

INSTRUCTIONS FOR RECONSTITUTION AT LOI STAGE

1. The Reconstitution Policy must be read and understood fully. The application complete in all respects including processing fee must be submitted to the respective Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, preferably in person. If sent by post/courier the same must be addressed to the respective Divisional/Territory/Regional Office in-charge.
2. An acknowledgement of receipt of application will be issued by the Divisional/Territory/Regional Office along with a reference number. In cases where the applications are not handed over in person and if acknowledgement is not received within 15 days, the same to be brought to the notice of the Divisional/Territory/Regional Office in-charge 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 in favour of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd., as applicable, and payable at the Divisional/Territory/Regional Office location, will be payable along with the application as per the Reconstitution policy, as applicable.
4. Reconstitution fee : Non refundable reconstitution fee equivalent to prevailing security deposit (as applicable to Dealership Selection policy in vogue) will be collected before execution of agreement as per the reconstitution Policy, as applicable.
5. In case of reconstitution proposals on account of incapacitation due to serious illness/accident resulting in permanent and total disability which will disable the LOI holder to work or follow any profession, Chief Medical Officer of Govt. Hospital of the District or Medical Board recognized by the Govt. need to certify the incapacitation for considering the proposal.
6. If the nominee / legal heir / family member of the deceased/incapacitated LOI holder does not possess the minimum educational qualification in line with the dealer selection policy in vogue 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.
7. At an appointed date the incoming candidate(s) along with continuing/existing partner(s) have to appear before the Committee along with the original documents copies of which were submitted / required along with the application.
8. All the pages of the application along with the annexures to be signed / self attested by the incoming candidate(s) along with the existing / continuing partner(s) and incapacitated LOI holder, as applicable.

- 9.** In case the nominee / legal heir / family member is a minor, then local guardian proposing to operate the RO is required to sign along with the minor nominee / legal heir / family member wherever applicable.

- 10.** On communicating the 'in principle' approval for the re-constitution, the documentary confirmation of the relevant formalities and legal compliance must be submitted to the Divisional/Territory/Regional Office in-charge within 60 days.

APPLICATION FOR RE-CONSTITUTION AT LOI STAGE

Date : _____

S. NO.	PARTICULARS	DETAILS				
1	Details of LOI					
(a)	Whether LOI is on sole proprietorship or partnership :	Proprietorship / Partnership				
(b)	Name of LOI holder(s) : (Name of all co-LOI holder(s) in case of partnership)	1. 2.				
(c)	LOI reference & date :					
(d)	Location :					
(e)	Tehsil / Sub-Division / District :					
(f)	State :					
(g)	Category under which LOI was issued :					
2	Details of existing / deceased / incapacitated LOI holder(s)					
		Name of LOI holder(s)	Category SC/ST/Others	Alive / Deceased / Incapacitated	Existing % share	Proposed % share
		Name of LOI holder(s)	Address	Telephone / Mobile no.	e-mail ID	
3	Whether same land mentioned in the earlier LOI will be made available :	Yes / No				
4	Details of Land as per earlier LOI :					
5	Details of revised Land, in case alternate suitable land have been offered :					
6	Whether proposal for reconstitution is being submitted on account of Death / Incapacitation / Others :	Death / Incapacitation / Others				
7	Name of the deceased or incapacitated LOI holder(s), if same is applicable :					
8	Details of nominee(s), in case appointed by deceased or incapacitated LOI holder(s) :					
(a)	Whether nominee(s) was appointed by deceased or incapacitated LOI holder(s).	Yes / No				
(b)	Name(s) of person(s) last appointed as nominee(s) by the deceased or incapacitated LOI holder(s), in case nominee(s) was/were appointed : (if	Name of deceased / incapacitated	Name of nominee(s)	% of share nominated		

