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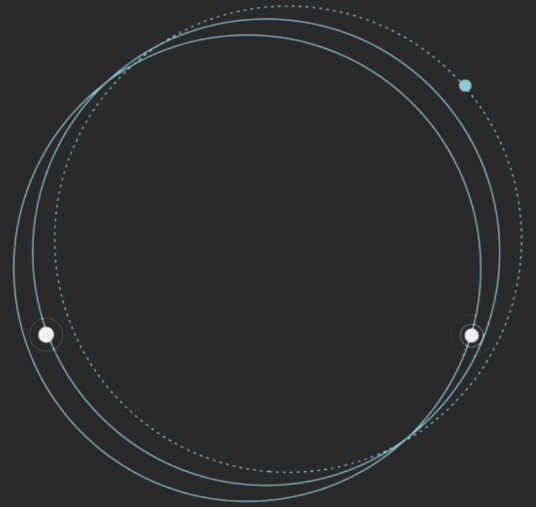
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## 1

### Find Documents

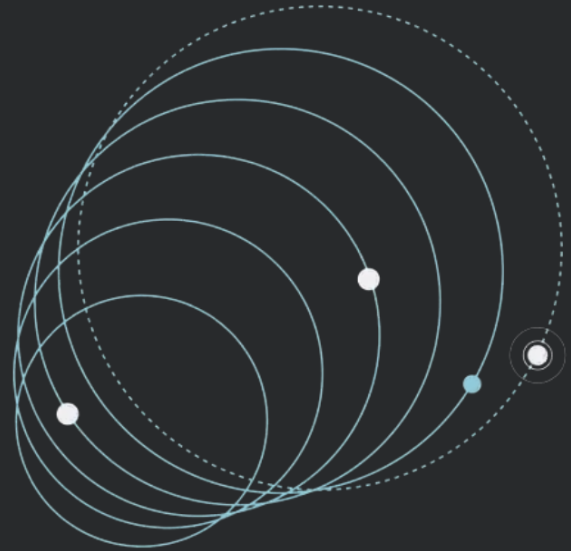
Robust search functionality with keywords, tags, and metadata. User-friendly filtering options based on date, file type, etc. Organized and intuitive folder structure for easy navigation.



## 2

### Edit it

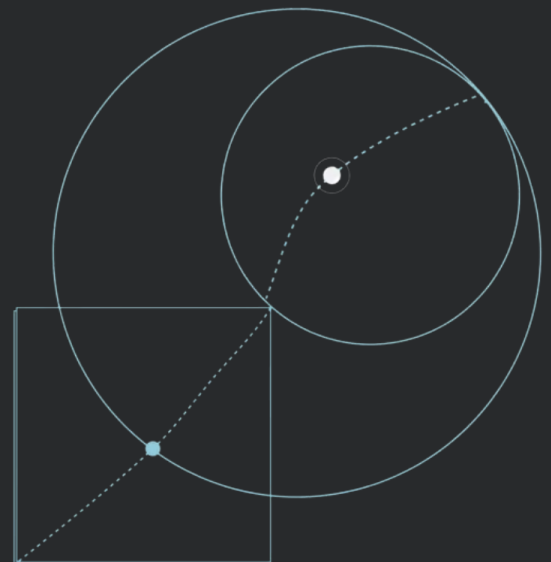
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## 3

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Tenancy Agreement

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[LETTERHEAD SPACE]

**AGREEMENT OF TENANCY**

**THIS AGREEMENT OF TENANCY** is made at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ BETWEEN M/S. ABC, a registered partnership firm, having address at \_\_\_\_\_, hereinafter referred to as "**THE LANDLORDS**" (Which expression shall unless it be repugnant to the context or meaning thereof mean and include the partners or partner for the time being of the said firm, the survivors or survivor of them and the heirs, executors and administrators of the last surviving partner and their/his/her assigns) OF THE ONE PART; AND **X Y Z**, of \_\_\_\_\_, Indian Inhabitant, residing at \_\_\_\_\_, hereinafter referred to as "**THE TENANT**" (Which expression shall unless it be repugnant to the context or meaning thereof mean and include his heirs, executors and administrators) OF THE OTHER PART;

