### INSTRUCTIONS FOR RECONSTITUTION OF COMMISSIONED DEALERSHIP

- 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 the form of DD, 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 total and permanent disability which will disable the dealer (proprietor / partner) to work or follow any profession, Chief Medical Officer of the Govt. Hospital 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 proprietor/partner(s) does not possess minimum education qualification in line with 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/s is/are able to read, write and count.
- **7.** At an appointed date the existing/continuing proprietor/partner(s) along with the proposed partners 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 all the existing partner/s and incoming partner(s).
- **9.** In case the nominee / legal heir / family member is a minor, then local guardian proposing to operate the RO is required to sign alongwith the minor nominee / legal heir / family member wherever applicable.
- **10.** After receiving the "in principle" approval for the reconstitution, the documentary confirmation and legal compliance must be submitted to the Divisional/Territory/Regional Office in-charge within 60 days.

## **APPLICATION FOR RE-CONSTITUTION OF COMMISSIONED DEALERSHIP**

Date:

S. NO.	PARTICULARS		DETAILS					
1	Details of Dealership			l .				
(a)	Whether Dealership is	on sole propr	ietorship	F	roprietorsh	ip / Paı	tnership	/ Others
	or partnership:							
(b)	Name of Dealership							
(c)	SAP Code							
(d)	Date of Commissioning	of Dealership	:					
(e)	Age of dealership as on	date of propo	sal :					
(f)	Location:							
(g)	Tehsil / Sub-Division /Di	istrict :						
(h)	State:							
(i)	Category of the Dealers	hip :			SC	: / ST /	Others	
2	Details of existing / dec	eased / incap	acitated p	roprieto	r / partner(	s)		
(a)								
	Name of	Category	Alive / Dec	-	Existing %		ish to	Proposed %
	Proprietor/partner(s)	SC/ST/Others	Incapac	itated	share		tinue / etire	share
(b)								
	Name of	,	Address		Telephone / e-m		-mail ID	
	Proprietor/partner(s)			Mobile no.		no.		
		L					ı	
3	Details of Land on	which Deale	ership is					
	located :							
4	Whether proposal for I		_	Resig	nation / De	ath / Ir	capacita	tion / Others
	submitted on account of	_	/ Death					
	/ Incapacitation / Othe							
5	Name of the decease	•		1.				
	Proprietor / Partner(s),	•		2.			• •	<u> </u>
6	Details of nominee(s), i			ceased o	r incapacita			Partner(s):
(a)	Whether nominee(s)		-			Yes /	No	
	deceased or incapac	citated Prop	rietor /					
(h)	Partner(s):  Name(s) of person(s	\ last appoi	ntod ac					
(b)	nominee(s) by the dece			Name	of deceased /		Name of	% of share
	Proprietor / Partner(s				capacitated		minee(s)	nominated
	was/were appointed				etor / Partner(s			
	nominee was appointed	•						
	incapacitated Dealer(s)	•						<del>                                     </del>
	details as indicated alo					I		1
	for each nominee indic							
	proposed by attaching							

	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).	
7	Detail of reconstitution proposed	
(a)	Whether reconstitution proposed for	Yes / No
	induction of outside partner(s):	
(b)	Whether proposed for complete changeover	Yes / No
	in constitution :	
(c)	Whether dealership is eligible for complete	Yes / No
	change in constitution based on age of	
	Dealership:	
(d)	In case reconstitution is proposed within 3	
	years of commissioning of Dealership,	Yes / No / NA
	whether in the proposed reconstitution, 51 %	
	share is proposed	% share out proposed, in case of death of Dealer(s) and
		in case of incapacitation of Dealer(s), where the
	i. In favour of original allottee(s) and/or in	incapacitated Dealer (s) desires to retire  In favour of original allottee(s) In favour of other
	favour of nominee(s)/legal heir(s)/family	and/or nominee(s) / legal heir(s)   incoming partner(s)
	member(s) (including married children	/ family member(s) (including
	and/or grandchildren) of original	married children and/or
	allottee(s) where reconstitution is being	grandchildren) of deceased /
	proposed due to death/ Incapacitation of	incapacitated Dealer(s)
	Dealer(s) and where incapacitated Dealer	% share out proposed In other cases
	(s) desires to retire.	In favour of existing partner(s) In favour of other
	ii. In favour of original allottee(s) where	incoming partner(s)
	reconstitution is being proposed for	
	reasons other than death of the Dealer (s)	
	or is being proposed due to other cases.	
	The % share out of proposed reconstitution is	
	to be indicated as per table alongside.	
(e)	If the Dealership was allotted under SC/ST	Yes / No / NA
(-,	category, whether proposal is being	,,
	submitted for induction of other category	
	partner(s):	
L	L (a) .	

	(f)	In case proposal is being submitted for	Yes / No	/ NA	
		induction of partner(s) of other category in		1	
		Dealership allotted under SC/ST category,	Name of partner(s) of SC/ST	Continuing	% of
		whether total % share out proposed for other	category	/ Incoming	share .
		partner(s) is within 25 %. Also, mention total			proposed
		share out proposed for other category			
		partner(s) : (In case of death/permanent			
		• • • • • • • • • • • • • • • • • • •			
		incapacitation of SC/ST Proprietor/Partner(s),	Total % share proposed for		
		total share of the deceased/incapacitated	partner(s) of SC/ST category		
		Proprietor/Partner(s) can be transferred to			
		Non-SC/ST spouse or Non-SC/ST children	Name of partner(s) of other	Continuing	% of share
		(legal heirs) as the case may be, which would	category	/ Incoming	proposed
		be counted as SC/ST share)			
		be counted as sepsi share			
			T + 10( 1 16		
			Total % share proposed for		
			partner(s) of other category		
-					
	8	Brief reasons for the proposed reconstitution			
		:			
	9	Name(s) of continuing Proprietor / Partner(s)			
		/ incoming partner(s) : (if more than one	Name of continuing Propri	etor /	% of share
		partner is proposed, details as indicated	Partner(s)		proposed
		below has to be given for each partner			
		indicating the % share out proposed). If the			
		legal heir(s) is/are minor, then the details of			
		the local guardian who will be operating the	Name of incoming Proprietor /	Partner(s)	% of share
		dealership till the legal heir(s) becomes a			proposed
		major, is to be furnished along with that of			
		the minor legal heir(s).			
- 1					