	<p>more than one nominee was appointed by the deceased or incapacitated LOI holder(s) in his last nomination, details as indicated alongside has to be given for each nominee indicating the % share out proposed). If the nominee(s) is/are minor, then the details of the local guardian who will be operating the dealership till the nominee(s) becomes a major, is to be furnished along with that of the minor nominee(s).</p>	<table border="1"> <tr> <td data-bbox="834 134 1084 174">LOI holder</td> <td data-bbox="1089 134 1260 174"></td> <td data-bbox="1265 134 1433 174"></td> </tr> <tr> <td data-bbox="834 180 1084 220"></td> <td data-bbox="1089 180 1260 220"></td> <td data-bbox="1265 180 1433 220"></td> </tr> <tr> <td data-bbox="834 226 1084 254"></td> <td data-bbox="1089 226 1260 254"></td> <td data-bbox="1265 226 1433 254"></td> </tr> </table>		LOI holder									
LOI holder													
<p>9 Detail of reconstitution proposed</p>													
(a)	<p>Whether reconstitution proposed for induction of outside partner(s)</p>	<p>Yes / No</p>											
(b)	<p>Whether minimum 51 % share is proposed</p> <p>a) In favour of original allottee(s) and/or in favour of nominee(s)/legal heir(s)/family member(s) (including married children and/or grandchildren) of original allottee(s) where reconstitution is being proposed due to death/ Incapacitation of LOI holder(s) and where incapacitated LOI holder(s) desires to retire.</p> <p>b) In favour of original allottee(s) where reconstitution is being proposed for reasons other than death of the LOI holder(s).</p> <p>The % share out of proposed reconstitution is to be indicated as per table attached.</p>	<p>Yes / No / NA</p> <table border="1"> <tr> <td colspan="2" data-bbox="834 800 1417 953"> <p>% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire</p> </td> </tr> <tr> <td data-bbox="834 959 1192 1304"> <p>In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)</p> </td> <td data-bbox="1196 959 1417 1304"> <p>In favour of other incoming partner(s)</p> </td> </tr> <tr> <td colspan="2" data-bbox="834 1310 1417 1379"> <p>% share out proposed In other cases</p> </td> </tr> <tr> <td data-bbox="834 1386 1192 1505"> <p>In favour of existing partner(s)</p> </td> <td data-bbox="1196 1386 1417 1505"> <p>In favour of other incoming partner(s)</p> </td> </tr> <tr> <td colspan="2" data-bbox="834 1512 1417 1541"> <p></p> </td> </tr> </table>		<p>% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire</p>		<p>In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)</p>	<p>In favour of other incoming partner(s)</p>	<p>% share out proposed In other cases</p>		<p>In favour of existing partner(s)</p>	<p>In favour of other incoming partner(s)</p>	<p></p>	
<p>% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire</p>													
<p>In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)</p>	<p>In favour of other incoming partner(s)</p>												
<p>% share out proposed In other cases</p>													
<p>In favour of existing partner(s)</p>	<p>In favour of other incoming partner(s)</p>												
<p></p>													
(c)	<p>If the LOI was issued under SC/ST category, whether proposal is being submitted for induction of non SC/ST partner(s) :</p>	<p>Yes / No / NA</p>											

(d)	In case proposal is being submitted for induction of non SC/ST partner(s) in LOIs issued under SC/ST category, whether total % share out proposed for non SC/ST partner(s) is within 25 %. Also, mention total share out proposed for non SC/ST partner(s) : (In case of death/permanent incapacitation of SC/ST LOI holder(s), total share of the deceased/incapacitated LOI holder(s) can be transferred to Non-SC/ST spouse or Non-SC/ST children (legal heirs) as the case may be, which would be counted as SC/ST share)	Yes / No / NA	
		Name of partner(s) of SC/ST category	% of share proposed
		Total % share proposed for partner(s) of SC/ST category	
		Name of partner(s) of other category	% of share proposed
		Total % share proposed for partner(s) of other category	
10	Brief reasons for the proposed reconstitution :		
11	Name(s) of continuing LOI holder(s) / incoming partner(s) : (if more than one partner is proposed, details as indicated below has to be given for each partner indicating the % share out proposed by attaching separate sheet). If the legal heir(s) is/are minor, then the details of the local guardian who will be operating the dealership till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).	Name of continuing LOI holder(s)	% of share proposed
		Name of incoming partner(s)	% of share proposed
12	Details of reconstitution processing fee		

Signature of existing LOI holder(s)

Signature of the incoming partner(s)
(wherever applicable)

Signature of nominee(s)/legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s) LOI holder(s) (wherever applicable)

Signature of Local Guardian (wherever applicable)

UNDERTAKING

"I/We the existing LOI holder(s) of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ along with the proposed partner(s) hereby confirm that all the details furnished in the application are true to the best of my/our knowledge. We also confirm that the re-constitution policy has been read and understood by me/us. I/We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."