**WHEREAS:**

- (a) The Landlords are the owners of the building known as "\_\_\_\_\_" situate at \_\_\_\_\_ and which is more particularly described in the **Schedule** hereunder written. The Landlords are also the owners of Flat No. \_\_\_\_\_ on the \_\_\_\_\_ floor of the said building "\_\_\_\_\_" admeasuring \_\_\_\_\_ sq.ft. of carpet area (hereinafter referred to as "**the said flat**");
- (b) The Tenant has approached the Landlords with a request to grant monthly tenancy of the said flat in his favour to which the Landlords have agreed upon the terms and conditions recorded herein.

**NOW IT IS AGREED, DECLARED AND CONFIRMED BY AND BETWEEN PARTIES HERETO AS UNDER:-**

1. The Landlords hereby let out the said flat on monthly tenancy basis to the Tenant with effect from \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_ at the monthly rent of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) which is exclusive of all rates, taxes, charges etc. payable to the concerned local authorities and proportionate common maintenance of lift, common passages, security, electricity charges and water charges and which shall be separately paid by the Tenant to the Landlords.
2. The Tenant shall pay the said monthly rent in advance to the Landlords on or before the 10th day of each and every month. The other amounts referred to in clause 1 above shall be paid by the Tenant to the Landlords within 7 days from the date of the demand of the same by the Landlords.
3. The Tenant shall use the said flat only for residential purposes for himself and his family members. The Tenant shall not further let or sub-let the said residential flat and shall not create any kind of third party rights in respect of the same including in the form of license, lease, paying guest etc. The Tenant shall always keep the said flat free from all encumbrances of whatsoever nature for his personal residential purposes only as aforesaid and shall not be entitled to part possession of the same to any third party.
4. The Tenant shall always maintain the said flat in good and tenantable condition but shall not carry out any structural changes (including shifting of walls, demolition of existing

**AGREEMENT FOR BUILDING LEASE**

THIS AGREEMENT is made at ..... this ..... day of ..... between Mr. A. . . residing at ..... hereinafter referred to as 'The Lessor' of the One Part and Mr. B .... residing at ..... hereinafter referred to as The Lessee' of the Other Part;

WHEREAS the Lessor is absolutely seized and possessed of a vacant piece of land situate at ..... and more particularly described in the Schedule hereunder written.

AND WHEREAS the Lessor Is entitled to hold the said land being within the ceiling limit.

AND WHEREAS the Lessee has requested the Lessor to give the said piece of land on a long lease to enable the Lessee to construct a building partly for his own residence and partly for letting out the same.

AND WHEREAS the Lessor has agreed to grant a lease of the said plot of land to the Lessee on the following terms and conditions.

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Lessor agrees to demise and the Lessee agrees to take on lease the said piece of vacant land more particularly described in the Schedule hereunder written for a term of 99 years from the date of the Deed of Lease to be executed as hereinafter mentioned at the yearly rent of Rs. .... and subject to the terms, conditions and covenants hereinafter contained.
2. The Lessor shall make out a marketable title to the said land free from any encumbrances and reasonable doubt.
3. The Lessor shall produce the documents of title to the Lessee or his Advocate for inspection and investigation of title to the said land. within eight days from the date hereof.
4. The Lessor will allow the Lessee to enter upon the said land, after he is satisfied with the title of the Lessor for the purpose of constructing a building thereon as hereinafter provided.
5. The Lessee agrees and covenants that -
  - (a) He will enter upon the said piece of land for construction of a building only as a licensee until the building is constructed and the Deed of Lease is executed in his favour and till then he "I have no right as a tenant or lessee to the said land.
  - (b) The Lessee will pay all the municipal taxes in respect of the said plot of land and the building to be constructed thereon if any payable until completion of the building and execution of the Deed of Lease.
  - (c) The Lessee shall after entering upon the said land as aforesaid commence and complete a building thereon as per plans to be sanctioned by the ..... Municipal Corporation.
  - (d) The Lessee will get the plans of the Proposed building Prepared by his

