessary documents for such filing along with company ROC, Audit Report, DCS and other required documents will have to provided by the customer. If the mentioned documents are not provided by the customer then the Package cannot be used and such an ITR and has to be filed through "other products" and extra charges will apply on it as per the product list.
 6. If any penalty, tax liability, any type of government fees, challan and compliance are levied on the customer based on the information provided by the customer then it will be borne by the customer only and company will not be responsible for it.
 7. GST Regarding (Registration and Return Filling) company will provide Reward balance with limited time period
 8. For Online Training the Taxfactor has to make sure that the facilities required on the Accounting agency's end for the Online Training to happen, like Computer, Network availability, Audio & Video Clarity and Power Backup and specially work Related Scan Document like customer ITR and GST and other product Scan copy require format has to be there. Company will provide 5 online training in a year. Only TFC can decide if more online training are required to be provided to Accounting Agency for business support and development. Training Time 11:00AM to 5:00 PM on working days
 9. Company will not be responsible for any cash given by hand to any company staff.

Declaration

I, _____ have read all the Rules & Regulations/Process mentioned above and fully understood them. I agree to fully abide by them. If found in breach of the above mentioned guidelines & rules, company can take action me and cancel my association with the company.

Business Development Partner Signature

Applicant Signature

TRAINING RULES & REGULATIONS

1. Training is the backbone of any company for working on Taxation Products. Taxation factory arranges for the same as per package by the Taxfactor while coming for the offline Training few things have to be followed by Our Taxfactor for smooth Functions of Training.
2. Entry in the Training Centre is through the gate pass only. NO candidate be allowed to enter the Training center without the gate pass.
3. If the candidate is absent on the Training date, a fine of Rs. 1500/- per candidate will be payable by the absentee. The information about the inability to appear for the Training has to be communicate of to the HQ before 5:00 pm on Wednesday as a mandate without fall.
4. The candidate has to arrive at the Training Centre on by himself/herself and the company will not be responsible for the same.
5. Training will be held from 9:30 in the morning to 7:30 in the evening on both the days.
6. Training will conducted on Friday & Saturday and the arrangements for the candidate's stay and food for the two days will be done by the company. If the candidate arrives on Thursday, the company will only provide lodging and the arrangement for food will have to be done by the candidate.
7. The food menu for the training days is fixed and will not be changed. If the candidate wants to have something else they can order it on their own expenses and the company or any other person will not be responsible for the same.
8. Please don't bring any person along without prior information and approval as training arrangements are made only for 45 candidates.
9. If any driver, friend or any other unapproved person accompanies the candidate then Rs. 1500/- per person will be payable by the candidate.
10. Smoking, Drinking and chewing tobacco is strictly prohibited in our premises.