**Signature of existing LOI holder(s)
partner(s)
(wherever applicable)**

Signature of the incoming

**Signature of nominee(s)/legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**

ANNEXURE-C1**DETAILS OF CONTINUING LOI HOLDER(S) / INCOMING PROPRIETOR / PARTNER(S) FOR
RECONSTITUTION AT LOI STAGE**

1	Name of the continuing LOI holder(s) / incoming Proprietor / Partner(s)			
2	Photograph of the continuing LOI holder(s) / incoming Proprietor / Partner(s)			
3	Whether continuing LOI holder(s) / incoming Proprietor / Partner(s)	Continuing LOI holder / Incoming Proprietor / Incoming Partner	Continuing LOI holder / Incoming Proprietor / Incoming Partner	Continuing LOI holder / Incoming Proprietor / Incoming Partner
4	Whether nominee of deceased / incapacitated LOI holder(s)	Yes / No / NA	Yes / No / NA	Yes / No / NA
5	Whether legal heir / family member of deceased / incapacitated LOI holder(s)	Yes / No / NA	Yes / No / NA	Yes / No / NA
6	Whether incoming Proprietor / Partner(s) is outside / within family	Outside / Within / NA	Outside / Within / NA	Outside / Within / NA
7	Category of continuing LOI holder(s) / incoming Proprietor / Partner(s)	SC / ST / Others	SC / ST / Others	SC / ST / Others
8	% share proposed			
9	Address			
10	District			
11	State			
12	PIN Code			
13	Telephone / Mobile no.			
14	e-mail Id			
15	Educational qualification as on date of application			
16	Date of birth			

17	Age as on date of application			
18	Present occupation			
19	PAN no.			
20	Relationship details with existing / deceased / incapacitated LOI holder(s), if any			
21	Any other relevant information			

**Signature of existing LOI holder(s)
incoming partner(s)
(wherever applicable)**

Signature of the

**Signature of nominee(s)/legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)LOI holder(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**

DETAILS OF DOCUMENTS ENCLOSED FOR RECONSTITUTION AT LOI STAGE

DOCUMENTS REQUIRED	State whether attached or Not applicable	No. of pages
A. FOR INCOMING CANDIDATE		
1. Proof of Identity :- Copy of any of the following (Voter ID / PAN Card / Photo ID card issued by Govt. / PSU / Passport / Driving Licence)		
2. Age Proof :- Copy of any of the following (Birth Certificate, School leaving certificate / Passport / Driving Licence / PAN Card / Self Affidavit / Identity card issued by Election Commission)		
3. Educational Qualification :- Copy of matriculation certificate / SSC / 10 th passing marksheet.		
4. Succession certificate / Legal heir certificate confirming legal heir(s) of deceased LOI holder(s)		
5. NOC from a. Nominee(s) / legal heir(s) of deceased LOI holder(s) in case any nominee(s) / legal heir(s) is not proposing to join dealership. b. Nominee(s) / legal heir(s) of incapacitated LOI holder(s) (who is not in a position to give consent due to physical condition) in case they are not proposing to join dealership		
6. In case of reconstitution of SC/ST category LOI with SC/ST partner – Copy of SC/ST certificate from competent authority as per Dealership selection guidelines in vogue.		
7. Standard Affidavit on Indian nationality, age, multiple dealership norms, non-conviction etc. as applicable (Annexure-D1)		
8. Passport size photographs of the continuing / incoming candidate(s) to be pasted on the application in (Annexure-C1)		
9. If in service, affidavit for resigning from the service after the approval of Reconstitution but before the execution of the agreement.		
B. OTHER DOCUMENTS		
1. Copy of the death Certificate in case of death of LOI holder.		
2. In case of incapacitation, copy of the Incapacitation Certificate issued by the Chief Medical officer of the District Govt. Medical Hospital / Medical Board recognized by the Govt.		
3. Letter of Acceptance in the form of Affidavit from the local guardian to operate the dealership till the legal heir becomes		

