

# REAP/iREAP Enrollment Form – Application to be enrolled as Channel Partner

Date\*\*: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

To,  
Merlin Group,  
Kolkata, India

REAP/iREAP ID: \_\_\_\_\_  
(For office use only)

Project Site\*\*: \_\_\_\_\_

Organization: \_\_\_\_\_  
(In case of Individual, Organization name is not required.)

Name\*\*: \_\_\_\_\_  
(First name) (Middle name) (Last name)

Type\*\*: ☐ Individual ☐ Proprietorship ☐ Partnership ☐ Limited Company

PAN Card No./ Identity Card No.:\*\* \_\_\_\_\_  
(Should be issued by Federal/Central/State government only)

Nationality\*\*: \_\_\_\_\_

Primary Occupation\*\*: Real Estate ☐ Others ☐ If others, please specify \_\_\_\_\_

## Contact Details

Address\*\*: \_\_\_\_\_

Email\*\*: \_\_\_\_\_

Webpage: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile\*\*: \_\_\_\_\_

I confirm that I have read and understood all the Terms & Conditions as well as Non-Disclosure & Brand guidelines and agree to strictly abide by them (as amended from time to time by the Company).

Attach Visiting Card

Channel Partner Signature & Stamp\*\*: \_\_\_\_\_

Note: Please affix your photograph and visiting card in the space allotted. Please sign the form along with your firm's stamp

\*\*Mandatory Field

For Internal Merlin use only:

Reviewed, verified and accepted

Channel Partner Type ☐ Home Market ☐ International Market ☐ Domestic Out of Home (Outstation) Market

Remarks: \_\_\_\_\_

Sales Executive Name (if any): \_\_\_\_\_ Sales Executive Signature: \_\_\_\_\_

Channel Head Name: \_\_\_\_\_ Channel Head Signature: \_\_\_\_\_

Channel Partner Office Address Visit Date: \_\_\_\_\_  
( DD / MM / YYYY )

# Terms & Conditions\*

- 1 Commission shall be paid as per the applicable rules framed by the company.
- 2 Commission shall be paid upon payment of min. 20% of the consideration by the Customer and upon successful agreement . Channel Partner (CP) shall raise invoice within 1 month of such payment being made by customer and the Company shall make payment of commission within 1 month thereafter.
- 3 All commission payments shall be made in Indian currency after deduction of applicable taxes and subject to applicable policies and regulations.
- 4 In the event that the booking is cancelled/ terminated, Channel Partner confirms that he/she/they shall refund all monies paid by the company as commission within 30 days of the company raising a demand for such refund. If such amount is not refunded, the Company shall be entitled to pursue all remedies available in law for recovery of such moneys and the said moneys shall act as a secured debt on the Channel Partner. The Company shall be entitled to adjust such refund amount against any amount payable by the Company or its sister concerns to the Channel Partner (and/or its sister concerns).
- 5 In case of any dispute in relation to the source of the booking, the Channel Partner confirms that the decision of the Company shall be binding and he/she/it shall not raise any dispute in this regard.
- 6 The Channel Partner confirms that he/she/they have no authority to accept any payment or issue any receipt on behalf of the Company. The Company shall not be responsible for any payment(s) till such that time at receipt for the said payment is issued by the Company.
- 7 The Channel Partner confirms that he/she/they are not authorized to issue any statement or make any written communication in relation to the Company and/or its Project. All bookings shall solely be governed by the terms of the Application Form and/or Agreement signed between the Company and the Customer.
- 8 The Channel Partner confirms that he/she/they will not represent that they belong to the Company and/or are employed with the Company.
- 9 The Channel Partner confirms that the Company has considered his/her/their application for being enrolled as REAP/iREAP on the basis of the application made by the Channel Partner and the documents provided by him. The Channel Partner confirms that the Company shall be entitled to verify the said declaration & documents, directly or through any 3rd party and also carry out background verification of the Channel Partner. Further, the Channel Partner confirms that the enrolment as REAP/iREAP Channel Partner is subject to the Channel Partners compliance with all laws and regulations and in the event that the Channel Partner transgresses any law or regulation, enrolment with the company shall automatically end.
- 10 The Channel Partner is aware that the enrollment as REAP/iREAP Channel Partner is only for a period of 12 months from the date of Company accepting this application in writing. Any renewal shall be subject to the Company confirming the same in writing and the Channel Partner having done business of at least 1 (one) unit in the last 12 months before renewal.
- 11 The Company is authorized to make any changes to the Terms & Conditions of this application as it may deem fit and the Channel Partner confirms that all such changes shall be binding on him/her/it.
- 12 The relationship between the Company and the Channel Partner shall be governed by the laws of India. The Courts in kolkata shall have exclusive jurisdiction.

