

**Appendix- K1**

<b>Application Format for Non-Individual Applicants</b>																																									
(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN)																																									
<b>For Office use Not to be filled by applicant</b>														D D - M M - Y Y																											
														<b>Office Code</b>							<b>Serial No</b>							Date of receipt of application													
<b>APPLICATION FOR LPG DISTRIBUTORSHIP OF</b>																																									
Please write name of Oil Company of the location														(BPC or IOC or HPC)																											
Particular of application fee														₹																											
Demand Draft Number														Date																											
Drawn on (name of the bank)																					Payable At																				
In favour of (Full name of the Oil Company)																																									
<b>1</b>	Name of the Location																																								
<b>2</b>	Rev. District																																								
<b>3</b>	State																																								
<b>4</b>	Category																																								
Non-individual applicant means Government Bodies/Agencies, Organized Bodies, Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956.																																									
<b>5</b>	Advertised on													D D - M M - Y Y Y Y in (Please write Name of Newspaper)																											
<b>6</b>	<b>Status of applicant:</b>													<b>Non- Individual</b>							<b>Yes / NO</b>							<b>if 'No' Please use the format for Individual applicant.</b>													
<b>7</b>	Name of authorized person																																								
														First name							Middle name							Surname													
7.1	Father's / Husband's Name																																								
														S H R I Title							First name							Middle name							Surname						
7.3	Address																																								
														Pin code:																											
														Telephone No							-							email:													
<b>8A</b>	Registered Societies applying under <b>Reserved Categories</b> should enclose Affidavit as per format given in <b>Appendix - Ia</b>																																								
a)	Name of the Registered Society																																								
b)	Address of Registered Office																																								
														Pin code :																											
														Telephone No							-							email:													
c)	<b>Date of Registration/Incorporation</b>													D D - M M - Y Y Y Y																											
d)	Profit/ loss made during the last 3 financial years as certified by C.A													Profit After tax							Loss																				

	Only Registered Societies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under the respective reserved category.	
e)	Whether all members of the Registered Society belong to the same category for which LPG distributorship has been advertised? (If 'No', you are not eligible to apply')	Y e s / N o
	Strike off what is not applicable.	
f)	Whether any of the members of the society or their family members (family as defined in the case of multiple dealership norms for individuals) hold dealership/distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India or has/have been issued a letter of intent or appointment letter? (If 'Yes', you are not eligible to apply)	Y e s / N o
	Strike off what is not applicable.	
g)	Whether any of the members of the Society were signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines? (If 'Yes', you are not eligible to apply)	Y e s / N o
	Strike off what is not applicable.	
h)	Whether any of the members of the Society have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law. (If 'Yes', you are not eligible to apply)	Y e s / N o
	Strike off what is not applicable.	
<b>OR</b>		
<b>8B</b>	Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government and Companies formed under the Companies Act, 1956 applying for ' <b>Open</b> ' category distributorship should enclose Affidavit as per format given in <b>Appendix - Ib</b>	
a)	Name of the Registered Society/Trust/Company	
b)	Address of Registered Office	
		Pin code :
	Telephone No -	email :
c)	Date of Registration/Incorporation	D D - M M - Y Y Y Y
d)	Profit/ loss made during the last 3 financial years as certified by C.A	Profit After tax # Loss
	Only Registered Societies / Charitable Trust/Company incorporated under Companies Act 1956 making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under 'Open' category. ( # incase of Charitable Trust receipts should be more than expenditure and the (positive) difference between receipts and expenditure as certified by CA should be mentioned under profit after tax)	
e)	Whether any of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company? (If 'Yes', then not eligible)	Yes / No
		Strike off what is not applicable.

<b>OR</b>												
Whether any of the members of the Governing Body / Managing Body/ Any such other Body of the Registered Society/ Charitable Trust or their family members (family as defined in the case of multiple dealership norms for individuals) is having RO/SKO-LDO dealership/LPG Distributorship? (If 'Yes', then not eligible)										Yes	/	No
Strike off what is not applicable.												
<b>9 Details Of Land For Godown For Storage Of LPG Cylinders or Godown</b>												
<p>For construction of Godown, the plot of land should be of adequate size (within 15 km from municipal/town/village limits of the location offered in the same State) for construction of godown for storage of minimum 8000 Kg of LPG in cylinders or ready LPG cylinder storage godown. As per Gas Cylinder Rules 2004, the floor area of the storage shed for storing 8000 kg LPG in cylinders should be 80 sq metres. The length of the storage shed should not be more than 1.5 times of width of storage shed. There should be clear minimum safety distance of 7 metres between storage shed and the boundary wall/ fencing.</p> <p>A plot of land with minimum dimension of <b>26.15 metres by 27 metres</b> is adequate. It should be freely accessible through all weather motorable approach road (public road or private road connecting to the public road). It should also be plain, in one contiguous plot, free from live overhead power transmission or telephone lines. Canals / Drainage / Nallahs should not be passing through the plot. The land for construction of LPG godown should also meet the norms of various statutory bodies.</p>												
Date of registration of sale deed / Lease deed/ date of acquisition in the name of Organisation.			Address of the location of the land for LPG Godown		Khasra No/Survey No		Dimensions*		Distance of land from advertised location ( in Kms)			
							Length in metres		Breath in metres			
* Give the dimensions of the plot that will be used for proposed godown out of the total land owned.												
<b>10 Details of Land for Showroom or Showroom</b>												
A Showroom of minimum dimensions 3 metre by 4.5 metre as per the standard layout is to be made in a shop / land located in the advertised location or locality as specified in the advertisement for LPG distributorship and it should be easily accessible to general public through a suitable approach road.												
Date of registration of sale deed / Lease deed/ date of acquisition in the name of Organisation			Address of the land for showroom /showroom		Dimension#							
					Length in metres				Breath in metres			
# Give the dimensions of the plot that will be used for proposed showroom out of the total land owned.												
<b>11 Capability to Arrange Finance as on the Date of Application</b>												
AMOUNT IN THE SCHEDULED BANK ACCOUNT /POST OFFICE												
S.N	Name of Bank/Post Office			Account Number of the organization				Amount as on date of application.				
1								₹				
2								₹				
3								₹				
4								₹				
<b>TOTAL</b>								₹				
<b>Total amount in words.</b>												

