



ASHOK LEYLAND

**APPLICATION
FOR
AUTHORISED SERVICE CENTRE**

**ASHOK LEYLAND LTD
480, ANNA SALAI
NANDANAM
CHENNAI 600 035**

Instructions

1. The submission of filled up application form does not guarantee appointment as an Ashok Leyland Authorised Service Centre.
2. Appointment on a trial basis is subject to your being found suitable by Ashok Leyland and your willingness to invest as per the business objectives of Ashok Leyland.
3. On receipt of Letter of Appointment (subject to your being found suitable), you are required to give firm commitments with target dates for establishing the facilities, procurement of tools & equipments, Special Maintenance tools and recruitment and training of manpower.

Name of the applicant : _____

Designation : _____

Name of the company : _____

Registered Office : _____

_____ Pin Code: _____

Phone No. (With STD Code): _____ Fax: _____

Email Id : _____

Workshop Address : _____

_____ Pin Code: _____

Phone No. (With STD Code): _____ Fax: _____

Email Id : _____

Address for communication: _____

Phone No. (With STD Code): _____ Fax: _____

Email Id : _____

Company background:

Year of incorporation: _____

Type of firm (Enclose relevant documents - Refer Page No. 5):

Proprietorship Partnership Private Ltd. Public Ltd

Names of promoters / partners / directors:

Name	Age	Qualification	No. of shares	Value (Rs.)	Designation	Experience

Date of Registration of Partnership (In case of Partnership firm): _____

Details of associated companies:

Name of the company	Date of incorporation	Nature of business	Total investments

Financials :

Capital Base: _____ ; Working Capital : _____

Present Turnover: _____ ; Projected Turnover : _____

Loans: Secured: _____ ; Unsecured: _____

Bankers:

S.No.	Name	Address	Type of Facility	Limit

Other information:

Income Tax PAN No : _____

Company Registration No : _____

CST Registration No. : _____

Local / Sales Tax No. : _____

Present business activities : Auto Trade Non-Auto Trade*

*If non-auto trade, please give a brief on present business activities in a separate sheet.

If auto trade, Nature of business:

Dealer Authorized Service Center Neutral Garage
 Fleet Operator's Garage Parts Stockist / Retailer

Description *	Make	Avg no. of vehicles attended pm	Avg. LTO pm (Rs.)	Avg. Parts sales pm (Rs.)

* Cars / Jeeps / LCVs / MDVs / HCVs / Tractors / Others (specify)

Do you have any experience on AL products? Yes No

If yes, give details: -----

Do you have plan to float a new company for ALASC Yes No

If yes, give details of the company (necessary statutory documents mentioned in the checklist (refer page No. 5) to be sent after the incorporation of New Company)

If yes, likely investments planned for land and constructions:

In your view, what are your strengths that can enable you to succeed in Service Market Business?

Please give a note on "what do you expect from AL to enable you to become an ideal Service Center"

In case of an existing workshop:

Location: Business Area [] Industrial Area [] Transport Nagar []
 National / State Highway [] Bye-pass Road []

Land: Rented [] Own [] Leased * [] (* Expiry Date: _____)

Infrastructure / Resources:

Description	AL Recommendation	Existing	Gaps
Total Area			
Covered Area			
No. of Bays			
Inspection Pit			
Tools and equipment			
Office Automation			

Other facilities:

Description	Available	Not Available	Any permanent working arrangement with any party
Machine Shop (If yes, give details)			
Welding			
Body Repair			
Electricals			

Give Time-lines to bridge the Gaps mentioned above: _____

Likely Investments for upgradation: _____

Check list for enclosures:

Blue print

- i. Site plan [] Yes [] No
- ii. Workshop layout [] Yes [] No

Balance sheet and Profit and Loss Statement (Last 3 Years) [] Yes [] No

Photographs of existing facilities [] Yes [] No

Proprietorship: (Self-Attested Copies of)

Certificate of Registration under Shops & Establishment Acts. [] Yes [] No

Copy of Tax Return filed for consecutive 3 years [] Yes [] No

Lease Agreement (If land is on lease) [] Yes [] No

Any of these:

Property / Land tax Receipt, Electricity Bills, documents to title to the property such as Land deeds etc. [] Yes [] No

Certificate regarding Education qualification/ Work Experience [] Yes [] No

Partnership Firm:

Certificate of Registration of Firm [] Yes [] No

Deed of Partnership [] Yes [] No

Annual Returns filed for the last three years [] Yes [] No

Company (Pvt. / Ltd. Company):

Certificate of incorporation / Registration from ROC [] Yes [] No

Articles and Memorandum of Association [] Yes [] No

Commencement of business Certificate [] Yes [] No

Annual Returns filed for the last three years [] Yes [] No

I / We hereby certify that the information provided above is true to the best of my / our knowledge. I / We have been briefed on the expectations of AL and likely investment levels and will establish the facilities as per the recommendations of AL.

Date :

Signature(s)

Place :

Name: _____

(Office Stamp)

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Nearest Service Facility available: Dealer outlet / ALASC; Distance: _____

Mention need for the ALASC (Give the Service potential) _____

RSE

Remarks / Recommendation of RM:

Standing of the Entrepreneur in the Local Market: _____

Any chance of conflict with the existing Service Outlet: _____

Financial Strength of the Entrepreneur: _____

Recommendation : _____

Regional Manager

LOI issued on : _____

Date: _____

Head-Network Planning