a major. (18 years)***		
4. Copy of LOI		
5. Draft copy of the dissolution deed of the existing partnership (if applicable)		
6. Draft Copy of the deed of the proposed partnership (if applicable)		
7. Reconstitution Fee (DD for Rs.25000/-)		
8. For induction of outside category partner in SC/ST dealership, incoming partner to fill the new dealership form and submit along with relevant enclosures.		
9. Age Proof of local guardian *** :- Copy of any of the following (Birth Certificate, School leaving certificate, Passport, Driving Licence, PAN Card, Self Affidavit, Identity card issued by Election Commission).		
10. Proof of educational qualification of the local guardian : If not able to furnish, then, he/she should be able to read, write & count.		
11. Total no. of pages enclosed		

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

Signature of existing LOI holder(s)

**Signature of the incoming partner(s)
(wherever applicable)**

**Signature of nominee(s)/legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)LOI holder(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**

Notarized Affidavit

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

Reconstitution of Retail Outlet Dealership at LOI Stage for the Location : _____,
District : _____, **State :** _____ **which was offered vide LOI no.**
 _____, **dated** _____

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

1	That I am an Indian Citizen and resident of India (as per Income Tax Rules).													
2	That my date of birth is		d	d	/	m	m	/	y	y	y	y	(Age as on date of application for reconstitution in words _____)	
3	* That I have passed the 10 th Standard examination conducted by Board in the year										y	y	y	y
4	* That I am unmarried. That neither I, nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company <i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i>													
OR														
* That I am married and name of my spouse is _____. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealership / distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company <i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i>														
OR														
* That I am widow / widower. That neither I nor my unmarried son(s) / unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company <i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #..</i>														
OR														

	* That I am divorcee. That neither I , nor any of my unmarried son(s) / unmarried daughter(s) (whose custody is given to me) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company except the subject Retail Outlet Dealership for which Reconstitution is proposed #.
5	That I hereby confirm that none of my family members (as per multiple dealership norms as defined in Dealer Selection Guidelines of Oil Marketing Companies) are employees of Oil Marketing Companies.
6	That I am of sound mental health & I am not totally paralyzed.
7	That I am married and my name before marriage was _____ and after my marriage to Shri _____ has been changed to Smt. _____.
8	That I have never been convicted by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).
9	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.
10	That I hereby confirm that I will not be taking up any other employment upon my appointment as a dealer. If I am already employed I will resign from the employment and produce the letter of acceptance of resignation by the employer before the acceptance of Letter of Appointment issued by the Oil Company.
11	I hereby declare that I am neither employed in private sector nor drawing any salary/perks/emoluments from State / Central Government. I also affirm that during the tenure of the Dealership I will not draw any salary /perks/emoluments from State / Central Government / Private Sector.
12	That presently I am not having any contract with any Oil Marketing Company as Service Provider/Labour contractor/Job Contractor for any COCO RO OR That presently I am having a contract with an Oil Marketing Company as Service Provider/Labour contractor/Job Contractor for one COCO RO (Name of COCO Location _____, Dist. _____, State _____, Oil Company name _____). I also know that if I am appointed as a Dealer, I will have to terminate this contract before issuance of Letter of Appointment.
13	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 or in this affidavit shall be found to be untrue or incorrect or false, then Corporation 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.

*** Strike off whatever is not applicable. # Strike off the portion in italics if not applicable.**

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

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

Solemnly affirmed and declared before me. This _____ day of _____

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

**AFFIDAVIT / INDEMNITY BOND FOR APPOINTMENT OF NOMINEE(S) BY LOI HOLDER(S)
Notarized Affidavit
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED
VALUE)**

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

That, I am the sole / joint LOI holder of LOI no. _____, dated
_____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. /
Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____,
District : _____, State _____ *along with Sri
_____, son / daughter / wife of
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Deed of
Partnership no. _____ dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, in case of my death or in case of any serious illness/accident which may lead to my
incapacitation resulting in total and permanent disability, which will disable me to work or
follow any occupation or profession, I hereby nominate Sri/Smt.
_____ son / daughter / wife of
_____ Age _____ years residing at
_____ (complete postal address) as my appointed nominee(s).

