

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**(A Government of India Undertaking)**

**INTERNATIONAL TRADE & SUPPLIES DEPARTMENT**

**REGISTRATION OF  
INTERNATIONAL TRADERS *for*  
IMPORT OF CRUDE OIL *and*  
IMPORT / EXPORT OF PETROLEUM PRODUCTS**

**Hindustan Petroleum Corporation Ltd (HPCL)** imports crude oil and petroleum products as well as exporting petroleum products through a **tendering procedure** with foreign parties registered on its approved vendor list. Internationally well reputed foreign petroleum traders with sound financial standing are invited to register with HPCL for trading of crude oil and petroleum products and are requested to fill up the following registration form and submit it, duly signed on letter head along with enclosures, to the address provided at the end of this message.

Note: Please note that the submission of an application by a party does not guarantee registration on HPCL vendor list. HPCL reserves the right to reject any application without assigning reasons thereof.

HPCL deals with the parties who are registered on our approved Vendor List on a principal-to-principal basis and not through any intermediary. Also HPCL treats all data received either from you or your trade / bank references in strict confidence and would be used only for the purpose of registration on HPCL Vendor List(s).

It is requested that the data / documents sought may be provided as per seriatim. It may be noted that the request for registration on HPCL vendor list(s) shall be considered only on the receipt of full data including audited balance sheets/ annual reports, as well as satisfactory references from reputed international oil parties and banks.

The decision of HPCL shall be final and binding upon the parties with regard to registration.

DATA SHEET TO BE FILLED ON THE LETTER HEAD BY PROSPECTIVE FOREIGN SUPPLIER / BUYER.

I. PARTICULARS OF APPLICANT:

SR.NO	ITEMS	DETAILS
1.	<b>NAME OF THE COMPANY SEEKING REGISTRATION</b>	
2.	<b>NATIONALITY/COUNTRY OF INCORPORATION</b>	
3.	<b>CORPORATE HEADQUARTERS</b>	
4.	<b>DATE OF INCORPORATION</b> <i>Please enclose Notarized copy of Certificate of Incorporation.</i>	
5.	<b>CORE BUSINESS ACTIVITY OF THE COMPANY</b>	
6.	<b>YEAR SINCE TRADING IN CRUDE OIL/PETROLEUM PRODUCTS</b>	
7.	<b>TYPE OF COMPANY – PRIVATE/PUBLIC</b> <i>Please specify whether your company is directly or indirectly held/controlled/owned by any Indian entity/ National(s). Request from Indian parties as well as foreign branches of Indian Parties would not be considered.</i>	

SR.NO	ITEMS	DETAILS
8	<b>NAME OF THE CHAIRMAN/PRESIDENT/MANAGING DIRECTOR</b>	
9	<b>CONTACT PERSON (S)</b> <b>NAME:</b> <b>DESIGNATION:</b> <b>TELEPHONE NOS- OFFICE:</b> <b>TELEPHONE NOS – MOBILE:</b> <b>FAX NOS:</b> <b>E-MAIL IDS:</b> <b>POSTAL MAILING ADDRESS:</b>	
10	<b>NAME(S) OF THE COUNTRY(IES) IN WHICH ASSETS OF YOUR COMPANY IS/ARE SITUATED.</b> <i>Please indicate nature of assets</i>	
11.	<b>OVERSEAS OFFICES</b> <i>Pl give addresses with name of contact official and telephone/fax nos and e-mail lds.</i>	
12.	<b>PARENT/HOLDING COMPANY, (IF ANY)</b> <i>Please give %age of share holding.</i> <i>Please provide supporting document for being a 100% subsidiary, if applicable.</i>	
13.	<b>SUBSIDIARY (IES), if any</b> <i>Please give %age of share holding(s)</i>	
14.	<b>CREDIT RATING OF THE APPLYING COMPANY BY INTERNATIONAL AGENCIES LIKE STANDARD &amp; POOR, MOODY'S, MRC OR D&amp;B.</b> <i>Please indicate the rating and the date when it was awarded along with documentary evidence.</i>	

**II. INTERESTED IN REGISTRATION FOR:**

SR.NO	ITEMS	DETAILS
1.	<b>SUPPLY OF CRUDE OIL</b> <i>Please indicate grade (s) of crude oil.</i>	
2.	<b>SUPPLY/PURCHASE OF PETROLEUM PRODUCTS</b> <i>e.g., LPG/NAPHTHA/MS/SKO/HSD/FO/LOBS/BI TUMEN/HEXANE ETC.</i>	

