



HEADQUARTERS OFFICE  
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Head-LPG (N/E/W/S/NW/SC) Zones

April 28, 2014

LPG/RV

**Revised Policy Guidelines for  
Reconstitution of LPG  
Distributors.**

In view of the changes in the reconstitution policy from time to time, it was felt necessary to have a consolidated policy document for ease of reference.

Accordingly, after discussions at Industry level, the revised policy guidelines for reconstitution of LPG distributors was prepared by the Industry working group and duly approved by EDs. The same is attached for implementation with immediate effect.

**SUBHANKAR BISWAS  
GM-LPG S&M**

cc: ED-LPG (YKG), HB(3)  
cc: DGM-Legal Mktg., HB(2)  
cc: All Ch./Sr.Regional Manager-LPG ROs  
cc: Zonal Coordinators – All LPG Zones

## **Revised Policy guidelines for Reconstitution of LPG Distributorships : 06 March 2014**

Policy guidelines for reconstitution of RO dealerships / LPG distributorships / SKO-LDO dealerships were approved and advised by MOP & NG vide letter ref P- 19011/5/2005-IOC dated 16.10.2008. Thereafter amendments in the reconstitution policy have been advised by MOP & NG from time to time. Industry group has updated all the amendments received so far and drawn up the applicable reconstitution guidelines for easy reference.

The Reconstitution guidelines given below supersede all earlier guidelines on Reconstitution.

### **1. RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE:**

No reconstitution will be allowed at LOI stage irrespective of category except under the following conditions:

#### **1.1 ELIGIBILITY**

In the event of death or incapacitation due to serious illness/ accident resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession), reconstitution at LOI stage may be considered subject to eligibility of legal heir as under:

- a. LOI may be transferred to the legal heir of the deceased/incapacitated LOI holder
- b. In case of partnership, reconstitution may be allowed with the legal heir of the deceased/incapacitated original partner.
- c. The legal heir will have to fulfill multiple Distributorship norms and other eligibility criteria as applicable for normal Distributor Selection under Open category (and should submit relevant and suitable caste certificate for SC/ST, wherever applicable), prevailing at the time of selection of LOI holder except age and educational qualification.
- d. The minimum age requirement for the legal heir will be 18 years. If the legal heir is a minor, the local guardian shall operate the Distributorship till the legal heir becomes a major.
- e. Relaxation in Educational qualifications may be allowed as in the case of reconstitution of commissioned distributorships. However, the candidate should be able to read, write and count.

#### **1.2 PROCESS OF RECONSTITUTION:**

- a. A committee akin to Scrutiny Committee for new distributorships shall assess the eligibility of the legal heir in line with the selection guidelines in vogue at the time of selection of the original LOI holder and the relaxations provided above. If candidate is found meeting the criteria, the committee will put up proposal for approval of the competent authority for issuance of fresh LOI after cancellation of the earlier LOI with the condition that the legal heir will have to make available same land for/go-down and showroom as offered by the deceased/incapacitated LOI holder.



- b. The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer of Govt. Hospital of the district. Alternatively the recommendations of Medical Board recognized by the Govt. can also be considered by the approving authority.
- c. On receipt of information regarding death of LOI holder, a letter giving opportunity to legal heirs will be issued by the Area Manager/Territory Manager/Regional Manager of IOCL/BPCL/HPCL, as applicable, within 10 days of receipt of such information. Along with this letter, copy of application form for distributorship and list / format of other documents and other relevant information to be submitted by the applicant, will be sent. 30 days time will be given to the legal heirs for furnishing the application. In case of formal request for extending the time, the time can be further extended by another 30 days by Area/Territory/Regional Manager.
- d. The filled in application received from the legal heir/s should be scrutinized by the Area/Territory/Regional Office and forwarded within 10 days to LPG Head of State/Region /Zonal office of IOCL/BPCL/HPCL as applicable, for further necessary action and approval.
- e. The transfer of LOI should be done within six months from the date of occurrence of vacancy due to death/ incapacitation.
- f. **Approving authority for all cases of reconstitution at LOI stage will be concerned Head of State/ Regional/ Zonal office of IOCL/BPCL/HPCL, as applicable.**

