

GOOD OFFICES COMMITTEE™

The Federation of Publishers' and Booksellers' Associations in India

84, Second Floor, Daryaganj, New Delhi – 110 002

Phone no.: 011-23272845, 23281227; E-mail: fpbaindia@gmail.com; info@fpbai.org

Website: www.fpbai.org

Application for Enrolment as an Approved Subscription Agent

1. Name of Establishment _____

2. Address _____

3. Phone (s) No. _____ Fax No. _____ E-mail _____

4. Pan no. _____ G.S.T. No. _____ C.I.N. No. _____

5. Aadhaar No. _____ Date and year of establishment/incorporation _____

6. Constitution of the establishment: Proprietary/Partnership/Pvt.Ltd./Ltd.

7. Particulars of all persons i.e. Proprietor/Partners/Directors, as

a) Name _____ Designation _____

Address _____

Phone (s): Office _____ Residence _____

b) Name _____ Designation _____

Address _____

Phone (s): Office _____ Residence _____

c) Name _____ Designation _____

Address _____

Phone (s): Office _____ Residence _____

d) Name _____ Designation _____

Address _____

Phone (s): Office _____ Residence _____

8. Branches in India, if any (complete address with Telephone Nos.)

a) _____

b) _____

c) _____

d) _____

e) _____

9. Your Annual turnover as Subscription Agent over the preceding three years, on all basis:

Year (1 April-31 March)	2015-2016	2016-2017	2017-2018
Over Rs. 50 Lakhs
Over Rs. 10 Lakhs
Below Rs. 10 Lakhs

10. Name three major subscribers in India during preceding three years.

a) _____

b) _____

c) _____

Also please enclose, alongwith this application, certificates from the above three institutions/Colleges/Libraries on their letterhead certifying that your services to them over a period of 3-4 years have been satisfactory. The certificate should be signed by the appropriate authority of relevant institution/college/ library and furnished to GOC office, in original.

11. Whether member of Federation of Publishers & Booksellers Associations in India **Yes / No**
If yes, please indicate **Membership no.** If No, please fill the application form for membership of FPBAI (you can download the Application form at FPBAI site www.fpbai.org and collect from FPBAI office) and submit the same alongwith this application.

12. Fee for enrolment as an approved subscription agent: **Rs. 9,440/-** (Rs. 3,000/- Annual Fee + 5,000/- entrance fee + Rs. 1,440/- as GST 18% = **Rs. 9,440/-**) bank draft/cheque payable to “The Federation of Publishers’ & Booksellers Associations in India” to be sent alongwith this application.

DECLARATION: I/We do hereby affirm that:

- a) All particulars given above are correct to the best of my/our knowledge and belief.
- b) I/we shall strictly adhere to the terms of supply as approved by the Good Office Committee from time to time. I/we further confirm that in case of any violation or default of GOC terms and conditions, as applicable from time to time, the GOC may take such disciplinary action against me/our organization, as it deems fit.
- c) I understand that in the event of non-payment of membership subscription on time, my membership shall automatically be cancelled.

Your faithfully,

Name _____ Designation _____ Signature _____

Place _____ Date _____ (Rubber stamp of the organization)

ACCEPTED/REJECTED at the meeting of the GOC held on _____

Chairman / Hony. Secretary GOC

Terms and Conditions for supply of Journals and Registration of Subscription Agents

