

7 Does any of the member (including yourself) of your 'Family Unit' is dealer/ distributor or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship of any oil company

Yes No

Note : ('Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried Applicant , shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application. If "yes" then please enclose the declaration as per Annexure "G" and also enclose NOC as per Annexure "F")

7 a Do you have HPCL Lube CFA or Distributor

Yes No

8 **Educational Qualification (s) :** (Attach copy of proof of Educational Qualifications.)

| Qualification | Certificate/Degree | Board/University | Year of Passing |
|--------------------------|--------------------|------------------|-----------------|
| SSC/Matric or Equivalent | | | |
| Graduate | | | |
| Post-Graduate | | | |
| Professional Degree | | | |
| Additional Qualification | | | |

Note : The minimum eligibility criteria is 10th standard pass. Attested copy of marksheet / degree certificate from any recognized board

9 In case of partnership, please give name of each of the partners and attach Proposed Partnership Deed. Application of all the partner(s) should be attached together while submission: (Please note each partner will have to pay separate application fee and all the partners will have to appear for interview.)

| Sr. No. | Name and Address | Percentage of Share |
|---------|------------------|---------------------|
| | | |
| | | |
| | | |
| | | |

10 **Capability to Arrange Finance:**

Please note that marks will be awarded to applicant only basis documents attached for capability to arrange finance, on the Amount in Savings / Current Bank Account, Value of investments in FD/Shares/MF etc, value of assets and ability to get loan from Banks/Financial Institution. Please note that all the financial documents has to be in the name of the applicant only. In case of joint bank holders one of the name should be in the name of the applicant and affidavit from other members that they are willing to allow the applicant utilize this fund for the purpose of the aggregator-ship as per Annexure E - 1. On verification if it is found that the information/documents given by the

10.3 OTHER UN-ENCUMBERED FIXED ASSETS (in the name of the applicant (Value as per Valuation certificate Govt approved Valuer).

| Sr. No. | Details of Property | Name of Holder | Value as on date of Advertisement | | | | | | | | | | | | | | |
|--------------|---------------------|----------------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 01 | | | Rs. | | | | | | | | | | | | | | |
| 02 | | | Rs. | | | | | | | | | | | | | | |
| 03 | | | Rs. | | | | | | | | | | | | | | |
| TOTAL | | | Rs. | | | | | | | | | | | | | | |

Certificate from Chartered Accountant / Bank indicating that the same is un-encumbered and the amount of loan that can be raised on the property by pledging to be mentioned above. This certificate should not be before the date of advertisement.

10.4 FINANCIAL ASSISTANCE FROM FAMILY MEMBERS (Saving bank / current account/ fixed deposit/ NS other liquid deposit/ fixed assets/shares and mutual funds are in joint name alongwith family members or i name of family members). Family is defined as a) spouse of the applicant b) parents of un-married applicant

| Sr. No. | Details of Property | Name of Holder | Value as on date of Advertisement | | | | | | | | | | | | | | |
|--------------|---------------------|----------------|-----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 01 | | | Rs. | | | | | | | | | | | | | | |
| 02 | | | Rs. | | | | | | | | | | | | | | |
| 03 | | | Rs. | | | | | | | | | | | | | | |
| TOTAL | | | Rs. | | | | | | | | | | | | | | |

Affidavit as per Annexure E -1 has to be obtained from the family member having funds in his/her name and intending to extend financial assistance to the applicant indicating the amount of support likely to be extended.

10.5 COMMITMENT LETTER FROM BANK / FINANCIAL INSTITUTION WITH LOAN AMOUNT

| Sr. No. | Name of Bank / Financial Institution | Amount | | | | | | | | | | | | | | | |
|--------------|--------------------------------------|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 01 | | Rs. | | | | | | | | | | | | | | | |
| 02 | | Rs. | | | | | | | | | | | | | | | |
| 03 | | Rs. | | | | | | | | | | | | | | | |
| TOTAL | | Rs. | | | | | | | | | | | | | | | |

Original letter from the scheduled bank / financial institution indicating the amount of support likely to be extended to be enclosed. The format of letter is given in Annexure E-2

11 Experience

Do you have experience of running or working in any of the establishment dealing in the following for minimum one year? Please give full details chronologically.

| Type of Experience | Name and address of the establishment/Institution etc. | Period | | Number of years |
|--|--|--------|----|-----------------|
| | | From | To | |
| Sale of petroleum products to small and medium industrial units | | | | |
| Sales of consumable directly to small and medium industrial units | | | | |
| sales of any other product besides consumables directly to small & medium scale Industrial units | | | | |