## 2. RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIPS:

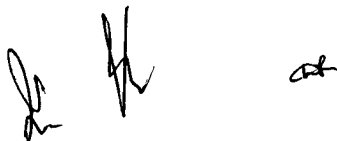
- 2.1 Reconstitution will be permitted for induction of minority partner(s) only after five years of commissioning of distributorship.
- 2.2 Subsequent re-constitution shall be considered only after five years from the date of the last re-constitution.
- 2.3 The Sole proprietor, irrespective of age may be allowed to resign from the dealership (after serving the dealership for minimum 10 years), provided the transfer of share is proposed in favour of his/her family as defined in the Selection Guidelines. This transfer will be subject to the incoming partner fulfilling all extant requirements for becoming a distributor/dealer and the outgoing sole proprietor would become ineligible to apply for another dealership/distributorship in future.
- 2.4 Partner(s) can resign from the distributorship after 10 years of holding distributorship. In the event of resignation by partner(s), the remaining partner(s) put together shall hold controlling stake i.e. at least 51% shares in the distributorship.
- 2.5 In cases of death of the sole distributor, reconstitution may be made in favor of the legal heir. However, if there is no legal heir(s) or legal heir(s) has expressed unwillingness, the distributorship shall be terminated.



- 2.6** In cases of death of one of the partner(s), the partnership shall be reconstituted with the legal heir(s) of the deceased partner(s) and surviving partner(s). However, if there is no legal heir(s) or the legal heir(s) has expressed unwillingness, the distributorship shall be reconstituted with the surviving partner(s). Simultaneous induction of outside partner(s) can be permitted at this stage subject to such reconstitution meeting all other criteria including minimum time period from commissioning/last reconstitution of the distributorship.
- 2.7** In case of incapacitation due to serious illness/accident of the distributor, whether sole or partner, resulting in total and permanent disability, which will disable him/her to work or follow any occupation or profession, a minority partner may be inducted.
- 2.8** The restriction of time period of 5 years as mentioned in 2.1 above will not be applicable in the following cases:
- a. Need for re-constitution on account of death/incapacitation of the proprietor/partner.
  - b. In Sole proprietorships if the proprietor is above the age of 60 years or is a widow of Defence personnel.

### **3. INDUCTION OF OUTSIDE CATEGORY PARTNER IN SC/ST DISTRIBUTORSHIP**

- 3.1** For distributorships belonging to SC/ST category, depending upon the requirement of the finance/expertise in order to meet the Competition/growth, the distributor may require to induct a minority partner from outside his category. In such cases, the SC/ST he/she may induct a minority partner(s) from outside his category. However at any point of time i.e. before or after re-constitution, the shareholding of persons belonging to the category under which the subject distributorship was allotted should be at least 75% of the total shares. If non SC/ST spouse of SC/ST distributor is inducted as partner in the distributorship, his/her share in the distributorship shall be counted as SC/ST share.
- 3.2** Following steps will be taken in such cases:
- a. Request from distributor and application for distributorship from proposed incoming partner will be scrutinized to confirm the eligibility of distributorship for such reconstitution and the eligibility of incoming partner as per prevailing distributor selection criteria like age, education, multiple Distributorship norms, etc.
  - b. Within 10 days of receipt, the proposal along with recommendations will be forwarded by Area/Territory/ Regional Manager to LPG Head of State/ Regional /Zonal office.
  - c. Incoming partner/s to fulfill the 'Common eligibility criteria for all categories', on all parameters prescribed in the LPG distributor selection guidelines in vogue, except land & infrastructure. For finance, incoming partner/s (together in case of more than one incoming partner) should have 60% of the prescribed total amount as applicable to the class of market for other than 'SC/ST' category.



- d. For induction of outside category partner into SC/ST category distributorship, a three member committee, consisting of LPG Head of State/Regional/Zonal Office, the concerned Area/Territory/ Regional Manager along with one officer from the State Office/ Regional / Zonal Office nominated by the Head of State/Regional Head/ Zonal office, will assess the incoming partner/s on the parameters given in 3.2 (c) above, to confirm suitability of the proposal.
- e. in cases where incoming partner(s) is found meeting above eligibility criteria for induction of outside category person in SC/ST Distributorship, the recommendations of the Committee will be put up for approval of Head of State/Regional/Zonal office for induction of outside category person (maximum 25% share) into SC/ST distributorship.

#### 4. GENERAL CONDITIONS OF RE-CONSTITUTION:

Incoming partner/s to fulfill the 'Common eligibility criteria for all categories', on all parameters prescribed in the LPG distributor selection guidelines in vogue, except land, infrastructure & finance. For finance, incoming partner/s other than "Family"/legal heirs (together in case of more than one incoming partner) should have 60% of the prescribed total amount as applicable to the class of market / category.

##### 4.1 Relaxation on age and education can be considered in following cases:

- 4.1.1 **Relaxation on age** can be considered in favor of legal heirs/ "family" member (as per prevalent distributor selection guidelines) in case of request for reconstitution arising out of resignation/ death / incapacitation of the Distributor. Approving authority can approve such relaxation. In the event of legal heir being minor (below 18 years of age), the local guardian shall operate the Distributorship till the legal heir becomes a major.
- 4.1.2 **Relaxation on educational qualification** can be considered in favor of legal heirs/ "family" member (as per prevalent Distributor selection guidelines) in case of request for reconstitution arising out of death / incapacitation of the Distributor. Approving authority can approve such relaxation. However, the candidate should be able to read, write and count.
- 4.1.3 In other cases, depending upon merit, relaxation on educational qualification can be considered and approved by the Head of the State/Regional/Zonal office.
- 4.1.4 With regard to the multiple Distributorship norms, the same will not be applicable to the distributorships commissioned before the multiple Distributorship norm came into existence in October 1977. This relaxation shall be available only to spouse/children/grand children of the distributor.
- 4.1.5 The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer of Govt. Hospital of the district. Alternatively the recommendations of Medical Board recognized by the Govt. can also be considered by the approving authority.



**4.1.6** For considering eligibility of Distributorship for reconstitution, the reference point would be:

- a. Date of commissioning for first reconstitution
- b. For subsequent reconstitution, the date of execution of last agreement. However, in case executed copy of agreement is not available, the date of approval of last reconstitution will be reckoned with.

**5. PROCESS OF RECONSTITUTION:**

The following process will be followed for disposal of reconstitution of commissioned distributorship:

**5.1 Application:**

A comprehensive, easy to be filled in application form giving details of annexure / formats of annexure has been enclosed. The application for reconstitution, in the given format, will be submitted to the concerned Area/Territory/ Regional Manager against acknowledgement. Area/Territory/ Regional Manager will maintain a record for this purpose and each application will be acknowledged giving reference to a unique identification no.

**5.2 Scrutiny at Area/Territory/ Regional Office:**

The original application form will be given to Area/Territory/ Regional Manager. He will evaluate the proposal for:

- a. Eligibility for reconstitution of distributorship (time period with commissioning / last reconstitution)
- b. Eligibility of incoming partner on age, education, multiple Distributorship norms, caste certificate (for SC/ST) etc.
- c. Examination of documents

**5.3 Communication to Distributor :**

Within 10 days from receipt of proposal, the following action will be taken by Area/Territory/ Regional Manager

Communication to distributor will be sent informing:

- a. Reasons for rejection of proposal (on eligibility norms)
- b. Short comings in documents with a request to re-submit the corrected / additional documents and that further action will be taken only after receipt of complete proposal / additional document. After receipt of revised proposal / documents, new identification no. will be given.



- c. For proposals found suitable in all respects, the date and time on which all existing partners along with proposed incoming partner should visit Area/Territory/ Regional Office for meeting with Area/Territory/ Regional Manager and verification of documents. This date will be given with minimum notice of 15 days and not beyond 30 days.
- d. Copy of the application along with annexures will be sent to concerned field officer to offer comments within 15 days and in case required referred law Department for examining the legal aspects.

