

APPLICATION FOR HPCL RETAIL OUTLET (PETROL PUMP) / SKO-LDO DEALERSHIP

(Please go through the “Brochure” available on our website or at our Regional Offices carefully before filling in this application format)

Location(at) _____ Rev. Distt. _____ State _____

Category _____ (OP/ OP-W/ SC/SC-W/ ST/ ST-W/ PH/ PH-W/ PMP/ PMP-W/ DC/ DC-W/ FF/ FF-W/ OSP/ OSP-W): (Please attach copy of certificates as proof from the respective competent authorities).

Advertised on _____ in _____ by HINDUSTAN PETROLEUM CORPORATION LTD.
(Date)(Name of Newspaper)

Status : Individual/ Partnership/Regd. Co-operative Society/Organised body/Corporate House/Fleet Operator/Charitable Trust
(Tick as applicable)

Passport Size
Photograph
with
specimen
signature on
the
photograph

1. Individual : (Individuals to enclose Affidavit as per Appendix ‘A’)

- (a) Name (in Block Letters) : Mr / Ms. _____
- (b) Father’s/ Husband’s Name: _____
- (c) Address: _____
_____ PIN: _____
Telephone No. : _____ E-Mail Address: _____
- (d) Nationality: _____
- (e) Date of Birth : _____ Completed Age as on date of application : _____
(**Proof to be attached**)
- (f) Educational Qualification (s) : _____ (**Proof to be attached**)
- (g) Resident of : _____ Town: _____ District _____ State _____
(Residence Proof to be attached in case of “Hamara Pumps” in Rural Market)
- (h) Gender : _____ (Male / Female)
- (i) Marital Status: _____ (Unmarried/Married/Widow/Widower/Divorcee)
- (j) In case of married applicant please give:
Full Name of Spouse: _____
Full Name of unmarried Children:
1. _____
2. _____
3. _____
- (k) In case of unmarried applicant please give:
1. Full name of Father: _____

2. Full name of Mother: _____
3. Full name(s) of unmarried brother(s) /unmarried sister(s) _____

✓ In case of unmarried woman above 40 years of age :

- Are your parents (Mother/ Father) earning ? **YES/ NO**
- Do you wish to avail the Corpus Fund facilities **YES/NO**

✓ In case of widows,

- Please advise the date of expiry of your husband (DD/MM/YY)
- Do you wish to avail the Corpus Fund facilities **YES/NO**

Please attach death certificate of your husband & also affidavit that you are not remarried.

✓ Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

✓ In case of War widows, please attach supporting documents issued by competent authority.

2. Are you or any of your following close relatives is dealer or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship of any oil company ?

In case of married applicant: (i) Spouse (ii) Unmarried sons/unmarried daughters: YES/ NO

In case of unmarried applicant (i) Parent (ii) unmarried brothers/unmarried sisters: YES/NO

If yes, please furnish details : _____

3. Gross Income during last financial year ended (state year) _____ Gross Income in Rs _____
Attach Certificate

4. Present occupation : _____

5. In case you are an income Tax Assesee, please furnish PAN NO: _____

6. Do you have business / selling experience? if yes, give full details _____
_____ (attach addl sheets)

7. Do you have experience of supervision of personnel ? if Yes, give full details.
_____ (attach addl sheets)

8. Please attach a separate sheet giving your detailed plans to run the dealership.

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:

10. Were you a signatory to a retail outlet / SKO-LDO dealership / LPG distributorship of any Oil company terminated for proven adulteration / malpractice? If yes, give details. Otherwise submit an affidavit as per Appendix 'A'.

11. **Registered Co-op. Society/ Organised body: (Organised bodies can apply under 'OPEN' category only)**

(a) Name of the Society/organized body :

(b) Address : _____

_____ PIN: _____

Telephone No.: _____ E-Mail Address: _____

(Enclose affidavit as per Appendix 'A1')

Copies of audited Profit & Loss account statement for the previous 3 financial years to be enclosed

12. Land details **(to be provided by all applicants)** :

(a) Do you have a suitable site readily available at the location where the dealership has been advertised ? **Yes / No**

If Yes, City/Town/Village _____ District _____ State: _____ Survey No : _____
Hissa No.: _____ Name of the Road: _____