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

Signature of the incoming partner(s)

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**

furnished in the application are true to the best of my	Petroleum Corporation Ltd. / Hindustar, District :, State r(s) hereby confirm that all the details /our knowledge. We also confirm that the
re-constitution policy has been read and understood for re-constitution is submitted consciously after ful same."	
Signature of existing Proprietor/Partner(s) (wherever applicable)	Signature of the incoming partner(s)
Signature of nominee(s)/legal heir(s)/family member(s) of deceased/incapacitated Proprietor/Partner(s) (wherever applicable)	
Signature of Local Guardian (wherever applicable)	

#### **ANNEXURE-C2**

## <u>DETAILS OF CONTINUING PROPRIETOR / PARTNER(S) / INCOMING PROPRIETOR / PARTNER(S) FOR</u> <u>RECONSTITUTION OF COMMISSIONED DEALERSHIP</u>

Photograph of the continuing / incoming Proprietor / Partner(s)	
3 Whether continuing / incoming Proprietor / Continuing Proprietor / Continuing Proprietor / Continuing Proprietor / Continuing Partner / Incoming Proprietor / Incoming Proprietor / Incoming Partner Incoming Partner Incoming Partner Incoming Partner	/
Whether nominee of deceased / incapacitated Proprietor / Yes / No / NA Yes / No / NA Yes / No / NA Partner(s)	
Whether legal heir / family member of deceased / incapacitated Proprietor / Partner(s)  Whether legal heir / family Yes / No / NA	
Whether incoming Proprietor / Partner(s) is outside / within Outside / Within / NA Outside / Within / NA Outside / Within / NA	Α
Category of continuing LOI holder(s) / incoming Proprietor / 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.	]
Relationship details with existing / deceased / incapacitated Proprietor / Partner(s), if any	
21 Any other relevant information	

Signature of existing Proprietor / Partner(s) (wherever applicable)

Signature of the incoming partner(s)

Signature of nominee(s)/legal heir(s)/family member(s) of deceased/incapacitated Proprietor / Partner(s) (wherever applicable)

Signature of Local Guardian (wherever applicable)

## DETAILS OF ANNEXURES FOR RECONSTITUTION OF COMMISSIONED DEALERSHIP

	DOCUMENTS REQUIRED	State attached or not applicable	No. of pages
	A. FOR INCOMING PARTNER		
	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 <sup>th</sup> passing marksheet.		
4.	Succession certificate / Legal heir certificate confirming legal heir(s) of Proprietor / Partner(s)		
5.	<ul> <li>Relinquishment deed (NOC) from</li> <li>a. Nominee(s) / legal heir(s) of deceased Proprietor / Partner(s), in case any nominee(s) / legal heir(s) is not proposing to join dealership.</li> <li>b. Nominee(s) / legal heir(s) of incapacitated Proprietor / Partner(s), who is not in a position to give consent due to physical condition and in case any nominee(s) / legal heir(s) is not proposing to join dealership.</li> <li>c. From Proprietor / Partner(s) desiring to resign from the dealership</li> </ul>		
6.	In case of reconstitution of SC/ST category Dealership with SC/ST partners – Copy of SC/ST Certificate from competent authority as per Dealership Selection Guideline in vogue.		
7.	Standard Affidavit on Indian nationality, age, multiple dealership norms, non-conviction etc. as applicable (Annexure-D2)		
8.	Passport size photographs of the continuing / incoming candidate(s) to be pasted on the application		
9.	If in service, affidavit for resigning from the service after the approval of reconstitution but before the execution of the agreement.		
	B. OTHER DÖCUMENTS	<u> </u>	
1.	Copy of last dealership agreement executed or reconstitution approval or copy of LOI/LOA, in case of first reconstitution		
2.	In case of SC/ST category copy of original LOI/LOA		
3.	Reconstitution Application Processing Fee (DD for Rs.25000/-)		
4.	Draft copy of the dissolution deed of the existing partnership (if applicable).		
5.	Draft Copy of the deed of the proposed partnership (if applicable).		
6.	Letter of Acceptance from the local guardian to operate the dealership till the legal heir becomes a major. (18 years)***		
7.	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.		
8.	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).		
9.	Proof of educational qualification of the local guardian: If not able to furnish, he/she should be able to read, write & Count.		
10.	For induction of outside category partner in SC/ST dealership, incoming partner to fill the new dealership form and submit alongwith relevant enclosures.		