Note : Marks will be awarded based on the Certificate from the employer and on answers to leading questions in connection with experience claimed during interview. On verification if it is found that the information given is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not eligible for distributorship. Self certified copies of experience to be attached.

| | | | | | |
|-----------|---|----------------------------|--|-----------|--|
| 12 | Have you ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle) ? | Yes | | No | |
| | | Please tick applicable box | | | |

Note : If YES you are not eligible to apply

13 Details of Business Plan whether submitted YES / NO (PI strike out what is not applicable)

14 Details of List of Trucks has been submitted YES / NO (PI strike out what is not applicable)

| Sr. No. | RTO Regn. No. | Make & Model | Engine No. | Chassis No. | Capacity in MT | Existing Tank Trucks | Name of the Owner |
|---------|---------------|--------------|------------|-------------|----------------|----------------------|-------------------|
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| 07 | | | | | | | |
| 08 | | | | | | | |
| 09 | | | | | | | |
| 10 | | | | | | | |

Please attach attested copies of the RC book and Insurance copies

15 DECLARATION BY THE APPLICANT

I am aware that inter se suitability of candidates will be decided by evaluation of candidates on the document based marks and interaction (interview). Evaluation on document based marks will be done based on the information given by me/us in this application. On verification by the Oil Company if it is found that the information given by me/us is incorrect/ false/ misrepresented then my/our candidature will stand cancelled and I/We will be declared ineligible for POL Aggregator ship. I also confirm that I am in possession of the supporting documents in original for the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in documents.

I am fully aware that I will not be appointed as POL aggregator if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.

I have read the condition for the distributorship mentioned in the advertisement and confirm that I fulfil the eligibility criteria for the POL Aggregator ship I have applied in this application.

17 UNDERTAKING

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this POL Aggregator ship.

Place :

Signature of applicant

Date :

Name of applicant
(Name in block letters)

List of Enclosures

1. Demand Draft No. _____ dated _____
2. Proof of age
3. Proof of Education qualification
4. Affidavit as per the format in Annexure A
5. List of POL Bulk Trucks (As per Annexure B)
6. Affidavit as per Annexure C for chassis booking
7. Affidavit as per the format in Annexure D for finance
8. Letter from Bank/Financial Institution as per format in Annexure – E
9. Affidavit from family extending financial assistance as per Annexure E 1
10. No Objection from Oil Marketing Company if you are, SKO/LDO distributor, Lube CFA or Lube distributor as defined in the guidelines under who can apply.
11. Declaration as per Annexure G
12. Draft of Partnership Deed - as applicable.
13. Detailed Project report

(NOTORISED AFFIDAVIT)

ANNEXURE - A

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(Affidavit to be submitted by individuals and partners of partnerships)

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

AFFIDAVIT FOR INDIVIDUALS & PARTNERS

I, _____ son/daughter/wife of _____

Age _____ years residing at _____ do hereby

solemnly affirm and say as under :

1. That I am an Indian National.
2. That my age as on date of application is _____ years _____ months
3. I have never been convicted and / or no charges have been framed by a court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).
4. I hereby confirm that I was never a signatory to a dealership/distributorship/ CFA/ Aggregator-ship agreement of any oil company, which was terminated for proven adulteration/malpractices.
5. That against item no. 10 of my application form details of various sources of funds required for setting up and operating the aggregator-ship has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of aggregator-ship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
6. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. If any information/declaration given by me in my /our application or in any document submitted by me/us in support of application for the award of _____ aggregator-ship or in this affidavit shall be found to be untrue or incorrect or false, Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the letter of intent / terminate the aggregator-ship (if already appointed) and that we would have no claim, whatsoever, against Hindustan Petroleum Corporation Ltd for such withdrawal/termination.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

ANNEXURE - B
DETAILS OF TANK TRUCKS OWNED/ Hired

Please furnish here the details of Tank trucks owned by you, which can be used for the transportation of bulk POL Products. Duly attested Xerox / Photostat copies of R.C. Books for tank trucks owned by you should be attached for proof of ownership.

| Sr. No. | RTO Regn. No. | Make & Model | Engine No. | Chassis No. | Capacity in MT | Name of the Owner |
|---------|---------------|--------------|------------|-------------|----------------|-------------------|
| 01 | | | | | | |
| 02 | | | | | | |
| 03 | | | | | | |
| 04 | | | | | | |
| 05 | | | | | | |
| 06 | | | | | | |
| 07 | | | | | | |
| 08 | | | | | | |
| 09 | | | | | | |
| 10 | | | | | | |

- The minimum capacity of the tank truck should be 16KL.
- The tank trucks should not be blacklisted by the Oil PSUs
- Details of minimum of 01 tank trucks should be offered
- Hiring agreement in case if the Truck is hired.
- The vehicle should comply with all the local state /RTO rules and regulations

