

(ON THE LETTER HEAD OF ENTITY SEEKING REGISTRATION)

**REGISTRATION FORM FOR SUPPLIERS OF IMPORTED CRUDE OIL/LPG AND
SUPPLIERS/BUYERS FOR IMPORT/EXPORT OF PETROLEUM PRODUCTS**

WEB SITE USERS TO KINDLY DOWNLOAD THE DATA SHEET AS BELOW FROM OUR WEBSITE www.iocl.com AND COMPLETE IT IN ALL RESPECTS BEFORE SUBMISSION.

Indian Oil Corporation (IOC) imports Crude oil/LPG besides imports/exports of other petroleum products through tendering procedure from parties registered on its approved mailing list(s). In case you wish to be registered on IOC's approved mailing list(s) as a direct supplier/buyer, for participating against IOC's tenders for import of crude oil, LPG and import/export of petroleum products, you are requested to fill up the following registration form and submit it, duly signed on the letter head of your company along with enclosures, to the address provided at the end of this message. The mere submission of an application by a party does not guarantee registration on IOC's mailing list and the following points may please be noted:

1. Kindly note that we deal only on principal-to-principal basis with the parties who are registered on our approved Mailing List and not through any intermediary.
2. All data received either from you or your trade and bank references would be treated private and confidential and would be used only for the purpose of registration on IOC's Mailing List(s).
3. It is also requested that the requisite data/information/documents sought may kindly be provided as per seriatim of the Registration form. We wish to inform that the request for registration on IOC's mailing list(s) shall be considered, only on receipt of all the requisite data/information/documents including published or certified Annual Reports/ audited financial statements of the company along with Auditor's report for the last three years as well as satisfactory references from reputed counter-parties and from banks.
4. Kindly note that IOC reserves the right to reject any application without assigning reasons thereof. The decision of IOC shall be final and binding upon the parties with regard to registration.

FORM RG-1

DATA SHEET TO BE FILLED ON THE LETTER-HEAD BY PROSPECTIVE SUPPLIER/BUYER

I. APPLICANT COMPANY'S DETAILS:

SR.NO	ITEMS	DETAILS
1.	NAME OF THE COMPANY SEEKING REGISTRATION	
2.	NATIONALITY/COUNTRY OF INCORPORATION	
3.	CORPORATE HEADQUARTERS	
4.	DATE OF INCORPORATION <i>Please enclose 'Notarized copy' of Certificate of Incorporation.</i>	
5.	CORE BUSINESS ACIVITY OF THE COMPANY	
6.	YEAR SINCE TRADING IN CRUDE OIL/PETROLEUM PRODUCTS	
7.	TYPE OF COMPANY - PRIVATE/PUBLIC	
8.	NAME OF THE CHAIRMAN/PRESIDENT/MANAGING DIRECTOR	

SR.NO	ITEMS	DETAILS
9	CONTACT PERSON (S) NAME: DESIGNATION: TELEPHONE NOS- OFFICE: - MOBILE : FAX NOS: E-MAIL IDS: POSTAL MAILING ADDRESS:	
10	NAME(S) OF THE COUNTRY(IES) IN WHICH ASSETS OF THE APPLICANT COMPANY ARE SITUATED. <i>Please indicate nature of assets</i>	
11.	OVERSEAS OFFICES <i>Pl give addresses with name of contact official and telephone/fax nos and e-mail Ids.</i>	
12.	PARENT/HOLDING COMPANY, (IF ANY) a) <i>Please give latest share holding pattern of the Applicant Company and its Parent/Holding Company, along with documentary support</i> b) <i>Please provide supporting documents for Applicant Company being a 100% subsidiary, if applicable.</i>	
13.	SUBSIDIARY (IES), if any <i>Please give name(s)of subsidiaries and percentage of share holding(s)</i>	
14.	LATEST CREDIT RATING OF THE APPLICANT COMPANY BY INTERNATIONAL AGENCIES LIKE STANDARD & POOR, MOODY'S, D&B, etc. <i>Please indicate the rating and the date when it was awarded along with documentary evidence.</i>	

