

### Application Form for Direct Selling Agent (DSA)

The

Navi Finserv Limited,

\_\_\_\_\_  
\_\_\_\_\_

Insert Photo

#### SUB: Application for Empanelment as Direct Selling Agent (DSA) with Navi Finserv Limited

I/We submit herewith my/our application for the empanelment as Direct Selling Agent (DSA) for Navi Finserv Limited at \_\_\_\_\_ Branch / Office. I/We have read all the Referral Terms and Conditions and the Code of Conduct applicable to Direct Selling Agents and undertake that all the terms and conditions are acceptable to me/us.

Sl. No.	Field	Details
1.	Full Name (in Block Letters) (Name of the person/ Proprietor/ Firm/ Company)	
2.	Father's/ Husband's Name	
3.	Constitution (Individual/ Proprietorship/ Partnership/ Company)	
4.	Date of Birth/ Date of Incorporation (DD/MM/YY)	
5.	Age	
6.	Address	
7.	Mobile Number	
8.	Alternate Contact Number	
9.	PAN/ TIN	
10.	Email ID	
11.	Present Occupation	
12.	No. of years of experience	
13.	Qualification	
14.	Languages Known	
15.	Presently banking with [ <i>Name of the Bank Branch and Account Number</i> ]	
16.	Presently also providing Direct Selling Agent services to ( <i>Please furnish details of Bank/ HFC/ NBFC you are currently providing services to</i> )	

17.	Reference (Name and Contact Number)	1.  2.
18.	Relative to existing Navi Finserv Limited Staff (If Yes, please furnish the full details of the staff member)	

\_\_\_\_\_  
(Signature of the Applicant)

#### INFRASTRUCTURE AVAILABILITY

Sl. No.	Field	Details
1.	Number of Computers Available	
2.	Connectivity (e-mail, internet, etc.)	
3.	Number of telephone lines available	
4.	Office Space (in Sq. Ft.)	
5.	Owned or Rented	
6.	Number of Employees	
7.	Fax Available	
<b>Past Experience</b>		
1.	Name of the institution	
2.	Nature of Work	
3.	Period of Association	
4.	Volume of Work	
5.	Reasons for termination	

Any other information which the applicant wishes to bring to the knowledge of Navi Finserv Limited:

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Applicant's Signature

I/We declare that the statement in this application and the documents submitted are true, complete and correct to the best of my/our knowledge and belief.

I/We understand that in the event of any information/document being found untrue/incorrect at any stage my/our application is liable to be rejected and if already empanelled, the empanelment is liable to be terminated.

I/We declare, that no criminal proceedings are pending against me/us.

I/We hereby undertake that I/We have studied and understand the rules, regulations and code of conduct for Direct Selling Agents of Navi Finserv Limited for my/our engagement as DSA.

I/We also confirm that I/We are not working as DSA for any other Housing Finance Company/ Bank/ NBFC for providing direct selling services for Housing Loans, other than as disclosed in the Application Form. I/We further undertake as under:

1. I/We confirm that I/We have had no insolvency proceedings initiated against me/us nor have I/We ever been adjudicated insolvent.
2. I/We have read the Application Form and am/are aware of all the terms/conditions in this Application Form.
3. I/We undertake to inform Navi Finserv Limited regarding change in my/our employment address and to provide any further information that the Navi Finserv Limited may require.
4. I/We understand Navi Finserv Limited has the right to reject my application without providing any reason.
5. Navi Finserv Limited would not be bound to sanction cases brought by me/us and the final decision in this regard would rest with the Navi Finserv Limited or any other person authorized by it.
6. I/We am/are agreeable to execute at my cost an agreement with Navi Finserv Limited to work as DSA.
7. I/We hereby accord our consent that fee structure prescribed by Navi Finserv Limited for canvassing the business is acceptable to me/us Navi Finserv Limited will have right to change the fee structure
8. I/We will keep bank updated as regards to any change in my personal profile, i.e., change in address, Mobile Number, Employer, New Agency etc.

Signature & (Seal if applicable) of the Direct Selling Agent:

Place:

Date:

**Enclosures:**

Self attested copies of the following documents along with application form

- a. Copy of PAN card
- b. Copy of Voter Card / Aadhar card
- c. Bank statement for last six months
- d. IT returns for the last three years (if applicable)
- e. Firm registration / incorporation / constitution letters
- f. Copy of Cancelled cheque

Details required and list of documents to be attached along with application form

**Proprietorship firm:**

- a. Sole Proprietorship letter

**Partnership firm:**

- a. Partnership deed
- b. Authority letter in favour of one of the partners of the firm by all other partners, authorizing him /her to act on behalf of all such partners

**Private Limited Company:**

Memorandum of Association and Articles of Association

- a. Certificate of Incorporation
- b. Certificate of Commencement of Business
- c. Relevant Board Resolutions