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.	PART	ICULARS		DETAILS				
1	Details of LOI	•						
(a)	Whether LOI is on sole proprietorship or			Proprietorship / Partnership				
	partnership :							
(b)	Name of LOI holder(s): (Name of all co			1.				
	LOI holder(s) in case	e of partnership))	2.				
(c)	LOI reference & dat	te:						
(d)	Location :							
(e)	Tehsil / Sub-Division	n / District :						
(f)	State :							
(g)	Category under wh	ich LOI was issue	ed :					
2	Details of existing /	deceased / inc	apacita	ted LOI ho	older(s)			
		T	1		1			
	Name of LOI	Category		live /	Existin	_	oposed %	
	holder(s)	SC/ST/Others		eased /	shai	re	share	
			Incap	pacitated				
							_	
	Name of LOI Address				Telepho	ne /	mail ID	
	holder(s)	Auc	11 633		Mobile	-	illali ib	
	11010101(0)				Wiodiic			
3	Whether same lar	nd mentioned i	n the		7	Yes / No		_
	earlier LOI will be m				<u>, </u>			
4	Details of Land as p	er earlier LOI :						
5	Details of revised L		ernate					
	suitable land have b	peen offered :						
6	Whether proposal	for reconstitut	ion is	D	eath / Inca	apacitation / 0	Others	
	being submitted of	n account of De	eath /					
	Incapacitation / Oth	ners :						
7	Name of the dece	ased or incapac	itated					
	LOI holder(s), if sam							
8	Details of nominee			y decease	-		holder(s):	
(a)	Whether nominee		•		,	Yes / No		
	deceased or incapa							_
(b)	Name(s) of person					T	1	ì
	nominee(s) by	the deceased			ne of	Name of	% of share	
	incapacitated LOI	, ,,			ased /	nominee(s)	nominated	l
	nominee(s) was/w	was/were appointed : (if inc		Incapa	acitated			L

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). 9 Detail of reconstitution proposed (a) Whether reconstitution proposed (b) Whether minimum 51 % share is proposed 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/lncapacitation of LOI holder(s) and where incapacitated LOI holder(s) and mominee(s)/legal heir(s)/family member(s) (including married children and/or grandchildren) of LOI holder(s) and mominee(s)/legal heir(s)/family member(s) (including married children and/or grandchildren) of the	
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proposed due to death/ Incapacitation of LOI holder(s) and where incapacitated LOI holder(s) desires to retire. nominee(s) / legal heir(s) / family member(s) (including married children and/or	
Incapacitation of LOI holder(s) and where incapacitated LOI holder(s) desires to retire. / family member(s) (including married children and/or	_
where incapacitated LOI holder(s) (including married children and/or)
desires to retire. children and/or	
b) In favour of original allottee(s) where grandchildren) of the	
a, aroar or original anotice (a) where grandening en/	
reconstitution is being proposed for deceased / incapacitated	
reasons other than death of the LOI LOI holder(s)	
holder(s).	
% share out proposed In other cases	
The % share out of proposed In favour of existing In favour	
reconstitution is to be indicated as per partner(s) other inco	ır of
table attached.	
	oming
(c) If the LOI was issued under SC/ST Yes / No / NA	oming
	oming
category, whether proposal is being	oming
submitted for induction of non SC/ST	oming
partner(s):	oming