11. Copy of the latest audited balance sheet of the dealership	
12. Recent certificate from Bank (issued within 3 months prior to the date of application) giving the name(s) of account holders of the dealership as per bank account	
13. Total no. of Pages enclosed	

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

Signature of existing Proprietor / Partner(s) (wherever applicable)

Signature of the incoming partner(s)

Signature of nominee(s)/legal heir(s)/family member(s) of deceased/incapacitated Proprietor / Partner(s) (wherever applicable)

Signature of Local Guardian (wherever applicable)

## **Notarized Affidavit**

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

	onstitution of Retail Outlet Dealership M/s, at, at, rict :, State :
I, Ag	son/daughter/wife of son/daughter/wife of 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 (Age as on date of application for reconstitution in words)
3	* That I have passed the 10 <sup>th</sup> Standard examination conducted by Board in the year
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 except the subject Retail Outlet Dealership for which Reconstitution is proposed #.
	OR
	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 except the subject Retail Outlet Dealership for which Reconstitution is proposed #.  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 except the subject Retail Outlet Dealership for which Reconstitution is proposed #
	* 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.
	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.
reb	trike off whatever is not applicable. # Strike off the portion in italics if not applicable.  y verify that what has been stated above is true and correct to the best of my knowledge and nothing material had brocealed there from.
	Signature of Deponent (Name in block letters)
emr	nly affirmed and declared before me. Thisday of

Signature and Seal of

Magistrate/Judge/Notary public

## AFFIDAVIT / INDEMNITY BOND FOR APPOINTMENT OF NOMINEE(S) BY PROPRIETOR / PARTNER(S) OF COMMISSIONED DEALERSHIP

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

l,			daughter /	
	do hereby		years nd say as under;	residing a
That, I am the sole-Propri dealership of Indian Oil Petroleum Corporation L State daughter / wife of	Corporation Ltd. td. located at _	/ Bharat Petrole	eum Corporation L , District: _	td. / Hindustar
*That, the percentage sha Deed of Partnership no				ealership as pe
* Nam	e of Partner		% Share	Out
That, in case of my deat incapacitation resulting in any occupation	total and perman or profession	ent disability, which on, I he son / Age	ch will disable me t ereby nomina daughter / years	o work or follow te Sri/Smt wife o
That, in case of my death Corporation Ltd. / Bharat F be in its rights to recons nominee(s) Sri/Smt.	Petroleum Corpora	ation Ltd. / Hindus stated RO Dealership	stan Petroleum Corpership by inducting son / daugh firm by allotting r	poration Ltd. wil g my appointed ter / wife o my share in the
above stated RO Dealersh	nip firm to my appo	ointed nominee(s)	as indicated below	<b>/</b> ;
Name of the Nominee(s)	Address	% Share out proposed	If nominee is min- address of persor as Guardian	

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 Limited/Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) would be within its rights to take suitable action as deemed fit including termination 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 action.

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 RO Dealership by inducting my appointed nominee(s) as Proprietor/partner(s).

	Signature of Deponent (Proprietor/Partner) (Name in block letters)
Witnessed by other Partner(s) (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 firm

# AFFIDAVIT / INDEMNITY BOND BY NOMINEE(S) OF PROPRIETOR / PARTNER(S) (to be obtained at time of reconstitution) Notarized Affidavit

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

,do hereby so	Age		aughter _ years / as under;	re		
That, Sri/Smt Age y s the sole Proprietor / Partner of M/s _	, son years residing	/ g at	daughter	/	wife	of
s the sole Proprietor / Partner of M/s _dealership of Indian Oil Corporation Ltd. / Petroleum Corporation Ltd. located at	Bharat Petro	oleum C	corporation	Ltd. /	/ Hindus	stan
State *along with Sri daughter / wife of		Age _	yea	ırs r	, so esiding	on / at
*That, the percentage share out of all the pa Deed of Partnership no dated				dealer	rship as	per
Name of Partner			% Share	Out		
Гhat, Sri/Smt, hadated	as appointed	me as h	nis/her nom	inee v	vide affic	lavit
That, in view of death / incapacitation resulti						
, I hereby Petroleum Corporation Ltd. / Hindustan Pet Proprietor / Partner for RO Dealership at	roleum Corp	ooration	Ltd. to in _, District :	duct r	me as	sole
State *along with Sri/Smt _ daughter / wife of		Αο			, S residina	no /
as per the s	share stated	in the	Affidavit da	ated _		for
nomination submitted by Sri/Smt						
hereby verify that what has been stated above and nothing material has been concealed there in this affidavit shall be found to be untrue or Sharat Petroleum Corporation Ltd. / Hindustar rights to take suitable action as deemed fit includes whatsoever against Indian Oil Corporation Ltd Petroleum Corporation Ltd. (as applicable) for se	e from. If any incorrect or for Petroleum ouding terminal. / Bharat Pe	/ informa false, Ind Corpora ation an	ation/declar dian Oil Co ition Ltd. v d that I wou	ation of the contract of the c	given by ion Limi be withii ve no cl	me ited/ n its aim,

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 oth	ner i	risks	arising	out of	reconstitution	n of	the	above	stated	RO	Dealership	by	inducting	me
as Pro	priet	tor/pa	artner.											

	Signature of Nominee(s) of Proprietor/Partn			
			(Name in block letters	
Solemnly affirmed and declared before me. This	sc	day of		
Signature and Seal of Magistrate/Judge/Notary public				

\* : Applicable only in case of partnership firm

of

## AFFIDAVIT / INDEMNITY BOND BY OTHER SURVIVING / EXISTING PARTNERS OF DEALERSHIP IN CASE OF APPOINTMENT OF NOMINEE(S) BY ANY PARTNER

(Applicable only in case of Dealership under partnership and is to be obtained at time of reconstitution)

