

| Application Format For Individual Applicants | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------|------------------------|------------|----------|------------------------|--|--|--|--|---|--|---|---|---|---|------------|----------|------------------------|------------|----------|------------------------|---------|-------|------|-------|-------|------|--|-----|------|--|-----|------|--|------|-------|--|------|------|
| (FORM TO BE FILLED UP IN CAPITAL LETTERS) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Application No. ----→ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Application date | | | | | | | | | | D | D | - | M | M | - | Y | Y | Y | Y | | | | | | | | | | | | | | | | | | |
| APPLICATION FOR RETAIL OUTLET DEALERSHIP | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Particulars of application fee (Rs.) | | | | | | | | | | Latest Passport Size Photograph with specimen signature on the photograph | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transaction Date & Time | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Mode | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> <th>Type of RO</th> <th>Category</th> <th>Application fee in Rs.</th> </tr> </thead> <tbody> <tr> <td>Regular</td> <td>SC/ST</td> <td>3000</td> <td>Rural</td> <td>SC/ST</td> <td>2500</td> </tr> <tr> <td></td> <td>OBC</td> <td>5000</td> <td></td> <td>OBC</td> <td>4000</td> </tr> <tr> <td></td> <td>Open</td> <td>10000</td> <td></td> <td>Open</td> <td>8000</td> </tr> </tbody> </table> | | | | | | | | | | | | | | | | Type of RO | Category | Application fee in Rs. | Type of RO | Category | Application fee in Rs. | Regular | SC/ST | 3000 | Rural | SC/ST | 2500 | | OBC | 5000 | | OBC | 4000 | | Open | 10000 | | Open | 8000 |
| Type of RO | Category | Application fee in Rs. | Type of RO | Category | Application fee in Rs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular | SC/ST | 3000 | Rural | SC/ST | 2500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | OBC | 5000 | | OBC | 4000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Open | 10000 | | Open | 8000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Note : Same application fee is applicable for sub-categories under particular main category. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | |
|---|-------------------------------------|--|
| 1 | Sr. No of location in advertisement | |
| 2 | Name of the Location | |
| 3 | District | |
| 4 | State | |
| 5 | Category* | |

* Eligibility certificate for respective category in respect of reserved locations as mentioned below will be required- (Applicant has to declare that certificates as applicable are available with him/her and will be submitted as and when advised by OMC)

| Category | Eligibility Certificate format | Category | Eligibility Certificate format | Category | Eligibility Certificate format |
|------------------------------|--|---|--|----------|--|
| SC/ST | Appendix VI | OBC | Appendix – VII-A & VII-B | | |
| SC/ST CC1 | Appendix VI, VIII or DGR certificate/ Discharge Order or Pension order as applicable | OBC CC1 | Appendix – VII-A, VII-B, VIII or DGR certificate/ Discharge Order or Pension order as applicable | Open CC1 | Appendix – VIII or DGR certificate/ Discharge Order or Pension order as applicable |
| | | | | Open CC2 | Appendix–Certificate applicable for OSP/FF |
| SC/ST PH | Appendix – VI, IX A / IX B / IX C | OBC PH | Appendix – VII-A, VII-B, IX A / IX B / IX C | Open PH | Appendix – IX A / IX B / IX C |
| Existing unviable SKO dealer | | Proof of allocation of less than 75 Kls p.m. from allocating authorities. Copy of valid dealership agreement. | | | |

| | | | | | | | |
|------|--|--|---------|--|---|-----------------------------------|-----------------|
| 6 | Advertised on (Date) | | In | (Please write Newspaper name) | | | |
| 7 | Type of Site of Location | CC/DC/CFS | | 8 | Type of RO | Regular/ Rural | |
| 9 | Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered. | Group 1, Group 2, Group 3 (Applicant without offer of land) | | | | | |
| 10 | Type of applicant | Proprietor / Partner | | If "Partner" please use separate application form for each partner and club them together. | | | |
| 11 | Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of Brochure on intimation by OMC upon selection. | | | | | | |
| 11.1 | Name (Mr/Mrs/Kumari) | First name | | Middle name | | Surname | |
| 11.2 | Father's/Husband's Name (Mr) | First name | | Middle name | | Surname | |
| 11.3 | Address | | | | | | |
| | District | | State | | Pin Code | | |
| | Tel. No. | | | | Mob. No. | | |
| | Email id | | | | PAN No. | | |
| 11.4 | Indian Citizen | Yes | No | Resident of India as per IT Rules | | Yes | No |
| | If "No" applicant is not eligible | | | | | If "No" applicant is not eligible | |
| | | | | | | | |
| 11.5 | Gender (Tick mark whichever is applicable) | Male | | | Female | | |
| 11.6 | Date of Birth | | | | Age (Proof to be submitted as when asked by OMC) as on date of application | | |
| | | DD | MM | YYYY | | Years | Months |
| | | | | | | Days | |
| 11.7 | Marital status (Tick mark whichever is applicable) | Single | Married | Widow / Widower | | Divorcee | |
| 11.8 | Name of spouse (if married) | Mr. / Mrs. | | | | | |
| | Spouse employed (Tick mark whichever is applicable) | Yes | | | No | | |
| 12 | Educational Qualification (Proof of qualifying certificate as per Eligibility criteria would be required to be submitted as and when asked by OMC) | | | | | | |
| | Qualification | Name of Board/University/Institution | | | Degree | | Year of Passing |
| i) | 10 th Pass | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below) | | | | | | |

