



POLICY GUIDELINES FOR RECONSTITUTION OF RETAIL OUTLET SKO-LDO DEALERSHIPS

A. INTRODUCTION

OMCs on Industry basis have framed amended reconstitution guidelines for Retail Outlets / SKO-LDO Dealership incorporating provisions for “Ease of doing business” and “Entrepreneurship”. Accordingly, the amended guidelines framed by the OMCs on industry basis for reconstitution of Retail Outlets / SKO-LDO Dealership, which have been brought into effect on 04.07.2018, is as indicated below:-

The Reconstitution guidelines given below supersede all earlier guidelines on reconstitution issued by OMCs.

B. RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE

1. Reconstitution of Retail Outlet dealerships will be permitted only once, except in case of death and incapacitation, at LOI stage.
- 2(a) In case of resignation by Proprietor at LOI stage, the LOI shall be withdrawn, except in case of incapacitation.
- 2(b) In case of resignation by all the original partners, except in case of incapacitation, the LOI shall be withdrawn.

In the event of resignation by one or more of the original partner(s) at LOI stage, the remaining original partner(s) shall hold majority share.

3. In cases of death of the sole allottee / all partners at LOI stage, reconstitution will be allowed in favor of the legal heir(s) / family member(s), with the consent of legal heir(s). However, if there is/are no legal heir(s) or legal heir(s) have expressed unwillingness, the LOI shall be cancelled.
4. In case of death of partner(s) at LOI stage, reconstitution will be allowed in favor of the legal heir(s)/family member(s) with the consent of legal heir(s) and surviving partners. However, if there is/are no legal heir(s) or legal heir(s) have expressed unwillingness, the dealership at LOI stage shall be reconstituted with the surviving partner(s). In cases where there are no legal heir(s) of the deceased/incapacitated LOI holder(s) {incapacitation as defined under para B(7)} and /or their present address is not known, then OMCs shall issue a notice giving 30 days’ time to respond {cost to be borne by surviving partner(s) / other legal heir(s)} in the newspaper in the District concerned, seeking response/objection on the proposed reconstitution of the firm & clearly stating that no further claim beyond the stipulated period of 30 days will be entertained.



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However, the proposed / existing LOI holder(s) will have to indemnify the OMCs against any claims or demands which may be made in future.

5. In case of incapacitation due to serious illness/accident of the LOI holder(s), whether sole allottee or partner(s), resulting in total and permanent disability, which will disable him/her/them to work or follow any occupation or profession, reconstitution at LOI stage will be allowed in favour of the legal heir(s)/family member(s) with the consent of legal heir(s) and surviving partner(s). In case the incapacitated LOI holder/partner(s) wishes to exit, it may be permitted.
6. Induction of outside partner(s) can be permitted in case of para 1, 3, 4 & 5 above, subject to such reconstitution meeting all other criteria including retention of minimum 51% share by the original allottee(s) and/or legal heir(s) / family member(s) of the original allottee(s), in the dealership after reconstitution.
7. In case of incapacitation resulting in total and permanent disability, if the LOI holder(s) is not in a position to give consent due to physical condition & has/have not submitted nomination form, then consent of the members of the “family unit” and married children would be required before reconstitution. Before reconstitution, the proposed LOI holder(s) should furnish appropriate indemnity bond indemnifying the OMC against any claim/damage in future. **(Annexure-K1)**.
8. LOI holder(s) belonging to SC/ST category, can make a request to induct minority partner(s) from outside his/her/their category. In such cases the SC/ST LOI holder(s) may be allowed to induct minority partner(s) from outside his/her/their category. However at any point of time i.e. before or after reconstitution, the shareholding of persons belonging to the category under which the subject dealership was allotted should be at least 75% of total shares. If non-SC/ST spouse of SC/ST LOI holder(s) is inducted as partner, his/her share in the dealership shall be counted as SC/ST share.

In case of death/permanent incapacitation of SC/ST LOI holder(s), total share of the deceased/incapacitated LOI holder(s) can be transferred to their Legal heirs. In case of transfer of share to Non-SC/ST spouse or Non-SC/ST children (legal heirs) the same would be counted as SC/ST share.

In case of death/permanent incapacitation of SC/ST partner (in a SC/ST category dealership having partner from outside SC/ST category) and where there is no legal heir (s) or legal heir(s) have expressed their unwillingness, in such case the share of the deceased/ incapacitated SC/ST dealer can be transferred to any other person(s) belonging to the same category, there by maintaining the same category share at minimum 75%.



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9. For the purpose of Reconstitution at LOI stage, the LOI stage would also include situation where the selected candidate has passed FVC and is eligible for issuance of LOI.
10. Facility for Nomination : Notwithstanding the above, LOI holder(s) may submit a Nomination Form containing name(s) of person(s) (from among his/her/their legal heir(s)/family member(s), as per the personal Law applicable) that he/she desires to transfer his/her share in the event of death or incapacitation resulting in total and permanent disability which will disable him/her to work or follow any occupation or profession. The nomination form (**Annexure-E1**) duly sworn before a First Class Magistrate / Executive Magistrate / any other equivalent competent authority in the concerned state may be submitted upon issuance of the LOI. The LOI Holder(s) will also have the option to change his/her nomination at any time during the LOI stage. In case of partnership, partners may submit nomination separately but such nomination will have to be witnessed by other partner(s).

On demise or total incapacitation of the LOI holder(s), fresh LOI will be issued to the person(s) as per the last nomination. In case of more than one nominee, the shareholding of the deceased will be distributed among the nominated persons in the ratio the deceased LOI holder has mentioned in the last nomination or equally in case no share out is mentioned.

The OMC can allow for induction of such nominee(s) as proprietor/partner(s) provided he/she/they meet the eligibility criteria for reconstitution, as applicable without seeking consent from other legal heirs upon demise of the LOI holder(s).

However, if the person(s) nominated express unwillingness to be inducted as LOI holder(s) or they are found ineligible, as per norms applicable for Dealership Selection other than age and education {viz. debarred from dealership under disqualification criteria as per the Dealer Selection Guidelines in vogue}, at that juncture, the LOI can be reconstituted with the other willing legal heir(s) or family member(s) of the deceased LOI holder(s) with the consent of the other legal heir(s).

Along with the proposal for reconstitution, the surviving LOI holder(s) and the nominee(s) are required to submit Indemnity bond as per **Annexure-G1 & Annexure F1** respectively.

C. GENERAL CONDITIONS FOR RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE

1. All inductees should fulfill all the basic requirements for becoming a dealer on 'Common eligibility criteria for all categories', on all parameters prescribed in the dealer selection guidelines in vogue, except land. All inductees should also not be debarred from dealership under disqualification criteria as per the Dealer Selection Guidelines in vogue. The new LOI



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holder(s) would be required to comply with all the conditions as mentioned in the earlier LOI issued.

However, in case of death/incapacitation of LOI holder(s), LOI may be transferred to the legal heir(s)/family member(s) as per the nomination submitted by the LOI holder, or in absence of the same with the consent of legal heir(s) of the deceased or incapacitated LOI holder. The legal heir(s)/family member(s), who is/are to be inducted will have to fulfill the following conditions:-

- a) Multiple dealership norms and other eligibility criteria, as applicable under Dealer Selection guidelines for the relevant category prevailing at the time of reconstitution, except age and educational qualification.
 - b) Relaxation in age can be considered in favour of nominee(s)/legal heir(s)/family member(s) in case of request for reconstitution is arising out of death / incapacitation. The maximum age limit may be relaxed in cases of reconstitution involving induction of partner from within family member(s). The minimum age requirement will be 18 years. If he/she is a minor, the local guardian shall operate the dealership till he/she becomes a major. The local guardian should be a major and should be able to read, write and count.
 - c) Should not come under the purview of disqualification criteria as per the Dealer Selection Guidelines in vogue.
 - d) There will not be any minimum educational qualification criteria. However, he/she must be able to read, write and count.
 - e) The process of reconstitution must be completed within 6 months of demise of LOI holder(s). However, in specific cases, approval may be granted beyond the period of 6 months with proper justification.
 - f) OMCs can transfer the LOI to such eligible Legal heir(s)/family member(s) by issuing fresh LOI after necessary approval of competent authority.
 - g) The new LOI holder(s) would be required to comply with all the conditions as mentioned in the earlier LOI issued to the deceased/incapacitated proprietor/partner(s).
2. The share out of the proposed partnership firm would be decided by the continuing and incoming partners in line with provisions mentioned under B(6) & B(8) hereinabove and the same should be mentioned in the Draft Partnership Deed to be submitted along with the Reconstitution proposal.



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3. Multiple Dealership Norm: Multiple Dealership Norm as per Dealer Selection Guidelines in vogue would be applicable in all cases of reconstitution.
4. Indian citizen: The incoming LOI holder(s) should be Indian Citizen in line with Dealer Selection Guidelines in vogue.
5. Legal heir / Succession certificate: Legal heir / Succession certificate should be submitted to OMC to establish Legal heirs of the deceased LOI Holder(s). In case the same is getting delayed, then the incoming partner/legal heir(s) can submit an affidavit, sworn before 1st Class Magistrate/ Executive Magistrate/ any other equivalent competent authority in the concerned state, by all the legal heir(s) of the deceased {including incoming legal heir(s)} declaring that they are the only legal heir(s) of the deceased. OMCs can approve reconstitution in such cases. However, the proposed/existing LOI holder(s) of the reconstituted dealership will have to indemnify the OMC (**Annexure-L1**) against any claims or demands which may be made in future.
6. In cases where Nominee(s) / Legal Heir(s) of deceased partner(s) of LOI is/are not available / not traceable: In cases where one or more of the Nominee(s) / Legal heir(s) of deceased partner(s) of the LOI is/are not available / not traceable and /or their present address is not known, then OMCs shall issue a notice {cost to be borne by surviving partner(s) / other legal heir(s) / other nominee(s)} in the highest circulated newspaper in the District concerned, seeking response/objection within 30 days of the date of notice on the proposed reconstitution of the LOI & clearly stating that no further claim beyond the stipulated period of 30 days will be entertained. Additionally, the Notice would be sent under Regd/AD Post to the last known address of the deceased LOI holder(s) / Nominee(s) / Legal Heir(s) of deceased partner(s). Thereafter, the OMC can approve reconstitution of the LOI excluding such Nominee(s) / Legal heir(s). However, the inductee(s) of the LOI will have to indemnify the OMC (**Annexure-H1**) against any claims or demands which may be made in future.
7. In cases where Nominee(s) / Legal Heir(s) is/are not responding: In case Nominee(s) / Legal heir(s) have not given their consent within specified period of 30 days, another time period 30 days (as reminder) shall be given to the nominee(s)/legal heir(s) for expressing their willingness to join the LOI failing which, it will be treated that they {non responding nominee(s)/legal heir(s) of deceased proprietor/partner(s)} are unwilling to be inducted in the LOI and the OMC can approve reconstitution of the LOI with the willing nominee(s)/legal heir(s). However, the surviving / incoming LOI holder(s) of the reconstituted LOI will have to indemnify the OMC against (**Annexure-I1**) any claims or demands which may be made in future.