(d)	In case proposal is being submitted for induction of non SC/ST partner(s) in LOIs	Yes / No /	NA
	issued under SC/ST category, whether	Name of partner(s) of	% of share
	total % share out proposed for non	SC/ST category	proposed
	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	Total % share	
	SC/ST LOI holder(s), total share of the	proposed for	
	deceased/incapacitated LOI holder(s)	partner(s) of SC/ST	
	can be transferred to Non-SC/ST spouse	category	
	or Non-SC/ST children (legal heirs) as the		
	case may be, which would be counted as	Name of partner(s) of	% of share
	SC/ST share)	other category	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	Name of continuing	% of share
	partner is proposed, details as indicated	LOI holder(s)	proposed
	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		1
	the local guardian who will be operating	Name of incoming	% of share
	the dealership till the legal heir(s)	partner(s)	proposed
	becomes a major, is to be furnished		
	along with that of the minor legal		
	heir(s).		
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 Petroleu	
Petroleum Corporation Ltd. for Retail Outlet Dealership at	
, State along with the pi	
that all the details furnished in the application are true to t	••
also confirm that the re-constitution policy has been reac	
confirm that the proposal for re-constitution is submitted co	onsciously after fully understanding
the implications of the same."	
Charles of a father LOUIselde (a)	Charles of the base who
Signature of existing LOI holder(s) partner(s)	Signature of the incoming
(wherever applicable)	
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

<u>DETAILS OF CONTINUING LOI HOLDER(S) / INCOMING PROPRIETOR / PARTNER(S) FOR RECONSTITUTION AT LOI STAGE</u>

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			
	<u> </u>			<u> </u>

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

		State whether	No. of
	DOCUMENTS REQUIRED	attached or	pages
		Not applicable	Pages
		Hot applicable	
	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		
0.	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		
	issued by the Chief Medical officer of the District Govt. Medical Hospital / Medical Board recognized by the Govt. Letter of Acceptance in the form of Affidavit from the local		

		1	
	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		
		L	

^{***} 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

Distr	onstitution of Retail Outlet Dealership at LOI Stage for the Location:, rict:, State: which was offered vide LOI no, dated,					
l, do	son/daughter/wife of Age years residing at 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)					
* That I have passed the 10 th 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-LDC					
	dealership or LPG distributorship of any Oil Company except the subject Retail Outlet Dealership for which Reconstitution is proposed #.					
	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 Intenfor 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 LPC distributorship of any Oil Company except the subject Retail Outlet Dealership for which					
	Reconstitution is proposed #					
	OR					

	* That I am diverses. That neither I have any of my unmarried confe) / unmarried daughter(s)
	* 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.
	Gottipatilies.
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 and dreef my marriage 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
10	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.
12	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 / termi	nation.
* 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 material has been concealed there from.	d correct to the best of my knowledge and nothing
	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)

l,			aughter ,		of
	Age		_ years	residing	at
do nere	eby solemnly affirm	i and say	as under;		
That, I am the sole / joint LOI h issued by Indian Oil Co					dated Ltd. /
Hindustan Petroleum Corporation Ltd.	for Retail Outlet D	ealership	o at		,
District :, S	State		_ *along		Sri
	, son /	' dai	ughter /	wife	of
	Age		_ years	residing	at
·					
*That, the percentage share out of al			e stated LOI	l as per De	ed of
Partnership no dated	is as indicated	below;			
Name of Dantage			0/ Ch	2	
Name of Partner			% Share (Jut	
That, in case of my death or in case incapacitation resulting in total and p follow any occupation or	ermanent disabilit profession, I	y, which here daugh	will disable	e me to wo nate Sr wife	
(comple	ete postal address)		-	_	
That, in case of my death or incapacitat Corporation Ltd. / Bharat Petroleum Co (as applicable) will be in its rights to appointed nominee(s) Sri/Smt.	ion resulting in tot orporation Ltd. / Foreconstitute the the LOI by allottin	al and pe lindustar above	ermanent dis n Petroleum stated LOI I son / da	ability, Indi Corporatio by inductir aughter / w	n Ltd. ng my vife of
Name of Nominee(s)	Relation with LOI	holder	% Share Ou	it 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