## **Notarized Affidavit**

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

son / daughter / wife

do hereby solemnly aff	ge years residing at irm and say as under;
That, I am the Partner of M/s Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. located at along with Sri wife of	rporation Ltd. / Hindustan Petroleum _, District :, State
That, the percentage share out of all the partners in the Deed of Partnership no dated is a	
Name of Partner	% Share Out
Ag as his/her nominee vide That, in view of death / incapacitation resulting in tota, Indian Oil Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested as partner in the RO Dealersh	son / daughter / wife of je years residing at e affidavit dated  I and permanent disability, of Sri/Smt. on Ltd. / Bharat Petroleum Corporation d to induct his / her nominee(s) Sri/Smt.
, son / daughter / wife of line in this affidavit shall be found to be untrue or incorrect Bharat Petroleum Corporation Ltd. / Hindustan Petrole rights to take suitable action as deemed fit including term whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) for such action	and correct to the best of my knowledge any information/declaration given by meet or false, Indian Oil Corporation Ltd. / um Corporation Ltd would be within its mination and that I would have no claim, Petroleum Corporation Ltd. / Hindustan
I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all acts, disputes, any other risks arising out of reconstitution of the about Sri/Smt as partner in the Dealersh	Corporation Ltd. / Hindustan Petroleum costs, losses, claims, damages, suits or ove stated RO Dealership by inducting

Signature of Deponent	{surviving partner(s	)}
(	(Name in block lette	rs)

Solemnly affirmed and declared before me. This	day of
Signature and Seal of Magistrate/Judge/Notary public	

## AFFIDAVIT / INDEMNITY BOND BY SURVIVING PARTNERS OF DEALERSHIP

(Applicable only in case of Dealership 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)

## **Notarized Affidavit**

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

I,son / daughter / wife	of
Age years residing atsay as under;	do hereby solemnly affirm and
That, I am the Partner of M/s Indian Oil Corporation Ltd. / Bharat Petroleum Co Corporation Ltd. located at along with Sri wife of	prporation Ltd. / Hindustan Petroleum
That, the percentage share out of all the partners in Deed of Partnership no is	
Name of Partner	% Share Out
That, Sri/Smt	on That, Sri/Smt. Sri/Smt son / Age years residing at de affidavit dated That, vide had requested Indian . / Hindustan Petroleum Corporation Ltd. e event of his/her death/ incapacitation g Sri/Smt as hareholding allocated by him/her. That, appointed as nominee by
That, Sri/Smt, who is dealership expired / got totally incapacitated son / daughter / wife of	
<del>-</del>	are the Legal heirs of Sri/Smt.
of Sri/Smt is not available / is not t	raceable.

That, Sri/Smt, who is dealership expired / got totally incapacitated on  Legal heir of deceased Sri/Smt	my partner in the above stated RO That, there is no surviving
In view of above, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. is requested to reconstitute share holding indicated below;	
Name of Proposed Proprietor/Partner(s)	% Share Out
I hereby verify that what has been stated above is true a and nothing material has been concealed there from. If in this affidavit shall be found to be untrue or incorrect Bharat Petroleum Corporation Ltd. / Hindustan Petroleurights to take suitable action as deemed fit including term whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) for such action	any information/declaration given by me t or false, Indian Oil Corporation Ltd. / um Corporation Ltd. would be within its mination and that I would have no claim, Petroleum Corporation Ltd. / Hindustan
I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all acts, disputes, any other risks arising out of reconstitution of the above	Corporation Ltd. / Hindustan Petroleum costs, losses, claims, damages, suits or
Sign	nature of Deponent (Surviving Partner(s) (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) & SURVIVING PARTNERS OF DEALERSHIP

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

Notarized Affidavit

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

	/ daughter / wife of ge years residing at irm and say as under;
That, I am the Partner of M/s Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. located at along with Sri wife of	, District :, State
Or	
That, Sri/Smt, Retail Outlet deale Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. / State and Sri/Smt as his/her nomin	te has appointed me
Or	
That, I and Sri/Smt.  Age years residing Legal heirs of Sri/Smt.  Retail Outlet deale Bharat Petroleum Corporation Ltd. / Hindustan Petroleum, District :, Start	g at are the, Proprietor / partner of M/s rship of Indian Oil Corporation Ltd. / etroleum Corporation Ltd. located at
That, the percentage share out of all the partners in the Deed of Partnership no dated is a	
Name of Existing Partners	% Share Out
That, Sri/Smt, the partner expired / got totally incapacitated on	er of the above stated RO dealership

That,	Sri/Smt.	io mot intono				legal heir o	
respo	nding.	is not intere	sted to joi	n the	above sta	ated dealership	) / IS HOL
	in view of death /	and as	Sri/Smt		<del>-</del>	is not int	terested to
Corpo	oration Ltd. / Hindus I RO Dealership	tan Petroleum	Corporation	Ltd. i ,			
	Name of Propose	d Proprietor/Pa	artner(s)		C	% Share Out	
and n in this Bhara rights whats Petrol I alon indem Corpo	by verify that what I othing material has affidavit shall be fut Petroleum Corporto take suitable action oever against India eum Corporation Lt g with my heirs, nor inify Indian Oil Corporation Ltd. (as applither risks arising out	been concealer found to be un- ration Ltd. / Hir ion as deemed in Oil Corporation d. (as applicable ininees, succession oration Ltd. / Blaicable) from all	d there from true or incondustan Pet fit including on Ltd. / Bha e) for such a sors, execut harat Petrole acts, disput	i. If an rrect of roleun terminarat Poaction.  ors, as eum Ces, co	y information false, Indication and the troleum Consideration and the troleum Consideration and a corporation Lasts, losses,	n/declaration gilian Oil Corporation Ltd would be nat I would have progration Ltd. / administrators hatd. / Hindustan claims, damage	ven by me ation Ltd. / e within its e no claim, Hindustan ereby also Petroleum
		Si	gnature of D	epone	ent {survivin	g Partner(s)/Leg (Name in blo	
Solem	nnly affirmed and de	clared before n	ne. This		day of _		
	ture and Seal of trate/Judge/Notary	public					