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8. In cases where there is dispute in share out: In case of dispute on share out between legal heirs of deceased LOI holder(s), the share of the deceased LOI holder(s) will be equally divided between all the willing incoming legal heirs. However, in this case the willing legal heirs to be inducted in the LOI will have to indemnify the OMC against any claims or demands which may be made in the future.
9. In cases where there is no NOCs from Legal Heir(s) who are not eligible to become LOI holder(s): In case of death, where one or more Nominee(s) / Legal heir(s) are not willing to give relinquishment or NOC in favour of surviving/incoming LOI holder(s) despite the fact that these Nominee(s) / Legal heir(s) may not be eligible to become dealer as per Disqualification norm of Dealer Selection guidelines, in such cases obtaining NOC/Relinquishment from such Nominee(s) / Legal heir(s) will not be mandatory. However, the onus would be on the surviving/incoming LOI holder(s) of the LOI to provide conclusive documentary evidence with regard to disqualification of such Nominee(s) / Legal heir(s) and OMC would independently verify the authenticity of the same. In such cases, OMCs will issue a communication to the concerned Nominee(s) / Legal heir(s) to submit documentary proof with regard to their eligibility within 30 days from the date of the letter. In case no response is received, the OMC can approve reconstitution of the LOI excluding such Nominee(s) / Legal heir(s). However, the surviving / incoming LOI holder(s) of the reconstituted LOI will have to indemnify the OMC against **(Annexure-J1)** any claims or demands which may be made in future.

For cases where letters written to such nominee(s) / Legal heir(s) gets returned undelivered. Such cases will be treated as “Nominee(s) / Legal Heir(s) of deceased partner(s) of LOI is/are not available / not traceable” and further action is to be taken in accordance with the same.

10. Before reconstitution of LOI, a meeting would be done with all the existing / incoming LOI holder(s) by OMC. In cases where any/some of them do not attend the meeting due to any reason, in such cases a Registered letter confirming receipt of reconstitution proposal, giving reference of the meeting held with the attending partners and Corporation’s intention of proceeding with the reconstitution proposal would be given to them.
11. All proposals for reconstitution of dealerships at LOI stage shall be disposed of by the concerned OMC in a time bound manner within 90 days from the date of receipt of **complete** proposal.
12. At the time of reconstitution, the dealership should furnish appropriate indemnity bond indemnifying the OMC against any claim/damage.

Note : Family member(s) of LOI holder(s) are the members of the “Family Unit”(as defined in Dealer Selection Guidelines in vogue) and married children and/or grandchildren of the LOI



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holder(s).

D. PROCESS OF RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE :

The following process will be followed for disposal of reconstitution at LOI stage.

1. **Application :**

The application for reconstitution, in the given format (**Annexure-A1, B1 & C1 & standard Affidavit-D1**), will have to be submitted to the concerned Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, against acknowledgement. Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, will maintain a record for this purpose and each application will be acknowledged giving reference to a unique identification no. (Docket no.)

2. **Scrutiny at Divisional/Territory/Regional Office of IOC/BPC/HPC :**

Divisional/Territory/Regional Office of IOC/BPC/HPC shall assess the eligibility of the legal heir(s)/family member(s)/outside partner(s) in line with the Dealership Selection Guidelines in vogue and the relaxations provided hereinabove.

3. If the candidate(s) is/are found meeting the criteria, approval of the competent authority will be obtained for reconstitution and issuance of fresh LOI and cancellation of the earlier LOI. The fresh LOI would be issued with all the conditions as was mentioned in the earlier LOI including that the legal heir(s)/family member(s)/nominee(s) will have to make available the identified land offered by the original allottee/deceased/incapacitated LOI holder at the time of selection for Retail Outlet, finances required for commissioning and operation of the dealership and submission of bidding amount / fixed fee as applicable on case to case basis.

4. The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer (CMO) of Govt. Hospital of the district. Alternatively, the recommendation of Medical Board recognized by the Govt. can also be considered by the approving authority.

5. In case of death/incapacitation {incapacitation as defined under para B (7)} of LOI Holder(s), on receipt of information regarding death/such incapacitation, a letter giving opportunity for reconstituting the LOI to nominee(s)/legal heir(s)/ "family unit" including married children will be issued, within 10 (ten) days of receipt of such information. Along with this letter, copy of application form for reconstitution of dealership at LOI stage and list / format of other documents and other relevant information to be submitted by the applicant, shall be sent. 30 (thirty) days' time will be given to the nominee(s)/legal heir(s) for submitting the



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application. In case of formal request for extending the time, the time can be further extended by another 30 days.

In case the deceased/incapacitated {incapacitation as defined under para B (7)} LOI holder had earlier appointed nominee(s), letter/information as mentioned above shall be first sent only to the concerned nominee(s). If the nominee(s) fails to respond within the stipulated period, subsequent letter/information shall be sent to the legal heir(s)/ "family unit" including married children of the deceased/incapacitated LOI holder.

6. **Communication to Applicants :** Within 10 days from receipt of proposal, the Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable would send communication to the applicant(s):-
 - a. Informing reasons for rejection of proposal (on eligibility norms).
 - b. Informing short comings, if any, in the documents with a request to re-submit the corrected / additional documents and that further action will be taken only after receipt of complete proposal / additional documents. After receipt of revised proposal / documents, a new identification no. (Docket no.) shall be given.
 - c. For proposals found suitable, a letter will be sent intimating the date and time on which all existing partners along with proposed incoming partner should visit the Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, for meeting with Divisional/Territory/Regional in-charge and verification of documents. This date will be given with minimum notice of 15 days and not beyond 30 days. If a request from the applicant(s) is received for changing the date of meeting, such request would be accommodated and next date with mutual consent should be fixed at the earliest but not later than 30 days. However, the OMC will not be responsible for delay in the process on this account.
7. **Meeting with existing/incoming LOI holder(s)/Partner(s) :**

On due date of meeting with all existing and proposed incoming partner(s), a committee of two officers, will verify the identity of the individuals with photo identity cards and also verify the original documents with respect to eligibility criteria. Any one of the following photo identity cards will be reckoned for the above purpose.

 - a. Aadhar Card
 - b. PAN Card
 - c. Passport
 - d. Voter ID
 - e. Photo ID card issued by Govt./PSU
 - f. Driving Licence



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8. This will be followed by meeting of all existing and incoming partner(s) with the Divisional/Territory/Regional Office in-charge of IOC/BPC/HPC, as applicable, along with the above mentioned committee.
9. In case an **existing** partner is unable to visit Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, on the due date on account of serious illness / hospitalization or such other situation to the satisfaction of the OMC competent authority may consider such case and approve the reconstitution proposal with specific reasoning.
10. **Disposal of proposal:**
After the meeting, in case of the proposals found deficient and not suitable for approval, the proposal will be disposed of by sending communication on rejection of proposal. However, in case of proposals meeting norms, the same will be disposed of by conveying "in principle approval" with instruction for necessary formalities to be completed by the applicants giving 60 days' time.
11. Formats of application, standard affidavit, indemnity, nomination form, etc. are attached as Annexures to this guideline.

E. TIME LINES FOR RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE

All proposals for reconstitution at LOI stage should be disposed of within 90 days from submission of **complete** proposal.

F. NON-REFUNDABLE APPLICATION PROCESSING FEE & RECONSTITUTION FEE FOR RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE :

In all cases, the dealerships would be required to pay **non-refundable application processing fee of Rs.25,000/-** at the time of application and upon approval of reconstitution, pay **a non-refundable reconstitution fee equivalent to Security Deposit amount as applicable to the category of dealership defined under Dealer Selection Guidelines** in vogue, before issuance of fresh LOI, except under the cases mentioned below;

- a) In case where reconstitution is arising out of death/incapacitation of the proprietor / partner(s) and the incoming partner(s) {provided they **all** are nominee(s) / Legal heir(s) / family member(s)} propose to hold the same share in partnership as was with the deceased/incapacitated.



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- b) For induction of partner(s) from SC/ST category in LOIs belonging to same category. However, in cases involving induction of outside category partner(s) in SC/ST Dealership, no exemption will be given.

G. RECONSTITUTION OF COMMISSIONED DEALERSHIPS

1. There will be no restriction of time period for reconstitution of commissioned dealership. However, up to 3 years of commissioning of a dealership, reconstitution will be permitted for induction of minority partner(s) including outside partner(s), with maximum share of incoming partner(s) restricted up to 49% (except in case of induction of outside category partners in SC/ST dealerships wherein the share of incoming outside category partner(s) will be restricted to 25%). There is no restriction on shareholding of the partner(s) in the dealership after 3 years of commissioning (except in case of induction of outside category partner(s) in SC/ST dealerships wherein the share of incoming outside category partner(s) will be restricted to 25%).
2. The Sole Proprietor / Partner(s) belonging to SC/ST category may make a request to induct minority partner(s) from outside their category. In such cases the SC/ST Proprietor / Partner(s) may be allowed to induct minority partner(s) from outside their category. However at any point of time i.e., before or after reconstitution, the shareholding of persons belonging to the category under which the subject dealership was allotted should be at least 75% of total shares. If non-SC/ST spouse of SC/ST Proprietor / Partner(s) is inducted as partner, their share in the dealership shall be counted as SC/ST share.
- 3(a) The Sole Proprietor / all Partner(s) can resign from the dealership after 3 years of commissioning of the dealership and transfer his/her/their shareholding in favour of family member(s) / outside partner(s). However, in case of induction of outside category partner(s) in SC/ST dealerships, the share of incoming outside category partner(s) will be restricted to 25%.
- 3 (b) In the event of resignation by one or more of the original partner(s) who have applied for the dealership, the remaining original partner(s) who have applied for the dealership, shall hold majority share till 3 years of commissioning of the dealership.

However, in case of induction of outside category partner(s) in SC/ST dealerships, the share of incoming outside category partner(s) will be restricted to 25%.

4. In cases of death of the sole proprietor/all partners, reconstitution may be made in favor of the legal heir(s) / family member(s) with the consent of legal heir(s). In such case, induction of outside partner(s) will also be permitted. However, the maximum share of outside incoming



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partner(s) will be restricted up to 49% till a period of 3 years from the date of commissioning. In cases of death of the sole proprietor/all partners, if there is no eligible legal heir(s)/family member(s)/ nominee(s) of the Sole proprietor/Partner(s) or legal heir(s)/family member(s)/ nominee(s) of the Sole proprietor/Partner(s) express unwillingness, the dealership shall be terminated.

5. In cases of death of partner(s), the dealership shall be reconstituted with the legal heir(s) / family member(s) with the consent of Legal heirs of the deceased partner(s). However, if there is no legal heir(s) or legal heir(s) have expressed unwillingness, the dealership shall be reconstituted with the surviving partner(s).
6. In case of incapacitation due to serious illness/accident of the proprietor/partner(s) resulting in total and permanent disability, which will disable him/her to work or follow any occupation or profession, the dealership may be reconstituted with family member(s) of the incapacitated Sole Proprietor/Partner(s) and/or with outside partner(s). In case the incapacitated proprietor/partner(s) wish to exit, it may be permitted even within 3 years of commissioning of dealership.
7. Facility of Nomination - Request for transfer of share consequent to Death / Incapacitation : Notwithstanding the above, Proprietor/Partner(s) of existing Dealerships may submit nomination form containing name(s) of person(s) {from among his/her/their legal heir(s)/family member(s)/outsider(s)} if he/she desires to transfer his/her share in the event of death or incapacitation resulting in total and permanent disability, which will disable him/her to work or follow any occupation or profession. The nomination form (**Annexure-E2**) duly sworn before a First Class Magistrate / Executive Magistrate / any other equivalent competent authority in the concerned state may be submitted upon commissioning of the RO. The Proprietor/Partner(s) will also have the option to change his/her nomination anytime. In case of partnership, partners may submit nomination separately but such nomination will have to be witnessed by other partner(s).