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)

l,		_ sc						wife	
								residing	at
do h	ereby s	olemnly	affirm	and	say as	under;			
That, Sri/Smt.		,	son	/	daı	ughter	/	wife	of
, <u></u>			Age	•		vears	,	residing	at
is		sole	/ io	int	LOI	holde	r (of LOI	no.
, dated									
Bharat Petroleum Corporation Ltd.									
Dealership at					•				
*along with Sri/Smt			Aae		, 50	vears	:g	residina	at
			, ige			years		residing	G C
·									
*That, the percentage share out of	all the	nartne	rs in th	he a	hove s	stated	ו חו	as ner Dr	aft /
Proposed Deed of Partnership dated		-				iatea 1	-0, (as per br	ujt /
Troposed beed of Furthership dated_		15 45 1	marcate	u be	1011,				
Name of Partner						% Share	o Ou	t	
Traine of rarener						70 011411	<u> </u>		
That, Sri/Smt.		has appo	ointed r	ne a	s his/h	ner nom	ninee	vide affi	davit
dated		nus upp			5 11157 1				aaric
<u></u> .									
That, in view of death / incapacitati	ion resi	ılting in	total a	nd r	nermai	nent di	sahil	ity of Sri	/Smt
,		_		-				-	
Petroleum Corporation Ltd. / Hindus									
LOI holder for Retail Outlet Dealers									
State *along with	Sri/Sm	 \t			, '	District	•		, son /
daughter / wife of	311/311	···			Λσο		VA2	rc racidin	or at
daughter / wife of as p	ner tha	share (ctated	in +k	γες γογεί	idavit o	yeai Istor	13 1631UIII	is at
nomination submitted by Sri/Smt									_
monimiation submitted by Sil/Silit					·				

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)

l,	son	/	daughter	/	wife	of		
	Ag	je _	ye	ars	residing	at		
do hereby soler	nnly affi	rm and	d say as unde	∍r;				
That, I am the joint LOI holder of LOI no				dated				
issued by Indian Oil Corporation Ltd. / Bha								
Petroleum Corporation Ltd. for Retail Outlet D	ealershi	p at _			, Dist	rict :		
, State			along			Sri		
, ·								
That, the percentage share out of all the pa	rtners ir	n the	above state	d LOI	as per Dr	aft /		
proposed Deed of Partnership datedi	s as indi	cated	below;					
Name of Partner		% Share Out						
That, Sri/Smt, wh	no is my	partr	ner in the a	bove	stated LOI	had		
appointed Sri/Smt	102	า /	′ daughte	er /	/ wife	of		
	Age	e _	ye	ars	residing	at		
as his/her nomi	nee vide	affida	avit dated		•			
That, in view of death / incapacitation resultir	ng in tot	al and	l permanent	disab	ility of Sri/	/Smt.		
, Indian Oil Co	rporatio	n Ltd.	/ Bharat Pe	etrolei	ım Corpora	ation		
Ltd. / Hindustan Petroleum Corporation Ltd. is	request	ed to	induct his/h	er no	minee(s) a	s LOI		
holder(s) for Retail Outlet Dealership at			, Distr	ct : _		,		
State along with me and Sri/								
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.

indemnify Indian Oil Corporation Ltd. / B Petroleum Corporation Ltd. (as applicable)	executors, assigns and administrators hereby also sharat Petroleum Corporation Ltd. / Hindustan from all acts, disputes, costs, losses, claims, ut of reconstitution of the above stated LOI by partner in the LOI.
	Signature of Deponent (surviving LOI Holder) (Name in block letters)
Solemnly affirmed and declared before me. The	nisday 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