| 13 | Copy of proof of ownership of land would be required to be submitted as & when advised by OMC (Gr 1 & Gr 2) (Not required for applicants under Group 3): For Group 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Gr 1 and Gr 2 and Applicants under Gr 3 are considered, I/we shall arrange land as advised by OMC, for consideration in further selection process.) | | | | | | |
|---|--|--|---|---|---------------------|----------------|-------------|
| Name(s) of the owner of Land / Lease holder | Relationship with applicant** | Date of registration of sale deed/gift deed / lease deed/ date of mutation | Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same) | Khasra No / Khatouni / Gut No / Survey No | Dimensions of land* | | |
| | | | | | Frontage in metre | Depth in metre | Area (Sq.m) |
| | | | | | | | |

- a) Are you willing to transfer the land on sale/long lease to Oil Company ? YES/NO (only for CC/CFS sites)

If yes, at what rate / terms.

- b) The above piece of plot owned by me / my family member (as defined under **Clause 4(v) e of Brochure**) either by way of ownership / long term lease would be made available for a period of minimum 19 years and 11 months as advertised by the Oil Company (Name of the Oil Company).

That as per the documents and report from advocate available with me/us, my/our offer qualifies for being considered under **"GROUP 1"** as defined in **Clause 4 (v) of the Brochure** for retail outlet dealer selection by the Oil Company(Name of the Oil Company).

OR

- c) The said piece of plot belonging to _____ has been offered to me /us for putting up a retail outlet of the Oil Company (Name of the Oil Company). The above is being given as "Firm Offer" and is for purchase / long term lease for a period of minimum _____ years as advertised by the Oil Company.

That as per the documents and report from advocate, available with me/us, my/our offer qualifies for being considered under **"GROUP 2"** as defined in clause 4 (v) of the Brochure for retail outlet dealer selection by the Oil Company(Name of the Oil Company).

(Tick Mark either b (Gr 1) OR c (Gr 2) as applicable)

Note :

In case land belongs to member of 'Family ' / Others, notarized affidavit as per **Appendix – III A** should be available which is to be submitted when asked by OMC. Each applicant should have a confirmatory letter from an advocate (**Appendix – III B**) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.

| | |
|--|--|
| d. | The said piece of land, has been offered for purchase/ long lease/sub-lease to the Oil Company for a period of minimum 19 years and 11 months as required by the Oil Company (Name of the Oil company) and as per their terms and conditions. (For location advertised under Corporation Owned Dealer Operated (CC)/CFS sites). |
| Site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by the applicant upon intimation by OMC. | |
| 14 | Requirement of Finance : I undertake that funds as mentioned in the advertisement will be made available by me/us as when required for setting up of RO and operation of RO (thereon depending upon category of RO site). a) Fund for development of infrastructure for RO (Rs. -----) ** b) Working capital for operation of RO . (Rs. -----) ** |
| 15 | Are you a Dealer/Distributor or a member of his/her "family unit" (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No (if yes, not eligible) |
| 16 | Are you a Dealer/Distributor or a member of his/her "family unit" (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No |

15. UNDERTAKING BY THE APPLICANT

- a. I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by the Oil Company if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
- b. I also confirm that I am in possession of the supporting documents in original in respect of 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 this application.
- c. I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per the Oil Company's standard layout, then the allotment of dealership made to me will be cancelled.
- d. I am also aware that in the event of my inability to arrange the funds required for development of requisite infrastructure and facilities as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
- e. I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by the Oil Company (Name of the Oil Company) in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against the Oil company (Name of the Oil Company).
- f. I am fully aware that I will not be appointed as Retail Outlet Dealer 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.
- g. I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.
- h. I confirm that none of my family members (as per definition of family under multiple dealership norm) are employees of any Oil Marketing Companies.
- i. I am fully aware that If selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.

- j. I undertake to fulfill the conditions of _____ (OMC) with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.
- k. That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. _____ as per the policy of the Corporation.
- l. That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Corporation (applicable for Dealer owned sites). **(For DC sites)**

OR

That, if selected, I undertake that I will pay the non-refundable Final Bid amount (applicable for Corporation owned sites except for Corpus fund ROs). **(For CC Sites)**

- m. I am also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by me has been offered by other applicant(s) for this location then my candidature for RO dealership will be rejected / dealership terminated, if already appointed.
- n. That I am of sound mental health and I am not totally paralysed.
- o. That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
- p. That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- q. I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause "Disqualification" in the " Brochure for Selection of Dealers for Regular & Rural Retail Outlets" and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
- r. I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
- s. I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the OMCs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

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 RO dealership. That if any information/declaration given by me in my application or in any document submitted by me in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, theOMC* 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 the Corporation for such withdrawal / termination.

Place : _____ **Signature of applicant** _____

****Date :** _____ **Name of applicant** _____

**The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria.