

Standard operating procedure (SOP)

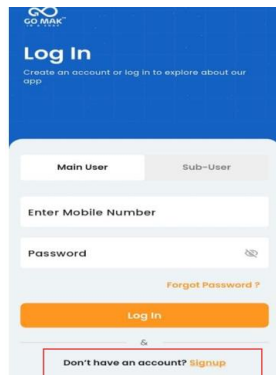
Go Mak wholesaler (SOP)

Purpose:

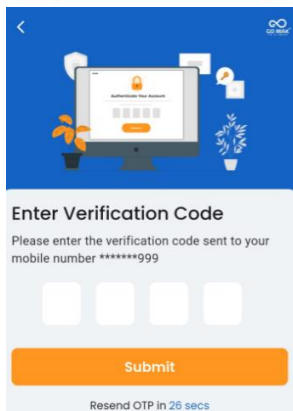
This Standard Operating Procedure (SOP) outlines the detailed steps for wholesalers to register, fill in personal and business information and complete KYC verification on the Go Mak mobile application.

How to Sign In

- Download and install the Go Mak mobile application.
- Open the Go Mak app.
- Tap 'Sign Up' to create a new account.
- Enter your mobile number to receive an OTP (One-Time Password).
- Verify the OTP and proceed to fill in your information.



The screenshot shows the 'Log In' screen of the Go Mak mobile application. At the top, there is a blue header with the 'GO MAK' logo and the text 'Log In' and 'Create an account or log in to explore about our app'. Below the header, there are two tabs: 'Main User' and 'Sub-User'. The 'Main User' tab is selected. There are two input fields: 'Enter Mobile Number' and 'Password'. Below the password field, there is a link for 'Forgot Password?'. At the bottom, there is an orange 'Log In' button and a link for 'Don't have an account? signup'.



The screenshot shows the 'Enter Verification Code' screen of the Go Mak mobile application. At the top, there is a blue header with the 'GO MAK' logo and an illustration of a computer monitor displaying a verification code. Below the header, there is a title 'Enter Verification Code' and a message: 'Please enter the verification code sent to your mobile number *****999'. There are four input fields for the verification code. At the bottom, there is an orange 'Submit' button and a link for 'Resend OTP in 26 secs'.

Fill in the Personal Information

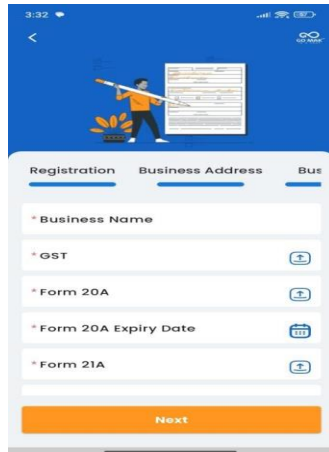
1. After signing in, navigate to the Registration section.
2. Complete all mandatory fields, including:
 - First Name
 - Last Name
 - Create Password
 - Email ID
 - Alternate Contact Number
3. Enter a Referral Code if available.
4. Tap Next to proceed.

A screenshot of a mobile application's registration screen. The screen has a blue header with a white navigation bar containing three tabs: "Registration" (selected), "Business Address", and "Bus". Below the header is a white form with several input fields. The fields are labeled: "* First Name", "Last Name", "* Create Password" (with a small icon to the right), "* Email Id", "* Alternate Contact Number", and "Referral Code". At the bottom of the form is a prominent orange button labeled "Next". The top of the screen shows the time "11:36" and various status icons.

Fill in Your Business Address

1. In the Business Address section, provide the following details:

- Business Address
- City, State, and PIN Code
- GST Number (optional)
- Form 20b Details (optional)
- Form 20b Expiry Date (optional)
- Form 21b Details (optional)
- Form 21b Expiry Date (optional)

A screenshot of a mobile application interface showing a registration form. The form is titled "Business Address" and is part of a multi-step process. The form fields include: "Business Name", "GST" (with a plus icon), "Form 20A" (with a plus icon), "Form 20A Expiry Date" (with a calendar icon), and "Form 21A" (with a plus icon). At the bottom of the form is an orange "Next" button. The top of the screen shows a blue header with a back arrow, a user profile icon, and the text "3:32" and "98%".

2. Upload your Business Outlet Image.
3. Review all information
4. Click on submit

Completion

Upon successful submission of all details your wholesaler App account will be created. You will receive a confirmation message or notification once your verification is approved.