l,							
do hereby s			 sav as II		resi	aing	at
do nereby 3	oleminy ann	ili alia	say as a	iluci,			
That I are the fater IOI halder of IOI are				.1	.1		
That, I am the joint LOI holder of LOI no. issued by Indian Oil Corporation Ltd. /	Pharat Dotr	oloum	Cornor	_, date	td /		
Petroleum Corporation Ltd. for Retail Outle							
, State			along		with	,	Sri
That the government shows out of all the		اء حالا		-+	.	D	- £r /
That, the percentage share out of all the proposed Deed of Partnership dated				ated LO	n as p	er Dra	π /
proposed beed of rarthership dated	13 43 111410	atcu bi	CIOW,				
Name of Existing Partners			%	Share (Out		
That, Sri/Smt, ,	who is my pa	artner ii	n the ab	ove sta	ted LO	l expir	ed /
got totally incapacitated on							
earlier appointed Sri/Smt.							
	_			-		_	
as his/her r							
his/her affidavit dated Sri/Smt							
Oil Corporation Ltd. / Bharat Petroleum Co	•	•				•	
Ltd. to reconstitute the above stated LOI in		-	-	-			_
in total and permanent disability by inducting							
the LOI in lieu of him/her, as per shareh	_		-				
That, Sri/Smt is not interested							
traceable.	id to be int	adeled	as part		ciic LC	,, ,	1101

That, Sri/Smt.	, who is my pa	artner in the ab	ove stated LOI expired /
got totally incapacitated on	That, Sri/	′Smt	son /
daughter / wife of		Age	years residing at
is/are the	e Legal heirs of Sr	i/Smt	
That, Sri/Smt.			ıt is
not interested to be inducted as part	ner in the LOI / is no	ot traceable.	
	Or		
That, Sri/Smt.	. who is my p	artner in the ab	ove stated LOI expired /
got totally incapacitated on	That, then	re is no survivin	g Legal heir of deceased
Sri/Smt			8 6
In view of above, Indian Oil Corpora	ition Ltd. / Bharat P	etroleum Corp	oration Ltd. / Hindustan
Petroleum Corporation Ltd. is requ	ested to reconstitu	ite the above s	stated LOI as per share
holding indicated below;			
Name of Proposed Proprieto	r/Partner(s)	%	Share Out
I hereby verify that what has been stand nothing material has been conceed me in this affidavit shall be found to Bharat Petroleum Corporation Ltd. / rights to withdraw the LOI or initiated claim, whatsoever against Indian O. Hindustan Petroleum Corporation Ltd. I along with my heirs, nominees, such indemnify Indian Oil Corporation Petroleum Corporation Ltd. (as an damages, suits or any other risks arise	cealed there from. In the control of the centrule or incorrect the suitable action as it corporation Ltd. In the cessors, executors, Ltd. / Bharat Petroplicable) from allowing out of reconstitution.	f any informaticet or false, Indicated or false, Indicated or false, Indicated or false, Indicated or false or false of the about 1985 of	ion/declaration given by an Oil Corporation Ltd. / Ltd would be within its and that I would have no leum Corporation Ltd. / val. ministrators hereby also ation Ltd. / Hindustan s, costs, losses, claims, ove stated LOI.
			(Name in block letters)
Solemnly affirmed and declared before	re 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 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