Upon demise or total incapacitation of the sole proprietor /partner(s), the OMC can allow induction of such nominee(s), as per last nomination on record, as proprietor/partner(s) provided he/she/they meet the eligibility criteria for reconstitution, as applicable without seeking consent from other legal heirs of the demised/totally incapacitated proprietor/partner(s). In case of more than one nominee, the shareholding of the deceased will be distributed among the nominated persons in the ratio mentioned in the last nomination or equally in case no share out is mentioned.



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Along with the proposal for reconstitution, the surviving partner(s) and the nominee(s) will be required to submit Indemnity bond as per **Annexure-G2 & Annexure F2** respectively.

However, if the person(s) nominated express unwillingness to be inducted as proprietor/partner(s), or they are found ineligible, as per norms applicable for Dealership Selection other than age and education {viz. debarred from dealership under disqualification criteria as per the Dealer Selection Guidelines in vogue}, at that juncture, the firm can be reconstituted with the other willing legal heir(s) or family member(s) of the deceased proprietor/partner(s) with the consent of the other legal heir(s).

8. In case of incapacitation resulting in total and permanent disability, if the proprietor/partner(s) is/are not in a position to give consent due to physical condition & has/have not submitted nomination form, then consent of the members of the family unit and married children would be required before reconstitution. At the time of reconstitution, the dealership should furnish appropriate indemnity bond indemnifying the OMC against any claim/damage. (**Annexure-R2**).
9. Dispute in case of Induction of nominee / legal heir/ family member amongst partners: Partner(s) can transfer his/her shareholding in the dealership to Legal heir(s)/family member(s)/outsider(s), subject to adherence to applicable statutory provisions and the incoming partner meeting the eligibility criteria. However, if there is any dispute with regard to the induction amongst the surviving/existing partners, then in such cases the dispute may be resolved expeditiously by the dealership. In such cases, OMC would send a notice to all partners calling them for personal hearing to resolve the dispute for operation / reconstitution of dealership and take an undertaking from the dealership confirming to resolve the dispute within 6 months. In case any partner(s) does not attend, personal hearing may be given to the attending partners. However, communication on action proposed to be taken would be sent to all the partners.

During the dispute period, the dealership may be operated by the partner(s)/legal heir(s)/family member(s) as per the share out of existing partners prior to the induction of the new partners. OMC may allow operation of such dealership for a period of 6 months or as may be decided on case to case basis. If the dispute remains unresolved, then the dealership may be placed under "Holiday Scheme", giving the parties a reasonable time to settle their dispute and revert back for the dealership.

10. Temporary Arrangement for operation of dealership in case of death of proprietor /partner(s): In cases of death of proprietor / partner(s), temporary arrangement is to be made through legal heirs of the proprietor / surviving partner(s) to continue the dealership till formal reconstitution. OMC may allow operation of such dealership through Legal heirs of the



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proprietor / surviving partners for a period of 6 months after demise of dealer/partner(s) as may be decided on case to case basis. In case of non-receipt of reconstitution proposal, after expiry of 6 months, the Surviving partners should be given an option of “Holiday Scheme” to sort out their issues within reasonable time and revert back for dealership.

11. Conviction of partner(s) by Court of Law: In a partnership firm, if any partner(s) gets convicted by Court of Law for any criminal case / moral turpitude cases, then in such case, OMCs may exercise their right to derecognize the existing set up, debar the convicted partner(s) and reconstitute the dealership **only** with the remaining partners.

If the control of the RO site is not with OMCs or with the remaining partner(s), then OMCs can permit resitement of the dealership in the same class of market within the same state. In case of locations in Delhi, dealerships may be allowed to offer land outside the state of Delhi but within NCR.

The restriction of time period of 3 years from the date of commissioning will not be applicable in such cases.

12. General condition for Induction of outside category partner in SC/ST Dealership: For dealerships belonging to SC/ST category, the dealer may make a request to induct minority partner from outside his/her category, in such cases the SC/ST dealer may be allowed to induct minority partner(s) from outside his/her category. However at any point of time i.e., before or after reconstitution, the shareholding of persons belonging to the category under which the subject dealership was allotted should be at least 75% of total shares. If non-SC/ST spouse of SC/ST dealer is inducted as partner in dealership, his/her share in the dealership shall be counted as SC/ST share.

In case of death/permanent incapacitation of SC/ST dealer, total share of the deceased/incapacitated dealer can be transferred to Non-SC/ST spouse or Non-SC/ST children {(legal heir(s))} as the case may be, which would be counted as SC/ST share.

In case of death/permanent incapacitation of SC/ST partner in a SC/ST category dealership having partner from outside the category of the dealership, and where there is no legal heir (s)/nominees(s) or legal heir(s) / nominee(s) have expressed their unwillingness, in such case the share of the deceased/ incapacitated SC/ST dealer can be transferred to any other person(s) belonging to the same category, there by maintaining the same category share at minimum 75%.



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H. GENERAL CONDITIONS FOR RECONSTITUTION OF COMMISSIONED DEALERSHIPS

1. All incoming proprietor/partner(s) should fulfill all the basic requirements for becoming a dealer on 'Common eligibility criteria for all categories', on all parameters prescribed in the dealer selection guidelines in vogue, except land. All incoming proprietor/partner(s) should not fall under disqualification criteria of Dealer Selection Guidelines in vogue. However, relaxation with regard to age and minimum qualification of incoming proprietor/partner(s) can be considered in following cases;
 - a. Relaxation in age can be considered in favour of nominee(s)/legal heir(s)/family member(s) in case of request for reconstitution is arising out of death / incapacitation. The maximum age limit will be relaxed in cases of reconstitution involving induction of partner from within family member(s). The minimum age requirement will be 18 years. In the event of nominee(s)/legal heir(s)/family member(s) being minor (below 18 years of age), the local guardian shall operate the Dealership till nominee(s)/legal heir(s)/family member(s) becomes a major. The local guardian should be a major and should be able to read, write and count.
 - b. Relaxation on educational qualification can be considered in favour of nominee(s)/legal heir(s)/family member(s) in case of request for reconstitution arising out of death / incapacitation of the proprietor/partner(s). However, the candidate should be able to read, write and count.

In other cases i.e. other than (a) & (b) above, depending upon merit, relaxation on age & educational qualification can be considered and approved.

2. The share out of the proposed partnership firm would be decided by the continuing and incoming partners and the same should be mentioned in the Draft Partnership Deed to be submitted along with the Reconstitution proposal.
3. Multiple Dealership Norm: Multiple Dealership Norm as per Dealer Selection Guidelines in vogue would be applicable in all cases of reconstitution except in the following cases:
 - a) Where selection of the concerned dealership/distributorship was made prior to multiple Dealership norms came into existence. This relaxation shall be available only to spouse/children/grandchildren of the dealer.
 - b) For dealerships which were commissioned after multiple dealership norm came into existence and where two or more dealership/distributorship have been awarded to family member(s) comprising of spouse, father/mother, children/grandchildren (both married



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and unmarried). Relaxation would be given in cases of reconstitutions arising out of death/incapacitation in favour of other family member already holding a dealership subject to there being no other eligible / willing legal heir(s) / member of family unit (having no dealer/distributorship) for transfer of dealership.

4. Indian citizen: The incoming proprietor / partner(s) should be Indian Citizen in line with Dealer Selection Guidelines. Cases where incoming legal heir(s)/ family member(s) is/are not Indian Citizen(s) they will be given 6 months' time to meet the Citizenship criteria.
5. Legal heir / Succession certificate: Legal heir / Succession certificate should be submitted to OMC to establish Legal heirs of the deceased Proprietor/Partner(s). In case the same is getting delayed, then the incoming partner/legal heir(s) can submit an affidavit, sworn before 1st Class Magistrate/ Executive Magistrate/ any other equivalent competent authority in the concerned state, by all the legal heir(s) of the deceased {including incoming legal heir(s)} declaring that they are the only legal heir(s) of the deceased. OMCs can approve reconstitution in such cases. However, the proposed proprietor/partner(s) of the reconstituted dealership will have to indemnify the OMC (**Annexure-S2**) against any claims or demands which may be made in future. Legal heir(s) from outside "family members" will be considered only if the "Will" made by deceased Proprietor/Partner(s) has been probated by the competent court.
6. In cases where Nominee(s) / Legal Heir(s) / Partner(s) is/are not traceable: In cases where one or more of the Nominee(s) / Legal heir(s) of deceased proprietor / Partner(s) is/are not available / not traceable and /or their present address is not known, then OMCs shall issue a notice {cost to be borne by surviving partner(s) / other legal heir(s)} in the highest circulated newspaper in the District concerned, seeking response/objection within 30 days from the date of notice on the proposed reconstitution of the firm & clearly stating that no further claim beyond the stipulated period of 30 days will be entertained. Additionally, the Notice would be sent under Regd/AD Post to the last known address of the deceased Partner(s) / Nominee(s) / Legal Heir(s) of deceased partner(s). Thereafter, the OMC can approve reconstitution of the dealership excluding such Nominee(s) / Legal heir(s) / Partner(s). However, the proprietor/partner(s) of the reconstituted dealership will have to indemnify the OMC (**Annexure-H2**) against any claims or demands which may be made in future.
7. In cases where Nominee(s) / Legal Heir(s) not responding: In cases where one or more of the Nominee(s) / Legal heir(s) of deceased proprietor / partner(s) have not given their consent within specified period of 30 days, another time period of 30 days (as reminder) shall be given to the nominee(s)/legal heir(s) for expressing their willingness to join the dealership failing which, it will be treated that they {non responding nominee(s)/legal heir(s) of deceased proprietor/partner(s)} are unwilling to be inducted in the Dealership and the OMC can approve reconstitution of the Dealership with the willing nominee(s)/legal heir(s). However, the



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surviving / incoming proprietor/partner(s) of the reconstituted Dealership will have to indemnify the OMC against **(Annexure-I2)** any claims or demands which may be made in future.