## AFFIDAVIT / INDEMNITY BOND BY ELIGIBLE LEGAL HEIR(S) & SURVIVING PARTNERS OF DEALERSHIP

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

Notarized Affidavit

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

l,son Agdo hereby solemnly aff	/ daughter / wife of ge years residing at irm and say as under;
That, I am the Partner of M/s Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. located at along with Sri/Smt daughter / wife of	rporation Ltd. / Hindustan Petroleum
Or	
That, I and Sri/Smt son / daughted Age years residing at, who is the part of the	ership of Indian Oil Corporation Ltd. / etroleum Corporation Ltd. located at te
That, the percentage share out of all the partners in the Deed of Partnership no is a	
Name of Existing Partners	% Share Out
That, Sri/Smt, the proposed ealership expired / got totally incapacitated on  That, Sri/Smt who is also the Nationapacitated proprietor/partner Sri/Smt	Iominee/Legal heir of deceased / totally
a dealer as per eligibility criteria / disqualification criteria	

That, Sri/Smt is not reconstitution of the above stated RO dealership was being eligible to become a dealer as per eligibili Dealership Selection Guidelines in vogue.	
That, in view of death / incapacitation resulting in	
and as Sri/Smt. to become a dealer as per eligibility criteria / disqual Guidelines in vogue, Indian Oil Corporation Ltd. / Bh Petroleum Corporation Ltd. is requested to recons	arat Petroleum Corporation Ltd. / Hindustan stitute the above stated RO Dealership at
out stated below, without waiting for N	, State as per the share No-Objection certificate from Sri/Smt.
Name of Proposed Proprietor/Partner(s)	% Share Out
I hereby verify that what has been stated above is trand nothing material has been concealed there from in this affidavit shall be found to be untrue or inco Bharat Petroleum Corporation Ltd. / Hindustan Petrights to take suitable action as deemed fit including whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) for such a lalong with my heirs, nominees, successors, executing indemnify Indian Oil Corporation Ltd. / Bharat Petrole Corporation Ltd. (as applicable) from all acts, disputany other risks arising out of reconstitution of the about	n. If any information/declaration given by me breet or false, Indian Oil Corporation Ltd. / roleum Corporation Ltd would be within its termination and that I would have no claim, arat Petroleum Corporation Ltd. / Hindustan action.  Hors, assigns and administrators hereby also be eum Corporation Ltd. / Hindustan Petroleum es, costs, losses, claims, damages, suits or
Signature of Deponer	nt (surviving Partner(s) / eligible Legal Heirs) (Name in block letters)
Solemnly affirmed and declared before me. This	day of

## AFFIDAVIT / INDEMNITY BOND BY CLAIMANT / PROSPECTIVE DEALER OF DEALERSHIP

## (Applicable in case of reconstitution where copy of Dealership Agreement is not available - to be obtained at time of reconstitution)

#### **Notarized Affidavit**

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

I, c	Age	e	ghter / w years resid s under;				
That, M/s, has been state, has been state. / B Corporation Ltd. / B Corporation Ltd. since	Sharat Petroleum Corp						
That, as per copy of Selection panel dated / LOI no dated / LOA no dated / copy of reconstitution approval no dated, I/we am/are the proprietor/ partners in the above mentioned RO dealership as per the following approved constitution;							
	Or						
That, as per copy of copy of income tax return for the period/ sales tax registration no and/or sales tax returns for the period/ RSL dated or (any other record / correspondence) I/we am/are the proprietor/ partners in the above mentioned RO dealership as per the following approved constitution;							
Name of Existing Proprietor / Partner(s)	Son / Daughter /	wife of	% Share	Out			
i aitio(s)							

That, the Dealership Agreement of the above stated RO Dealership is not traceable.

In view of above, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above stated Primary / Secondary documents and execute a fresh Dealership Agreement as per the constitution stated hereinabove.

That, 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 take suitable action as deemed fit including termination 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 action.

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

	Signature of Depon	ent (claimar	nt / prospective dealers (Name in block letters
Solemnly affirmed and declared before r	me. This	_day of	

## AFFIDAVIT / INDEMNITY BOND BY PROCLAIMED LEGAL HEIRS OF PROPRIETOR / PARTNER(S)

(Applicable in case where reconstitution have not been done due to non-availability / authenticity of legal heir(s) but is being operated by proclaimed legal heir(s))

### **Notarized Affidavit**

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

l, c		ughter / wife of years residing at as under;
That, M/s, has been state, has been state. / But to the corporation of the c	, at, en operating as a duly approved sharat Petroleum Corporation Lt 	District:, Retail Outlet dealership of d. / Hindustan Petroleum
That, as per Dealership Agreem approved proprietor/ partners of th	nent dated e RO dealership as per shareholdi	the following are the ng indicated below;
Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out
That Sri/Smt	ovnirod / get totally inc	capacitated on
and since them I and Sri/S Age the Legal heirs of Sri/Smt.  dispute running the above stated	expired / got totally income.  Smtexpired / got totally income.  Smtexpired / got totally income.  Some.  I some.  I has been as per shall a prior approval from Indian Coustan Petroleum Corporation Ltd.;	/ daughter / wife of who are en peacefully and without pareholding indicated below
Name of Proclaimed Legal Heirs operating the Dealership	Son / Daughter / wife of	% Share Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by us and reconstitute the above stated RO Dealership by inducting me/us as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the dealership agreement and would fully comply by the same in future.

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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 RO Dealership and for our actions in the past.