	/ daughter / wife of ge years residing at
do hereby solemnly affi	
That, I am the joint LOI holder of LOI noissued by Indian Oil Corporation Ltd. / Bharat Petr Petroleum Corporation Ltd. for Retail Outlet Dealershi, State,	roleum Corporation Ltd. / Hindustan
Or	
That, Sri/Smt, LOI holder dated issued by Indian Oil Corporation Lt/ Hindustan Petroleum Corporation Ltd. for Retail Outlet District :, State as his/her nominee vi	td. / Bharat Petroleum Corporation Ltd. Dealership at, has appointed me and
That, I and Sri/Smt Age years residing	
Legal heir of deceased LOI holder of LOI noissued by Indian Oil Corporation Ltd. / Bharat Peti Petroleum Corporation Ltd. for Retail Outlet Dealershi, State	, dated roleum Corporation Ltd. / Hindustan
That, the percentage share out of all the partners in proposed Deed of Partnership dated is as indicated is as indicated is as indicated is as indicated in the partnership dated is as indicated in the partnership dated is as indicated and partnership dated and partnership dated and partnership dated is as indicated and partnership dated is as indicated is as indicated in the partnership dated is as indicated in the partnership dated	
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/S is not interested to join the above stated dealership / is responding.							
3-1-3-3							
That, in view of death / incapacitation and as S		al and permanent disability of Sri/Smt is not interested to					
join the above stated dealership / no Petroleum Corporation Ltd. / Hindu reconstitute the above stated LOI for	ot responding, stan Petroleur RO dealership	Indian Oil Corporation Ltd. / Bharat n Corporation Ltd. is requested to at, District:					
, State	_ as per the sha	re out stated below;					
Name of Proposed Proprietor/Pa	rtner(s)	% Share Out					
me in this affidavit shall be found to be use the Bharat Petroleum Corporation Ltd. / Hin rights to withdraw the LOI or initiate suclaim, whatsoever against Indian Oil County Hindustan Petroleum Corporation Ltd. (as I along with my heirs, nominees, success	ndustan Petrole uitable action a orporation Ltd. es applicable) fo	um Corporation Ltd would be within its s deemed fit and that I would have no / Bharat Petroleum Corporation Ltd. / r such withdrawal.					
indemnify Indian Oil Corporation Ltd. Petroleum Corporation Ltd. (as applic damages, suits or any other risks arisi inducting my appointed nominee(s) as the	cable) from all	acts, disputes, costs, losses, claims, nstitution of the above stated LOI by					
Signature of Depone	ent (Nominee(s)	/Legal Heir(s)/surviving LOI holder) (Name in block letters)					
Solemnly affirmed and declared before n	ne. 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

	/ daughter / wife of
	ge years residing at
do hereby solemnly aff	irm and say as under;
That, I am the joint LOI holder of LOI no	, dated
issued by Indian Oil Corporation Ltd. / Bharat Pe	
Petroleum Corporation Ltd. for Retail Outlet Dealersh	nip at, District :
, State along with Sri/Smt.	
son / daughter / wife of	
	
Or	
That, I and Sri/Smt son / daug	hter / wife of
Age years residing at	
, who is the	proprietor / partner of M/s
Retail Outlet deale	
Bharat Petroleum Corporation Ltd. / Hindustan P	
	•
That, the percentage share out of all the partners is	n the above stated LOI as per Draft /
proposed Deed of Partnership dated is as ind	icated;
Name of Existing Partners	% Share Out
That, the LOI Holder Sri/Smt	, expired / got totally incapacitated on
·	
The Local Court	1
That, Sri/Smt who is also the Nincapacitated LOI holder Sri/Smt.	
mcapacitateu LOI Moider SM/SMit.	, 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 tend reconstitution of the above stated RO dealership with being eligible to become a dealer as per eligibility c Dealership Selection Guidelines in vogue.	me as a partner, in-spite of he/she not				
That, in view of death / incapacitation resulting in tot and as Sri/Smt					
become a dealer as per eligibility criteria / disqualifica Guidelines in vogue, Indian Oil Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to redealership at, District:	tion criteria of RO Dealership Selection Bharat Petroleum Corporation Ltd. / econstitute the above stated LOI for RO , 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 a and nothing material has been concealed there from. me in this affidavit shall be found to be untrue or incorre Bharat Petroleum Corporation Ltd. / Hindustan Petroleum rights to withdraw the LOI or initiate suitable action a claim, whatsoever against Indian Oil Corporation Ltd. Hindustan Petroleum Corporation Ltd. (as applicable) for	If any information/declaration given by ect or false, Indian Oil Corporation Ltd. / um Corporation Ltd would be within its s deemed fit and that I would have no / Bharat Petroleum Corporation Ltd. /				
I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Pet Petroleum Corporation Ltd. (as applicable) from all damages, suits or any other risks arising out of recoinducting my appointed nominee(s) as the LOI holder / p	roleum Corporation Ltd. / Hindustan acts, disputes, costs, losses, claims, onstitution of the above stated LOI by				
Signature o	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

