



SOLUCION HomeServices

Your Trusted One-Stop Home Service Provider in Jammu

PARTNER ONBOARDING KIT

Welcome to the Solucion Family!

We are excited to have you join Jammu's fastest-growing home service network. This kit contains everything you need to complete your onboarding. Please read all sections carefully and submit the required documents to get started.

1. WHO CAN JOIN?

INDIVIDUAL PROFESSIONAL	BUSINESS / FIRM
<ul style="list-style-type: none">• Skilled tradespeople• Freelance technicians• Independent contractors• Solo service providers <p><i>e.g. Plumber, Electrician, Carpenter, Painter, AC Technician, Pest Control</i></p>	<ul style="list-style-type: none">• Registered companies• Partnership firms• Proprietorship businesses• Home service agencies <p><i>e.g. Cleaning Companies, Security Firms, Renovation Contractors, Agencies</i></p>

2. REQUIRED DOCUMENTS

A. IDENTITY & ADDRESS PROOF			
01	Aadhaar Card	Government-issued identity & address verification	Both
02	PAN Card	Tax identification & financial verification	Both
03	Passport / Voter ID / Driving License	Additional identity proof (any one)	Both
04	Passport-size Photographs	2 recent colour photographs (white background)	Both
B. PROFESSIONAL CREDENTIALS			
05	Skill / Trade Certificate	Proof of relevant trade or technical qualification	Both
06	Work Experience Letter	Letter from previous employer or client references	Both

07	Police Verification Certificate	Background check clearance from local police station	Both
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C. BUSINESS DOCUMENTS (For Firms / Companies)

08	Business Registration Certificate	GST Registration / Shop & Establishment Act License	Both
09	GST Certificate	Goods & Services Tax registration number	Both
10	Partnership Deed / MOA / AOA	Constitutional documents of the business entity	Both
11	Company PAN Card	Tax identification for the business entity	Both

D. BANK & FINANCIAL DETAILS

12	Cancelled Bank Cheque	Verification of bank account for payment processing	Both
13	Bank Passbook — First Page	Account holder name, account number & IFSC code	Both

E. SERVICE & EQUIPMENT

14	Own Tools / Equipment List	List of tools or equipment available for service delivery	Both
15	Vehicle RC Book (if applicable)	For partners providing on-site services using own vehicle	Both
16	Insurance Certificate (if applicable)	Public liability or professional indemnity insurance	Both

IMPORTANT: All documents must be submitted as clear, self-attested photocopies along with originals for verification. Digital copies can be sent to solucionhomeservicesjammu@gmail.com. Incomplete applications will not be processed.

3. ONBOARDING PROCESS

01 APPLY Fill out the Partner Registration Form online or at our Jammu office.	02 SUBMIT DOCS Submit all required documents for verification within 3 working days.	03 VERIFICATION Our team verifies documents & conducts a background check (3–5 days).	04 TRAINING Attend a mandatory orientation on quality standards and app usage.	05 GO LIVE Get listed on Solucion platform and start receiving service requests!
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4. PARTNER AGREEMENT — BASIC TERMS & CONDITIONS

4.1 Service Standards	Partners must deliver services professionally, on time, and as per Solucion quality guidelines. Repeated customer complaints may result in account suspension.
4.2 Commission Structure	Solucion Homeservices retains a platform commission on each completed booking. The applicable rate will be communicated at onboarding and may be revised with 30 days' notice.
4.3 Payment Terms	Earnings are credited to the registered bank account weekly (every Monday) after deducting applicable platform commission and taxes.
4.4 Code of Conduct	Partners must treat all customers with respect and professionalism. Harassment, fraud, or misconduct of any kind will lead to immediate termination of the partnership.
4.5 Exclusivity	This is a non-exclusive agreement. Partners may work independently; however, Solucion branding, uniforms, and marketing materials must only be used for Solucion-assigned jobs.
4.6 Termination	Either party may terminate this agreement with 15 days' written notice. Solucion reserves the right to terminate immediately in cases of misconduct, fraud, or violation of these terms.
4.7 Data Privacy	Customer data accessed through the Solucion platform is strictly confidential. Sharing or misusing customer information violates this agreement and applicable law.
4.8 Dispute Resolution	Disputes shall first be resolved through mutual discussion. If unresolved, they shall be subject to the jurisdiction of courts in Jammu, J&K.;

5. DECLARATION & SIGNATURE

I / We, the undersigned, hereby declare that all information and documents submitted are true, accurate, and complete to the best of my / our knowledge. I / We agree to abide by the Terms and Conditions of Solucion Homeservices as stated above and any subsequent guidelines issued by the company. I / We understand that submission of false information may lead to immediate rejection or termination of my / our partnership.

Partner Name: _____	Date: _____
Signature: _____	Place: _____
Business Name (if applicable): _____	Stamp (if applicable): _____