**III. REFERENCES:**

SR.NO	ITEMS	DETAILS
1.	<b>BANK REFERENCES (Minimum Three)</b> <i>Please furnish names of the bank(s), dealing officials, e-mail Ids/ fax nos., postal addresses. The party seeking registration shall have no objection to HPCL making enquiries from such banks in the course of registration.</i>	
2.	<b>TRADE REFERENCES (Minimum Six)</b> <i>Please furnish names of the parties, dealing officials, e-mail Ids/fax nos., postal addresses in respect of parties with whom trading transactions have been entered into during the last one year. The party seeking registration shall have no objection to HPCL making enquiries from such trade references in the course of registration.</i>	

**IV. VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS**

(IN MTS)

DESCRIPTION (GRADES)	2007♣		2006♣		2005♣	
	TERM	SPOT	TERM	SPOT	TERM	SPOT
CRUDE OIL						
PETROLEUM PRODUCTS VIZ.						
LPG						
NAPHTHA						
MS						
SKO						
HSD						
FUEL OIL/LSWR						

♣ Data to be given for the previous three financial years.

**V. VALUE OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.**

(IN MILL. USD)

DESCRIPTION	2007♣		2006♣		2005♣	
	TERM	SPOT	TERM	SPOT	TERM	SPOT
CRUDE OIL						
PETROLEUM PRODUCTS VIZ.						
LPG						
NAPHTHA						
MS						
SKO						
HSD						
FUEL OIL/LSWR						

♣ Data to be given for the previous three financial years.

**Notes:**

- 1.The Physical volume traded in the international market should only be given in the above format, for Purchases and Sales separately.
- 2.The inter company/group transactions may kindly be excluded and given separately in the above format.
- 3.Purchases or Sales of crude oil/ petroleum products for use in own country/refinery/market are not to be included in the figures given in above table and may be shown separately.

**VI. SUPPLIERWISE VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.**

(IN MTS)

DESCRIPTION	NAME OF SUPPLIERS	2007♣		2006♣		2005♣	
		TERM	SPOT	TERM	SPOT	TERM	SPOT
CRUDE OIL							
PETROLEUM PRODUCTS VIZ.							
LPG							
NAPHTHA							
MS							
SKO							
HSD							
FUEL OIL/LSWR							
<any other product>							

♣ Data to be given for the previous three financial years.

**VII. CUSTOMERWISE VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.**

(IN MTS)

DESCRIPTION	NAME OF CUSTOMERS	2007♣		2006♣		2005♣	
		TERM	SPOT	TERM	SPOT	TERM	SPOT
CRUDE OIL							
PETROLEUM PRODUCTS							
VIZ.							
LPG							
NAPHTHA							
MS							
SKO							
HSD							
FUEL OIL/LSWR							
<any other product>							

♣ Data to be given for the previous three financial years.

**Notes:**

1. The details of on- going term contracts for sale and purchase of Crude oil (Grade-wise) and Products (product-wise) along with names of the suppliers/customers and volume may also be given.

2. It is requested to give a confirmation that above volumes do not include paper transactions, if traded by the party seeking registration.

**VIII. FINANCIAL DATA/PERFORMANCE (PREVIOUS THREE YEARS):**

(IN MILL. USD)

SR. NO	DESCRIPTION	YEAR ENDED ON		
		2007♣	2006♣	2005♣
1	NET SALES/ TURNOVER (FROM OIL TRADING)			
2	OTHER SALES/ ACTIVITIES			
3	NET PROFIT			
4	CAPITAL			
5	RESERVES			
	♣ Data to be given for the previous three financial years			
6	THE POLICY AND PRACTICE USED FOR VALUATION OF THE OPEN POSITIONS AT THE END OF THE YEAR. <i>Brief summary of the practice used while specifying the outstanding positions of the transactions in terms of US dollars.</i>			
7	ANY OTHER RELEVANT AND KNOWN INFORMATION OF THE COMPANY THAT IS LIKELY TO IMPACT PROFITABILITY OF THE COMPANY IN THE SHORT TERM.			