12	Fixed Deposit/NSC/Shares/MF/ Kisan Vikas Patra in the Name of Organisation																							
S.N	Type of Investment	Document Reference Number with date										Initial investment Amount	Value (Amount) as on the date of application.											
1														₹										
2														₹										
3														₹										
4														₹										
<b>Total</b>												₹												
Total amount in words.																								
13	Whether any LPG Distributorship/Retail Outlet of OMCs have been terminated?											Yes		/		No								
(If yes you are not eligible to apply.)												Please strike off what is not applicable												

**UNDERTAKING**

I, \_\_\_\_\_ daughter of /son of/ wife of  
 Shri \_\_\_\_\_ hereby confirm that I have been authorized to submit this application on  
 behalf of M/s \_\_\_\_\_ and the information given above is true and correct. . I also confirm  
 on behalf of M/s \_\_\_\_\_, that my Organisation will operate the distributorship through its own  
 employees and not on contract basis.

**Place  
 Date:**

**Signature of applicant  
 Name of applicant**

**List of Enclosures**

1. Demand Draft No \_\_\_\_\_ dated \_\_\_\_\_ drawn in favour of \_\_\_\_\_ payable at \_\_\_\_\_.
2. Notarized Affidavit in original as per the format given in Appendix - Ia or Appendix -Ib as applicable.
3. Certificate from CA and copy of balance sheet of last three years.
4. Total number of pages of the application including attachments.

## Notarized Affidavit

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)  
(To be submitted by Registered Societies applying under **other than 'Open'** Categories)

In the matter of LPG distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location) whereas \_\_\_\_\_ (Name of the Registered Society) herein after called the Society \_\_\_\_\_ (Location) has applied for LPG distributorship of \_\_\_\_\_ (name of the Oil Company) Ltd., at \_\_\_\_\_.

I, \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare :

1. That through a resolution passed by the Society; I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the Society is duly registered on \_\_\_\_\_ at \_\_\_\_\_. A photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the Society had made profit during the previous consecutive 3 financial Years as certificate by Chartered Accountant
4. That on behalf of the Society I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* /Government of India or any other statutory body from time to time.
5. That on behalf of the Society I undertake that we will operate the distributorship through our own employees and not on contract basis.
6. That all members of the Society belong to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society is enclosed herewith forming part and parcel of this affidavit.
7. That none of the members of the Society or his family members (family as defined in the case of multiple dealership norms for individuals) hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India or has/have been issued a letter of intent or appointment letter.
8. That none of the members have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law.
9. That none of the members of the Society were signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
10. That the Registered Society does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral

turpitude and/or economic offences (other than freedom struggle) punishable under Law.

11. That If any information/declaration given in the application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that the society would have no claim, whatsoever, against Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* for such withdrawal/termination.

**\*strike out whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

**Signature and Seal of  
Magistrate/Judge/Notary public**

**Signature of Deponent  
(Name in block letters)**

## Notarized Affidavit

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

(To be submitted by non-individual applicants applying under 'Open' Category)

In the matter of LPG distributorship of Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* at \_\_\_\_\_ (Location) whereas \_\_\_\_\_ (Name of the Registered Society\*/Company\*/Charitable Trust\*) \_\_\_\_\_ (Location) has applied for LPG distributorship of \_\_\_\_\_ (name of the Oil Company) Ltd., at \_\_\_\_\_.

I, \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare:

1. That through a resolution passed by the Registered Society\*/Company\*/Charitable Trust\* I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2. That the said Registered Society is duly registered under Societies Registration Act 1860\* /Company formed under the companies act 1956 \* /Charitable Trust\* is registered with Charity Commissioner of State Government of \_\_\_\_\_ \* (name of the State) on \_\_\_\_\_ (date of registration/incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3. That our Registered Society\*/Charitable trust\*/Company\* had made profit during the previous consecutive 3 financial Years as certificate by Chartered Accountant.
4. That on behalf of the Registered Society\*/Company\*/Charitable Trust\* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* / Government of India or any other statutory body from time to time.
5. That on behalf of the Registered Society\*/Company\*/Charitable Trust\* I undertake that we will operate the distributorship through our own employees and not on contract basis.
6. That our Registered Society\*/Company\*/Charitable Trust\* does not have any criminal records nor does it have any criminal charges framed against it nor against Member of the Governing Body/Managing Body/Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* by any court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
7. That non of the Member of the Governing Body/Managing Body/Any such other Body of this Registered Society\*/ Charitable Trust\*/ Directors of company\* was never a signatory to dealership/distributorship agreement of any Oil Company,

which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines

8. \*That none of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

( Clause 6 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

**OR**

\*That none of the Members of the Governing Body/Managing Body/Any such other Body of this Charitable Trust\*/Registered Society\* or his family members (family as defined in the case of multiple dealership norms for individuals) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

9. That our registered society\*/Charitable trust\*/Company\* was never a signatory to dealership/ distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
10. That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines.
11. That If any information/declaration given in this application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation\* / Bharat Petroleum Corporation\* / Hindustan Petroleum Corporation\* for such withdrawal/termination.

**\*Strike out whatever is not applicable.**

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

**Signature and Seal of  
Magistrate/Judge/Notary public**

**Signature of Deponent  
(Name in block letters)**