II. INTERESTED IN REGISTRATION FOR:

SR.NO	ITEMS	DETAILS																					
1.	SUPPLY OF CRUDE OIL <i>Please indicate grade (s) of crude oil.</i>																						
2.	SUPPLY OF LPG																						
3.	SUPPLY/PURCHASE OF OTHER PETROLEUM PRODUCTS VIZ. FO/LSWR, NAPHTHA, MS, SKO, HSD, etc. <i>(Please indicate name of products in table below)</i>																						
	<table border="1"> <thead> <tr> <th>Name of Product</th> <th>For Supply to IOC</th> <th>For Purchase from IOC</th> </tr> </thead> <tbody> <tr> <td>NAPHTHA</td> <td></td> <td></td> </tr> <tr> <td>MS</td> <td></td> <td></td> </tr> <tr> <td>SKO</td> <td></td> <td></td> </tr> <tr> <td>HSD</td> <td></td> <td></td> </tr> <tr> <td>FO/LSWR</td> <td></td> <td></td> </tr> <tr> <td>Any other, please specify</td> <td></td> <td></td> </tr> </tbody> </table>	Name of Product	For Supply to IOC	For Purchase from IOC	NAPHTHA			MS			SKO			HSD			FO/LSWR			Any other, please specify			
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NAPHTHA																							
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Any other, please specify																							

III. REFERENCES:

SR.NO	ITEMS	DETAILS
1.	BANK REFERENCES <i>Please furnish names of the bank(s), dealing officials, e-mail Ids/fax nos., postal addresses.</i> <i>The party seeking registration shall have no objection to IOC making enquiries from such banks in the course of registration.</i>	
2.	TRADE REFERENCES (Adequate number of references to ensure positive responses from at least three of them on cross-verification) <i>Please furnish names of parties along with their dealing officials, e-mail Ids/fax nos., postal addresses in respect of parties with whom trading transactions in respect of crude oil/petroleum products have been entered into during the last one year or so.</i> <i>The party seeking registration shall have no objection to IOC making enquiries from such trade references in the course of registration.</i>	

IV. VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS

(IN TMTs)

SI No	DESCRIPTION (GRADES)	2014		2013		2012	
		TERM	SPOT	TERM	SPOT	TERM	SPOT
A	CRUDE OIL						
B	LPG						
C	OTHER PETROLEUM PRODUCTS						
	NAPHTHA						
	MS						
	SKO						
	HSD						
	FUEL OIL/LSWR						
	Any other, please specify						

V. VALUE OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.

(IN MILLION USD)

SI No	DESCRIPTION (GRADES)	2014		2013		2012	
		TERM	SPOT	TERM	SPOT	TERM	SPOT
A	CRUDE OIL						
B	LPG						
C	OTHER PETROLEUM PRODUCTS						
	NAPHTHA						
	MS						
	SKO						
	HSD						
	FUEL OIL/LSWR						
	Any other, please specify						

Important notes:

1. The Physical volume traded should only be given in the above format, for Purchases and Sales separately.
2. The information on physical trade volumes for Crude oil, LPG and Other petroleum products for latest three completed previous years should be certified from an international firm engaged in audit of financial statements, which is also having an office in India. The certificate shall specifically mention that trading volumes provided exclude inter-company transactions (within same group companies).
3. It is requested to give a confirmation that above volumes do not include paper transactions, if traded by the party seeking registration.
4. Purchases or Sales of crude oil/ petroleum products for use in own country may be shown separately.

VI. SUPPLIER-WISE VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.

(IN MTS)

SI No	DESCRIPTION	NAME OF SUPPLIERS	2014		2013		2012	
			TERM	SPOT	TERM	SPOT	TERM	SPOT
A	CRUDE OIL							
B	LPG							
C	OTHER PETROLEUM PRODUCTS							
	NAPHTHA							
	MS							
	SKO							
	HSD							
	FUEL OIL/LSWR							
	Any other, please specify							

VII. CUSTOMERWISE VOLUME OF PHYSICAL TRADE FOR CRUDE OIL/PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS.

(IN TMTs)

SI No	DESCRIPTION	NAME OF CUSTOMERS	2014		2013		2012	
			TERM	SPOT	TERM	SPOT	TERM	SPOT
A	CRUDE OIL							
B	LPG							
C	OTHER PETROLEUM PRODUCTS							
	NAPHTHA							
	MS							
	SKO							
	HSD							
	FUEL OIL/LSWR							
	Any other, please specify							

Important notes:

1. The details of on-going term contracts for sale and purchase of Crude oil (Grade-wise) and Products (product-wise) along with names of the suppliers/customers and volume may also be given.
2. It is requested to give a confirmation that above volumes do not include paper transactions, if traded by the party seeking registration.