That, in case of my death or incapacitation resulting in total and permanent disability, Indian Oil
Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.
(as applicable) will be in its rights to reconstitute the above stated LOI by inducting my
appointed nominee(s) Sri/Smt. _____ son / daughter / wife of
_____ in the LOI by allotting my share in the above stated LOI to
my appointed nominee(s) as indicated below;

Name of Nominee(s)	Relation with LOI holder	% Share Out proposed

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI by inducting my appointed nominee(s) as the LOI holder / partner(s) in the LOI.

Signature of Deponent (LOI Holder)
(Name in block letters)

Signature of Nominee(s) of LOI Holder
(Name in block letters)

Witnessed by co-LOI holder (s) (if any)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
First Class Magistrate/Executive Magistrate

* : Applicable only in case of partnership LOI

ANNEXURE-F1

**AFFIDAVIT / INDEMNITY BOND BY NOMINEE(S) OF LOI HOLDER(S)
(to be obtained at time of reconstitution at LOI Stage)**

Notarized Affidavit

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

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

That, Sri/Smt. _____, son / daughter / wife of
_____ Age _____ years residing at
_____ is the sole / joint LOI holder of LOI no.
_____, dated _____ issued by Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet
Dealership at _____, District : _____, State _____
**along with Sri/Smt _____, son / daughter / wife of*
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft /
Proposed Deed of Partnership dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, Sri/Smt. _____, has appointed me as his/her nominee vide affidavit
dated _____.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt.
_____, I hereby request Indian Oil Corporation Ltd. / Bharat
Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to induct me as sole/joint
LOI holder for Retail Outlet Dealership at _____, District : _____,
State _____ **along with Sri/Smt _____, son /*
daughter / wife of _____ Age _____ years residing at
_____ as per the share stated in the Affidavit dated _____ for
nomination submitted by Sri/Smt. _____.

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI by inducting me as the LOI holder / partner in the LOI.

Signature of Nominee(s) of LOI Holder
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

* : Applicable only in case of partnership LOI

**AFFIDAVIT / INDEMNITY BOND FOR APPOINTMENT OF NOMINEE(S) BY SURVIVING PARTNERS
OF LOI**

**(Applicable only in case of LOIs issued under partnership and is to be obtained at time of
reconstitution at LOI Stage)**

Notarized Affidavit

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

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

That, I am the joint LOI holder of LOI no. _____, dated _____
issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan
Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ along with Sri
_____.

That, the percentage share out of all the partners in the above stated LOI as per Draft /
proposed Deed of Partnership dated _____ is as indicated below;

Name of Partner	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated LOI had
appointed Sri/Smt. _____ son / daughter / wife of
_____ Age _____ years residing at
_____ as his/her nominee vide affidavit dated _____.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt.
_____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation
Ltd. / Hindustan Petroleum Corporation Ltd. is requested to induct his/her nominee(s) as LOI
holder(s) for Retail Outlet Dealership at _____, District : _____,
State _____ along with me and Sri/Smt _____,
son / daughter / wife of _____.

I hereby verify that what has been stated above is true and correct to the best of my knowledge
and nothing material has been concealed there from. If any information/declaration given by
me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its
rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no
claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. /
Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI by inducting Sri/Smt. _____ as partner in the LOI.

Signature of Deponent (surviving LOI Holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

AFFIDAVIT / INDEMNITY BOND BY SURVIVING / INCOMING PARTNERS OF LOI

(Applicable only in case of LOIs issued under partnership and is being reconstituted in favour of only surviving partners in case nominee(s) / Legal heir(s) of deceased partner(s) is/are not available / not traceable - to be obtained at time of reconstitution at LOI Stage)

Notarized Affidavit

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

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

That, I am the joint LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ along with Sri _____.