SIGNATURE _____

NAME _____

NAME AND ADDRESS OF THE FIRM _____

ANNEXURE: C
(ON NON-JUDICIAL STAMP PAPER AS PRESCRIBED IN THE RESPECTIVE STATE)
AFFIDAVIT

I / We _____ S/o / D/o Shri _____, resident of _____, do solemnly affirm and declare as under:

1. That I/we have booked for _____ Nos. of chassis as per the particulars given below:

| Sr. No. | TT Capacity | Make and Model | Supplier Name | Booking Order / Invoice Reference |
|---------|-------------|----------------|---------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

That I / We confirm, if the POL aggregatorship is awarded to me / us, the tank trucks offered as per the above details shall be used.

DEPONENT

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief. No part of it false and nothing has been concealed therein.

DEPONENT

Verified at _____ on _____

Notary Public

Note: Proof of booking the chassis shall be attached in respect to tank trucks offered against the affidavit. Chassis should be booked through the authorized sales representatives/ showroom of the Original Equipment Manufacturers (OEM). Tank trucks without proof of booking shall be summarily rejected.

(NOTORISED AFFIDAVIT)
ANNEXURE - D
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

DETAILS OF FINANCE IN RUPEES

| Relationship | Liquid Funds | Un-encumbered Fixed Assets | Loan from Family Members | Loan / Credit from Financial Institutions / Banks | Shares / Mutual Funds | Total (I + II + III + IV + V) |
|---------------------|---------------------|-----------------------------------|---------------------------------|--|------------------------------|--------------------------------------|
| | I | II | III | IV | V | VI |
| 1. Self | | | | | | |

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate / Judge / Notary Public
Name in Block letter)

Signature of Person making affidavit

1. It is important to give precise information under each head i.e. I to V, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank.

(Signature of applicant)

Annexure – E 2

(To be submitted by all applicants: Credit worthiness certificate from the Bankers, from a Scheduled bank /Financial institution to be obtained in their Letter Head in the following format and enclosed with the application)

TO WHOMSOEVER IT MAY CONCERN

Shri / Smt / Kum / M/s. _____ is a customer of this bank for last _____ Years and he / she / they is / are enjoying the following facilities from our bank / institution:

- a)
- b)
- c)

During the above period, the dealings of Shri / Smt / Kum / M/s. _____ with the bank and his / her / their conduct has been satisfactory. In case, aggregate ship is allotted to him / her / them, we will be willing to extend a loan of Rs. _____ (figures)
_____ (words)

He / She is having a current / saving account with us.

Signature

Name and Designation

Office seal

Date

(NOTARISED AFFIDAVIT)

Annexure – E 1

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

(To be given by the family member other than applicant)

I, _____ Son / wife of _____
Age _____ years resident of _____ do hereby solemnly affirm and say as under:-

1. That I am unmarried and my father* /mother* (Mr. / Ms.) _____
_____ (name) has applied for POL Aggregatorhip of HPCL at _____ (location) against the
advertisement made in newspaper dated _____

OR

That I am married my wife* / husband* (Mr. / Ms.) _____
_____ (name) has applied for POL Aggregatorhip of HPCL at _____ (location) against the
advertisement made in newspaper dated _____

2. That in case he / she is selected for POL Aggregatorhip of HPCL I will provide unconditional financial
assistance to the extent of Rs. _____ which is mentioned at Item No. 10 of the application form
under my name in the application submitted by (Mr. / Ms.) _____
for POL Aggregatorhip of HPCL at _____

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate/Judge/Notary public
(Name in block letters)

Signature of persons making affidavit

Name of Location _____

(Signature of Applicant)

Annexure F

**FORMAT FOR NO OBJECTION CERTIFICATE
IN LETTER HEAD OF THE COMPANY**

Chief / Senior Regional Manager,
_____ Direct Sales RO,
Hindustan Petroleum Corporation Limited

Date : _____

Sub: No Objection Certificate

Dear Sir,

M/s. _____, who is our Retail Outlet Dealer / SKO - LDO / LPG distributor / Lube CFA / Lube Distributor in _____, _____ District is interested in applying for HPCL's POL Aggregator-ship at _____. We do not have any objection in M/s. _____ applying for the same. "No Objection Certificate" is being granted to M/s. _____ for applying for HPCL's POL Aggregator-ship. In the event of M/s. _____ being selected as the Aggregator of HPCL, we have "No Objection" in M/s. _____ taking up the HPCL Aggregator-ship.