Job Requirements

## MANPOWER REQUISITION FORM

<b>Department:</b>		<b>Function:</b>
<b>Designation:</b>		<b>New/Existing position:</b>
<b>Salary:</b>	<b>Bonus:</b>	<b>CTC:</b>
<b>Total No of Vacancies:</b>	<b>Location:</b>	<b>Date of Joining:</b>

<b>Performance measures:</b>	<b>Personal responsibility (if any) / Performance measures:</b>
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**Functions / Day to day activities:**

<b>Reports:</b>	<b>Directs:</b>
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<b>Qualifications / Experience / Skills - Minimum:</b>	<b>Qualifications / Experience / Skills (Preferred):</b>
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<b>Experience:</b>	<b>Personality Attributes / Traits:</b>
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<b>Approved By:</b>	<b>Authorized By:</b>
<b>Department Head:</b>	<b>CEO:</b>

### Social Media Calendar

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	Content Type	Time	Content Type	Time	Content Type	Time	Content Type	Time	Content Type	Time	Content Type	Time
Facebook	Write an inspirational quote	8:00 AM			Share photos from workplace	9:30 AM			Create and share a meme	8:00AM		
Facebook												
Twitter			Ask followers a question	11:00 AM	Start a giveaway contest	5:00 PM	End the giveaway contest	10:30 AM				
Twitter												
LinkedIn			Post the best answer with credits	1:30 PM								
LinkedIn												
Google+	Share a tutorial video	12:30 PM			Have an FAQ session with followers	8:00 PM						
Google+												
Pinterest			Promote services and products	4:00 PM					Repost old yet popular post	6:00 PM		
Pinterest												
Blog Post	Share your own blog post	5:00 PM										
Blog Post												

### Training Calendar

YEAR/MONTH	DAYS																																	
2024	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
JANUARY				BD Training																		HRMS Training												
FEBRUARY																																		
MARCH																																		
APRIL				Advanced Training Skills by xyz																														
MAY																																		
JUNE					Advance training by XYZ																													
JULY																																		
AUGUST				Advanced Training Skills by xyz																														
SEPTEMBER																																		
OCTOBER																																		
NOVEMBER																																		
DECEMBER																																		

NOTES:

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Pay Slip

Company Name			
Corporate Salary Slip Template			
<b>Employee Details</b>			
<b>Name:</b>			
<b>Designation:</b>			
<b>Department:</b>			
<b>Employee number:</b>			
<b>Salary Details</b>			
Earnings		Deductions	
Salary Heads	Amount	Salary Heads	Amount
Basic (A)		PF Employee	
Allowances:		ESI Employee	
House Rent All (H R A)			
Conv. All			
Trans. All			
CEA			
Spl. All			
Others			
<b>Total Allowances (B)</b>	₹ -		
<b>Gross Salary (C=A+B)</b>	₹ -		
<b>Employer Contributions</b>			
PF Employer	₹ -	<b>Deductions</b>	₹ -
ESI Employer	₹ -		
Exgratia		<b>Summary</b>	
<b>Reimbursements:</b>		<b>Gross Salary</b>	
Medical (Reimb)		<b>Add: Reimbursed Allowances</b>	
Conv. (Reimb)		<b>Less: Deductions</b>	
Telephone (Reimb)		<b>Less: TDS</b>	
Other (Reimb)		<b>Less: FBT</b>	
<b>Total Reimbursements</b>	₹ -	<b>Less: Loans Emi</b>	
<b>Salary (CTC) / PM</b>	₹ -	<b>Net Salary Transfer Amount</b>	₹ -
<b>Salary (CTC) / PA</b>	₹ -		
<b>Prepared By</b>	<b>Checked By</b>	<b>Authorised by</b>	
<b>Notes:</b>			
1. Ex-gratia will be paid annually for the previous year's service, on pro rata basis.			
2. TDS / FBT Deduction - as applicable			

