

APPLICATION FOR HPCL LPG NON DOMESTIC DISTRIBUTOR

(FORM TO BE FILLED UP IN CAPITAL LETTERS USING BLUE/BLACK BALL POINT PEN)

For Office use Not to be filled by applicant	Office Code	Serial No	Date of receipt of application
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Passport Size Photograph with specimen signature on the photograph

Particular of application fee	R s	
Demand Draft Number		Date
Drawn on (name of the bank)		Payable At
In favour of (Full name of the oil company)		

(Enclose Application processing fee of Rs1000/- (one thousand only) for all applicants except SC/ST candidate. Application processing fee for SC/ST candidates is RS 500/- (Five hundred) on enclosing SC/ST certificate.)

1	Name of the Location	
2	Rev. Distt	
3	State	

5 Advertised on D D - M M - Y Y Y Y in (Please write Name of Newspaper)

6 Status : Individual/ Partnership/Regd. Co-operative Society/Organised body (Tick as applicable)

7 Individual : (Individuals to enclose Affidavit as per Annexure 'A')

7.1 Name

First name Middle name Surname

7.2 Father's / Husband's Name S H R I

Title First name Middle name Surname

7.3 Address

Pin code :

Telephone No - email:

STD code Telephone Number

7.4 Nationality Resident of

Persons other than Indian Nationals are not eligible Name of town

7.5 Gender Revenue District

Male / Female State

7.6 Date of Birth D D - M M - Y Y Y Y Age Years Months Days

Attach copy of proof of date of birth Age as on the date of advertisement

7.7 Marital Status Single / Married / Widow / Divorcee Strike off what is not applicable.

7.8 For being eligible applicant should have sound Physical / Mental health. Are you having sound Physical / Mental health ?
Yes
No

if no applicant is not eligible

8 Does any of the member (including yourself) of your 'Family Unit' is dealer/ distributor or LOI holder of any MS-HSD/ SKO-LDO dealership or LPG distributorship of any oil company
Yes
No

If yes, then you are not eligible

Note : ('Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried Applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application)

9 Educational Qualification* (s): (Attach copy of proof of Educational Qualifications.)

(*) –Not applicable in case of Registered Societies, Corporates, Govt Organisations etc.

Qualification	Certificate/Degree	Board/University	Year of Passing
SSC/Matric or Equivalent			
Graduate			
Post-Graduate			
Professional Degree			
Additional Qualifications			

Note :Marks will be awarded based on the information given by the applicant on the education qualification. On verification if it is found that the information given above is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship..

- | | |
|----|--|
| 10 | In case of partnership, please give name of each of the partners and attach Proposed Partnership Deed . Application of all the partner(s) should be attached together while submission: (Please note each partner will have to pay separate application fee and all the partners will have to appear for interview.) |
|----|--|

S.No	Names and address	Percentage Share

- | | |
|----|---|
| 11 | Registered. Society/ Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956 |
|----|---|

(Enclose affidavit as per Annexure 'A1')

[illegible]

- | | |
|----|---|
| 12 | <p>Experience</p> <p>Do you have experience of running or working in any of the establishment dealing in the following for minimum one year? Please give full details chronologically.</p> |
|----|---|

Type of Experience	Name and address of the establishment/Institution etc	Period		Number of years
		from	To	
Direct Sale / Home Delivered products (including LPG distributorship)				
Other Petroleum products				
Any other Trade				

Note :Marks will be awarded based on the information given in the application and on answers to leading questions in connection with experience claimed during interview. On verification if it is found that the information given is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not eligible for distributorship..

13 Capability to Provide Infrastructure as on the Date of Application.

13(A) GODOWN FOR STORAGE OF LPG CYLINDERS

Specifications of Land for LPG godown

Minimum Dimensions of plot

: 19 m X 16 m

: 24 m X 21 m (for Kerala)

The land should be suitable, in contiguous plot, freely accessible through all weather motorable approach road. The plot should be free from overhead power transmission and telephone lines. Pipelines / Canals / Drainage / Nullahs / Public Roads should not pass through the plot.

