

	<b>Required Documents</b>
1	On line Registration form printout with all annexures properly tagged
2	Certified Balance Sheet of last 3 years
3	Profit & Loss A/c of last 3 years
4	IT return of last 3 years
5	Latest Solvency Certificate , (To be notarised if it's a copy)
6	GST Certificate
7	Factory license
8	List of jobs executed : a. List out the POs executed in the last three years in a tabular form which should contain PO number, Job description, PO date, Time schedule (months or year) Date of completion, PO value b. Copies of the POs c. Completion certificate
9	SSI Registration/ MSME / NSIC registration
10	Articles & Memorandum
11	Shop & Establishment Cert.
12	Certificate of Incorporation
13	PF allotment code no.
14	Explosive Licenses if applicable
15	Electrical License if applicable
16	Certificate from Pollution Control
17	Weight & Measures Certificate if applicable
18	PAN
19	Statutory Auditor's Report
20	ISO Certifications, if any
21	Third Party Inspection certificate
22	IBR License for Boiler Manufactures

Kindly note that after filling the online form, you are requested to submit the printout of the form along with the hard copies (all annexures tagged properly) to the address below. We will issue the Registration letter once all the formalities and evaluation process is over.

Attn : Usha Subramaniyan / Rakesh Shettigar  
CHIEF MANAGER - HQ SERVICES, CPO-R,  
Ground Floor, Room No. 33,  
North Block, Admin. Building,  
Bharat Petroleum Corporation Ltd.,  
Mumbai Refinery,  
Mahul Mumbai - 400074