Signature of Deponent (claimant / prospective dealers)
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_day of \_\_\_\_

#### AFFIDAVIT / INDEMNITY BOND BY REMAINING PARTNER(S)

(Applicable in case where dealership is being operated by one or more partners after exit or prolonged absence of partner(s) from the dealership without approval of OMCs)

## Notarized Affidavit

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

l,c		ghter / wife of years residing at s under;
Indian Oil Corporation Ltd. / E Corporation Ltd. since  That, as per Dealership Agreem	, at, en operating as a duly approved F sharat Petroleum Corporation Ltd nent dated ership as per shareholding indicated	. / Hindustan Petroleum the following are the
Name of Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out
Corporation Ltd. / Bharat Petroleus That, I/we have been peacefully dealership as per shareholding in	had exited the RO Dealong, without obtaining any prior on Corporation Ltd. / Hindustan Petroland without dispute running the andicated below sinceation Ltd. / Bharat Petroleum Cor	above stated Retail Outlet, without obtaining prior poration Ltd. / Hindustan
Name of Partner(s) operating the Dealership	Son / Daughter / wife of	% Share Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by us and reconstitute the above stated RO Dealership by inducting me/us as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the dealership agreement and would fully comply by the same in future.

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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 RO Dealership and for our actions in the past.

Signature of Deponent (claimant / prospective dealers)
(Name in block letters)

Solemnly affirmed and declared before me. This	sday of
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### AFFIDAVIT / INDEMNITY BOND BY PROPRIETOR / PARTNER(S)

# (Applicable in case where constitution is currently in line with approved set up and past deviations have been rectified) Notarized Affidavit

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

I,c		ghter / wife of years residing at s under;
That, M/s, has been state, has been state, has been stated on the corporation Ltd. / Exports on Ltd. / Exports on Ltd. since	, at, l en operating as a duly approved F Bharat Petroleum Corporation Ltd 	District:, Retail Outlet dealership of . / Hindustan Petroleum
That, as per Dealership Agreem approved proprietor/ partners of the	nent dated le RO dealership as per shareholdin	the following are the g indicated below;
Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out
obtaining prior approval of the	Pealership was changed by me/us o Corporation, however subsequently approved setup as per the Dealersh	y I/we have restored the
Corporation Ltd is requested to committed by us and allow rectific	Sharat Petroleum Corporation Ltd. take cognizance of the above a cation / restoration of the constitution (set-up) of the dealersh	and condone the mistake on of the above stated RO
That, I/we further confirm to have dealership agreement and would f	e gone through and fully understooully comply by the same in future.	od various clauses of the

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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,

	Signature of Deponent {Proprietor/Partner(s)} (Name in block letters)
Solemnly affirmed and declared before me. This _	day of
Signature and Seal of	

Magistrate/Judge/Notary public

claims, damages, suits or any other risks arising out of reconstitution of the above stated RO Dealership and for our actions in the past.

#### **AFFIDAVIT / INDEMNITY BOND BY INDUCTEES**

## (Applicable in case where proposed constitution requires recognition of induction of Partner(s) in the past without approval of OMC)

### **Notarized Affidavit**

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

l,(		je	hter / years res under;	
That, M/s, has be State, has be Indian Oil Corporation Ltd. / E Corporation Ltd. since	Bharat Petroleum Cor 	poration Ltd.	/ Hindustan	Petroleum
That, as per Dealership Agreen approved proprietor/ partners of th	nent dated ne RO dealership as pe	r shareholding	the followirg indicated belo	ng are the ow;
Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter	wife of	% Share	e Out
That, without obtaining prior appl RO Dealership was chang Sri/Smtso years residing atbelow;	ged by me/us on a contract the contract of the	on	by	inducting Age
Name of partner(s) of current constitution	n / Daughter / wife of	Within fami Outside fan	,	are Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by me/us and reconstitute the above stated RO Dealership as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the dealership agreement and would fully comply by the same in future.

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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 RO Dealership and for our actions in the past.

Signature of Deponent (claimant / prospective dealers)
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_day of \_\_\_\_

#### **AFFIDAVIT / INDEMNITY BOND BY INDUCTEES**

# (Applicable in case of total change over in past where proposed constitution requires approval for induction of "family member(s)" or "blood relative" of approved signatory) Notarized Affidavit

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

l,			years		wife residing	of at
That, M/s, has b State, has b Indian Oil Corporation Ltd. / Corporation Ltd. since	Bharat Petroleum Corporation	, [ oved R on Ltd.	District : Retail Ou / Hind	 ıtlet lusta	dealership an Petrole	p of eum
That, as per Dealership Agree approved proprietor/ partners of	ement datedthe RO dealership as per share	eholding	the i	follo ed b	wing are elow;	the
Name of Proprietor / Partner(s) as per Dealership Agreement	•	f	9/	6 Sh	are Out	
That, I being proprietor/partner of the above relative.	of Sri/Smt mentioned RO Dealership, is	his/he	r family	, me	who is mber / bl	the ood
That, without obtaining prior ap RO Dealership was changed by below;	proval of the Corporation, the me/us on as	constit per th	ution of e shareh	the noldi	above sta	ated ated
Name of partner(s) of current constitution	Son / Daughter / wife of		% Sh	are (	Out	

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by me/us and reconstitute the above stated RO Dealership as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the dealership agreement and would fully comply by the same in future.

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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 RO Dealership and for our actions in the past.