8. In cases where there is dispute in share out: In case of dispute on share out between legal heir(s) of deceased proprietor / partner(s), the share of the deceased proprietor/partner(s) will be equally divided between all the willing incoming legal heirs. However, in this case the willing legal heirs proposed to be inducted in the dealership will have to indemnify the OMC against any claims or demands, which may be made in future.
9. In cases where there is no NOCs from Nominee(s) / Legal Heir(s) who are not eligible to become Dealer: In case of death, where one or more Nominee(s) / Legal heir(s) are not willing to give relinquishment or NOC in favour of incoming/surviving Proprietor/Partner (s) despite the fact that these Nominee(s) / Legal heir(s) may not be eligible to become dealer as per Disqualification norm of Dealer Selection guidelines, in such cases obtaining NOC/Relinquishment from such Nominee(s)/Legal heir(s) will not be mandatory. However, the onus would be on the surviving/incoming Proprietor/Partner (s) of the dealership to provide conclusive documentary evidence with regard to disqualification of such Nominee(s)/Legal heir(s) and OMC would also independently verify the authenticity of the same. In such cases, OMCs may issue a communication to the concerned Nominee(s) / Legal heir(s) to submit documentary proof with regard to their eligibility within 30 days from the date of the letter. In case no response is received, the OMC can approve reconstitution of the dealership excluding such Nominee(s) / Legal heir(s). However, the surviving/incoming Proprietor/Partner (s) of the dealership will have to indemnify the OMC against **(Annexure-J2)** any claims or demands which may be made in future.

For cases where letters written to such nominee(s) / Legal heir(s) gets returned undelivered. Such cases to be treated as “Nominee(s) / Legal Heir(s) / Partner(s) is/are not traceable” and further action is to be taken in accordance with the same.

10. In all cases where OMC approves reconstitution wherein consent of all the legal heir(s)/partner(s) could not be obtained then the proprietor / partner(s) of the reconstituted firm shall indemnify the OMC against any claims or demands which may be made by such Legal heirs/partner(s).
11. Before reconstitution of dealership, a meeting would be done with all the existing partners and incoming partners by OMC.



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12. All proposals for reconstitution of dealerships shall be disposed of by the concerned OMC in a time bound manner within 90 days from the date of receipt of **complete** proposal.

Note : Family member(s) of Proprietor/Partner(s) are the members of the “Family Unit” (as defined in Dealer Selection Guidelines in vogue) and married children and/or grandchildren of the Proprietor/Partner(s).

I. PROCESS OF RECONSTITUTION OF COMMISSIONED DEALERSHIPS :

The following process will be followed for disposal of reconstitution of commissioned dealership.

1. **Application :** The application for reconstitution, in the given format (**Annexure-A2, B2, C2 & Standard Affidavit D2**), will be submitted to the concerned Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, against acknowledgement. Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, will maintain a record for this purpose and each application will be acknowledged giving reference to a unique identification no. (Docket no.)
2. **Scrutiny at Divisional/Territory/Regional Office of IOC/BPC/HPC :** Concerned Divisional/Territory/Regional Office of IOC/BPC/HPC shall assess the eligibility of the incoming partner(s) in line with the Dealership Selection Guidelines in vogue and the relaxations provided hereinabove.
3. The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer (CMO) of Govt. Hospital of the district. Alternatively, the recommendation of Medical Board recognized by the Govt. can also be considered by the approving authority.
4. In case of death / incapacitation {incapacitation as defined under para G (8)} of proprietor/partner(s), on receipt of information regarding death/such incapacitation, a letter giving opportunity to reconstitute the dealership to nominee(s)/legal heir(s)/family member(s) will be issued, within 10 (ten) days of receipt of such information. Along with this letter, copy of application form for reconstitution of dealership and list / format of other documents and other relevant information to be submitted by the applicant, shall be sent. 30 (thirty) days' time will be given for submitting the application. In case of formal request for extending the time, the time can be further extended by another 30 days.

In case the deceased/incapacitated {incapacitation as defined under para G (8)} Proprietor / Partner(s) had earlier appointed nominee(s), letter/information as mentioned above shall be first sent only to the concerned nominee(s). If the nominee(s) fails to respond within the



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stipulated period, subsequent letter/information shall be sent to the legal heir(s)/family member(s) of the deceased/incapacitated Proprietor / Partner(s).

5. **Communication to Dealership** : Within 10 days from receipt of proposal, the Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable should send communication to the dealership;
 - a. Informing reasons for rejection of proposal (on eligibility norms)
 - b. Informing short comings in the documents with a request to re-submit the corrected / additional documents and that further action will be taken only after receipt of complete proposal / additional documents. After receipt of revised proposal / documents, a new identification no. (Docket no.) shall be given.
 - c. Informing the date and time on which all existing partners along with proposed incoming partner(s) should visit the Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, for meeting with Divisional/Territory/Regional in-charge and verification of documents, for proposals found suitable in all respects. This date will be given with minimum notice of 15 days and not beyond 30 days. If a request from the dealership is received for changing the date of meeting, such request will be accommodated and next date with mutual consent would be fixed at the earliest but not later than 30 days. However, the OMC will not be responsible for delay in the process in this account.
6. **Meeting with existing/incoming Proprietor/Partner(s)** : On due date of meeting with all existing and proposed incoming partner(s), a committee of two officer will verify the identity of the individuals with photo identity cards and also verify the original documents with respect to eligibility criteria. Any one of the following photo identity cards will be reckoned for the above purpose.
 - a. Aadhar Card
 - b. PAN Card
 - c. Passport
 - d. Voter ID
 - e. Photo ID card issued by Govt./PSU
 - f. Driving Licence
7. This will be followed by meeting of all existing and incoming partners with the Divisional/Territory/Regional Office in-charge of IOC/BPC/HPC, as applicable, along with the above mentioned committee.
8. In case an **existing** partner is unable to visit Divisional/Territory/Regional Office of IOC/BPC/HPC, as applicable, on the due date on account of serious illness / hospitalization or



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such other situation to the satisfaction of the OMC, competent authority may consider such case and approve the reconstitution proposal with specific reasoning.

In case an outgoing partner(s) is living outside the country and is not in a position to visit the Divisional/Territory/Regional Office on the pre assigned date and time of the meeting, the outgoing partner(s) would be required to submit an affidavit (**Annexure-T2**) duly signed and notarized by the concerned Indian consulate in the country where the outgoing partner is living. Confirmation of the affidavit would also be obtained by the OMC by writing to Indian Consulate within 60 days. An indemnity (**Annexure-U2**) from the continuing partner(s) will also be taken in this regard.

9. **Disposal of proposal :** After the meeting, in case of the proposals found deficient and not suitable for approval, the proposal will be disposed of by sending communication on rejection of proposal. However, in case of proposals meeting norms, the same will be disposed of by conveying "in principle approval" with instruction for necessary formalities to be completed by the applicants giving 60 days' time.
10. Formats of application, standard affidavit, indemnity, nomination form, etc. are attached as Annexures to this guideline.

J. TIME LINES FOR DISPOSAL OF PROPOSALS FOR RECONSTITUTION OF COMMISSIONED DEALERSHIPS :

All proposals should be disposed of within 90 days of receipt of **complete** proposals.

K. NON-REFUNDABLE APPLICATION PROCESSING FEE & RECONSTITUTION FEE FOR RECONSTITUTION OF COMMISSIONED DEALERSHIPS :

APPLICATION PROCESSING FEE :

In all cases, the dealerships would be required to pay **non-refundable application processing fee of Rs.25,000/-** at the time of application, except under the cases mentioned below;

- a) In case where reconstitution is arising out of death/incapacitation of the proprietor / partner(s) and incoming partner(s) {provided they all are Legal heir(s) / family member(s)} proposes to hold the same share in Dealership as was with the deceased/incapacitated. Further, in cases where Legal heir(s) / family member(s) of deceased / incapacitated partner(s) is taking over shareholding of deceased / incapacitated partner(s) in addition to his or her existing shareholding will also be exempted.



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- b) For SC/ST category dealerships involving induction of partner(s) from same category. In cases involving induction of outside category partner(s) in SC/ST Dealership, no exemption will be given.

RECONSTITUTION FEE :

Upon approval of reconstitution, the dealerships would be required to pay **a non-refundable reconstitution fee equivalent to Security Deposit amount as applicable under Dealer Selection Guidelines** in vogue, before execution of fresh dealership agreement, except under the cases mentioned below;

- a) In case where reconstitution is arising out of death/incapacitation of the proprietor / partner(s) and incoming partner(s) {provided they all are Legal heir(s) / family member(s)} proposes to hold the same share in Dealership as was with the deceased/incapacitated. Further, in cases where Legal heir(s) / family member(s) of deceased / incapacitated partner(s) is taking over shareholdings of deceased / incapacitated partner in addition to his or her existing shareholdings will also be exempted.
- b) For SC/ST category dealerships involving induction of partner(s) from same category. In cases involving induction of outside category partner(s) in SC/ST Dealership, no exemption will be given.
- c) For proposals involving induction of partner(s) from within “Family Unit” as defined in Dealer Selection Guidelines in vogue, without any exit/outgoing partner, and also when there is no change in the combined shareholding of family member(s). However, in case of exit by Proprietor/Partner(s) who is senior citizen(s) (> 60 years old) and relinquishing his/her share in favour of family member(s), reconstitution fee will be exempted.
- d) Proposals with or without induction of partners from within “Family” or without induction of partners from outside family (along with exit / outgoing partner) provided continuing partner(s) is / are holding at least 50 % share and maintains majority share in the dealership post reconstitution.
- e) For reconstitution of Dealerships where the Dealer {proprietor/partner(s)} is senior citizen(s) (> 60 years old), and inducting :
- (i) Married son / daughter
 - (ii) Spouse / children of deceased son / daughter



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L. RECONSTITUTION OF PENDING CASES:

1. Cases where copy of dealership agreements are not available with dealer / OMC

In such cases Dealership status would be ascertained by OMC from any type of record which is available like copy of Selection panel / LOI / LOA / copy of previous reconstitution approval / copy of income tax return / sales tax registration and returns or any other record / correspondence which can prove name of proprietor / partner(s). However, the basic documents like copy of Selection panel / LOI / LOA / copy of previous reconstitution approval will be treated as primary documents. Only if these are not available, the secondary documents like income tax returns, sales tax registration / returns, Retail Selling License given by State Govt. (with any name for selling petroleum products – as applicable), other statutory licenses and official correspondence would be taken into account for consideration.

An indemnity / affidavit (**Annexure-K2**) would be taken from the claimant / prospective dealer indemnifying Corporation against claim on dealership if the information is found incorrect.

In cases, where either primary or secondary documents are available and the Dealer(s) / Partner(s) are alive, new Dealership Agreement would be executed after obtaining approval of competent authority.

In all other cases of above scenario, i.e., for cases where Dealer(s) / Partner(s) have expired and their Legal heir(s) / Family member(s) are operating the Dealership, in-principle approval shall be first accorded by the competent authority. This in-principle approval shall be taken as a reference point for processing further reconstitution of the Dealership by inducting the Legal heir(s) / Family member(s) of the deceased Dealer(s) / Partner(s) with or without induction of outside partner(s) as per provisions made under clause nos. G, H, I, J & K of this policy.

2. Cases where reconstitution proposal was approved in past but dealership agreements not yet executed.

In such cases, the OMC would look into the reasons for non-execution of dealership agreement. If conditional approval was given in the past for reconstitution and the Dealership Agreement could not be executed due to non-compliance of the condition, the concerned OMC would assess the applicability of the condition under present situation and



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either get the condition complied or obtain approval for waiver of the condition from competent authority and execute the Dealership Agreement.