That, the percentage share out of all the partners in the above stated LOI as per Draft / proposed Deed of Partnership dated _____ is as indicated below;

Name of Existing Partners	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, Sri/Smt. _____, had earlier appointed Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ as his/her nominee vide affidavit dated _____. That, vide his/her affidavit dated _____ Sri/Smt. _____ had requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to reconstitute the above stated LOI in the event of his/her death/ incapacitation resulting in total and permanent disability by inducting Sri/Smt. _____ as partner in the LOI in lieu of him/her, as per shareholding allocated by him/her vide affidavit dated _____. That, Sri/Smt. _____ who was appointed as nominee by Sri/Smt. _____ is not interested to be inducted as partner in the LOI / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ is/are the Legal heirs of Sri/Smt. _____.

That, Sri/Smt. _____ who is the legal heir of Sri/Smt. _____ is not interested to be inducted as partner in the LOI / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, there is no surviving Legal heir of deceased Sri/Smt. _____.

In view of above, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI as per share holding indicated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI.

Signature of Deponent (surviving LOI Holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

ANNEXURE-I1

**AFFIDAVIT / INDEMNITY BOND BY NOMINEE(S) / LEGAL HEIR(S) & SURVIVING PARTNERS OF
LOI**

**(Applicable only in case of some/all nominee(s) / Legal heir(s) of deceased LOI holder(s) is/are
not responding and LOI is being reconstituted in favour of responding nominee(s) / Legal
heir(s) / surviving partners - to be obtained at time of reconstitution at LOI Stage)**

Notarized Affidavit

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

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

That, I am the joint LOI holder of LOI no. _____, dated _____
issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan
Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ along with Sri
_____.

Or

That, Sri/Smt. _____, LOI holder of LOI no. _____,
dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd.
/ Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____,
District : _____, State _____ has appointed me and
Sri/Smt. _____ as his/her nominee vide affidavit dated _____.

Or

That, I and Sri/Smt. _____ son / daughter / wife of
_____ Age _____ years residing at _____ are the
Legal heir of deceased LOI holder of LOI no. _____, dated _____
issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan
Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____.

That, the percentage share out of all the partners in the above stated LOI as per Draft /
proposed Deed of Partnership dated _____ is as indicated below;

Name of Existing Partners	% Share Out

That, Sri/Smt. _____, the partner of the above stated LOI expired / got totally incapacitated on _____.

That, Sri/Smt. _____ who is the nominee / legal heir of Sri/Smt. _____ is not interested to join the above stated dealership / is not responding.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as Sri/Smt. _____ is not interested to join the above stated dealership / not responding, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ as per the share out stated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI by inducting my appointed nominee(s) as the LOI holder / partner(s) in the LOI.

Signature of Deponent (Nominee(s)/Legal Heir(s)/surviving LOI holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

**AFFIDAVIT / INDEMNITY BOND BY NOMINEE(S) / LEGAL HEIR(S) & SURVIVING PARTNERS OF
LOI**

**(Applicable only in case of reconstitution cases where there is no NOCs from
Nominee(s)/Legal Heir(s) who are not eligible to become LOI holder(s) - to be obtained at
time of reconstitution at LOI Stage)**

Notarized Affidavit

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

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

That, I am the joint LOI holder of LOI no. _____, dated _____
issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan
Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ along with Sri/Smt. _____,
son / daughter / wife of _____ Age _____ years residing at

Or

That, I and Sri/Smt. _____ son / daughter / wife of _____
Age _____ years residing at _____ are the Legal heirs of Sri/Smt.
_____, who is the proprietor / partner of M/s
_____ Retail Outlet dealership of Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at
_____, District : _____, State _____

That, the percentage share out of all the partners in the above stated LOI as per Draft /
proposed Deed of Partnership dated _____ is as indicated;

Name of Existing Partners	% Share Out

That, the LOI Holder Sri/Smt. _____, expired / got totally incapacitated on
_____.

That, Sri/Smt. _____ who is also the Nominee/Legal heir of deceased / totally
incapacitated LOI holder Sri/Smt. _____, is not eligible to become a

dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, Sri/Smt. _____ is not tendering his/her No-Objection towards reconstitution of the above stated RO dealership with me as a partner, in spite of he/she not being eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as Sri/Smt. _____, is not eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ as per the share out stated below, without No-Objection certificate from Sri/Smt. _____.