VIII. FINANCIAL DATA/PERFORMANCE (PREVIOUS THREE YEARS):

SR. NO	DESCRIPTION	(IN MILLION USD)		
		YEAR ENDED ON		
		2014	2013	2012
1	NET SALES/ TURNOVER			
2	OTHER SALES/ ACTIVITIES			
3	NET PROFIT			
4	CAPITAL			
5	RESERVES			
6	<p>THE POLICY AND PRACTICE USED FOR VALUATION OF THE OPEN POSITIONS AT THE END OF THE YEAR. <i>Brief summary of the practice used while specifying the outstanding positions of the transactions in terms of US dollars.</i></p>			
7	<p>ANY OTHER RELEVANT AND KNOWN INFORMATION OF THE COMPANY THAT IS LIKELY TO IMPACT PROFITABILITY OF THE COMPANY IN THE SHORT TERM.</p>			
8	<p>ANNUAL/FINANCIAL REPORTS <i>It is mandatory to submit Published or certified annual report/ audited financial statements of the company along with Directors' and Auditors' Report, Notes on Accounts for the previous three years and other related published information, if any.</i></p>			
9	<p>OTHER BUSINESS ACTIVITIES <i>Please also furnish the %age of their turnover with total turnover for the past three years.</i></p>			

IX. OTHER INFORMATION:

SR. NO	ITEMS	DETAILS
1.	<p>EQUITY CRUDE OILS. <i>Oil fields owned/operated with complete details of production and volumes traded in the international market.</i></p>	
2.	<p>IS THE COMPANY FACING AT THE TIME OF SEEKING REGISTRATION ANY KNOWN LEGAL DISPUTES THAT ARE LIKELY TO ADVERSELY AFFECT THE PERFORMANCE OF CONTRACTS/ MEETING ITS FINANCIAL COMMITMENTS.</p>	
3.	<p>PLEASE CONFIRM THAT IN CASE PARENT COMPANY GUARANTEE (PCG)/ BANK GUARANTEE/ BID BOND, IF REQUIRED, SHALL BE SUBMITTED, AS PER POLICY OF IOC.</p>	
4.	<p>PLEASE CONFIRM WHETHER APPLICANT COMPANY OR ITS GROUP/ SUBSIDIARY/ AFFILIATE/ PARENT COMPANY WAS EARLIER OR CURRENTLY REGISTERED ON IOC'S MAILING LISTS -</p> <p>IF YES, PLEASE GIVE DETAILS AS UNDER:</p> <p>(A) ON WHICH MAILING LIST (IMPORT/EXPORT) (B) DATE OF REGISTRATION (C) WHETHER ANY CARGO(ES) WERE/ARE AWARDED DURING SUCH PERIOD (D) DATE/ REASONS OF DELETION.</p>	
5.	<p>OTHER RELEVANT INFORMATION, IF ANY.</p>	

X. PRINCIPAL-TO-PRINCIPAL DEALINGS:

ITEM	DETAILS
PLEASE PROVIDE CONFIRMATION REGARDING PRINCIPAL-TO-PRINCIPAL DEALINGS	

XI. OTHER REQUIREMENTS:

1. The party shall give an undertaking that all the transactions shall be carried out only on a Principal-to-Principal basis. The applicant party shall neither deal as an agent nor use services of any Intermediary Agents.
2. Applicant Company to give an undertaking that it is not from a country, which is prohibited/banned under any law/regulation of the Government of India.
3. Certificate from CEO/CMD/authorized signatory regarding authorized sources of supply and destination, in case of import/exports of crude oil, LPG & petroleum products as per Annexure-I.

PLACE
DATE

NAME
DESIGNATION
SIGNATURE
SEAL

PLEASE SEND THE ABOVE FORM DULY FILLED AND COMPLETED WITH REQUIRED ENCLOSURES TO:

EXECUTIVE DIRECTOR (IT),
INTERNATIONAL TRADE DEPARTMENT,
(CORPORATE OFFICE),
INDIAN OIL CORPORATION LIMITED,
PLOT NO. 3079/3, SADIQ NAGAR,
J.B.TITO MARG,
NEW DELHI-110049
INDIA
E-MAIL: khandelwalm@indianoil.in

**(CERTIFICATE FROM APPLICANT COMPANY'S CEO/CMD/AUTHORISED SIGNATORY ON THE
LETTER HEAD OF THE COMPANY SEEKING REGISTRATION)**

We confirm and undertake that the crude oil and/or any petroleum product traded with IndianOil would not be sourced from/ destined to any country/sources under international sanctions or prohibited by the Indian Government. We further certify that title of the crude oil/ petroleum products supplied to IndianOil would be clear and free from all encumbrances and that we shall be solely responsible in respect of breach of these conditions. In case of breach of any of these conditions under import/export contract with IndianOil, we shall directly bear all costs & consequences, losses, penalty, etc., with no liability whatsoever, on IndianOil.