If, reconstitution proposal was earlier approved and the Dealership Agreement could not be signed due to the death of proposed incoming proprietor / partner(s), the last approved proposal shall be taken as a reference point for processing further reconstitution of the Dealership by inducting the Legal heir(s) / Family member(s) of the deceased Dealer(s) / Partner(s) with or without induction of outside partner(s) as per provisions made under clause nos. G, H, I, J & K of this policy.

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

There are cases where reconstitution of the dealership was not done after the demise of the proprietor / partner(s) due to some reason and the Legal heir(s) has been operating the dealership without any claim / dispute from other Legal heir(s) for a very long time.

In such cases, Legal heir(s) of signatories of last agreement should be identified. Legal heir(s) from outside "family member(s)" will be considered only if the Will made by deceased signatory has been probated by the competent court. In case of SC/ST candidates, the Legal heir(s) will be considered only if they belong to the same category (except in case of induction of Non SC/ST spouse / children). After identification of all Legal heir(s), they will be invited by way of notice to apply for reconstitution of dealership as per the prescribed format.

In such cases concerned OMC will issue a suitable notice in the newspaper (cost of notice to be borne by the dealership) indicating that application has been received for reconstitution of the dealership in favour of the willing Legal Heir(s) and seeking response/objection, if any, from any other Legal heir(s) for such reconstitution within a time period of 30 days. Additionally, the Notice should be sent under Regd/AD Post to the last known address of the proprietor/partner(s)/Legal heir(s).

In case no objection is received within the time period specified, the proposal received from the Legal heir(s) will be scrutinized and New dealership agreement will be signed with dealer(s) subject to approval from competent authority and after taking suitable indemnity **(Annexure-L2)** from them.

In case where all Legal heir(s) fail to come to a common understanding within the given time or fail to submit a suitable proposal to the satisfaction of the OMC, further action would be initiated as per provisions made under clause no. G (9) of this policy.



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4. Cases 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

There are cases 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. The dealership has been operating without any claim / dispute from the partner(s), who have exited from the dealership/have been absent for a very long time.

The remaining partner(s) will be invited by way of notice to apply for reconstitution of dealership as per the prescribed format. The proposal received from the Partner(s) will be examined for processing reconstitution of the Dealership by the Divisional/Territory/Regional Office in-charge.

In such cases the OMC concerned will also issue a suitable notice in the newspaper (cost of notice to be borne by the dealership) indicating that application has been received for reconstitution of the dealership in favour of applicants and seeking response/objection, if any, for such reconstitution from the concerned partner(s) / their legal heir(s) (if the partner(s) have expired) within a time period of 30 days. Additionally, the Notice would be sent under Regd/AD Post to the last known address of the partner(s).

In case no objection is received within the time period specified, the proposal received from the remaining partner(s) will be scrutinized and New dealership agreement will be signed with dealer(s) after obtaining approval from the competent authority and after taking suitable indemnity (**Annexure-M2**) from the dealership.

In case where objection is received from absentee/exited partner(s) / their legal heir(s) (if the partner(s) have expired) and/or in case the remaining partner(s) fail to submit a suitable proposal to the satisfaction of the OMC, further action would be initiated as per provisions made under clause no. G (9) of this policy.

5. Cases where constitution is currently in line with approved set up and past deviations have been rectified.

There are cases where unauthorized persons had operated the dealership fully or in association with the proprietor/partner(s). However, the dealership has rectified or requested for rectification of the mistake and reverting to last approved set up. Such actions can be condoned by OMC on onetime basis after taking a suitable letter from the dealer indicating complete details of the mistake done in the past along with an



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undertaking (**Annexure-N2**) requesting for condoning the past actions and confirming to abide by the provisions of dealership agreement in the future.

Such mistakes can be condoned by the competent authority after issuing a Letter of warning and levying a penalty fee of Rs.2 lakhs. As no reconstitution is taking place, no application processing fee or reconstitution fee will be applicable in such cases.

6. Cases where proposed constitution requires recognition of induction of Partner(s) in the past without approval of OMC

There are cases where dealerships have inducted outside partner(s) without taking approval from OMC. In such cases the proprietor/partner(s) operating the dealership would be required to make an application indicating complete details of the case and requesting for condoning the past actions and confirming to abide by the provisions of dealership agreement in the future. The proprietor/partner(s) would also be required to submit complete proposal for induction of the outside partner(s). Upon request from the dealership, such proposal would be considered.

The proposal received from the dealership will be scrutinized and New dealership agreement will be signed with dealer(s) after obtaining approval from Competent Authority and after taking suitable indemnity (**Annexure-O2**) from the dealership.

However, upon reconstitution the dealership would be warned by issuing a Letter of warning and levying a penalty fee of Rs.5 lakhs.

7. Cases of total change over in past where proposed constitution requires approval for induction of "family member(s)" or "blood relative" of approved signatory

There are cases where proprietor / partner(s) have given control of the dealership to their "family member" or "Blood Relative" without taking approval from OMC.

List of blood relatives will be defined as per Section-56(2) (v) (Explanation) of Income Tax Act 1961 (permitting receipt of any sum of money from any "relative"), as under :

- Spouse of the individual
- Brother or Sister of the individual
- Brother or Sister of the spouse of the individual
- Brother or Sister of either of the parents of the individual
- Any lineal ascendant or descendant of the individual
- Any lineal ascendant or descendant of the spouse of the individual



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- Spouse of the persons referred in above six categories

In such cases the "family member(s)" or "blood relative(s)" of approved signatory of the dealership would make an application indicating complete details of the case and requesting for condoning the past actions and confirming to abide by the provisions of dealership agreement in the future. The "family member(s)" or "blood relative(s)" of approved signatory of the dealership would also be required to submit complete proposal for reconstitution. Upon request, such proposal would be considered.

The proposal received from the dealership will be scrutinized and New dealership agreement will be signed with dealer(s) after obtaining approval from Competent Authority and after taking suitable indemnity (**Annexure-P2**) from the dealership

However, upon reconstitution the dealership would be warned by issuing a Letter of warning and levying a penalty fee of Rs.5 lakhs

8. Cases of Total change over in past where no signatory {including legal heir(s)/ family member(s)/blood relative(s)} is part of set up

There are cases where the approved proprietor / partner(s) have exited the dealership totally and it is being operated by persons who are neither legal heir(s) nor family member(s) / blood relative(s) of the dealer.

In such cases the person(s) operating the dealership would make an application indicating complete details of the case and requesting for condoning the past actions and confirming to abide by the provisions of dealership agreement in the future. The person(s) operating the Dealership would also be required to submit complete proposal for reconstitution. Upon request from the dealership, such proposal would be considered

In such cases the OMC concerned will issue a suitable notice in the newspaper (cost of notice to be borne by the dealership) indicating that application has been received for reconstitution of the dealership in favour of applicants and seeking response/objection, if any, for such reconstitution from the concerned partner(s) / their legal heir(s) within a time period of 30 days. Additionally, the Notice would be sent under Regd/AD Post to the last known address of the Proprietor/partner(s).

In case no objection is received within the time period specified, the proposal received from the dealership will be scrutinized and New dealership agreement will be signed after obtaining approval of the Competent Authority and after taking suitable indemnity (**Annexure-Q2**) from the dealership



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However, upon reconstitution the dealership would be warned by issuing a Letter of warning and levying a penalty fee of Rs.15 lakhs for “B” site Regular ROs (Rs.5 lakhs for Rural ROs) and Rs.30 lakhs for “A” site Regular ROs (Rs.10 lakhs for Rural ROs).

9. Conditions for Reconstitution of dealerships in respect of Reconstitution of pending cases:

- a) In all the above cases, reconstitution of the dealerships is to be done as per the above guidelines and conditions for reconstitution as applicable for that case.
- b) For cases appearing under clause no. L- 5, 6, 7 & 8 the dealerships would be given the opportunity to reconstitute as stated above, on onetime basis.
- c) The applicable penal fee should be collected before execution of agreement.

Dealerships requiring reconstitution and falling under above categories should submit requisite proposal by 31.03.2021.

After the expiry of the given period, i.e., 31.03.2021, if there is any such dealership which requires reconstitution and proposals were not submitted within the above mentioned time, action shall be taken as per the provisions of Dealership Agreement including termination of dealership.

Note : Family member(s) of Proprietor/Partner(s) are the members of the “Family Unit” (as defined in Dealer Selection Guidelines in vogue) and married children and/or grandchildren of the Proprietor/Partner(s).

M. TIMELINES FOR DISPOSAL OF APPLICATIONS :

All proposals should be disposed of within 90 days of receipt of **complete** proposals.

N. GRIEVANCE REDRESSAL :

In case of any grievance in the matter of reconstitution, the applicant will submit his/her petition to the Retail Head of State/Zone of IOC/BPC/HPC, as applicable, who will have the grievance investigated and dispose the case within a period of one month’s time from the date of receipt of grievance.

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																									
(a)	Whether Dealership is on sole proprietorship or partnership :	Proprietorship / Partnership / Others																								
(b)	Name of Dealership																									
(c)	SAP Code																									
(d)	Date of Commissioning of Dealership :																									
(e)	Age of dealership as on date of proposal :																									
(f)	Location :																									
(g)	Tehsil / Sub-Division /District :																									
(h)	State :																									
(i)	Category of the Dealership :	SC / ST / Others																								
2	Details of existing / deceased / incapacitated proprietor / partner(s)																									
(a)	<table border="1"> <thead> <tr> <th>Name of Proprietor/partner(s)</th> <th>Category SC/ST/Others</th> <th>Alive / Deceased / Incapacitated</th> <th>Existing % share</th> <th>Wish to continue / retire</th> <th>Proposed % share</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Proprietor/partner(s)	Category SC/ST/Others	Alive / Deceased / Incapacitated	Existing % share	Wish to continue / retire	Proposed % share																			
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(b)	<table border="1"> <thead> <tr> <th>Name of Proprietor/partner(s)</th> <th>Address</th> <th>Telephone / Mobile no.</th> <th>e-mail ID</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Proprietor/partner(s)	Address	Telephone / Mobile no.	e-mail ID																					
Name of Proprietor/partner(s)	Address	Telephone / Mobile no.	e-mail ID																							
3	Details of Land on which Dealership is located :																									
4	Whether proposal for reconstitution is being submitted on account of Resignation / Death / Incapacitation / Others :	Resignation / Death / Incapacitation / Others																								
5	Name of the deceased or incapacitated Proprietor / Partner(s), if same is applicable :	1. 2.																								
6	Details of nominee(s), in case appointed by deceased or incapacitated Proprietor / Partner(s) :																									
(a)	Whether nominee(s) was appointed by deceased or incapacitated Proprietor / Partner(s) :	Yes / No																								
(b)	Name(s) of person(s) last appointed as nominee(s) by the deceased or incapacitated Proprietor / Partner(s), in case nominee(s) was/were appointed : (if more than one nominee was appointed by the deceased or incapacitated Dealer(s) in his last nomination, details as indicated alongside has to be given	<table border="1"> <thead> <tr> <th>Name of deceased / incapacitated Proprietor / Partner(s)</th> <th>Name of nominee(s)</th> <th>% of share nominated</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of deceased / incapacitated Proprietor / Partner(s)	Name of nominee(s)	% of share nominated																					
Name of deceased / incapacitated Proprietor / Partner(s)	Name of nominee(s)	% of share nominated																								

