

# APPLICATION FORMAT

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(Please go through the "Brochure", available on our website or at our Territory Offices carefully before filling this application form)

## APPLICATION FOR BPCL RETAIL OUTLET (PETROL PUMP) DEALERSHIP

Location at \_\_\_\_\_ Rev. District. \_\_\_\_\_ State \_\_\_\_\_

Category \_\_\_\_\_ (OP/ OP-W/ SC/SC-W/ ST/ ST-W/ PH/ PH-W/ PMP/ PMP-W/ DC/ DC-W/ FF/ FF-W/ OSP/ OSP-W): (Please attach copy of certificates as proof from the respective competent authorities).

Advertised on \_\_\_\_\_ in \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of Newspaper) (Name of Oil Company)

Status of the Applicant: Individual / Partnership Firm/Non-Individual entity (Tick as applicable)

1. Individual: (Individuals & partners of the partnership firm to enclose Affidavit as per Appendix 'A')

- (a) Name (in Block Letters) : Shri / Ms \_\_\_\_\_  
(b) Father's/ Husband's Name: \_\_\_\_\_  
(c) Address: \_\_\_\_\_  
Tel.No. \_\_\_\_\_ E-Mail ID: \_\_\_\_\_ PIN: \_\_\_\_\_  
(d) Nationality: \_\_\_\_\_  
(e) Date of Birth: \_\_\_\_\_ Completed Age as on date of application: \_\_\_\_\_ (Proof to be attached)  
(f) Educational Qualification (s): \_\_\_\_\_ ( Proof to be attached)  
(g) Resident of \_\_\_\_\_ Revenue Village, in Village Panchayat of \_\_\_\_\_, in District \_\_\_\_\_ of State \_\_\_\_\_ (Permanent Residence Proof to be attached in case of application for Rural ROs as per Appendix 'C')  
(h) Gender : \_\_\_\_\_ (Male / Female)  
(i) Marital Status: \_\_\_\_\_ (Unmarried / Married / Widow /Widower / Divorcee)  
(j) In case of unmarried woman above 40 years of age: Are your parents (Mother/ Father) earning? YES/NO  
(If NO) I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable)  
(k) In case of widows, please attach death certificate of your husband & also affidavit that you are not remarried.  
(l) I am interested / not interested in availing Corpus Fund Scheme facilities (Please tick as applicable)  
(m) Married Women applicant with change of name after marriage should submit a copy of the marriage certificate or an affidavit in support of the maiden name and name after marriage.

2. Are you or any of the members of the "Family Unit" is dealer or LOI holder of any MS-HSD / SKO-LDO dealership or LPG distributorship of any oil company? YES/ NO

In case of married applicant, the Family Unit means Self, Spouse, Unmarried sons and Unmarried daughters.

In case of unmarried applicant the Family Unit means Self, Father/Mother, Unmarried brother(s) and Unmarried sister(s).

In case of widow applicant who has not re-married, the Family Unit means Self, Unmarried sons and Unmarried daughters.

3. Gross Income during last financial year ended 31.03. \_\_ ₹ \_\_\_\_\_ (Attach proof)

4. Present occupation : \_\_\_\_\_

5. In case you are an Income Tax Assessee, please furnish PAN NO: \_\_\_\_\_

6. Do you have business / selling experience? If yes, give full details: \_\_\_\_\_ (attach addl sheets,if required)

7. Do you have experience of supervision of personnel? If yes, give full details. \_\_\_\_\_ (attach addl, sheets if required)

8. Please attach a separate sheet giving your detailed plans to run the dealership, if allotted.

9. In case of partnership, please give name of each of the partners and attach Registered / Proposed Partnership Deed. Application of all the partner(s) should be bunched together while submission:  
\_\_\_\_\_  
\_\_\_\_\_

10. Non Individual Entity Applicants like Registered Co-op. Society / Organised body / Corporate House/Fleet Operator/Charitable Trust etc.: (to enclose Affidavit as per Appendix 'A1')

- (a) Name of the Non Individual Entity Applicant: \_\_\_\_\_  
(b) Address : \_\_\_\_\_  
Telephone No.: \_\_\_\_\_ E-Mail ID: \_\_\_\_\_ PIN: \_\_\_\_\_  
(a) Name and Designation of the competent authority making the Application: \_\_\_\_\_

Copies of audited profit and Loss account statement for the preceding 3 financial years of date of application to be enclosed.