NH No. / SH No. / Other Road : _____ Nearest Km Stones : _____ Total land area :
(Acre/Sq.m) _____ **(Site map with dimensions to be attached)**

(b) Name of the owner of the land : _____ **(proof to be attached)**

(c) Relationship of land owner with the applicant : _____

(d) Are you willing to transfer the land on sale/long lease to the oil Co. ? **Yes / No**

If yes, at what rate/ terms. _____

(In case the applicant is not the land owner, consent letter/ Legal documents from the Land owner to be enclosed)

13. Give details of source of funds: **(to be provided by all applicants)**

The details to cover free & unencumbered Bank accounts/ Govt. Securities/ fixed deposits, bankers/financial institution certificate for credit worthiness(in the enclosed **Appendix A2** / loans, UTI,NSC, Bonds, Shares of public limited companies etc., details of other assets like immovable property (land, building etc.). Movable properties like vehicle etc., any other sources of income like from interest, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format: **(Attach Separate sheet as required)**

Type	Details of a/c No. etc	Name of the holder	Relationship	Amount (Rs.)
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NOTE : Candidates applying under Category reserved for SC/ ST need not provide details under para 12 & 13. Widows (including War widows) and Unmarried women above 40 years of age without earning parents applying against locations reserved for Women Category and proposing to avail Corpus Fund Scheme Facilities also need not provide details under 12 and 13 above.

14. Wherever applicants state that they would be having tie up on sales volume with prospective customers they would be required to submit an affidavit along with application, from such prospective customers in the prescribed format as per Appendix A 3.

15. Have you ever been convicted by a court of law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op. society, Co-op. society as an entity and also organized body as an entity)

Please state **YES or NO** _____

16. Demand Draft/ Pay order No. _____ dated. _____ for Rs. _____ drawn on _____ (State Bank's name) in favour of Hindustan Petroleum Corporation Limited payable at _____ is enclosed.

NOTE: Affidavits to be enclosed in original. In respect of all other certificates / documents, duly attested Photo copy/ True copy ONLY need be attached along with the application. However, originals of all these will have to be brought at the time of interview, if called for.

17. Any other information:

18. UNDERTAKING:-

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called and is aware that in the event I fail to produce the Originals, my application for dealership will be disqualified I am fully aware that M/s Hindustan Petroleum Corporation Ltd. under its policy will not appoint me as their dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to HPCL before issuance of Letter of Appointment for the dealership.

That, If selected, I undertake that I will be required to deposit an interest free Security deposit as per the policy of HPCL.

I, _____

Hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the dealership.

Place:

Date:

Signature

(Name in block letters)

Encl: Total of _____ no. of documents with this application,

Encl: Checklist for supporting documents/affidavits

APPENDIX- A

(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 I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company
OR
That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

3.@ That I am an unmarried woman above 40 years of age without earning parents

4.@ That I am a widow and not re-married.

[@ DELETE THESE IF NOT APPLICABLE]

5. 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).
6. I hereby confirm that I was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration/malpractices.
7. That against item no.13 of my application form details of various sources of funds required for setting up and operation of the dealership 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
8. 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 _____dealership 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 dealership (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)

APPENDIX - A1

**(To be submitted by Registered Co-operative Societies, Organised bodies, Fleet Operators,
Charitable Trusts and Corporate Houses)**

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

AFFIDAVIT

In the matter of _____ dealership of , Hindustan Petroleum Corporation Ltd, at _____
(Location) Whereas _____(Name of the Co-operative Society*/organised body*)
_____ (Location) has applied for RO dealership of , Hindustan Petroleum Corporation Ltd at
_____.

I, _____ son/daughter/wife of _____ Age _____ year's
resident of _____ in the capacity of _____ do hereby solemnly declare :

1. That through a resolution passed by the Co-operative society*/organised body* I have been authorised to apply for the said dealership. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society*/organised body* is duly registered and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said Co-operative Society / organised body is a profit making body during last 3 consecutive Financial years. (Delete if not applicable).A copy of certificate from chartered accountant is enclosed herewith forming part and parcel of this affidavit.
4. That on behalf of the Co-operative Society*/organised body*, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said dealership issued by the , Hindustan Petroleum Corporation Ltd /Government of India or any other statutory body from time to time.
5. That all members of the Co-operative Society belong to the reserved category for which the location has been advertised including for women and none of the members have been convicted and / or no charges have been framed by a Court of law against them for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle). Moreover, none of the members was ever signatory to a dealership/distributorship of any oil company, which was terminated for proven adulteration/malpractices. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit .(applicable for co-operative societies/consumer societies only).
6. That the Co-operative Society*/organised body* 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.
7. That the Co-operative Society*/organised body* was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration / malpractices.
8. That the applicant company hereby confirms that the applicant company or any of the following do not hold RO/SKO/LPG dealership/distributorship or Letter of Intent (LOI) :
 - a. Any of the Director or his family members (family as defined in the case of multiple dealership norms for individuals)