## Board Resolutions

**BOARD RESOLUTION FOR APPOINTMENT OF INTERNAL  
AUDITOR****CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE  
BOARD OF DIRECTORS OF (COMPANY NAME) HELD AT THE REGISTERED OFFICE OF  
THE COMPANY AT (ADDRESS) ON (DATE) AT (TIME).**

"RESOLVED THAT pursuant to the provisions of Section 138 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder and with the consent of the Board be and is hereby accorded for the appointment of M/s....., Chartered Accountant (Registration No. ....) as an Internal Auditor of the Company for the Financial Year ..... at remuneration as may be mutually agreed between the Internal Auditor and Board of Directors.

"RESOLVED FURTHER THAT the draft engagement letter as placed before the Board specifying the scope, functioning, methodology and remuneration etc. for conducting the exercise as formulated in consultation with the Audit Committee be and is hereby approved.

"RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, Mr. ...., Director of the Company be and is hereby authorized, on behalf of the Company, to do all acts, deeds, matters and things as deem necessary, proper or desirable and to sign and execute all necessary documents, applications and returns for the purpose of giving effect to the aforesaid resolution."

**Certified True Copy,**  
For \_\_\_\_\_ (Company Name)

**DIRECTOR**  
**ADDRESS:**  
**CITY :**  
**STATE :**

**BOARD RESOLUTION OF [YOUR COMPANY NAME]  
APPROVING THE SALE OF SHARES****DULY PASSED ON [DATE]****RESOLVED:**

THAT the Company sell and transfer to [COMPANY NAME] the [NUMBER] Class [SPECIFY] Common Shares in the authorised capital stock of [COMPANY NAME] held by the Company, upon the same terms and conditions contained in a draught share purchase agreement between the Company and, *inter alia*, [COMPANY NAME] submitted to and reviewed by the Board of Directors of the Company (the "Share Purchase Agreement");

THAT the Company be and it is hereby authorised to enter into the Share Purchase Agreement;

THAT any officer or director of the Company, acting alone, be and he is hereby authorised and directed for and on behalf of and in the name of the Company to execute and deliver the Share Purchase Agreement with such changes as he in his discretion may deem fit, his signature being conclusive proof of the execution of the Share Purchase Agreement by the Company, as well as to execute and deliver all such other deeds, documents, instruments in writing and to perform and do all such acts and things as he in his discretion may consider to be essential, appropriate or useful for the purpose of giving effect to this resolution.

**UNANIMOUS SHAREHOLDERS' AGREEMENT RESOLVED:**

1. THAT the Company be and it is hereby authorised to enter into a unanimous shareholders' agreement providing, *inter alia*, for the manner in which the affairs of [COMPANY NAME] shall be conducted, the whole subject to and substantially upon the same terms and conditions contained in a draught unanimous shareholders' agreement between the Company and [COMPANY NAME], [INDIVIDUALS NAME], and [COMPANY NAME] (the "Unanimous Shareholders' Agreement");
2. THAT any officer or director of the Company, acting alone, be and he is hereby authorised and directed for and on behalf of and in the name of the Company to execute and deliver the Unanimous Shareholders' Agreement with such changes as he in his discretion may deem fit, his signature being conclusive proof of the execution of the Unanimous Shareholders' Agreement by the Company, as well as to execute and deliver all such other deeds, documents, instruments in writing and to perform and do all such acts and things as he in his discretion may consider to be essential, desirable appropriate or useful for the purpose of giving effect to this resolution.

**MEMORANDUM OF ASSOCIATION**

This Memorandum of Association (the "Agreement") is made and effective [DATE].