	for each nominee indicating the % share out proposed by attaching separate sheet). 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).													
7	Detail of reconstitution proposed													
(a)	Whether reconstitution proposed for induction of outside partner(s) :	Yes / No												
(b)	Whether proposed for complete changeover in constitution :	Yes / No												
(c)	Whether dealership is eligible for complete change in constitution based on age of Dealership :	Yes / No												
(d)	<p>In case reconstitution is proposed within 3 years of commissioning of Dealership, whether in the proposed reconstitution, 51 % share is proposed</p> <p>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/ Incapacitation of Dealer(s) and where incapacitated Dealer (s) desires to retire.</p> <p>b) In favour of original allottee(s) where reconstitution is being proposed for reasons other than death of the Dealer (s) or is being proposed due to other cases.</p> <p>The % share out of proposed reconstitution is to be indicated as per table alongside.</p>	<p>Yes / No / NA</p> <table border="1"> <tr> <td colspan="2">% share out proposed, in case of death of Dealer(s) and in case of incapacitation of Dealer(s), where the incapacitated Dealer (s) desires to retire</td> </tr> <tr> <td>In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of deceased / incapacitated Dealer(s)</td> <td>In favour of other incoming partner(s)</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2">% share out proposed In other cases</td> </tr> <tr> <td>In favour of existing partner(s)</td> <td>In favour of other incoming partner(s)</td> </tr> <tr> <td></td> <td></td> </tr> </table>	% share out proposed, in case of death of Dealer(s) and in case of incapacitation of Dealer(s), where the incapacitated Dealer (s) desires to retire		In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of deceased / incapacitated Dealer(s)	In favour of other incoming partner(s)			% share out proposed In other cases		In favour of existing partner(s)	In favour of other incoming partner(s)		
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% share out proposed In other cases														
In favour of existing partner(s)	In favour of other incoming partner(s)													
(e)	If the Dealership was allotted under SC/ST category, whether proposal is being submitted for induction of other category partner(s) :	Yes / No / NA												

(f)	In case proposal is being submitted for induction of partner(s) of other category in Dealership allotted under SC/ST category, whether total % share out proposed for other partner(s) is within 25 %. Also, mention total share out proposed for other category partner(s) : (In case of death/permanent incapacitation of SC/ST Proprietor/Partner(s), total share of the deceased/incapacitated Proprietor/Partner(s) can be transferred to Non-SC/ST spouse or Non-SC/ST children (legal heirs) as the case may be, which would be counted as SC/ST share)	Yes / No / NA																														
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Name of partner(s) of SC/ST category</th> <th style="width: 20%;">Continuing / Incoming</th> <th style="width: 20%;">% of share proposed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total % share proposed for partner(s) of SC/ST category</td> <td> </td> </tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Name of partner(s) of other category</th> <th style="width: 20%;">Continuing / Incoming</th> <th style="width: 20%;">% of share proposed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2">Total % share proposed for partner(s) of other category</td> <td> </td> </tr> </tbody> </table>			Name of partner(s) of SC/ST category	Continuing / Incoming	% of share proposed										Total % share proposed for partner(s) of SC/ST category			Name of partner(s) of other category	Continuing / Incoming	% of share proposed										Total % share proposed for partner(s) of other category
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8	Brief reasons for the proposed reconstitution :																															
9	Name(s) of continuing Proprietor / Partner(s) / incoming partner(s) : (if more than one partner is proposed, details as indicated 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 dealership till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Name of continuing Proprietor / Partner(s)</th> <th style="width: 30%;">% of share proposed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Name of incoming Proprietor / Partner(s)</th> <th style="width: 30%;">% of share proposed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>			Name of continuing Proprietor / Partner(s)	% of share proposed							Name of incoming Proprietor / Partner(s)	% of share proposed																		
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**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

"I/We the existing Proprietor/Partner(s) M/s _____ a Retail Outlet Dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. at _____, District : _____, State _____ along with the proposed partner(s) hereby confirm that all the details furnished in the application are true to the best of my/our knowledge. We also confirm that the re-constitution policy has been read and understood by me/us. I/We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the 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

**DETAILS OF CONTINUING PROPRIETOR / PARTNER(S) / INCOMING PROPRIETOR / PARTNER(S) FOR
RECONSTITUTION OF COMMISSIONED DEALERSHIP**

1	Name of the continuing / incoming Proprietor / Partner(s)			
2	Photograph of the continuing / incoming Proprietor / Partner(s)			
3	Whether continuing / incoming Proprietor / Partner(s)	Continuing Proprietor / Continuing Partner / Incoming Proprietor / Incoming Partner	Continuing Proprietor / Continuing Partner / Incoming Proprietor / Incoming Partner	Continuing Proprietor / Continuing Partner / Incoming Proprietor / Incoming Partner
4	Whether nominee of deceased / incapacitated Proprietor / Partner(s)	Yes / No / NA	Yes / No / NA	Yes / No / NA
5	Whether legal heir / family member of deceased / incapacitated Proprietor / Partner(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			
17	Age as on date of application			
18	Present occupation			
19	PAN no.			
20	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		
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 Proprietor / Partner(s)		
5. Relinquishment deed (NOC) from 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. 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. c. From Proprietor / Partner(s) desiring to resign from the dealership		
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 DOCUMENTS		
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		

*** 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)

Reconstitution of Retail Outlet Dealership M/s _____, at _____, District : _____, State : _____

I, _____ son/daughter/wife of _____ Age _____ years residing at _____ 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	y	(Age as on date of application for reconstitution in words _____)	
3	* That I have passed the 10 th Standard examination conducted by Board in the year										y	y	y	y
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													
	* 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 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 #.													
	OR													
	* 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.													
10	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	<p>That presently I am not having any contract with any Oil Marketing Company as Service Provider/Labour contractor/Job Contractor for any COCO RO</p> <p style="text-align: center;">OR</p> <p>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.</p>
13	<p>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.</p>

*** 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 correct to the best of my knowledge and nothing material has been concealed there from.

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 PROPRIETOR / PARTNER(S) OF COMMISSIONED DEALERSHIP**

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

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, I am the sole-Proprietor / Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ *along with Sri _____, son / daughter / wife of _____ Age _____ years residing at _____ .

*That, the percentage share out of all the partners in the above stated RO dealership as per Deed of Partnership no. _____ dated _____ is as indicated below;

* Name of Partner	% Share Out

That, in case of my death or in case of any serious illness/accident which may lead to my incapacitation resulting in total and permanent disability, which will disable me to work or follow any occupation or profession, I hereby nominate Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ as my appointed nominee(s).

That, in case of my death or incapacitation resulting in total and permanent disability, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. will be in its rights to reconstitute the above stated RO Dealership by inducting my appointed nominee(s) Sri/Smt. _____ son / daughter / wife of _____ in the RO Dealership firm by allotting my share in the above stated RO Dealership firm to my appointed nominee(s) as indicated below;

Name of the Nominee(s)	Address	% Share out proposed	If nominee is minor, name and address of person who will act 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

ANNEXURE-F2

**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)

I, _____ son / daughter / wife of _____
Age _____ years residing at _____ do
hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____ Age
_____ years residing at _____ is the sole Proprietor / Partner of M/s
_____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat
Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____,
District : _____, State _____ *along with Sri
_____, son / daughter / wife of _____ Age
_____ years residing at _____

**That, the percentage share out of all the partners in the above stated RO dealership as per Deed of
Partnership no. _____ dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, Sri/Smt. _____, has appointed me as his/her nominee vide affidavit dated _____.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt.
_____, I hereby request Indian Oil Corporation Ltd. / Bharat Petroleum
Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to induct me as sole Proprietor / Partner for RO
Dealership at _____, District : _____, State _____ *along with
Sri/Smt _____, son / daughter / wife of
_____ Age _____ years residing at _____ as per
the share stated in the Affidavit dated _____ for nomination submitted by Sri/Smt.
_____.

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. 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 me as Proprietor/partner.

Signature of Nominee(s) of Proprietor/Partner(s)

(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 firm

ANNEXURE-G2

**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)**

I, _____ son / daughter / wife of _____
Age _____ years residing at _____ do
hereby solemnly affirm and say as under;

That, I am the Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ along with Sri _____, son / daughter / wife of _____
Age _____ years residing at _____

That, the percentage share out of all the partners in the above stated RO dealership as per Deed of Partnership no. _____ dated _____ is as indicated below;

Name of Partner	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated RO dealership had appointed Sri/Smt. _____ son / daughter / wife of _____
Age _____ years residing at _____ as his/her nominee vide affidavit dated _____.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. _____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to induct his / her nominee(s) Sri/Smt. _____ as partner in the RO Dealership at _____, District : _____, State _____ along with me and Sri/Smt _____, 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 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 Sri/Smt. _____ as partner in the Dealership.

Signature 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 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 at _____ do hereby solemnly affirm and say as under;

That, I am the Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ along with Sri _____, son / daughter / wife of _____ Age _____ years residing at _____

That, the percentage share out of all the partners in the above stated RO dealership as per Deed of Partnership no. _____ dated _____ is as indicated below;

Name of Partner	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated RO dealership expired / got totally incapacitated on _____. That, Sri/Smt. _____, had earlier appointed Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ as his/her nominee vide affidavit dated _____. That, vide his/her affidavit dated _____ Sri/Smt. _____ had requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to reconstitute the above stated RO dealership in the event of his/her death/incapacitation resulting in total and permanent disability, by inducting Sri/Smt. _____ as partner in the dealership in lieu of him/her, as per shareholding allocated by him/her. That, Sri/Smt. _____ who was appointed as nominee by Sri/Smt. _____ is not available / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated RO dealership expired / got totally incapacitated on _____. That, Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ is/are the Legal heirs of Sri/Smt. _____. That, Sri/Smt. _____ who is the legal heir of Sri/Smt. _____ is not available / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated RO dealership expired / got totally incapacitated on _____. That, there is no surviving Legal heir of deceased Sri/Smt. _____.

In view of above, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated Dealership as per share holding indicated below;

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 Dealership.

Signature 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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, I am the Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ along with Sri _____, son / daughter / wife of _____ Age _____ years residing at _____

Or

That, Sri/Smt. _____, Proprietor / partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ has appointed me and Sri/Smt. _____ as his/her nominee vide affidavit dated _____.

Or

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heirs of Sri/Smt. _____, Proprietor / partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____

That, the percentage share out of all the partners in the above stated RO dealership as per Deed of Partnership no. _____ dated _____ is as indicated below;

Name of Existing Partners	% Share Out

That, Sri/Smt. _____, the partner of the above stated RO dealership expired / got totally incapacitated on _____.