Signature of Deponent (claimant / prospective dealers)
(Name in block letters)

Solemnly affirmed and declared before me. This	day of
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#### **AFFIDAVIT / INDEMNITY BOND BY INDUCTEES**

# (Applicable in case of total change over in past where no signatory {including legal heir(s)/ family member(s)/blood relative(s)} is part of set up) Notarized Affidavit

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

,		Age _	years	/ wife of s residing at
That, M/s, has state, has ndian Oil Corporation Ltd. Corporation Ltd.	/ Bharat Petroleu			
That, as per Dealership Agi approved proprietor/ partners	reement dated of the RO dealersh	ip as per share	the holding indica	following are the ted below;
Name of Proprietor / Partner as per Dealership Agreeme		ughter / wife o	f	% Share Out
That, without obtaining prior and anged below;				
Name of partner(s) of current constitution	Son / Daughter	/ wife of	% S	hare Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by me/us and reconstitute the above stated RO Dealership as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the dealership agreement and would fully comply by the same in future.

That, I/we undertake to take full responsibility of our actions in the past and 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 take suitable action as deemed fit including termination 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 action.

I/we along with my/our 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 RO Dealership and for our actions in the past.

Signature of Deponent (claimant / prospective dealers)
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_day of \_\_\_\_

## AFFIDAVIT / INDEMNITY BOND BY MEMBERS OF "FAMILY UNIT" AND MARRIED CHILDREN OF TOTALLY INCAPACITATED DEALER(S).

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

## **Notarized Affidavit**

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

I, d	Age	/ dauge m and say as	years	wife of residing at
That, Sri/Smt. i Indian Oil Corporation Ltd. / B Corporation Ltd. at the location*along with daughter / wife of	s the proprietor / parti Sharat Petroleum Corp	ner of the R poration Ltd. District	etail Outle . / Hindus :	t Dealership of stan Petroleum , State
* That, as per Dealership Agree, approved proprietor/ partners of th	ment dated e RO dealership as per	r shareholdin	the fo	llowing are the below;
Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter /	wife of	% S	Share Out
That, Sri/Smt	d on onsent in respect of rec	due to		and is
That, I being thehis / her "Family Unit".	of Sri/Smt			is a member of
That, in view of death / incapacitive respect of reconstitution of his/h condition, Indian Oil Corporation La Corporation Ltd. is requested, District out stated below,	and as he / she is not her above stated RO td. / Bharat Petroleum ( to reconstitute the	in a position dealership, Corporation L above sta	to give his due to his _td. / Hindu ated RO	s/her consent in s/ her physical estan Petroleum dealership at

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 take suitable action as deemed fit including termination 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 action.

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 RO dealership.

Signature of Deponent (Member of famil	y unit / Married children)
	(Name in block letters)

Solemn	y affirmed and	declared before	e me. This	day of	
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## AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OF DEALER(S)

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

## **Notarized Affidavit**

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

l,(		ighter / wife of years residing at as under;
Oil Corporation Ltd. / Bharat Petro at location	, son / d , Age s the proprietor / partner of Retail of bleum Corporation Ltd. / Hindustan , District :, State	years residing at Outlet Dealership of Indian Petroleum Corporation Ltd. * *along
* That, as per Dealership Agree		years residing at the following are the
Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out
Dealership expired / got totally inc	, the proprietor / partne apacitated on	
Age Legal heir(s) of deceased / totally Indian Oil Corporation Ltd. / E	years residing atincapacitated proprietor / partner of harat Petroleum Corporation Ltd, District	are the Retail Outlet Dealership of I. / Hindustan Petroleum
totally incapacitated proprietor / Succession Certificate. However,	for recognizing me as partner Sri/Smt due to pending proceedings by the I date. Further, it expected that the	, by issuing a Hon'ble court, succession
ar	tation resulting in total and perman nd as it is expected that the compete certificate to the effect that I am the	ent authority will take some

totally incapacitated proprietor / partner Sri/Smt	, Indian Oil Corporation
Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Pe	troleum Corporation Ltd. is requested to
recognize me as the Legal heir of deceased / totally inc	capacitated proprietor / partner Sri/Smt.
, and reconstitute the above RO	dealership at,
District: as p	
•	
Name of Proposed Proprietor/Partner(s)	% Share Out
I hereby verify that what has been stated above is true a	and correct to the best of my knowledge
and nothing material has been concealed there from. If	
in this affidavit shall be found to be untrue or incorrect	
Bharat Petroleum Corporation Ltd. / Hindustan Petrole	
rights to take suitable action as deemed fit including terr	
whatsoever against Indian Oil Corporation Ltd. / Bharat	
Petroleum Corporation Ltd. (as applicable) for such action	
Tetroleum Gorporation Ltd. (as applicable) for such action	n1.
I along with my heirs, nominees, successors, executors,	assigns and administrators hereby also
indemnify Indian Oil Corporation Ltd. / Bharat Petroleum	
Corporation Ltd. (as applicable) from all acts, disputes,	
any other risks arising out of reconstitution of the above	
any other risks arising out or reconstitution of the above	stated NO dealership.
Signature of Donor	nent {Legal heir of Proprietor/Partner(s)}
Signature of Depor	(Name in block letters)
	(Name in block letters)
Salamaly affirmed and dealared before me. This	day of
Solemnly affirmed and declared before me. This	uay or
Signature and Seal of	
Magistrate/Judge/Notary public	
iviagionale/Juuge/Notary public	

(Applicable only in case of reconstitution cases where outgoing partner living outside country cannot attend meeting of existing/incoming proprietor/partner(s) at Divisional/Territory/Regional Office - to be obtained at time of reconstitution)

### **Affidavit**

l,	Age	ghter / wife of years resident of
hereby solemnly affirm and say as	currently residing at under;	do
That, I *along with Sri/Smt.	, son , son Age am/are the proprietor / partners of R	/ daughter / wife of years residing at Retail Outlet Dealership of
	Bharat Petroleum Corporation Ltd	
* That, as per Dealership Agree approved proprietor/ partners of th	ment dated ne RO dealership as per shareholding	the following are the g indicated below;
Name of existing Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out
I am unable to Dealership and therefore want to reconstituting the above mention	dated, an applica oned RO Dealership as indicated bel	of the above stated RO tion have been submitted ow;
Name of proposed Proprietor / Partner(s)	Son / Daughter / wife of	% Share Out
1 /		
Office in-charge of Indian Oil Corp	dated, the Divoration Ltd. / Bharat Petroleum Coadvised me to attend the meet on	rporation Ltd. / Hindustan
That, due to	, I will not be to attend the above sta	ted meeting.

That, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. is requested to approve the reconstitute and reconstitute the above RO dealershim, State as per the sh	tion proposal submitted vide docket no. p at, District :
Name of Proposed Proprietor/Partner(s)	% Share Out
I hereby verify that what has been stated above is true a and nothing material has been concealed there from. If in this affidavit shall be found to be untrue or incorrect Bharat Petroleum Corporation Ltd. / Hindustan Petrole rights to take suitable action as deemed fit including term whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) for such action	any information/declaration given by met or false, Indian Oil Corporation Ltd. / um Corporation Ltd would be within its mination and that I would have no claim, Petroleum Corporation Ltd. / Hindustan
I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all acts, disputes, any other risks arising out of reconstitution of the above	Corporation Ltd. / Hindustan Petroleum costs, losses, claims, damages, suits or
Signature of Deponent	t (Proprietor/Partner living outside India) (Name in block letters)
Solemnly affirmed and declared before me. This	day of
Signature and Seal of Authorized personnel of Indian Consulate at	

## AFFIDAVIT / INDEMNITY BOND BY OTHER EXISTING/INCOMING PARTNER(S) LIVING IN INDIA

(Applicable only in case of reconstitution cases where outgoing partner living outside country cannot attend meeting of existing/incoming proprietor/partner(s) at Divisional/Territory/Regional Office - to be obtained at time of reconstitution)

### **Affidavit**

hereby solemnly affirm and say as	 currently residing	on / dau Age g at	years	resident o	f
That, Sri/Smt.  is the sole Proprietor / Partner dealership of Indian Oil Corporation Ltd. local	Age years er of M/s ation Ltd. / Bhara ted at	residing at t Petroleum Cor , I	poration Ltd	Retail Outle . / Hindustar	– et ∩
State *along daughter / wife of	with Sri	Age	years	residing a	/ it
* That, as per Dealership Agree approved proprietor/ partners of th	ment dated ne RO dealership a	s per shareholdir	the follong indicated b	owing are the pelow;	е
Name of existing Proprietor / Partner(s) as per Dealership Agreement	Son / Daugh	nter / wife of	% St	nare Out	
That, Sri/Smt since		ntly a temporary	/ / permanei	nt resident o	ıf
That, due to the permanent / he/she is unabl Dealership and therefore has prop	le to continue as p	proprietor / partne	er of the abo	since ve stated RC	e )
That, vide docket no for reconstituting the above mentic	dated oned RO Dealershi	, an applicate be	ation have be low;	een submitted	b
Name of proposed Proprietor / Partner(s)	Son / Daugh	nter / wife of	% St	nare Out	
That, vide letter noOffice in-charge of Indian Oil Corr	dated	, the D	ivisional/Terr	itory/Regiona	ıl n

Petroleum Corporation Ltd. has advised me along with Sri/Smt. \_\_\_\_\_\_ to

attend the meeting of existing/in-coming proprieto	r/partner(s) at on
That, due to, Sri/Smt not be able to attend the above stated meeting.	has informed that he/she will
That, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. is requested to approve the reconstitute and reconstitute the above RO dealershi, State as per the sh	tion proposal submitted vide docket no. ip at . District :
Name of Proposed Proprietor/Partner(s)	% Share Out
	70 01000 0 010
in this affidavit shall be found to be untrue or incorrect Bharat Petroleum Corporation Ltd. / Hindustan Petrole rights to take suitable action as deemed fit including terr whatsoever against Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) for such action I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all acts, disputes, any other risks arising out of reconstitution of the above	cum Corporation Ltd would be within its mination and that I would have no claim, Petroleum Corporation Ltd. / Hindustan on.  assigns and administrators hereby also a Corporation Ltd. / Hindustan Petroleum costs, losses, claims, damages, suits or stated RO dealership.
Signature of De	ponent {Incoming Proprietor/Partner(s)} (Name in block letters)day of
Signature and Soal of	

### LETTER OF WARNING TO BE ISSUED BY DIVISIONAL/TERRITORY/REGIONAL OFFICE IN-CHARGE

Ref :,	Date :	
Го,		
M/s		
(Name & Location of Dealership)		

**Sub: Warning Letter.** 

Dear Sir(s) / Madam,

We are in receipt of your proposal wherein you have confirmed that the constitution of the Dealership was changed by you without obtaining prior approval of the Corporation, and now you have made a request for approving the same set-up with induction of partner(s) from within Legal heirs / family members / blood relative / outside partners.

You have further confirmed to have gone through and fully understood various clauses of the Dealership Agreement and would fully comply by the same in future.

The Corporation has taken cognizance of the above mistake committed at your end and in view of your request for condoning the same, and the proposal meeting the extant guidelines, would like to convey the approval now.

Further, you are hearby cautioned that such changes in the constitution without prior approval of the Corporation are against the policy guidelines and in case of any further instance, we would be constratined to take suitable action against the dealership as per policy in vogue and relevant clauses of the Dealership Agreement.

The above is issued without any prejudice and in order to protect marketing interests of the Corporation.

Thanking you.

Yours faithfully.

For & On behalf of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.

(Name & Designation of **DIVISIONAL/TERRITORY/REGIONAL OFFICE IN-CHARGE**)