11. Land details (to be provided by all applicants who are required to offer land) :

(a) Do you have a suitable site readily available at the location where the dealership has been advertised? YES/NO

If Yes, Please give details of land : City/Town/Village \_\_\_\_\_ District \_\_\_\_\_ State: \_\_\_\_\_ Survey No : \_\_\_\_\_ Hissa No.: \_\_\_\_\_ Name of the Road: \_\_\_\_\_ NH No. \_\_\_ / SH No. \_\_\_ / Other Road : \_\_\_\_\_ Nearest Km Stones : \_\_\_\_\_ Total land area : (Acre/Sq.m) \_\_\_\_\_ (Site map with dimensions to be attached).

(b) Name of the owner(s) of the land : \_\_\_\_\_ (proof to be attached)

(c) Relationship of land owner with the applicant : \_\_\_\_\_

(d) Are you willing to transfer the land on sale/long lease to Oil Company ? YES/NO  
If yes, at what rate / terms.

(In case the applicant is not the land owner, consent letter / Affidavit / POA along with copies of title documents from the Land owner to be enclosed)

12. Give details of source of funds : (to be provided by all applicants except those applying for locations reserved for SC/ST category and War Widows) The type\* of fund should cover free & unencumbered Bank accounts / Govt. Securities/ fixed deposits, bankers / financial institution certificate for credit worthiness (in the enclosed Appendix A2), Shares of listed public limited companies (with valuation report) etc., details of other assets (with valuation report) like immovable property (land, building etc.) / movable assets like vehicle etc., any other sources of income from interest, agricultural income, rent, business etc. (please attach proof in all cases). The details under "Finance" may be provided in the following format. (Attach Separate sheet as required).

*Type of fund	Details a/c no. etc	Name of the holder	Relationship	Amount (₹)

NOTE: Candidates applying for location reserved under SC/ ST category, War Widows need not provide details under 11 and 12 above. Widows and Unmarried women above 40 years of age without earning parents applying against Women Category and proposing to avail facilities under Corpus Fund Scheme also need not provide details under 11 and 12 above.

13. Have you ever been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (Applicable to individuals, partners, members of Co-op. society, partnership firm, Co-op. society and other Non individual applicants as an entity) - YES / NO.

14 Demand Draft / Pay order No. \_\_\_\_\_ dated. \_\_\_\_\_ for ₹. \_\_\_\_\_ drawn on \_\_\_\_\_ (Bank's name) in favour of Bharat Petroleum Corporation Limited payable at \_\_\_\_\_ is enclosed.

NOTE : All Affidavits are to be enclosed in original. In respect of all other certificates / documents, Photo copy/ True copy ONLY need be attached along with the application. However, originals of all these will have to be produced at the time of interview, if called for. Non production of original documents at the time of interview will render the applicant ineligible for dealership.

15. Any other information: \_\_\_\_\_

16. UNDERTAKING:-

I undertake to produce Originals of all the attachments enclosed with this application at the time of interview, if called for and is aware that in the event I fail to produce the Originals, my application for dealership will be disqualified. I am fully aware that Bharat Petroleum Corporation Limited under its policy will not appoint me as its dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer to BPCL before issuance of Letter of Appointment for the dealership.

That, if selected, I undertake that I will deposit an interest free Security deposit as mentioned in the advertisement for the subject location, as per the policy of BPCL.

I, \_\_\_\_\_ hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the dealership.

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Name in block letters): \_\_\_\_\_  
(Designation) \_\_\_\_\_

**(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)****AFFIDAVIT FOR INDIVIDUALS & PARTNERS**

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

1. That I am an Indian National.
2. That I am unmarried. That neither I nor my Father, Mother, unmarried brother(s), unmarried sister(s) have dealerships/distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

**OR**

That I am married. That neither I nor my spouse, unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

3.@ That I am an unmarried woman above 40 years of age without earning parents.