Name of Proposed Proprietor/Partner(s)	% Share Out

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI by inducting my appointed nominee(s) as the LOI holder / partner(s) in the LOI.

Signature of Deponent (surviving LOI Holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

**AFFIDAVIT / INDEMNITY BOND BY MEMBERS OF "FAMILY UNIT" AND MARRIED CHILDREN OF
TOTALLY INCAPACITATED LOI HOLDER(S).**

**(Applicable only in case of reconstitution cases where there is no nominee(s) and totally
incapacitated LOI Holder(s) is not in a position to give consent due to physical condition - to
be obtained at time of reconstitution at LOI Stage)**

Notarized Affidavit

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

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

That, Sri/Smt. _____, son / daughter / wife of
_____ Age _____ years residing at
_____ is the sole / joint LOI holder of LOI no.
_____, dated _____ issued by Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet
Dealership at _____, District : _____, State _____
**along with Sri/Smt* _____, son / daughter / wife of
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft /
Proposed Deed of Partnership dated _____ is as indicated below;*

Name of Partner	% Share Out

That, the LOI Holder Sri/Smt. _____, got totally incapacitated on
_____ due to _____ and is not in a position to give his/her consent
in respect of reconstitution of his/her above stated LOI, owing to his/her physical condition.

That, I being the _____ Sri/Smt. _____ is a member of his /
her "Family Unit".

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt.
_____ and as he / she is not in a position to give his/her consent in
respect of reconstitution of his/her above stated LOI, due to his/ her physical condition, Indian
Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation
Ltd. is requested to reconstitute the above stated LOI for RO dealership at

_____, District : _____, State _____ as per the share out stated below,

Name of Proposed Proprietor/Partner(s)	% Share Out

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI.

Signature of Deponent (surviving LOI Holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OF LOI

(Applicable only in case of reconstitution cases where Legal Heir(s) have applied for Succession Certificate but have not been able to obtain it - to be obtained at time of reconstitution at LOI Stage)

Notarized Affidavit

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

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

That, Sri/Smt. _____, son / daughter / wife of
_____ Age _____ years residing at
_____ is the sole / joint LOI holder of LOI no.
_____, dated _____ issued by Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet
Dealership at _____, District : _____, State _____
**along with Sri/Smt _____, son / daughter / wife of*
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft / Proposed Deed of Partnership dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, Sri/Smt. _____, the LOI holder/ partner of the above stated LOI expired / got totally incapacitated on _____.

That, I and Sri/Smt. _____ son / daughter / wife of
_____ Age _____ years residing at _____ are the
Legal heir(s) of deceased / totally incapacitated LOI holder of LOI no.
_____, dated _____ issued by Indian Oil Corporation Ltd. /
Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet
Dealership at _____, District : _____, State _____

That, vide application no. _____ dated _____, I have submitted an application / petition to the Hon'ble Court at _____ for recognizing me as Legal heir of deceased / totally incapacitated LOI holder Sri/Smt. _____, by issuing a Succession Certificate. However, due to pending proceedings by the Hon'ble court, succession certificate

could not be issued till date. Further, it expected that the issuance of Succession Certificate will take some more time.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as it is expected that the competent authority will take some more time to issue a succession certificate to the effect that I am the Legal Heir of deceased / totally incapacitated LOI Holder Sri/Smt. _____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to recognize me as the Legal heir of deceased / totally incapacitated LOI holder Sri/Smt. _____, and reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ as per the share out stated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

I hereby verify that what has been stated above is true and correct to the best of my knowledge and nothing material has been concealed there from. If any information/declaration given by me in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd would be within its rights to withdraw the LOI or initiate suitable action as deemed fit and that I would have no claim, whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such withdrawal.

I along with my heirs, nominees, successors, executors, assigns and administrators hereby also indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) from all acts, disputes, costs, losses, claims, damages, suits or any other risks arising out of reconstitution of the above stated LOI.

Signature of Deponent (surviving LOI Holder)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public