**BY:** [YOUR COMPANY NAME] (the "Incorporator"), a company organised and existing under the laws of the [STATE/PROVINCE] of [COUNTRY], with its head office located at:  
[YOUR COMPLETE ADDRESS]

**AND:** [REGISTERED AGENT NAME] (the "Registered Agent"), an individual with his main address located at OR a company organised and existing under the laws of the [STATE/PROVINCE] of [COUNTRY], with its head office located at:  
[COMPLETE ADDRESS]

**1. ARTICLES OF INCORPORATION OF [YOUR COMPANY NAME]**

The undersigned subscriber to these Articles of Incorporation, a natural person competent to contract, hereby forms a company under the laws of the [STATE/PROVINCE] of [COUNTRY]

**2. NAME**

The name of the company shall be: [YOUR COMPANY NAME]

**3. NATURE OF BUSINESS**

This company may engage in or transact any and all lawful activities or business permitted under the laws of [COUNTRY], the [STATE/PROVINCE] of [COUNTRY], or any other state, county, territory or nation.

**4. CAPITAL STOCK**



Surveys

### Employee Feedback Survey For Manager

[Company Logo]  
[Company Name]  
[Company Address]

Name (Optional): [XYZ]  
Department: [Customer Support]  
Position: [Customer Support Representative]  
Date: [DD/MM/YYYY]

Department Manager: [Name]

This survey questionnaire will determine the performance of your department manager based on your perspective. By answering this survey, you are helping the company to improve the quality of work of its managerial workforce. Below is a set of questions regarding the performance of your department manager for this year. Please place a checkmark (✓) on the cell corresponding to your response.

Questions	Always	Sometimes	Never
Does your manager prepare weekly/monthly shift schedules in a timely manner?			
Does your manager check the operations regularly?			
Is your manager highly involved in resolving significant issues?			
Can your manager resolve issues within a short period?			

### Recruiting Satisfaction Survey

[Company Logo]  
[Company Name]  
[Company Address]  
[Company Contact Details]

Applicant: [Brad Bradley]  
Applied Position: [Customer Service Representative]  
Date: [January 6, 2056]

This survey questionnaire determines your satisfaction level with our recruitment process. We sincerely encourage you to respond to each question truthfully so that we will receive accurate info. The results of this survey will be utilized as a basis for improving our recruitment process in the future. Please place a checkmark (✓) inside the box corresponding to your response for each question.

**Questions:**

How did you know about the job?

- Word-of-Mouth
- Job Posting Site
- Social Media Page
- Flyer
- News Paper Ads
- [Add Other Choices]

On a scale of 1 to 5, with one being the highest, how would you rate our job advertisements on various media platforms?

- 1
- 2
- 3
- 4
- 5

[COMPANY LOGO]

[COMPANY NAME]  
[COMPANY ADDRESS]  
[CITY/STATE]  
[ZIP CODE]  
[PHONE/FAX]  
[EMAIL ADDRESS]

### Management Performance Survey

**Directions:** Evaluate the performance of the management by using the scales below. Check the box which you think is best.

DESCRIPTION	STRONGLY DISAGREE	DISAGREE	UNDECIDED	AGREE	STRONGLY AGREE
<b>A. Manager</b>					
1. The manager displays favoritism.					
2. The manager displays leadership.					
3. The manager is approachable and friendly.					
4. The manager provides security towards his/her employees.					
5. The manager ensures that each employee is provided with company benefits.					
6. [Insert your description here]					
7. [Insert your description here]					
8. [Insert your description here]					
9. [Insert your description here]					
10. [Insert your description here]					
<b>B. Administration</b>					

[INSERT NAME OF HOSPITAL/CLINIC]  
[INSERT YOUR HOSPITAL/CLINIC ADDRESS]  
[INSERT YOUR HOSPITAL/CLINIC CONTACT NUMBER/S]

[INSERT YOUR HOSPITAL/CLINIC LOGO]

### PATIENT SATISFACTION SURVEY

Dear Patient:

We at [INSERT NAME OF YOUR HOSPITAL/CLINIC] aim to live up to our commitment of giving the best medical treatment and healthcare services to our patients. We are interested in knowing your thoughts about the services we provide here at [INSERT NAME OF YOUR HOSPITAL/CLINIC].

Take a few minutes of your time and answer this survey. The information you share will help us in evaluating and improving the services we offer. We thank you for sharing your experience with us.