1. A subscription agent shall apply to the Good Offices Committee for registration as an Approved agent on prescribed proforma and shall file alongwith it an affidavit on non-judicial stamp paper of Rs. 50/- binding itself to abide by the terms and conditions, as amended from time to time, laid down by the Good Offices Committee in this regard.
2. The following will be eligible for registration as subscription agents:
 - i) Those subscription agents who have been in business as subscription agents for past three years at the time of applying for registration or who furnish a bank guarantee of reasonable amount to be sorted out with the subscribers till such time as they complete three years as subscription agents.
 - ii) The existing members of the Federation of Publishers' and Booksellers' Associations in India (FPBAI) who have not been in business as subscription agents earlier. However, their bona fides will have to certify by the Federation.
3. A subscription agent must have proper business premises, telephone and other infrastructure to operate the subscription agency for providing efficient services. The particular of approved agents shall be publisher in GOC circulars from time to time.
4. All subscription shall be accepted on conversion rates for different currencies and terms and conditions as approved by the GOC from time to time.
5. The subscriber shall pay full amount of subscription in advance in India currency at the rates of conversion shall be claimed by the agent by agent by raising a supplementary invoices at the then prevailing GOC rate of conversion. However, in case of any subsequent reduction in the rates of subscription, the credit note will be drawn at the same rate of conversion as charged in original invoice.
6. The subscription agent shall not offer any discount on the rates of conversion fixed by the GOC even if a library/institution invites quotations nor shall the agent make any charges whatsoever accept the actual subscription rates and postal/handling charges, if any, levied by a publisher.
7. The subscription agent shall charge the publishers current subscription rates but wherever concessional rates are available to Indian subscribers, the agent shall chare accordingly.
8. The subscription agent will remit the amount of subscription to the publisher within 30 days from the receipt of payment. Details of payment made to the publishers may be intimated to the subscriber.
9. In case of a subscriber or a subscription agent has any complaint, a reference may be made to the GOC for arbitration.
10. The Good Offices Committee reserves the right to remove the name of a subscription agent from the list of approved agents if it is proved that the agent has violated the terms and conditions of registration.

On Fifty Rupee Non-Judicial Stamp Paper

Affidavit

(To be attested by Notary Public)

I, _____, Proprietor/Partner/Managing Director/Director (Designation),
_____(Name and address of organization)

Do hereby solemnly affirm and declare as under:

1. That all the particulars given in our application dated for appointment as an approved subscription agent are correct to the best of my/our knowledge.
2. I affirm that _____ (Name of the organization) shall strictly adhere to the terms of supply as approved by the Good Offices Committee from time to time.
3. I affirm that _____ (Name of the organization) in case of missing issues or total non-receipt of suppliers shall either supply such issues or refund the applicable amount to the subscriber.
4. I also affirm that in the case of any violation or default of the terms and conditions of the Good Offices Committee, the said Committee may take action such action against us as it deems necessary.
5. No discount on publishers' prices fixed for Indian subscribers.
6. Conversion rates as per latest GOC circular prevailing on the date of billing only.
7. Bills to remain valid for 30 days from the date of bill. Supplementary bills shall be raised in case there is any difference in the price as charged by the Publishers or if there is a delay in payment beyond the period as recommended above.
8. Full advance payment to be made against all journal bills.
9. Claims for missing issues of journals to be made within 90 days of the publication of the issue in case it is supplied directly by the publisher to the end user. In case of claims beyond 90 days of publication, if rejected by the publisher, the agent will not be held responsible for refund. No penal interest is payable on stray missing issues. In case of delivery from the agent, the supply will be reviewed every quarter between the Library and the agent. All legitimate claims from customers to be settled by the vendors within one and half years from the date of receipt of payment. However, this would not include titles which are published behind schedule.
10. The customer should not insist on acknowledgements for receipt of payment from the Publishers when orders are routed through approved vendors of GOC. Most publishers do not have a system of sending such acknowledgements.
11. All subscriptions are subject to full advance payment only. No monthly, quarterly or half yearly payments will be accepted by the approved vendors from the Institutes.

12. All Institutional customers are advised to route their requirements through the approved vendors of GOC and not directly through foreign publishers.

13. In case of any grievance regarding subscription orders placed through a GOC approved agent, institutions and customers are free to bring forth their complaint directly to the GOC for amicable settlement.

Dated _____ (_____)
Deponent

Verification:

I, _____ of _____
(Name & Designation) (Name of Organization and stamp)

Do hereby verify that the contents of paras 1 to 13 of this Affidavit are true to the best of my knowledge and nothing is concealed there from and no part of it is false.

Verified at _____ this _____ of _____
(Place) (Date) (Month) (Year)