That, Sri/Smt. _____ who is the nominee / legal heir of Sri/Smt. _____ is not interested to join the above stated dealership / is not responding.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. _____ and as Sri/Smt. _____ is not interested to join the above stated dealership / not responding, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated RO Dealership at _____, District : _____, State _____ 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 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 {surviving Partner(s)/Legal Heir(s)}
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

ANNEXURE-J2

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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, I am the Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ along with Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____

Or

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heirs of Sri/Smt. _____, who is the proprietor / partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____

That, the percentage share out of all the partners in the above stated RO dealership as per Deed of Partnership no. _____ dated _____ is as indicated below;

Name of Existing Partners	% Share Out

That, Sri/Smt. _____, the proprietor/partner of the above stated RO dealership expired / got totally incapacitated on _____.

That, Sri/Smt. _____ who is also the Nominee/Legal heir of deceased / totally incapacitated proprietor/partner Sri/Smt. _____, 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 tendering her No-Objection towards reconstitution of the above stated RO dealership with me as a partner, in-spite of he/she not being eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. _____ and as Sri/Smt. _____, is not eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated RO Dealership at _____, District : _____, State _____ as per the share out stated below, without waiting for 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 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 (surviving Partner(s) / eligible Legal Heirs)
(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 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, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

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

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 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 (claimant / prospective dealers)
(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 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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, Sri/Smt. _____ expired / got totally incapacitated on _____ and since then I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ who are the Legal heirs of Sri/Smt. _____ has been peacefully and without dispute running the above stated Retail Outlet dealership as per shareholding indicated below since _____, without obtaining prior approval from Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.;

Name of Proclaimed Legal Heirs operating the Dealership	Son / Daughter / wife of	% Share Out

I/we have requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd to take cognizance of the above and condone the mistake committed by me/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 _____

Signature and Seal of
Magistrate/Judge/Notary public

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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved partners of the RO dealership as per shareholding indicated below;

Name of Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, Sri/Smt. _____ had exited the RO Dealership / is absent from the RO Dealership since _____, without obtaining any prior approval from Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.

That, I/we have been peacefully and without dispute running the above stated Retail Outlet dealership as per shareholding indicated below since _____, without obtaining prior approval from Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.;

Name of Partner(s) operating the Dealership	Son / Daughter / wife of	% Share Out

I/we have requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd to take cognizance of the above and condone the mistake committed by me/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 _____

Signature and Seal of
Magistrate/Judge/Notary public

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, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, the constitution of the RO Dealership was changed by me/us on _____ without obtaining prior approval of the Corporation, however subsequently I/we have restored the constitution of the firm to its last approved setup as per the Dealership Agreement effected on _____.

I/we have requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd to take cognizance of the above and condone the mistake committed by me/us and allow rectification / restoration of the constitution of the above stated RO Dealership to its' earlier approved constitution (set-up) of the dealership.

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 {Proprietor/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 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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, without obtaining prior approval of the Corporation, the constitution of the above stated RO Dealership was changed by me/us on _____ by inducting Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ as partner(s) with shareholdings as indicated below;

Name of partner(s) of current constitution	Son / Daughter / wife of	Within family / Outside family	% Share Out

I/we request Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd 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 _____

Signature and Seal of
Magistrate/Judge/Notary public

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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, I being _____ of Sri/Smt. _____, who is the proprietor/partner of the above mentioned RO Dealership, is his/her family member / blood relative.

That, without obtaining prior approval of the Corporation, the constitution of the above stated RO Dealership was changed by me/us on _____ as per the shareholdings indicated below;

Name of partner(s) of current constitution	Son / Daughter / wife of	% Share Out

I/we request Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd 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 _____

Signature and Seal of
Magistrate/Judge/Notary public

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)

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, M/s. _____, at _____, District : _____, State _____, has been operating as a duly approved Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, without obtaining prior approval of the Corporation, the constitution of the above stated RO Dealership was changed by me/us on _____ as per the shareholdings indicated below;

Name of partner(s) of current constitution	Son / Daughter / wife of	% Share Out

I/we have requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd 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 _____

Signature and Seal of
Magistrate/Judge/Notary public

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, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____ is the proprietor / partner of the Retail Outlet Dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. at the location _____, District : _____, State _____ *along with Sri/Smt _____, son / daughter / wife of _____ Age _____ years residing at _____ .

* That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, Sri/Smt. _____, who is the proprietor/partner of the above stated RO dealership got totally incapacitated on _____ due to _____ and is not in a position to give his/her consent in respect of reconstitution of his/her above stated RO dealership, owing to his/her physical condition.

That, I being the _____ of Sri/Smt. _____ is a member of his / her “Family Unit”.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. _____ and as he / she is not in a position to give his/her consent in respect of reconstitution of his/her above stated RO dealership, due to his/ her physical condition, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated RO dealership at _____, District : _____, State _____ 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 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 family unit / Married children)
(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) 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)

I, _____ son / daughter / wife of _____
Age _____ years residing at _____ do
hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____
Age _____ years residing at _____ is the proprietor / partner of Retail Outlet
Dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum
Corporation Ltd. at location _____, District : _____, State _____
**along with Sri/Smt _____, son / daughter / wife of _____
Age _____ years residing at _____.*

** That, as per Dealership Agreement dated _____ the following are the approved
proprietor/ partners of the RO dealership as per shareholding indicated below;*

Name of Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, Sri/Smt. _____, the proprietor / partner of the above stated RO Dealership
expired / got totally incapacitated on _____.

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age
_____ years residing at _____ are the Legal heir(s) of deceased / totally incapacitated
proprietor / partner of Retail Outlet Dealership of Indian Oil Corporation Ltd. / Bharat Petroleum
Corporation Ltd. / Hindustan Petroleum Corporation Ltd. at location _____, District :
_____, State _____

That, vide application no. _____ dated _____, I have submitted an application / petition to
the Hon'ble Court at _____ for recognizing me as Legal heir of deceased / totally incapacitated
proprietor / partner Sri/Smt. _____, by issuing a Succession Certificate. However,
due to pending proceedings by the Hon'ble court, succession certificate could not be issued till date.
Further, it is expected that the issuance of Succession Certificate will 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 the effect that I am the Legal Heir of deceased / totally incapacitated proprietor / partner Sri/Smt. _____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to recognize me as the Legal heir of deceased / totally incapacitated proprietor / partner Sri/Smt. _____, and reconstitute the above RO dealership at _____, District : _____, State _____ 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 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 {Legal heir of Proprietor/Partner(s)}
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

ANNEXURE-T2

AFFIDAVIT / INDEMNITY BOND BY OUTGOING PROPRIETOR/PARTNER(S) LIVING OUTSIDE COUNTRY

(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

I, _____ son / daughter / wife of _____
Age _____ years resident of _____
currently residing at _____ do hereby solemnly affirm and say as under;

That, I *along with Sri/Smt. _____, son / daughter / wife of _____
Age _____ years residing at _____ am/are
the proprietor / partners of Retail Outlet Dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. at location _____, District : _____, State _____.

* That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of existing Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, due to my permanent / temporary residency status of _____ since _____ I am unable to continue as proprietor / partner of the above stated RO Dealership and therefore want to resign from the dealership.

That, vide docket no. _____ dated _____, an application have been submitted for reconstituting the above mentioned RO Dealership as indicated below;

Name of proposed Proprietor / Partner(s)	Son / Daughter / wife of	% Share Out

That, vide letter no. _____ dated _____, the Divisional/Territory/Regional Office in-charge of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. has advised me to attend the meeting of existing/in-coming proprietor/partner(s) at _____ on _____.

That, due to _____, I will not be to attend the above stated meeting.

That, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to approve the reconstitution proposal submitted vide docket no. _____ and reconstitute the above RO dealership at _____, District : _____, State _____ 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 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 (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 _____

ANNEXURE-U2

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

I, _____ son / daughter / wife of _____
Age _____ years resident of _____
currently residing at _____ do hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____ is the sole Proprietor / Partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____ *along with Sri _____, son / daughter / wife of _____ Age _____ years residing at _____

* That, as per Dealership Agreement dated _____ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of existing Proprietor / Partner(s) as per Dealership Agreement	Son / Daughter / wife of	% Share Out

That, Sri/Smt. _____ is currently a temporary / permanent resident of _____ since _____.

That, due to the permanent / temporary residency status of _____ since _____ he/she is unable to continue as proprietor / partner of the above stated RO Dealership and therefore has proposed to resign from the dealership.

That, vide docket no. _____ dated _____, an application have been submitted for reconstituting the above mentioned RO Dealership as indicated below;

Name of proposed Proprietor / Partner(s)	Son / Daughter / wife of	% Share Out

That, vide letter no. _____ dated _____, the Divisional/Territory/Regional Office in-charge of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. has advised me along with Sri/Smt. _____ to attend the meeting of existing/in-coming proprietor/partner(s) at _____ on _____.

That, due to _____, Sri/Smt _____ has informed that he/she will not be able to attend the above stated meeting.

That, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to approve the reconstitution proposal submitted vide docket no. _____ and reconstitute the above RO dealership at _____, District : _____, State _____ 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 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 {Incoming Proprietor/Partner(s)}
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

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.	PARTICULARS	DETAILS				
1	Details of LOI					
(a)	Whether LOI is on sole proprietorship or partnership :	Proprietorship / Partnership				
(b)	Name of LOI holder(s) : (Name of all co-LOI holder(s) in case of partnership)	1. 2.				
(c)	LOI reference & date :					
(d)	Location :					
(e)	Tehsil / Sub-Division / District :					
(f)	State :					
(g)	Category under which LOI was issued :					
2	Details of existing / deceased / incapacitated LOI holder(s)					
		Name of LOI holder(s)	Category SC/ST/Others	Alive / Deceased / Incapacitated	Existing % share	Proposed % share
		Name of LOI holder(s)	Address	Telephone / Mobile no.	e-mail ID	
3	Whether same land mentioned in the earlier LOI will be made available :	Yes / No				
4	Details of Land as per earlier LOI :					
5	Details of revised Land, in case alternate suitable land have been offered :					
6	Whether proposal for reconstitution is being submitted on account of Death / Incapacitation / Others :	Death / Incapacitation / Others				
7	Name of the deceased or incapacitated LOI holder(s), if same is applicable :					
8	Details of nominee(s), in case appointed by deceased or incapacitated LOI holder(s) :					
(a)	Whether nominee(s) was appointed by deceased or incapacitated LOI holder(s).	Yes / No				
(b)	Name(s) of person(s) last appointed as nominee(s) by the deceased or incapacitated LOI holder(s), in case nominee(s) was/were appointed : (if	Name of deceased /	Name of nominee(s)	% of share nominated		