13A1	Do you have a suitable land 15 km from the municipal/revenue limits of the advertised location for LPG godown or LPG godown readily available Owned/Leased (15 yrs minimum) in your own name or in name any <i>member of your 'Family Unit'</i> .	Yes	/	No
		Please strike off what is not applicable		
Note :('Family Unit' in case of married applicant, shall consist of applicant, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried applicant, 'Family Unit' shall consist of Applicant, his/her parents and his/her unmarried brother(s) / sister(s))				

If Yes to 13A1, Provide the following details and notarised affidavit as per Annexure - C

Land is in the name of	Relationship with applicant	Date of registration of sale deed/mutation/gift / lease	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L*B in M	Distance from advertised location (in Km)

If No to 13A1 then

13A2	Do you have a Firm offer of sales/ Lease (minimum 15 yrs) from any owner of a suitable land at or within 15 km from the advertised location for LPG godown or LPG godown	Yes	/	No
		Please strike off what is not applicable		

If Yes to 13A2, Provide the following details.

Land is in the name of	Date of agreement to sale or lease on stamp paper.	Address of the location of the land for LPG Godown	Khasra No/Survey No	Dimensions L & B in M	Distance from advertised location (in Km)

If No to 13A2 then

13A3	If you do not have a suitable piece of land for Godown and do not have firm offer, can you arrange the same in the location advertised or within 15 km from the advertised location, if selected within two months from the date of issue of LOI ?	Yes	/	No
		Please strike off what is not applicable		

Note : Marks will be awarded to applicant either on ownership or firm offer or can arrange for LPG Godown/land for LPG godown based on the information given by the applicant . On verification if it is found that the information given above is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship.

13B SHOWROOM FOR LPG DISTRIBUTORSHIP

Specification for LPG Show Room

Minimum dimension of the showroom 3 m X 4.5 m

Showroom should be located in the location advertised and should have suitable approach road.

13B1	Do you have a suitable land in the location advertised for construction of showroom or showroom is readily available Owned/Leased (15 yrs minimum) in your own name or in the name of any member of your 'Family Unit' .	Yes	/	No
		Please strike off what is not applicable		

Note :('Family Unit' in case of married applicant, shall consist of applicant, his/her Spouse and their unmarried son(s)/daughter(s). In case of unmarried applicant, 'Family Unit' shall consist of Applicant, his/her parents and his/her unmarried brother(s) / sister(s))

If Yes to 13B1, Provide the following details and notarised affidavit as per Annexure - C.

Land for showroom / showroom is in the name of	Relationship with applicant	Date of registration of sale deed/mutation/gift / lease	Address of the land for showroom /showroom	Dimension L& B in M

If No to 13B1 then

13B2	Do you have a Firm offer of sales/ Lease (15 yrs minimum) from any owner of the suitable land in the location advertised for showroom or showroom	Yes	/	No
		Please strike off what is not applicable		

If Yes 13B2, Provide the following details.

Land for showroom / showroom is in the name of	Date of agreement to sale or lease on stamp paper.	Address of the land for showroom /showroom	Dimension L& B in M

If No to 13B2 then

13B3	If you do not have a suitable showroom and do not have firm offer, can you arrange the same in the location advertised, if selected?	Yes	/	No
		Please strike off what is not applicable		

Note : Marks will be awarded to applicant either on ownership or firm offer or can arrange for showroom/land for showroom based on the information given by the applicant. On verification if it is found that the information given above is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will not be eligible distributorship.

14 Capability to Arrange Finance

Please note that marks will be awarded to applicant on capability to arrange finance based on the information given by the applicant on the Gross Annual Income, Amount in Savings Bank Account, Value of investments in FD/Shares/MF etc, value of assets and ability to get loan from Banks/Financial Institution. On verification if it is found that the information given by the applicant is incorrect/ false/ misrepresented then the applicant's candidature will stand cancelled and will be ineligible for this LPG distributorship.