**5.4 Meeting with Partners:**

If a request from the Distributorship is received for changing the date of meeting, such request should be accommodated and next date with mutual consent should be fixed at the earliest but not later than 30 days. It should also be communicated to the distributor that IOCL/BPCL/HPCL will not be responsible for delay in the process on this account.

On due date of meeting with all existing and proposed incoming partner/s, the concerned Field Officer will verify the identity of individuals with photo identity cards and also verify the original documents with respect to eligibility criteria. Photocopy of identity cards of all the partners duly signed by them with date will be kept in record with counter signatures of concerned Field Officer.

This will be followed by meeting of all existing and incoming partners with Area/Territory/ Regional Manager along with concerned Field Officer.

In case an existing partner is unable to visit Area/Territory/ Regional Manager on the due date on account of serious illness / hospitalization or such like situation to the satisfaction of Area/Territory/Regional Manager, a two member team consisting of concerned Field Officer and one more officer to be nominated by Area/Territory/ Regional Manager will be deputed to meet such partner provided he or she is available within Area/Territory/Regional Office jurisdiction. In other cases where existing partner/s is not able to visit Area/Territory/Regional Office for the above meeting, the proposal will be referred to State /Regional/Zonal office. Depending upon the merit and circumstances, Head of State /Regional /Zonal Office may consider and approve the proposal with specific reasoning. For this purpose opinion of Law Department of State/Region/Zonal office may be obtained to safeguard the interest of Corporation if required.

**5.5 Disposal of proposal at Area/Territory/ Regional Level:**

After the meeting, the proposals will be disposed off by conveying "in principle approval" and necessary formalities to be completed by the firm for execution of documents giving 60 days time. Proposals found deficient and not suitable for approval will be disposed off with suitable communication giving reasons for rejection of proposal. Such communication will be sent within 7 days from date of meeting.

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Proposals not within the authority of Area/Territory/ Regional Manager will be forwarded within 7 days to concerned State LPG Head/ Regional Head LPG/Zonal Head LPG for necessary action / approval.

Area/Territory/ Regional Manager must ensure that all the progress from receipt of application, meeting with the partners, forwarding to the State/ Regional /Zonal office wherever applicable, conveying approval/rejection of proposal, to execution of the agreement is monitored and updated in a separate register for this purpose. The same should be available for review by the visiting officials.

Head of LPG in State/ Regional/Zonal Office will also institute regular monitoring System in the State/Regional/Zonal office to facilitate review/monitoring by Head of the State/Regional/Zonal office.

All movement of files must be recorded through the –e-file tracking system wherever available or manual records maintained.

Formats for application, checklist, approval note etc. are attached as Annexure to this note.

## **6 APPROVING AUTHORITY FOR RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP**

### **6.1 Head of State/ Regional/Zonal Office will be the approving authority for the following cases:**

- c. Reconstitution cases involving induction of outside category partner in SC/ST category Distributorship.
- d. Reconstitution in cases where existing partner/s have failed to attend the meeting with Area/Territory/ Regional Manager and Field Officer or with the team deputed by the Area/Territory/ Regional Manager for this purpose.
- e. Cases involving relaxation to incoming partner on the education criteria beyond the authority of Area/Territory/ Regional Manager.




### **6.2 Concerned Area/Territory/ Regional Manager will be the approving authority in all other cases.**

## **7. FEES**

### **7.1 Application processing fee:**

A non refundable application processing fee of Rs. 25,000 for reconstitution will be payable along with the application in all cases **except:**

- a. In cases where reconstitution is arising out of resignation /death /incapacitation of a proprietor, partner/s and incoming partner/s proposes to hold the same share in partnership as was with the deceased.

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- b. Distributorship belonging to SC/ST and other Corpus Fund category. However, in cases involving induction of outside category partner in SC/ST distributorship, no exemption will be given.