The [INSERT NAME OF HOSPITAL/CLINIC] team

Date of your appointment: \_\_\_\_\_ Age: \_\_\_\_\_

Name of Doctor: \_\_\_\_\_ Gender: \_\_\_ F \_\_\_ M

How long have you been visiting the office of the doctor at [INSERT NAME OF YOUR HOSPITAL/CLINIC]?

- Less than two times
- Two to Four times
- Five to Seven times
- More than Seven times

Pitch Decks



more slides with various designs

Quotations

**COMMERCIAL CLEANING QUOTATION**

**To:**

Project Name: \_\_\_\_\_ Customer Name: \_\_\_\_\_

Quote #: \_\_\_\_\_ Complete Address: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Valid Till: \_\_\_\_\_ Email-id: \_\_\_\_\_

Area	Cleaning Details	Total Amount
Main Office	Window Cleaning, Mopping, Carpet Cleaning, Use Disinfectants	Rs.1,000.00
Reception	Vacuum Carpet Area, Clean Front Desk, Empty Bins, Couch Cleaning	Rs.500.00
Kitchen	Clean Microwave, Wipe Sinks, Refill Kitchen and Hand wash	Rs.400.00
Washrooms	Clean and Sanitize Sinks, Disinfect Toilets, Mop and Disinfect Floors	Rs.500.00
Meeting Rooms	Arranging Tables & Chairs, Dust Windows and Blinds, White Boards	Rs.400.00
Stairs	Mop Floors, Wipe Skirting Boards	Rs.300.00
		Rs.0.00
		Rs.0.00
<b>Account Details:</b>		<b>Subtotal:</b> Rs.3,100.00
Company Name: _____		<b>GST @18 %:</b> Rs.155.00
Account number: _____		<b>TOTAL</b> Rs.3255.00
Bank Name: _____		
Email-id: _____		

## Offer Letters & HR Docs

Candidate First and Last Name  
Candidate Address  
City, State, Zip

Dear [Candidate Name],

We are pleased to offer you the [full-time, part-time, etc.] position of [job title] at [company name] with a start date of [start date], contingent upon [background check, I-9 form, etc.]. You will be reporting directly to [manager/supervisor name] at [workplace location]. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to [briefly mention relevant job duties and responsibilities].

The annual starting salary for this position is [amount] to be paid on a [monthly, semi-monthly, weekly, etc.] basis by [direct deposit, check, etc.], starting on [first pay period]. In addition to this starting salary, we're offering you [discuss stock options, bonuses, commission structures, etc.].

Your employment with [company name] will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

Letter to employee confirming outcome of disciplinary hearing – summary dismissal for gross misconduct

[ON HEADED NOTE PAPER]

[Employee name]

[Address]

[Date]

Dear [Name]

### Confirmation of summary dismissal for gross misconduct

You attended a disciplinary hearing on [DATE]. I am writing to confirm that it has been decided that your employment should be terminated with immediate effect on grounds of your gross misconduct.

At the disciplinary hearing, the following allegations were found proven: [set out each allegation of misconduct and summarise the findings in respect of each. Explain why the conduct was so serious as to warrant summary dismissal].

You were previously given warnings on [DATES] about your conduct. Your final written warning dated [DATE], which is still active, warned you that if there was any further misconduct prior to its expiry, you may be dismissed.

If you wish to appeal against this decision you should inform [NAME] in writing by [DATE], stating your grounds of appeal in full.

## Bonds

### ADMINISTRATION BOND BY GUARDIAN UNDER SECTION 34, GUARDIANS AND WARDS ACT

In the matter of the Guardianship of minor KNOW ALL MEN BY THESE PRESENTS that we A son of resident of and B son of resident of ..... and C son of resident of hereby bind ourselves jointly and severally to Shri District Judge of ..... to his successors in his office or his or their assigns in the sum of Rs .....for the payment of which said sum of Rs ..... to be faithfully or truly made, we, the above named A, B and C bounden, bind ourselves, and our heirs, executors, administrators and representatives for the payment of the said sum of Rs ..... frmly by these presents

WHEREAS by an order of the court of District Judge of ..... made on the day of 20..... under section 15 of the Guardians and Wards Act, 1890, the above named A has subject to his entering into a bond in Rs ..... with two sureties in the same sum, been appointed guardian of the movable and immovable property of D minor son of ..... AND WHEREAS the said A has agreed to enter in the above written bond and the said B and C have agreed to enter into the above written bond as sureties for the said sum of Rs .