4.@ That I am a widow and not re-married. That neither I nor my unmarried son(s) / unmarried daughter(s) have dealerships / distributorships or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company

**[@Strike out whatever is not applicable]**

5. I have never been convicted and / or no charges have been framed by a Court of law against me for any criminal offence involving moral turpitude / economic offences (other than freedom struggle).
6. I hereby confirm that I was never a signatory to a dealership/distributorship agreement of any oil company, which was terminated for proven adulteration/malpractices.
7. That against item no.12 of my application form details of various sources of funds required for setting up and operation of the RO dealership has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.  
(Not applicable for those candidates applying under Corpus Fund category)
8. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed thereof. 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 Retail Outlet dealership at \_\_\_\_\_ (Location) or in this affidavit shall be found to be untrue or incorrect or false, Bharat Petroleum Corporation Limited 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 Bharat Petroleum Corporation Limited for such withdrawal/termination.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 Signature and Seal of  
 Magistrate/Judge/Notary public

\_\_\_\_\_  
 Signature of person making affidavit  
 (Name in block letters)

**(To be submitted by Non Individual Entities like Registered Co-operative Societies,  
Organised bodies, Fleet Operators, Charitable Trust and Corporate Houses)  
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)**

**AFFIDAVIT**

In the matter of Retail Outlet dealership of Bharat Petroleum Corporation Limited, at \_\_\_\_\_ (Location). Whereas M/s \_\_\_\_\_ (Name of the entity) \_\_\_\_\_ (Address) has applied for RO dealership of Bharat Petroleum Corporation Limited at \_\_\_\_\_ (Location).

I, \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ Age \_\_\_\_\_ years resident of \_\_\_\_\_ in the capacity of \_\_\_\_\_ do hereby solemnly declare :

1. That through a resolution passed by M/s \_\_\_\_\_, I have been authorised to apply for the said dealership. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
2. That the said entity M/s \_\_\_\_\_ is duly registered with the competent authority and a photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said entity M/s \_\_\_\_\_ is a profit making body during last 3 Financial years. (@)
4. That on behalf of M/s \_\_\_\_\_, I undertake that I will observe all the relevant guidelines with regard to award/operation of the said RO dealership issued by the Bharat Petroleum Corporation Limited /Government of India or any other statutory body from time to time.
5. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 and that all its members belong to the reserved category for which the location has been advertised including for women category. A copy of the certificate to this effect from the Registrar of Co-operative Societies is enclosed herewith forming part and parcel of this affidavit. (@) (Applicable for co-operative societies/consumer societies applying under reserved categories).
6. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@)/is a Company registered under companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that the same does not have any criminal records nor does it have any criminal charges framed against it by a court of law involving moral turpitude and/or economic offences. Moreover, none of the members of its Governing Body(@) / Managing Body(@) / Any such other Body \_\_\_\_\_ (please specify) (@)/Directors (@) have been convicted and / or charges have been framed against them by a Court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle).
7. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@) / is a Company registered under companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any of the members of its Governing Body(@) / Managing Body(@) / Any such other Body \_\_\_\_\_ (@) (Please specify)/ Directors (@) was ever signatory to a dealership/distributorship of any oil company, which was terminated for proven adulteration/malpractices.
8. That M/s \_\_\_\_\_ is a Registered Co-operative Society Registered under Societies registration Act 1860 (@)/ is a Company registered under companies Act 1956 (@) / is a \_\_\_\_\_ (@) (specify the type of entity) registered under \_\_\_\_\_ (specify the authority) and that neither this entity itself nor any member of its Governing Body (@) / Managing Body (@) / Any such other Body \_\_\_\_\_ (please specify) (@) / Directors (@) or his/her family members (family unit as defined in the case of multiple dealership norms for individuals) is having Retail Outlet/SKO-LDO dealerships / LPG distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company.
9. That M/s \_\_\_\_\_ is a Company registered under companies Act 1956 and that neither the holding company nor any of its Subsidiary company is having dealerships / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company. In addition, no other Company or Firm is having dealerships / distributorships or hold Letter of Intent for Retail Outlet / SKO-LDO dealership or LPG distributorship of any Oil Company where share holders (put together) of the applicant company do have controlling stake (i.e 51% or more).
10. That against item no.12 of my application form details of various sources of funds required for setting up and operation of the dealership has been furnished. I undertake that these funds will be made available for the purpose stated above. In case it is found that the same is not made available as and when required, the offer of dealership, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the Bharat Petroleum Corporation Limited.
11. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from. If any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of the dealership or in this affidavit shall be found to be untrue or incorrect or false, Bharat Petroleum Corporation Limited 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 Bharat Petroleum Corporation Limited for such withdrawal/termination.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary public

\_\_\_\_\_  
Signature of person making affidavit  
(Name & Designation in block letters)

[@ Strike out whatever is not applicable].