**7.2 Reconstitution fee:**

Non refundable Reconstitution fee equivalent to prevailing security deposit (as applicable to new Distributorship at the time of reconstitution approval) will be collected before execution of agreement. However the **reconstitution fee will not be collected in following cases:**

- a. Proposals involving induction of partner from within "Family" (without any exit /outgoing partner) as defined in the prevailing Distributor Selection guidelines.
- b. Proposals with or without induction of partner from within "Family" or without induction of partner from outside family (along with exit/outgoing partner) provided continuing partner(s) is (are) holding atleast 50% share and maintain(s) majority share in the distributorship post reconstitution.
- c. Cases involving induction of legal heir after death / incapacitation of distributor /s provided incoming partner/s propose to hold the same share in partnership as was with the deceased / incapacitated distributor. Further in cases where legal heir of deceased / incapacitated partner is taking over shareholding of deceased / incapacitated partner in addition to his / her existing shareholding will also be exempted from reconstitution fee.
- d. For SC/ST Distributorship involving induction of partner from SC/ST category.
- e. In cases where the Sole proprietor, irrespective of age is allowed to resign from the dealership (after serving the dealership for minimum 10 years), provided the transfer of share is proposed in favour of his/her family as defined in the Selection Guidelines.
- f. Senior Citizen distributor (>65 years old) inducting
  - Married son / daughter
  - Spouse / children of deceased son / daughter

**8. TIMELINES FOR DISPOSAL OF APPLICATIONS:**

All proposals should be disposed off as per timelines given in the policy. Reasons for delay, if any, will have to be recorded at each and every stage. Area/ Territory/Regional Manager/ State Retail/State LPG heads will periodically review and furnish MIS giving details of cases cleared and pending beyond allowed timelines with reasons for delay and plan for disposal. .



Head of State /Regional /Zonal office will periodically review the progress and status of cases pending at different stages and take corrective action to ensure disposal at the earliest. Under no circumstances, any proposal should remain pending with Corporation for more than 90 days.

**9. GRIEVANCE REDRESSAL**

In case of any grievance in the matter of reconstitution, the applicant will submit his petition to the Head of the State / Regional /Zonal Office who will have the grievance investigated and dispose off the case within a period of one month's time from the date of receipt.

**10. COMMUNICATION TO DISTRIBUTOR AND PUBLIC:**

The policy will be hosted on OMCs website along with application form and details of enclosures.

# **APPLICATION FOR RE-CONSTITUTION OF THE COMMISSIONED DEALERSHIPS/DISTRIBUTORSHIPS**

## **INSTRUCTION**

- 1. The copy of the re-constitution policy attached with the application must be read and understood fully. The application including the processing fee and complete in all respects must be submitted to the respective Regional Office preferably in person. If sent by post/courier the same must be addressed to the respective Regional Manager**
- 2. An acknowledgement of receipt of application will be issued by the Regional Office along with a reference number. If not received, the same to be brought to the notice of the Regional Manager immediately. For all future correspondence the reference number to be mentioned.**
- 3. Application processing fee :A non refundable application processing fee of Rs. 25,000 for reconstitution will be payable along with the application in all cases except (a) in cases where reconstitution is arising out of death /incapacitation of a proprietor, partner/s and incoming partner/s proposes to hold the same share in partnership as was with the deceased. (b) Dealership belonging to SC/ST and other Corpus Fund category. However, in cases involving induction of outside category partner in SC/ST dealership, no exemption will be given.**
- 4. Reconstitution fee : Non refundable Reconstitution fee equivalent to prevailing security deposit (as applicable to new dealership at the time of reconstitution approval) will be collected before execution of agreement. However the reconstitution fee will not be collected in following cases: (a) Involving induction of partner from within "Family" as defined in prevailing dealer selection guidelines. (b) Involving induction of legal heir after death / incapacitation of dealer/s provided incoming partner/s proposes to hold the same share in partnership as was with the deceased / incapacitated dealer. (c) For SC/ST dealership involving induction of partner from SC/ST category.**
- 5. At an appointed date the dealer/distributor along with the proposed partners have to appear before the committee along with the originals of various documents submitted/required.**
- 6. All the pages of the application along with the annexures to be signed by both the existing dealer/distributor and incoming partners**
- 7. On communicating the in principle approval for the re-constitution, the documentary confirmation of the relevant formalities must be submitted to the Regional Manager within 60 days.**

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**APPLICATION FOR RE-CONSTITUTION OF THE  
COMMISSIONED DEALERSHIPS/DISTRIBUTORSHIPS**