Now we the said A and the said B hereby bind ourselves to pay to the district judge and his successors in office the said sum of Rs . whenever demanded provided that and the condition of the Bond is that if the said A do and shall justly and truly manage the said estate and account whenever called upon to do so for what he may receive in respect of the movable and immovable property of the said Shri D, the minor, and shall carefully observe, perform and obey all orders and directions of the said court of the District Judge of ..... touching or concerning the estate and effects of the said Shri D, the minor and his property and touching and concerning all such moneys and estates as the said A shall receive as such guardian and in all things conduct himself properly, then this bond shall be void and of no effect, otherwise it shall remain in full force and effect.

Signed and delivered by the above named parties at on this ..... day of .....20.....

#### WITNESSES

- .....  
Guardian
- .....  
Surety

Taxations

**FORM NO. 25**  
[see section 193 and rule 37]

**Annual return of deduction of tax from interest on securities under section 206 of the income tax act, 1961, for the year ending 31<sup>st</sup> march,.....**

<b>(a)</b>	Tax Deduction Account Number	
<b>(b)</b>	Permanent Account Number	

**2. Details of the person responsible for paying any income by way of interest on securities**

<b>(a)</b>	Name /Designation	
<b>(b)</b>	Address	
	Flat/Door/Block No.	
	Name of premises/Building	
	Road/Street/Lane	
	Area/Locality	
	Town/City/District	
	State	
	Pin Code	

**(c) Has address of the person paying income by way of interest on Tick Yes No**  
Securities changed since submitting the last return.

**FORM E**  
[See rule 5]

**Form of appeal to the Deputy Commissioner (Appeals) and Commissioner of wealth-tax (Appeals) under section 23 of the wealth-tax Act, 1957**

Wealth-tax Range ..... of 19 .... 19.....  
1 No. ....

Name and address of the appellant	Permanent Account Number
Assessment year in connection with which the appeal is preferred	
Assessing Officer /Valuation Officer passing the order appealed against.	
Where valuation of any asset has been referred to the Valuation Officer, designation and address of such valuation officer	
Section and sub-section of the Wealth-tax Act, 1957, under which the Assessing Officer /Valuation Officer passed the order appealed against and the date of such order.	
Where the appealed relates to any assessment, penalty/fine, the date of service of the relevant notice of demand	
In any other case, the date of service of the intimation of the order appealed against	
Section of the Wealth-tax Act, 1957, under Which the appeal is preferred	
Where return has been filed by the appellant for the assessment year in connection with which the appeal is preferred, whether tax due on the net wealth returned has been paid in full. (If the answer is in the affirmative, give details of the date of payment and amount paid.)	
*Relief claimed in appeal	
**Where an appeal in relation to any other assessment year is pending in the case of the appellant with any Deputy Commissioner (Appeals) /Commissioner (Appeals), Give the details as to the date----	
Deputy Commissioner (Appeals) /Commissioner (Appeals) with whom the appeal is pending ;	
Assessment year in connection with which the appeal has been preferred;	
Assessing Officer/Valuation Officer passing the order appealed against;	
Section and sub-section of the Act, under which the Assessing Officer/Valuation Officer passed the order appealed against and the date of such order	

Franchise Documents

**APPLICATION FORM FOR CONSIDERING THE APPOINTMENT OF FRANCHISEE**

The General Manager  
..... Co. Ltd.  
.....  
New York  
USA

Subject: Appointment of Franchisee

In response to the Advertisement published by you in.....Times  
.....Edition of, dated..... we furnish below the particulars and details about ourselves for your consideration. We hereby request you to consider our application and appoint us as your Franchisee for the territory of .....