l,				wife	
do hereby				residing	dl
That, Sri/Smt is the	Age sole / j	oint LOI	years holder	/ wife residing of LOI	at no.
Bharat Petroleum Corporation Ltd. / Hind Dealership at, Dealership at	ustan Petroleı Pistrict :	um Corpora	tion Ltd. f State	for Retail O	utlet
*along with Sri/Smt	Age		years	residing	at
*That, the percentage share out of all th Proposed Deed of Partnership dated	•	ted below;		·	aft /
Name of Partner			% Share O)ut	
That, the LOI Holder Sri/Smt due to in respect of reconstitution of his/her above	and is n	ot in a positi	ion to give	his/her con	sent
That, I being the Sri/S her "Family Unit".	mt		is a	member of	his /
That, in view of death / incapacitation res	sulting in total e/she is not in	•		•	
respect of reconstitution of his/her above soli Corporation Ltd. / Bharat Petroleum C	stated LOI, due orporation Ltd	e to his/ her l. / Hindusta	physical c an Petrole	condition, In eum Corpora	idian ation

, District : , Sta	ate 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 nothing material has been concealed there from. me in this affidavit shall be found to be untrue or incorresponding to the petroleum Corporation Ltd. / Hindustan Petroleurights to withdraw the LOI or initiate suitable action a claim, whatsoever against Indian Oil Corporation Ltd. Hindustan Petroleum Corporation Ltd. (as applicable) for I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all damages, suits or any other risks arising out of reconstitutions.	If any information/declaration given by ect or false, Indian Oil Corporation Ltd. / eum Corporation Ltd would be within its as deemed fit and that I would have no / Bharat Petroleum Corporation Ltd. / or such withdrawal. , assigns and administrators hereby also troleum Corporation Ltd. / Hindustan I acts, disputes, costs, losses, claims,
	(Name in block letters)
Solemnly affirmed and declared before me. This	day of
Signature and Seal 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

l,	son / daughter / wife of Age years residing at
do hereby solem	
That, Sri/Smt is the sol	Age years residing at e / joint LOI holder of LOI no.
Bharat Petroleum Corporation Ltd. / Hindustan Dealership at, Distriction	Petroleum Corporation Ltd. for Retail Outlet
*along with Sri/Smt	, son / daughter / wife of Age years residing at
*That, the percentage share out of all the par Proposed Deed of Partnership dated is	
Name of Partner	% Share Out
That, Sri/Smt, the expired / got totally incapacitated on	
That, I and Sri/SmtAge	son / daughter / wife of esiding at are the
Legal heir(s) of deceased / totally	incapacitated LOI holder of LOI no.
That, vide application no dated petition to the Hon'ble Court at for totally incapacitated LOI holder Sri/Smt Certificate. However, due to pending proceeding	or recognizing me as Legal heir of deceased / , by issuing a Succession

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 deceased / totally incapacitated LOI Holder Sri/S	the effect that I am the Legal Heir of
Corporation Ltd. / Bharat Petroleum Corporation Ltd. / I	
requested to recognize me as the Legal heir of dece	•
Sri/Smt, and reconstitute the	
, District :, Sta	
out stated below;	
Name of Proposed Proprietor/Partner(s)	% Share Out
I hereby verify that what has been stated above is true and nothing material has been concealed there from. me in this affidavit shall be found to be untrue or incorresharat Petroleum Corporation Ltd. / Hindustan Petrole rights to withdraw the LOI or initiate suitable action a claim, whatsoever against Indian Oil Corporation Ltd. Hindustan Petroleum Corporation Ltd. (as applicable) for I along with my heirs, nominees, successors, executors, indemnify Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. (as applicable) from all damages, suits or any other risks arising out of reconstit	If any information/declaration given by ect or false, Indian Oil Corporation Ltd. / um Corporation Ltd would be within its s deemed fit and that I would have no / Bharat Petroleum Corporation Ltd. / r such withdrawal. assigns and administrators hereby also roleum Corporation Ltd. / Hindustan acts, disputes, costs, losses, claims,
Signature o	f 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

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