(To be submitted by all applicants except those applying under category reserved for SC/ST, War Widows and Unmarried women above 40 year of age with out earning parents who wish to avail facilities under Corpus fund scheme)

Credit worthiness certificate from the Bankers, from Scheduled bank/Financial institutions be obtained in their letter head in the following format and enclosed with the application

**To whomsoever it may concern**

Shri /Ms /M/s. \_\_\_\_\_ is a customer of this bank / institution for last \_\_\_\_\_ years and he / she / they, is/are enjoying the following facilities of our bank / institution:

- a.
- b.
- c.

During the above period, the dealing of Shri / Ms/ M/s \_\_\_\_\_ with the bank and he /her / their conduct has been satisfactory. In case, a dealership is allotted to him / her / them, we will be willing to extend a loan of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) (in words).

Signature

Name and Designation :

Office Seal :

Date :

**(To be obtained from the prospective customers and to be submitted by the applicant along with the application)**

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

**AFFIDAVIT**

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

1. \_\_\_\_\_ (Name of applicant), son / daughter of \_\_\_\_\_, resident of \_\_\_\_\_ (address) has applied for Retail Outlet dealership at \_\_\_\_\_ (location) of \_\_\_\_\_ (name of Oil Co.).
2. I am having approx. consumption of \_\_\_\_\_ kl per month of \_\_\_\_\_ (name of product) required for \_\_\_\_\_ (purpose).
3. I hereby confirm that in case the dealership is awarded to above applicant, I will be taking my supplies through him to the extent of \_\_\_\_\_ kl per month subject to the commercial terms and conditions agreed mutually
4. I hereby confirm that this type of commitment has not been given to any other candidate applied for the above location.
5. I hereby verify that what has been stated above is true to the best of my knowledge and belief and nothing material has been concealed there from.

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Magistrate/Judge/Notary public

\_\_\_\_\_  
Signature of person making affidavit  
(Name in block letters)

**(To be submitted by Physically Handicapped Candidates)**

Certified that I, Dr \_\_\_\_\_ Registration No \_\_\_\_\_ have, this \_\_\_\_\_ day of \_\_\_\_\_ examined the candidate, whose particulars are given below:

1. Name : \_\_\_\_\_
2. Identification Marks : \_\_\_\_\_
3. Sex : \_\_\_\_\_
4. Father's / Husband's Name : \_\_\_\_\_
5. Approximate Age : \_\_\_\_\_
6. (A) Orthopaedically Handicapped
  - i) Nature of disability (tick the relevant from the following) : Post Polio Paralysis, Hemiplegia, Quadriplegia, Congenital, Hemipelvectomy, Cheopats Wrist.
  - ii) Extent of disability
  - iii) Estimate percentages
  - iv) Use of appliance (if any)
  - v) Any operation done or indicated
- (B) Handicapped by way of "being blind"
- (C) Handicapped by way of "being dumb"
- (D) Handicapped by way of "being deaf"

7. Any other particulars to clarify : The nature and extent of disability that the surgeon might like to point out :

Place : \_\_\_\_\_

Signature of Orthopaedic Surgeon  
/ Eye Surgeon / ENT Surgeon

Date : \_\_\_\_\_

Designation  
(Seal)

Counter –signed by Civil Surgeon /  
Chief Medical Officer / Supt. Govt. Hospital

**(To be submitted by persons applying for Rural ROs)**

**PERMANENT RESIDENCE CERTIFICATE**

This is to certify that Shri / Smt / Kum. \_\_\_\_\_ son / daughter of  
Shri \_\_\_\_\_

\_\_\_\_\_ is a Permanent resident of \_\_\_\_\_ Revenue

Village  
in \_\_\_\_\_ Village Panchayat of \_\_\_\_\_ BLOCK in

District \_\_\_\_\_ of State \_\_\_\_\_

( \_\_\_\_\_ )  
Signature of  
Dy. Tehsildar/Tehsildar  
Dy. Mamlatdar/Mamlatdar

(Seal of Office)

OR

( \_\_\_\_\_ )  
Signature of Dy. Commissioner\*/  
Commissioner of Police

(Seal of Office)

\*Only if the Competent Authority is Dy. Commissioner of Police.

Note: Residence certificate issued **within previous six months of the date of application** for dealership in the prescribed format herein will only be treated as valid residence certificate.