As per the latest records M/s. _____ is having a valid dealership / distributorship agreement and the same is valid till _____

Thanking You,

Yours Sincerely,

Authorized Signatory

Rubber Stamp of the
Authorized Signatory

Annexure - G

DECLARATION

I, _____ Son / wife of _____
Age _____ years resident of _____ declare that I am having a
FO/LDO/MTO/SKO/Hexane or any other petroleum product dealership except LPG and retail distributorship of
M/s. _____ at _____.

In the event of me being selected as the POL Aggregator-ship of M/s Hindustan Petroleum Corporation at ____
_____, I will resign from the dealership / distributorship of M/s. _____

In case I do not resign from the dealership/distributorship, M/s. Hindustan Petroleum Corporation Limited can
cancel my selection.

Signature of persons

(Name in block letters)

General Instructions to the applicant for making POL Aggregator Application

| Item No | Instructions | Supporting Documents :- Applicants to provide them at the time of verification. |
|---------|---|---|
| 1 | Write the name of the location for which application is made | As per advertisement |
| 2 | Write the name of the district of the location for which application is Made | As per advertisement |
| 3 | Write the name of the State of the location for which application is Made | As per advertisement |
| 5 | Write the dated and name of the newspaper in which advertisement has appeared for the location mentioned in item 1. | As per advertisement |
| 6 | Write the status whether application is by individual or made in partnership. | Notorised Affidavit - A |
| 7 | To be filled by individual applicants or applications made in partnership. | Notorised Affidavit - A |
| 8 | Education : - Information in chronological order | Attested Photostat copy of certificate of each qualification |
| 9 | For Partnership Applications only. Separate individual application to be made by all the partners along with separate application fee. (Not applicable for others). | Draft partnership deed |
| 10 | <p>Experience: Minimum one year experience in the capacity of supervisor/Manager / proprietor / partner involved in running a business/organisation will be considered. Provide information based on the type of experience.</p> <p>I – Experience in sales of petroleum products to small and medium scale industries.</p> <p>II – Experience in sales of consumables directly to small and medium scale industries.</p> <p>III – Experience in sales of any other product besides consumables to small and medium scale industries.</p> | Self -Certified copies of experience in Original |
| 11 | List of Tank Trucks which will be used for POL transportation | Attested RC Book to be attached alongwith (annexure B) |
| 11A | In case the applicant is going to purchase Tank Trucks for POL transportation | Affidavit as per Annexure C |
| 14 | Capability to Arrange Finance | |
| 14.1 | Details of liquid and non – liquid funds | Notorised Affidavit as per Annexure - D |

| Item No | Instructions | Supporting Documents :- Applicants to provide them at the |
|---------|--|--|
| 14.2 | Amount in the Saving / Current Account in the name of self. | Statement of Account from which amount as on the date of application can be verified. |
| 14.3 | Investment in Fix Deposit/Recurring deposit/NSCs/Government securities/ Any other liquid deposit as on Date of Advertisement in the name of self. | Copy of the FD/RD/Govt Securities / National Savings Certificate Date of all deposits should be prior to the date of advertisement. |
| | Investments in Mutual Funds/listed shares on the date of advertisement. (should be in the name of the applicant) | Value on the date of advertisement as certified Chartered Accountant. List of such shares/mutual funds to be provided. Applicant should indicate his intention of liquidating the same for the purpose of raising working capital through a letter. |
| 14.4 | Value of other un-encumbered assets / Property(immovable) in the name of the applicant as on the date of advertisement. | Value on the date of advertisement as certified by the Government Approved valuer. A CA or bank certificate indicating the same is unencumbered and amount of loan that can be raised on the property by pledging should be submitted. Date of certificate should not be before the date of the advertisement. |
| 14.5 | Amount based on the certificate / letter from a Schedule Banks / Financial Institutions to extend loan as per Annexure D. In case no amount is mentioned then it shall be taken as nil and no marks will be awarded. | As per Annexure – E. To be submitted in original. The date of bank letter should not be prior to the date of advertisement and should also indicate the relationship (type and period) bank is holding with the applicant. |
| 14.6 | Financial assistance from family members | An affidavit as per Annexure E 1 not before the date of advertisement has to be enclosed. |
| | Please note that amount mentioned in the application at item 14.2,14.3, 14.4, 14.5 and 14.6 should be retained till the date of interview or three months from the date of application whichever is earlier. | |

Note :

1. ('Family' is defined as a) spouse of the applicant and b) parents of un-married applicant.).
2. Applicant should provide only that information in the application against various items, for which applicant is in possession of supporting documents in original as on the date of submission of application. Failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information.
3. In case applicant require extra space on any point, the same can be given by adding more row or add extra sheets but details should be given in the same format as mentioned in that particular point.

(Signature of applicant)