

# MAHALAXMI MALT PRODUCTS PVT. LTD.

## BUSINESS POLICY

(Policy No.: 09)

The following are the business policies for the customers:

### 1. Quality/specifications:

All material(s) to be supplied to its customer shall strictly conform to the specifications, quality descriptions, weights and measurements stipulated by the customer and they shall be subject to the approval of QC as to quality descriptions, weights and measurements as may require mentioned and also subject to satisfaction that they are in accordance with the other specimen being addressed by the customer. Otherwise the goods shall be liable to hold for its further approval and diversion to other application.

Wherever the Order stipulates production of test certificates from the manufacturer or from a testing laboratory recognized by the appropriate Government or a guarantee certificate the same shall be furnished by us along with dispatch documents failing which the consignment would be hold and person responsible will held for the explanations and till the confirmation of the relevant customer and approval from the department head the supplies would be on hold.

All goods must strictly conform to the stipulated quantity, description, specification, weight, measurement and as per specimen directed or given by the purchaser and shall be subject to Purchaser's approval as to the quantity, description, weight, measurement and quality as mentioned in the order.

### 2. Quantity:

The quantity/quantities indicated in the Order shall be strictly adhered to while executing the Orders and shall not vary under any circumstance unless otherwise mutually agreed to in writing or verbally.

### 3. Invoice:

Immediately after dispatch of material(s), invoice in quadruplicate, duly typed or written legibly in ink, and complete in all respects including reference of P.O./memo vendor code Number assigned to the material(s) code and description of the material(s), prices, taxes, duties and discounts applicable to the supplies as per the Order, shall be either sent to customer directly or negotiated through bank, as the case may be depending upon the terms agreed to in the Order. Invoice shall cover the items pertaining to the order only and shall fully cover the description of the material given in Order.

### 4. Dispatch/ dispatch documentation:

Unless otherwise specified, all goods shall be dispatched by road/or any specific mode of dispatch as mentioned in order or directed by concerned marketing office



through nominated transporter(s) only as indicated in the Orders or being advised by the concern marketing office. Any deviation in this regard shall not be accepted unless a change in the mode of transport or the transporter has been agreed to in writing by the customer /by marketing office by an amendment to this Order prior to dispatch of goods.

Immediately after dispatch of goods by Road particulars of LRs, Consignment Note Number, date and destination of dispatch shall be intimated to the customer. Any demurrage/bank charges payable on account of delay in compliance/receipt of the dispatch particulars shall be solely to customer account. Two copies of delivery challans shall be sent along with LRs/PWBs. The delivery challans shall contain details such as purchase Order Number and, number of packages, contents of the packages and net and gross weight of the package. ; While one copy of the packing list, listing the contents with materials code numbers shall be sent to customer directly along with the invoice, one copy of the packing list shall be inserted in each package for purpose of ready verification. GST invoice shall invariably be sent along with delivery challans to enable customer to claim GST benefit. For supplies involving GST transactions Tax Invoice containing all the prescribed particulars including the GST of seller and purchaser mentioned clearly is required to be submitted to enable customer to avail Input Tax Credit Benefit. If any deficiency is noticed in the GST Invoice resulting in non availment of Cenvat/Input Tax Credit benefit, then company will take action against the concerned employee/staff member.

#### **5. Business ethics:**

Acceptance/ execution of the order shall be deemed to be (A) a confirmation by the company that no benefit, either in cash or in kind, has been provided to any officer or employee, or any relative / associate of any officer or employee, to the customer or of any of its associate companies, in order to secure the contract, and (B) an undertaking by Company not to provide any benefit, either in cash or kind, to any such officer/employee/relative/associate as a reward or consideration either for securing the contract/order or any other matter relating supplies.

#### **6. Jurisdiction:**

Any dispute arising out or touching the Order/contract shall be subject to the EXCLUSIVE jurisdiction of court in Palwal (Haryana), India and to no other place.

Dated: 03.08.2019  
Palwal

Pranav Bansal  
Director  
(Mahalaxmi Malt Products Pvt. Ltd.)