<b>Name of the dealership</b>	
<b>Address</b>	
<b>District</b>	
<b>State</b>	
<b>Pin code</b>	
<b>Landline Telephone No</b>	
<b>Date of Commissioning</b>	
<b>Category of the dealership (Tick the appropriate )</b>	<b>SC / ST / Others</b>
<b>Existing constitution of ownership (Tick the appropriate )</b>	<b>Sole Proprietor/ Partnership / Others</b>
<b>Whether the Sole proprietor is above 60 years.</b>	<b>Yes / No</b>
<b>Whether the Sole proprietor is a widow of defense personnel</b>	<b>Yes / No</b>
<b>Details of the present Proprietor/ Partners -</b>	<b>Name:-</b> <b>Age:-</b> <b>Name:-</b> <b>Age:-</b>
<b>Whether re-constitution carried out earlier</b>	<b>Yes / No</b>
<b>If yes, Date of the last re- constitution</b>	
<b>Brief Reasons for the proposed Re- Constitution –</b>	

**Signature of the existing Partners**

**Signature of the incoming Partners**

**Details of Incoming Partner/ local guardian (If more than one partner is proposed, give the following details for each of the proposed partner by attaching separate sheet).**

**DETAILS OF PROPOSED PARTNER –1.**

<b>Name :-</b>	
<b>Residential Address :-</b>	
<b>Contact No :-</b>	<b>Land line</b> <b>Mobile</b> <b>email</b>
<b>Date Of Birth:-</b>	
<b>Educational Qualification :-</b>	
<b>Whether legal heir of the existing Proprietor/Partner :-</b>	
<b>Details of Re-Constitution Fee (DD for Rs.25000/- in favour of Indian Oil Corporation, if applicable)</b>	<b>DD No.</b> <b>Bank Name</b>
<b>Present Share holding :-</b>	<b>Name</b> <b>Name</b> <b>Percentage</b> <b>Percentage</b>
<b>Proposed Share holding :-</b>	<b>Name</b> <b>Name</b> <b>Name</b> <b>Percentage</b> <b>Percentage</b> <b>Percentage</b>

**Signature of the existing Partners**

**Signature of the incoming Partners**

<b>ADDITIONAL DETAILS OF THE PROPOSED PARTNER</b>	
<b>Present Occupation :-</b>	
<b>Annual Income :-</b>	
<b>PAN Card No. :-</b>	
<b>Family Details</b>	
<b>Any other Relevant Information.</b>	

**NOTE:-**

- 1. In case of Re-constitution proposals on account of incapacitation due to serious illness/accident resulting in total and permanent disability which will disable the to work or follow any profession, certificate indicating the same from the CMO of the District Government Hospital to be attached.**
- 2. If the legal heir of the deceased/incapacitated proprietor/partner has not passed tenth Standard and is proposing to become the proprietor/partner, then the Committee of Officers appointed by the Corporation will verify whether the such legal heir is able to read, write and count.**