- b. Holding company or Subsidiary company.
- c. Any other company or Firm where share holders (put together) of the applicant company have controlling stake i.e. 51% or more.

OR

Organized bodies, charitable trusts registered with the Charity Commissioner of the respective State Government and Societies registered under Societies Registration Act, 1860, hereby confirm that no RO/SKO/LPG dealership/distributorship or Letter of Intent (LOI) is held by it or by any Member of the Governing Body/Managing Body/any such other Body or his family members (family as defined in the case of multiple dealership norms for individuals).

- 9. @ That against item no.13 of my application form details of various sources of funds required for setting up and operation of the dealership 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 dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the , Hindustan Petroleum Corporation Ltd.
- 10. 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 there from. If any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of the dealership 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 dealership (if already appointed) and that I would have no claim, whatsoever, against , Hindustan Petroleum Corporation Ltd for such withdrawal/termination.

*strike out whatever is not applicable.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name & Designation in block letters)

APPENDIX- A2

(To be submitted by all applicants except those applying under category reserved from SC/ST and War Widows applicants)

To whomsoever it may concern

Shri /Ms /M/s. _____ is a customer of this bank / institution for last _____ years and he / she / they, is/are enjoying the following facilities of our bank / institution:

- a.
- b.
- c.

During the above period, the dealing of Shri / Ms/ M/s _____ with the bank and he /her / their conduct has been satisfactory. In case, a dealership is allotted to him / her / them, we will be willing to extend a loan of Rs. _____ (Rupees _____(in words).

Signature

Name and Designation :

Office Seal :

Date :

APPENDIX- A3

(To be obtained from the prospective customers and to be submitted by the applicant along with the application)

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

AFFIDAVIT

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under :

1. _____ (Name of applicant), son / daughter of _____, resident of _____ (address) has applied for Retail Outlet dealership at _____ (location) of _____ (name of Oil Co.).
2. I am having approx. consumption of _____ kl per month of _____ (name of product) required for _____ (purpose).
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking my supplies through him to the extent of _____ kl per month subject to the commercial terms and conditions agreed mutually
4. I hereby confirm that this type of commitment has not been given to any other candidate applied for the above location.
5. 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 there from.

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)

APPENDIX 'B'

CERTIFICATE OF MEDICAL OFFICER FOR PHYSICALLY HANDICAPPED CANDIDATES

Certified that I, Dr _____ Registration No _____ have, this _____ day of _____ examined the candidate, whose particulars are given below:

1. Name : _____
2. Identification Marks: _____
3. Sex : _____
4. Father's / Husband's Name : _____
5. Approximate Age : _____
6. (A) Orthopaedically Handicapped
 - i) Nature of disability (tick the relevant from the following) : Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
 - ii) Extent of disability
 - iii) Estimate percentages
 - iv) Use of appliance (if any)
 - v) Any operation done or indicated

(B) Handicapped by way of "being blind"
(C) Handicapped by way of "being dumb"
(D) Handicapped by way of "being deaf"
7. Any other particulars to clarify : The nature and extent of disability that the surgeon might like to point out :

Place : _____

Signature of Orthopaedic Surgeon
/ Eye Surgeon / ENT Surgeon

Date : _____

Designation
(Seal)

Counter –signed by Civil Surgeon /
Chief Medical Officer / Supt. Govt. Hospital

Residence Certificate

Ref No. _____

Date _____

This is to certify that Shri/Smt/Kum _____ Son/Wife/Daughter of _____

is a resident of _____

District _____ State _____

(_____)

Signature of
Dy. Tehsildar/Tehsildar
Dy. Mamlatdar/Mamlatdar
(Seal of Office)

Or

(_____)

Signature of
Dy. Commissioner/
Commissioner of Police

Seal of Office