1. Name of the applicant with complete address, telephone Nos. Fax Number, Telex No. of Head office and branch offices.
2. Whether the applicant is limited liability company incorporated under Companies Act or partnership firm?
3. In case of Company, the Registration No. and date of the issue of Certificate of incorporation with the office of the Registrar with which the company has been registered.
4. In case of partnership firm, the Registration No., date of the registration with the office of the Registrar of Firms with which the Firm has been registered.
5. PAN of the applicant and the Assessing Officer with whom the applicant is being assessed.
6. Details of profits of the applicant in other business for the last 3 years (Please enclose copy of Balance Sheet & Profit and Loss A/C for the last 3 years of the applicant.
7. Names of the Promoters/directors of the company/ partners of the firm with their residential addresses, telephone No., etc.
8. Educational/professional qualifications of the Directors/partners of the applicant.
9. Other directorship/partnership held by directors of applicant with details of companies/firms in which directors/partners of the applicant are directors/partners.
10. Whether the applicant has applied for the franchise or licence of any other organization in the past? If yes, whether the franchise-ship still subsists or has been terminated? If terminated, the reasons for such termination.
11. Whether the applicant has obtained or applied for the trade mark or design of the products in which the Franchiser company is dealing? If yes, the details thereof.
12. Details with addresses and valuation of immovable properties owned by the applicant.
13. Amount which the applicant can invest in the franchise business.
14. The territory for which the applicant wants to be franchisee.
15. Target of turnover of Franchisees franchisee business which is expected to be

## Few folders of the documents (only few are here)

HR Editable Docs  
Business Editable Docs  
legal drafts  
Performance management kit  
Training Module  
Job Descriptions  
Statutory Policy - Labour Law  
Exit Process  
Employee Engagement  
Records and Formats  
Hiring Module  
Covid 19 Signage  
Interview Questions  
COVID- 19  
Recruitment Module  
Statutory Compliance  
Employee Compensation  
2024 Calendar  
HR Department documents  
Employee Policies  
On Boarding kit  
Ror  
HR Letter  
Advertising, Arts, and Media  
Community Services and Development  
Information Technology  
Administration and Office Support  
Hospitality and Tourism  
Engineering  
Insurance  
Construction  
Banking and Financial Services  
Education and Training  
Consulting and Strategy  
Healthcare and Medical  
Accounting  
Executive  
Farming, Animals, and Conservation  
Call Center and Customer Service  
Information Technology  
Other industries  
Job Offer  
Sourcing  
Job Interview  
Job Referral  
Rejection  
Agreements \_ Formats-223  
Survey  
Email  
MIS  
business forms  
COVID- 19  
Letters  
Bill and invoices  
Notices  
Quotation Formats  
Media Kit  
Marketing  
AWARD

Board resolutions  
Statutory  
Business plan \_ Pitch deck  
GST  
Income Tax & GST Drafts  
Indemnity  
Rent  
Lease Financing  
Bond  
Exchange  
Banking  
Negotiable Instrument  
Easements  
Copyright  
IPR Drafts  
Hire-Purchase  
GST  
Acknowledgement  
Conveyancing  
Application  
Power of Attorney  
Guarantee  
Arbitration  
Appointment  
Notice  
Miscellaneous deeds  
Sale  
Partnership  
Franchisee  
Composition deed  
Income Tax  
Information Technology  
Agreement  
Memorandum of Understanding  
Infrastructure, development and financing  
Company  
GST  
Income Tax  
REFUND FORMS (CENTRE)  
Challan  
Invoice format  
Registration  
REFUND FORMS (STATE)  
Copyright  
Patents  
Trademarks  
REFUND FORMS (CENTRE)  
Challan  
Invoice format  
Registration  
REFUND FORMS (STATE)  
ACKNOWLEDGEMENTS  
loan  
MORTGAGE  
general  
Limitation  
debt  
RECEIPTS

and many more...

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+91 6379934788

support@99papers.in