**Signature of the existing Partners**

**Signature of the incoming Partners**

**FOLLOWING ANNEXURES TO BE ATTACHED**

<b>DOCUMENTS REQUIRED</b>	<b>STATE ATTACHED OR NOT APPLICABLE</b>	<b>NO. OF PAGES</b>
<b>A. FOR INCOMING PARTNERS</b>		
<b>1. Proof of Identity :- Copy of any of the following . (Voter ID/ PAN Card/ Photo ID card issued by Govt./PSU/Passport/Driving License)</b>		
<b>2. Age Proof :- Copy of any of the following. ( Birth Certificate, School leaving certificate, Passport, driving license)</b>		
<b>3. Educational Qlfn :- Copy of degree/diploma/12<sup>th</sup>/10<sup>th</sup>.</b>		
<b>4. In case of reconstitution involving legal heir due to the death of the proprietor/ partner, the legal heir/succession certificate and NOC from other legal heirs.</b>		
<b>5. NOC from other legal heirs in case of reconstitution where the other legal heirs of the deceased partner are not interested in becoming partners.</b>		
<b>6. SC/ST category dealership re-constitution with SC/ST partner – Copy of SC/ST certificate as per selection guideline.</b>		
<b>7. Standard Affidavit as per selection guideline.</b>		
<b>8. If in Service, Affidavit for resigning from the same after the approval of re-constitution but before the execution of the agreement.</b>		
<b>9. Passport size photographs of all existing and incoming partner to be pasted on the application.</b>		
<b>B. OTHER DOCUMENTS</b>		
<b>1. In case of resignation, copy of dealership agreement executed earlier.</b>		
<b>2. Proof of Age for the Sole proprietor above 60 years.</b>		
<b>3. In case the sole proprietor is a widow of defence personnel, certificate issued by Defence.</b>		
<b>4. In case of SC/ST category copy of original LOA</b>		
<b>5. Re-Constitution Fee (DD for Rs.25000/-)</b>		
<b>6. Draft copy of the dissolution deed of the existing partnership.</b>		
<b>7. Draft Copy of the deed of the proposed partnership .</b>		
<b>8. Copy of latest approved re-constitution and the dealership agreement executed.</b>		
<b>9. If not reconstituted, copy of LOA and the dealership agreement,</b>		
<b>10. In case of incapacitation certificate from CMO of the district Govt. Hospital</b>		
<b>Total no. of pages enclosed</b>		

## **UNDERTAKING**

**"I/We the existing Proprietor/Partners along with the proposed new partners hereby confirm that all the details furnished in the application are true to the best of our knowledge. We also confirm that the re-constitution policy has been read and understood by us. We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."**

**Signature of Existing Proprietor/Partners**

**Signature of the proposed new partners.**



## **APPLICATION FOR RE-CONSTITUTION AT LOI STAGE**

### **INSTRUCTION**

- 1. The copy of the re-constitution policy attached with the application must be read and understood fully. The application complete in all respects must be submitted to the respective Regional Office preferably in person. If sent by post/courier the same must be addressed to the respective Regional Manager.**
- 2. An acknowledgement of receipt of application will be issued by the Regional Office along with a reference number. If not received, the same to be brought to the notice of the Regional Manager immediately. For all future correspondence the reference number to be mentioned.**
- 3. At an appointed date the incoming candidate/s have to appear before the committee along with the originals of various documents submitted/required.**
- 4. All the pages of the application along with the annexures to be signed by the incoming candidate.**
- 5. On communicating the in principle approval for the re-constitution, the documentary confirmation of the relevant formalities must be submitted to the the Regional Manager within 60 days.**

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## APPLICATION FOR RE-CONSTITUTION AT LOI STAGE

<b>Name of the LOI Holder</b>	
<b>Date of LOI</b>	
<b>Residential Address</b>	
<b>District</b>	
<b>State</b>	
<b>Pin code</b>	
<b>Telephone No</b>	
<b>Whether belonging to SC or ST Category (Yes or No) –</b>	
<b>Whether substantial investment made or not.(Substantial investment means arranged a suitable land for setting up of a Retail Outlet and carried out land development work including compound wall/ fencing)</b>	
<b>Present status of Ownership ( Sole proprietorship or Partnership)</b>	
<b>Name of the present Proprietor/ Partners -</b>	
<b>Brief Reasons for the proposed Re-Constitution –</b>	

**Signature of the existing Partners**

**Signature of the incoming Partners**

**Details of Incoming Person/ local guardian in lieu of the deceased/incapacitated LOI holder (If more than one partner is proposed, give the following details for each of the proposed partner by attaching separate sheet).  
If the legal heir is a minor, then the details of the local guardian who will be operate the dealership till the legal heir becomes a major is to be furnished along with that of the incoming legal heir.**

<b>DETAILS OF INCOMING CANDIDATE</b>		
<b>Name of the legal heir of the deceased / incapacitated LOI holder :-</b>		
<b>Residential Address :-</b>		
<b>Contact No :-</b>	<b>Land line</b>	
	<b>Mobile</b>	
<b>Date Of Birth:-</b>		
<b>Educational Qualification :-</b>		
<b>Present Share holding :-</b>	<b>Name</b>	<b>Percentage</b>
	<b>Name</b>	<b>Percentage</b>
<b>Proposed Share holding :-</b>	<b>Name</b>	<b>Percentage</b>
	<b>Name</b>	<b>Percentage</b>