Sales Executive Name (if any):

# Non-Disclosure Agreement and Brand Guidelines

**Below are list of Non-Disclosure Agreement & brand guidelines which are to be adhered by Channel Partner.**

- 1 Any communication (including but not limited to print advertisement, Web, Outdoor or E-mail) carrying the Merlin or any project appellation or logo before publishing has to be approved in writing by an authorized Merlin associate.
- 2 Rendered views of the properties or amenities belonging to or not belonging to Merlin Projects cannot be used by the Channel Partners unless approved by authorized Merlin associate.
- 3 No part of the brochures or any controlled circulation material shared for training or indicative purposes shall be circulated to an external member without prior written approval by an authorized Merlin associate.
- 4 No SMS and Email communication directly or indirectly mentioning the Merlin Project can be circulated either en-masse or individually to any third party without explicit approval / consent from Authorized Merlin associate. Content for said approved SMS/Email cannot be changed post approval.
- 5 Usage of any of the partners involved with Merlin in any project in any written, printed, electronic or any other form of communication is strictly prohibited, unless explicitly approved in writing by an Authorized Merlin associate
- 6 Merlin corporate logo cannot be used in the communication for individual projects. Only respective project logo can be used which needs to be approved by Authorized Merlin associate.
- 7 No website, blog, micro-site or landing page or social media page including but not limited to Facebook, Twitter, LinkedIn and Pinterest can be created which directly or indirectly shares material information on the Merlin Project, without prior written approval from an Authorized Merlin associate. Violation of Merlin copyright will attract stringent legal action. No usage of the Merlin logo, images from Merlin marketing material, images or logos of partners involved in the project is allowed on the partner's website without prior written approval from the Authorized Merlin associate.
- 8 All approvals have to be accorded in writing or through email and no oral approvals will be solicited or accepted.
- 9 The materials shared by Merlin Group are internal documents which are solely our property and cannot be shared with any external party.
- 10 No part of the final form design made for Merlin Group or any correspondence with Merlin Group cannot be shared by the vendor/partner and would be the sole property of the Merlin Group.
- 11 The project for which the vendor/partner is working with Merlin Group would be kept strictly confidential and limited to internal members only.
- 12 Any violation of the above mentioned guidelines shall constitute a serious breach, and shall lead to cancellation of commercial contract, forfeiture of all outstanding payments due (including commissions and other receivables from the Merlin Group) in addition to strict legal action by the Merlin Group (and/or the partner companies).

# List of Documents

## List of documents required for Indian Channel Partners (REAP) -

<u>Individual</u>	<u>Proprietorship</u>	<u>Partnership Firm</u>	<u>Limited Company</u>
Pan card copy of individual  Address Proof ^  Cancelled Cheque (This should be of the same name on which the Channel Partner is getting registered)	Pan card copy of individual or Proprietors firm  Gomasta License for Proprietors firm  Address Proof ^  Cancelled Cheque (This should be of the same name on which the Channel Partner is getting registered)	Partnership Firm pan card  Partnership Deed  Pan card copy of all the partners  Authorization letter from firm to sign the REAP registration form  Pan card copy of Authorized signatory (if other than partner)  Address Proof ^  Cancelled Cheque (This should be of the same name on which the Channel Partner is getting registered)	Company pan card & Pan card copy of all the Directors  Company incorporation certificate  Memorandum of Association  Articles of Association  Board Resolution in favour of the authorized signatory authorizing him to sign the REAP registration form  Pan card copy of Authorized signatory (if other than Director)  Address Proof ^  Cancelled Cheque (This should be of the same name on which the Channel Partner is getting registered)

^ Channel Partner address proof (Latest electricity bill, Registered Sale / Lease agreement copy, Latest credit card statement, Passport copy, Latest bank statement, Telephone Landline bill, Aadhar Card, Driving License, Property Tax Receipt, Voter ID card).

Note - Original E-Payment form dully filled & signed and submitted along with the registration form

## List of documents required for International Channel Partners (iREAP) –

<u>Individual</u>	<u>Limited Company/Partnership/Proprietorship</u>
Identification Proof (Document issued by federal/state/central authority only e.g. Passport, Driving Licence)  Bank Account Details (e.g. Account statement, Passbook Copy, Online Statement screenshot, account detail confirmation from bank on letterhead)  Address Proof (if available)	Identification Proof (Document issued by federal/state/central authority only e.g. Passport, Driving Licence)  Bank Account Details (e.g. Account statement, Passbook Copy, Online Statement screenshot, account detail confirmation from bank on letterhead)  Address Proof  Commercial/Professional License (if available)  Company incorporation certificate  List of Directors/Partners name on company letter head

Note - Any foreign language document will not be accepted during iREAP registration. In case only foreign language document is available, certified translated copy in English language should be submitted along with.