

Registration of Ship-brokers

For registration, the ship-brokers must apply in the prescribed format along with requisite supporting documents (*As per Application Format below*).

Proposed Criterion for Registration of Ship-brokers:

Ship-brokers will be registered with HPCL if they are registered with IOC as ship-brokers.

Change in name for any reasons will also be allowed, provided the same has been effected by IOC.

Proposed Criteria for De-registration of Ship-brokers:

The ship-brokers would be de-registered if no ships are offered by them against our chartering enquiries in any financial year i.e. April to March. A notice to this effect would be served to non-performing ship-brokers after expiry of 9 months during the relevant financial year.

Ship-brokers can also suo motu apply for their de-registration for their own reasons including their restructuring, merger, amalgamation, etc.

Putting Ship-brokers on holiday for deficiency in services:

A ship-broker can be put on holiday for 6 months for deficiency in services under the following circumstances:

- a) If an offer is withdrawn before expiry of its validity
- b) If a counter-offer is back-tracked
- c) If a wrong declaration is made in the offer w.r.t material facts about the vessel or the owners
- d) If execution of post fixture operations or financial transactions or settlements is not ensured in line with the charter party provisions

The ship-broker would be issued a show-cause notice and if the explanation given is not found to be satisfactory, a decision to put the ship-broker on holiday would be taken with the approval of Head-IT&S.

A report would be submitted in this regard to the Chartering Committee in April and October every year covering the details of ship-brokers put on holiday during the preceding six months.

Cooling off period:

A ship-broker, who is de-registered by HPCL can apply again only after cooling off period of one year from the date of intimation of de-registration.

HINDUSTAN PETROLEUM CORPORATION LIMITED

Application for Registration of Ship-brokers for Chartering of Ships

(Ship-brokers desirous of registering with HPCL for chartering of vessels are requested to fill up the following Application and submit it, duly signed, on the letterhead of their company / firm along with enclosures, at the address given at the end of this application. The mere submission of an application by a party does not guarantee registration on HPCL panel. HPCL reserves the right to reject any application without assigning any reasons therefor.)

A. Company / Firm Details		
(i)	Name & Address of the Company/Firm	
(ii)	Nationality / Country of Incorporation	
(iii)	Corporate / Firm Headquarters	
(iv)	Date of Incorporation	Please enclose Notarized copy of Certificate of Incorporation (in case of a Company)

(v)	Type of Company / Firm	Sole Proprietorship / Partnership / Private Limited Company / Public Limited Company / Joint Venture (Provide share holding pattern with details)
(vi)	Core Business Activity	Please state your core business area along with number of years of experience in oil tanker chartering
(vii)	Date of first tanker Fixture concluded by the Applicant	
(viii)	Income Tax Permanent Account Number (PAN)	Please attach a copy
(ix)	Service Tax Registration Number	Please attach a copy
(x)	ESTABLISHMENT	
(I)	Name(s) of Chairman / President / Managing Director / Partners / Sole Proprietor	
(II)	Contact Person (s) and their telephone numbers	Office Mobile Residence
(III)	Fax Number(s)	
(IV)	Email id (s)	
(V)	Mailing Address	
(VI)	Employee Details	
	<ul style="list-style-type: none"> -Total Number of employees - Number of employees having minimum 2 years' experience in oil tanker chartering or post fixture operations - Number of Master Mariners - Number of Fellows / members of the Institute of Chartered Shipbrokers, London - Number of Fellows/Associates/Diploma holders of the Narottam Morarjee Institute of Shipping, Mumbai -Number of employees holding any other certificate /diploma in Shipping Management recognized by AICTE or any Indian university <p><i>Note: Pl note the minimum requirement of qualified employees in Chartering and Post Fixture Operations activities is one each.</i></p>	
For the purposes of sub-clause (VI) employee shall include director/partner/owner of the Applicant.		
(VII)	Foreign ship-brokers should have Indian office and meet the above employee criteria.	

B.		Number of tanker fixtures (not less than 5 TMT cargo size) concluded during the last one year ending with the month immediately preceding the month in which the application is submitted					
Sl. No.	Date of Fixture	Name of Vessel	Cargo & Qty.	Loadport	Disport	Owners	Charterers

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(Copies of fixture notes to be enclosed)

C. References	
<p>References (Minimum Three) <i>The applicant shall have no objection to HPCL making enquiries with such references in the course of registration.</i></p> <p><i>Please furnish postal address/E-mail/contact numbers of ship-owners who have confirmed transacting business through the applicant.</i></p>	<p>Letters from ship-owners (on their official stationery) recommending and agreeing to transact business through the applicant to be enclosed.</p> <p>The letter to include details of the operating ships owned and proposed to be offered to HPCL.</p>

D. General	
Is the Company / Firm empanelled with Transchart / SCI or any Indian Petroleum company? If yes, give details	
At the time of application, is the Company / Firm facing any known legal disputes that are likely to adversely affect the performance of contracts / meeting its commitments? If yes, give details	
Please confirm whether applicant Company / Firm or its Group / Subsidiary / Affiliate / Parent Company were / are earlier or currently registered on HPCL's panel. If yes, please provide details of (a) Date of Registration (b) Period of Registration (c) Date / Reason of De-registration	
Has the applicant ever been black listed or put on a Holiday list by any agency/organization? If yes, please give details of period of removal/ suspension	
Any Other relevant information	

Date

Signature & Stamp

**Authority letter of the signatory to be enclosed along with the application.*

Kindly note that all data received from you would be treated in strict confidence and would be used only for the purpose of registration on HPCL's panel of brokers. It is also requested that the documents/ data sought above may kindly be provided as per seriatim.

We wish to inform that the request for registration on HPCL's panel of brokers shall be considered only on receipt of complete information/data as mentioned above. The decision of HPCL management shall be final and binding upon the parties with regard to registration of parties.

CONTACT US: Deputy General Manager – Shipping, Hindustan Petroleum Corporation Limited, Petroleum House, 17, Jamshedji Tata Road, Mumbai 400020 Tel No. 91 22 22811668 Fax No. 91 22 22835076 e-mail: dsolanki@hpcl.in

Note: For information of Applicants:

- A ship-broker can be put on holiday for 6 months for deficiency in services under the following circumstances:

- e) If an offer is withdrawn before expiry of its validity
- f) If a counter-offer is back-tracked
- g) If a wrong declaration is made in the offer w.r.t material facts about the vessel or the owners
- h) If execution of post fixture operations or financial transactions or settlements is not ensured in line with the charter party provisions

The ship-broker would be issued a show-cause notice and if the explanation given is not found to be satisfactory, the ship-broker will be put on holiday.

- The ship-brokers would be de-registered if no ships are offered by them against our chartering enquiries in any financial year i.e. April to March.
- Cooling off period: A ship-broker who is de-registered can apply afresh only after the expiry of one year from the date the applicant is informed about the de-registration.