**Signature of the existing Partners**

**Signature of the incoming Partners**

<b>ADDITIONAL DETAILS OF THE INCOMING CANDIDATE (LOCAL GUARDIAN IN CASE OF MINOR LEGAL HEIR)</b>	
<b>Present Occupation :-</b>	
<b>Annual Income :-</b>	
<b>PAN Card No. :-</b>	
<b>Family Details</b>	
<b>Any other Relevant Information.</b>	

**NOTE:-**

- 1. In case of Re-constitution proposals on account of incapacitation due to serious illness/accident resulting in total and permanent disability which will disable the to work or follow any profession, Corporation appointed Medical Board will need to certify the incapacitation for considering the proposal.**
- 2. If the legal heir of the deceased/incapacitated proprietor/partner has not passed tenth Standard and is proposing to become the proprietor/partner, then the Committee of Officers appointed by the Corporation will verify whether such legal heir is able to read, write and count.**
- 3. If the legal heir of the deceased/incapacitated proprietor/partner is a minor then the local guardian of the legal heir will be considered for proprietor/partner till the legal heir attains the age of 18 years. Hence the details of the local guardian is to be furnished.**

**Signature of the existing Partners**

**Signature of the incoming Partners**

**FOLLOWING ANNEXURES TO BE ATTACHED**

<b>DOCUMENTS REQUIRED</b>	<b>MENTION as ATTACHED OR NOT APPLICABLE</b>	<b>NO. OF PAGES</b>
<b>A.FOR INCOMING CANDIDATE</b>		
<b>1. Proof of Identity :- Copy of any of the following . (Voter ID/ PAN Card/ Photo ID card issued by Govt./PSU/Passport/Driving License)</b>		
<b>2. Age Proof :- Copy of any of the following. ( Birth Certificate, School leaving certificate, Passport, driving license)</b>		
<b>3. Educational Qlfn :- Copy of degree/diploma/12<sup>th</sup>/10<sup>th</sup>.</b>		
<b>4.In case of reconstitution involving legal heir due to the death of the proprietor/ partner, the legal heir/succession certificate and NOC from other legal heirs.</b>		
<b>5. NOC from other legal heirs in case of reconstitution where the other legal heirs of the deceased partner are not interested in becoming partners.</b>		
<b>6. NOC from the minor legal heir for handing over the operation dealership/distributorship to the local guardian till he attains the age of 18 years. ***</b>		
<b>7. Standard Affidavit as per selection guideline.</b>		
<b>8. If in Service, Affidavit for resigning from the same after the approval of re-constitution but before the execution of the agreement.</b>		
<b>9. Passport size photographs of the incoming candidate to be pasted on the application</b>		
<b>B. OTHER DOCUMENTS</b>		
<b>1. Copy of the death Certificate in case of death of the LOI holder.</b>		
<b>2. Copy of the incapacitation Certificate issued by the Chief Medical officer of the District govt. Medical Hospital.</b>		
<b>3. Letter of Acceptance to operate the distributorship till the legal heir becomes a major. ***</b>		
<b>4. Copy of LOI</b>		
<b>5. Draft copy of the dissolution deed of the existing partnership.</b>		
<b>6. Draft Copy of the deed of the proposed partnership .</b>		
<b>7. Age Proof of local guardian :- Copy of any of the following ( Birth Certificate, school leaving certificate, Passport, driving license).***</b>		
<b>8. Educational Qlfn of the local guardian:***</b>		
<b>Total no. of pages enclosed</b>		

\*\*\* - Required only if the proposed legal heir of the deceased/incapacitated LOI holder is a minor.

## **UNDERTAKING**

**"I/We the existing Proprietor/Partners along with the proposed new partners hereby confirm that all the details furnished in the application are true to the best of our knowledge. We also confirm that the re-constitution policy has been read and understood by us. We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."**

**Signature of Existing Proprietor/Partners**

**Signatature of the proposed new partners.**

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