<b>8</b>	<b>ANNUAL/FINANCIAL REPORTS</b> <i>It is mandatory to submit printed/certified audited accounts along with Directors' and Auditors' Report, Notes on Accounts for the previous three years and other related published information, if any.</i>	
<b>9</b>	<b>OTHER BUSINESS ACTIVITIES</b> <i>Please also furnish the %age of their turnover with total turnover for the past three years.</i>	

**IX. OTHER INFORMATION:**

SR. NO	ITEMS	DETAILS
1.	<b>EQUITY CRUDE OILS.</b> <i>Oil fields owned/operated with complete details of production and volumes traded in the international market.</i>	
2.	<b>REFINERY (IES)</b> <i>Please give location and refinery-wise capacity for existing as well as proposed.</i>	
3.	<b>TANKER (S) (OWNED/CHARTERED)</b> <i>Please give flag-wise details and capacity.</i>	
4.	<b>AOT CERTIFICATE, ISSUED BY SINGAPORE GOVT., If Applicable.</b> <i>Pl. enclose Notarized copy.</i>	
5.	<b>IS THE COMPANY FACING AT THE TIME OF SEEKING REGISTRATION ANY KNOWN LEGAL DISPUTES THAT ARE LIKELY TO ADVERSELY AFFECT THE PERFORMANCE OF CONTRACTS/ MEETING ITS FINANCIAL COMMITMENTS.</b>	
6.	<b>PLEASE CONFIRM TO SUBMIT ANY PARENT CORPORATE GUARANTEE/ BANK GUARANTEE/ BID BOND, IF REQUIRED, AS PER POLICY OF HPCL.</b>	
7.	<b>PLEASE CONFIRM WHETHER APPLICANT COMPANY OR ITS GROUP/ SUBSIDIARY/ AFFILIATE/ PARENT COMPANY WAS EARLIER OR CURRENTLY REGISTERED ON HPCL'S MAILING LISTS - IF YES PLEASE GIVE DETAILS AS UNDER:</b> <b>(A) ON WHICH MAILING LIST (CRUDE / PRODUCT).</b> <b>(B) DATE OF REGISTRATION</b> <b>(C) PERIOD OF REGISTRATION</b> <b>(D) WHETHER ANY CARGO(ES) WERE/ARE AWARDED DURING SUCH PERIOD.</b> <b>(E) DATE/ REASONS OF DELETION.</b>	
8.	<b>OTHER RELEVANT INFORMATION, IF ANY.</b>	

**X. PRINCIPAL-TO-PRINCIPAL DEALINGS:**

ITEM	DETAILS
<p><b>PL PROVIDE CONFIRMATION REGARDING PRINCIPAL-TO-PRINCIPAL DEALINGS.</b></p> <p><i>The party shall give an undertaking that all the transactions shall be carried out on a Principal-to-Principal basis without using services of any Intermediary/Indian Agents.</i></p>	
<p><b>PL PROVIDE CONFIRMATION REGARDING GOVERNMENT OF INDIA NOT BEING A PARTY TO ANY PURCHASE / SALE CONTRACT ENTERED INTO PURSUANT TO THIS REQUESTED REGISTRATION AND WILLINGNESS TO REAFFIRM THE CONFIRMATION IN THE FOLLOWING FORMAT IN THE BIDS.</b></p> <p>"It is expressly understood and agreed by and between (the corporation / company) and HPCL that HPCL is entering into this agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the <b>Government of India is not a party</b> to this agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that HPCL is an independent legal entity with power and authority to enter into contracts solely in its own behalf under the applicable Laws of India and general principles of Contract Law. The (Corporation / Company) expressly agrees, acknowledges and understands that HPCL is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, (corporation / company) hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Government of India arising out of this contract and covenants not to sue the Government of India as to any manner, claim, cause of action or thing whatsoever arising of or under this agreement".</p>	

**PLACE:**  
**DATE:**

**SIGNATURE:**  
**NAME:**  
**DESIGNATION:**  
**SEAL:**

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**PLEASE SEND THE ABOVE FORM DULY FILLED AND COMPLETED WITH REQUIRED ENCLOSURES TO:**

**DY. GENERAL MANAGER – COMMERCIAL  
INTERNATIONAL TRADE & SUPPLIES DEPARTMENT  
HINDUSTAN PETROLEUM CORPORATION LIMITED  
PETROLEUM HOUSE  
17 JAMSHEDJI TATA ROAD  
MUMBAI – 400 020  
INDIA**

Fax : 91-22-22820148

Phone: 91-22-22863553