	<p>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).</p>	<table border="1"> <tr> <td>incapacitated LOI holder</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	incapacitated LOI holder													
incapacitated LOI holder																
9 Detail of reconstitution proposed																
(a)	Whether reconstitution proposed for induction of outside partner(s)	Yes / No														
(b)	<p>Whether minimum 51 % share is proposed</p> <p>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/ Incapacitation of LOI holder(s) and where incapacitated LOI holder(s) desires to retire.</p> <p>b) In favour of original allottee(s) where reconstitution is being proposed for reasons other than death of the LOI holder(s).</p> <p>The % share out of proposed reconstitution is to be indicated as per table attached.</p>	<p>Yes / No / NA</p> <table border="1"> <tr> <td colspan="2" data-bbox="828 829 1372 976">% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire</td> </tr> <tr> <td data-bbox="828 976 1161 1302">In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)</td> <td data-bbox="1161 976 1372 1302">In favour of other incoming partner(s)</td> </tr> <tr> <td colspan="2" data-bbox="828 1302 1372 1375"></td> </tr> <tr> <td colspan="2" data-bbox="828 1375 1372 1438">% share out proposed In other cases</td> </tr> <tr> <td data-bbox="828 1438 1161 1512">In favour of existing partner(s)</td> <td data-bbox="1161 1438 1372 1512">In favour of other incoming partner(s)</td> </tr> <tr> <td colspan="2" data-bbox="828 1512 1372 1585"></td> </tr> </table>			% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire		In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)	In favour of other incoming partner(s)			% share out proposed In other cases		In favour of existing partner(s)	In favour of other incoming partner(s)		
% share out proposed, in case of death of LOI holder(s) and in case of incapacitation of LOI holder(s), where the incapacitated LOI holder(s) desires to retire																
In favour of existing partner(s) and nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of the deceased / incapacitated LOI holder(s)	In favour of other incoming partner(s)															
% share out proposed In other cases																
In favour of existing partner(s)	In favour of other incoming partner(s)															
(c)	If the LOI was issued under SC/ST category, whether proposal is being submitted for induction of non SC/ST partner(s) :	Yes / No / NA														

(d)	In case proposal is being submitted for induction of non SC/ST partner(s) in LOIs issued under SC/ST category, whether total % share out proposed for non 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 SC/ST LOI holder(s), total share of the deceased/incapacitated LOI holder(s) can be transferred to Non-SC/ST spouse or Non-SC/ST children (legal heirs) as the case may be, which would be counted as SC/ST share)	Yes / No / NA	
		Name of partner(s) of SC/ST category	% of share proposed
		Total % share proposed for partner(s) of SC/ST category	
		Name of partner(s) of other category	% of share 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 partner is proposed, details as indicated 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 the local guardian who will be operating the dealership till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).	Name of continuing LOI holder(s)	% of share proposed
		Name of incoming partner(s)	% of share proposed
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 Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ along with the proposed partner(s) hereby confirm that all the details furnished in the application are true to the best of my/our knowledge. We also confirm that the re-constitution policy has been read and understood by me/us. I/We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."

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

Signature of the incoming

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

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			
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

DOCUMENTS REQUIRED	State whether attached or Not applicable	No. of pages
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 d. Nominee(s) / legal heir(s) of deceased LOI holder(s) in case any nominee(s) / legal heir(s) is not proposing to join dealership. e. 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 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 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		

*** 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

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

Reconstitution of Retail Outlet Dealership at LOI Stage for the Location : _____,
 District : _____, State : _____ which was offered vide LOI no.
 _____, dated _____

I, _____ son/daughter/wife of _____
 Age _____ years residing at _____ 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	y	(Age as on date of application for reconstitution in words _____)	
3	* That I have passed the 10 th Standard examination conducted by Board in the year										y	y	y	y
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														
* 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 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 #.														
OR														
* 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.
10	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	<p>That presently I am not having any contract with any Oil Marketing Company as Service Provider/Labour contractor/Job Contractor for any COCO RO</p> <p style="text-align: center;">OR</p> <p>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.</p>
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.

*** 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 correct to the best of my knowledge and nothing material has been concealed there from.

Signature of Deponent

(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary public**

ANNEXURE-E1

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)

I, _____ son / daughter / wife of
_____ Age _____ years residing at
_____ do hereby solemnly affirm and say as under;

That, I am the sole / joint LOI holder of LOI no. _____, dated _____
issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum
Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ *along with Sri
_____, son / daughter / wife of
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Deed of
Partnership no. _____ dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, in case of my death or in case of any serious illness/accident which may lead to my
incapacitation resulting in total and permanent disability, which will disable me to work or follow
any occupation or profession, I hereby nominate Sri/Smt. _____
son / daughter / wife of _____ Age _____ years residing at
_____ (complete postal address) as my appointed nominee(s).

That, in case of my death or incapacitation resulting in total and permanent disability, Indian Oil
Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as
applicable) will be in its rights to reconstitute the above stated LOI by inducting my appointed
nominee(s) Sri/Smt. _____ son / daughter / wife of
_____ in the LOI by allotting my share in the above stated LOI to
my appointed nominee(s) as indicated below;

Name of Nominee(s)	Relation with LOI holder	% Share Out 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

ANNEXURE-F1

**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)

I, _____ son / daughter / wife of
_____ Age _____ years residing at
_____ do hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of
_____ Age _____ years residing at
_____ is the sole / joint LOI holder of LOI no.
_____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat
Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership
at _____, District : _____, State _____ *along with
Sri/Smt _____, son / daughter / wife of
_____ Age _____ years residing at
_____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft / Proposed
Deed of Partnership dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, Sri/Smt. _____, has appointed me as his/her nominee vide affidavit
dated _____.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt.
_____, I hereby request Indian Oil Corporation Ltd. / Bharat Petroleum
Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to induct me as sole/joint LOI holder for
Retail Outlet Dealership at _____, District : _____, State
_____ *along with Sri/Smt _____, son /
daughter / wife of _____ Age _____ years residing at
_____ as per the share stated in the Affidavit dated _____ for
nomination submitted by Sri/Smt. _____.

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)

I, _____ son / daughter / wife of
_____ Age _____ years residing at
_____ do hereby solemnly affirm and say as under;

That, I am the joint LOI holder of LOI no. _____, dated _____ issued
by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum
Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ along with Sri
_____.

That, the percentage share out of all the partners in the above stated LOI as per Draft / proposed
Deed of Partnership dated _____ is as indicated below;

Name of Partner	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated LOI had
appointed Sri/Smt. _____ son / daughter / wife of
_____ Age _____ years residing at _____
as his/her nominee vide affidavit dated _____.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt.
_____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd.
/ Hindustan Petroleum Corporation Ltd. is requested to induct his/her nominee(s) as LOI holder(s)
for Retail Outlet Dealership at _____, District : _____, State
_____ along with me and Sri/Smt _____, 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.

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 Sri/Smt. _____ as partner in the LOI.

Signature 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 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

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

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, I am the joint LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ along with Sri _____.

That, the percentage share out of all the partners in the above stated LOI as per Draft / proposed Deed of Partnership dated _____ is as indicated below;

Name of Existing Partners	% Share Out

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, Sri/Smt. _____, had earlier appointed Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ as his/her nominee vide affidavit dated _____. That, vide his/her affidavit dated _____ Sri/Smt. _____ had requested Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. to reconstitute the above stated LOI in the event of his/her death/ incapacitation resulting in total and permanent disability by inducting Sri/Smt. _____ as partner in the LOI in lieu of him/her, as per shareholding allocated by him/her vide affidavit dated _____. That, Sri/Smt. _____ who was appointed as nominee by Sri/Smt. _____ is not interested to be inducted as partner in the LOI / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ is/are the Legal heirs of Sri/Smt. _____. That,

Sri/Smt. _____ who is the legal heir of Sri/Smt. _____ is not interested to be inducted as partner in the LOI / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LOI expired / got totally incapacitated on _____. That, there is no surviving Legal heir of deceased Sri/Smt. _____.

In view of above, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI as per share holding indicated below;

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 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.

Signature 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

ANNEXURE-I1

**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

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

I, _____ son / daughter / wife of
_____ Age _____ years residing at
_____ do hereby solemnly affirm and say as under;

That, I am the joint LOI holder of LOI no. _____, dated _____ issued
by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum
Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____ along with Sri
_____.

Or

That, Sri/Smt. _____, LOI holder of LOI no. _____,
dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. /
Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____,
District : _____, State _____ has appointed me and
Sri/Smt. _____ as his/her nominee vide affidavit dated _____.

Or

That, I and Sri/Smt. _____ son / daughter / wife of
_____ Age _____ years residing at _____ are the Legal
heir of deceased LOI holder of LOI no. _____, dated _____ issued
by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum
Corporation Ltd. for Retail Outlet Dealership at _____, District :
_____, State _____.

That, the percentage share out of all the partners in the above stated LOI as per Draft / proposed
Deed of Partnership dated _____ is as indicated below;

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/Smt. _____ is not interested to join the above stated dealership / is not responding.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as Sri/Smt. _____ is not interested to join the above stated dealership / not responding, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ 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 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 (Nominee(s)/Legal Heir(s)/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 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

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

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, I am the joint LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ along with Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____

Or

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heirs of Sri/Smt. _____, who is the proprietor / partner of M/s _____ Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. located at _____, District : _____, State _____

That, the percentage share out of all the partners in the above stated LOI as per Draft / proposed Deed of Partnership dated _____ is as indicated;

Name of Existing Partners	% Share Out

That, the LOI Holder Sri/Smt. _____, expired / got totally incapacitated on _____.

That, Sri/Smt. _____ who is also the Nominee/Legal heir of deceased / totally incapacitated LOI holder Sri/Smt. _____, 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 tendering his/her No-Objection towards reconstitution of the above stated RO dealership with me as a partner, in spite of he/she not being eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as Sri/Smt. _____, is not eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for RO dealership at _____, District : _____, 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 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 (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

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

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____ is the sole / joint LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ *along with Sri/Smt _____, son / daughter / wife of _____ Age _____ years residing at _____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft / Proposed Deed of Partnership dated _____ is as indicated below;*

Name of Partner	% Share Out

That, the LOI Holder Sri/Smt. _____, got totally incapacitated on _____ due to _____ and is not in a position to give his/her consent in respect of reconstitution of his/her above stated LOI, owing to his/her physical condition.

That, I being the _____ Sri/Smt. _____ is a member of his / her "Family Unit".

That, in view of death / incapacitation resulting in total and permanent disability of Sri/Smt. _____ and as he / she is not in a position to give his/her consent in respect of reconstitution of his/her above stated LOI, due to his/ her physical condition, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ 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 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.

Signature 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 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

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

I, _____ son / daughter / wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and say as under;

That, Sri/Smt. _____, son / daughter / wife of _____ Age _____ years residing at _____ is the sole / joint LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____ *along with Sri/Smt _____, son / daughter / wife of _____ Age _____ years residing at _____.

**That, the percentage share out of all the partners in the above stated LOI as per Draft / Proposed Deed of Partnership dated _____ is as indicated below;*

<i>Name of Partner</i>	<i>% Share Out</i>

That, Sri/Smt. _____, the LOI holder/ partner of the above stated LOI expired / got totally incapacitated on _____.

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heir(s) of deceased / totally incapacitated LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Dealership at _____, District : _____, State _____

That, vide application no. _____ dated _____, I have submitted an application / petition to the Hon'ble Court at _____ for recognizing me as Legal heir of deceased / totally incapacitated LOI holder Sri/Smt. _____, by issuing a Succession Certificate. However, due to pending proceedings by the Hon'ble court, succession certificate could not be

issued till date. Further, it expected that the issuance of Succession Certificate will 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 the effect that I am the Legal Heir of deceased / totally incapacitated LOI Holder Sri/Smt. _____, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to recognize me as the Legal heir of deceased / totally incapacitated LOI holder Sri/Smt. _____, and reconstitute the above stated LOI for RO dealership at _____, District : _____, State _____ 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 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.

Signature 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