14.1 Gross Annual Income of Last Financial Year:	Rs							
Amount in words								
Income pertaining to last Financial Year. Attach notarized affidavit as per Annexure B								

- 14.2 **AMOUNT IN THE BANK** (in case of married applicant family is - self, spouse unmarried son(s)/daughter(s); in case of unmarried applicant family is - self , parents and unmarried brother(s)/unmarried sister(s).)* *Attach affidavit as per format given in Annexure-c.* The amount mentioned should remain in the bank for minimum period of three months from the date of application or the interview date which ever is earlier.

S.N	Name of Bank	S. B. A/C No.	Name of account holder	Relation with applicant	Amount as on date of application.												
1					Rs												
2					Rs												
3					Rs												
4					Rs												
TOTAL					Rs												

Total amount in words.

- 14.3 **FIXED DEPOSIT/NSC/SHARES/MF ETC OF FAMILY** (in case of married applicant family is- self, spouse unmarried son(s)/daughter(s); in case of unmarried applicant family is - self, parents and unmarried brother(s)/unmarried sister(s).)* *Attach affidavit as per format given in Annexure-c*

S.N	Type of Investment - FD/NSC/Shares/MF etc	Document Reference Number	Name of the holder	Relation with applicant	Initial investment Amount	Value (Amount) as on the date of advertisement.												
1						Rs												
2						Rs												
3						Rs												
4						Rs												
Total						Rs												

Total amount in words.

- 14.4 **OTHER ASSETS / PROPERTY OF FAMILY** (in case of married applicant family is - self, spouse unmarried son(s)/daughter(s); in case of unmarried applicant family is - self , parents and unmarried brother(s)/unmarried sister(s).) *(Value as per Valuation certificate from Govt approved Valuer). The valuation of assets with regard to Land for godown/ godown mentioned in item 13A1 and land offered for showroom/showroom mentioned in item 13B1 should not be included..

S.No	Details of the Property	Name of holder	Relation with the applicant	Value as on date of Advertisement												
1				Rs												
2				Rs												
3				Rs												
4				Rs												
Total				Rs												

Total amount in words.

- 14.5 Details of the loan which can be obtained from Schedule Banks / Financial Institutions based on Bankers / Financial Institution certificate to extend loan as per Annexure D

Name and address of the Bank / Financial institution	Date of certificate							Amount of Loan
	d	d	-	m	m	-	0 7	

15	Have you ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? ?	Yes	/	No
		Please strike off what is not applicable		

(If yes you are not eligible to apply.)

16 DECLARATION BY THE APPLICANT.

I am aware that inter se suitability of candidates will be decided by evaluation of candidates on the document based marks and interaction (interview). Evaluation on document based marks will be done based on the information given by me/us in this application. On verification by the Oil Company if it is found that the information given by me/us is incorrect/ false/ misrepresented then my/our candidature will stand cancelled and I/We will be declared ineligible for LPG Distributorship. I also confirm that I am in possession of the supporting documents in original for the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in documents

I am fully aware that if I am unable to make Godown duly approved by the Chief Controller of Explosives on the land/godown indicated in the application and or Showroom as per the oil company's standard layout on the land/shop indicated in the application herein above after selection then the allotment of distributorship made to me will automatically stand cancelled.

I am fully aware that I will not be appointed as LPG distributor if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.

I have read the condition for the distributorship mentioned in the advertisement and confirm that I fulfil the eligibility criteria for the LPG distributorship I have applied in this application.

17 UNDERTAKING

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this LPG distributorship.

Place : _____ Signature of applicant _____

Date :

d	d	-	m	m	-	y	y	y	y
---	---	---	---	---	---	---	---	---	---

 Name of applicant _____

(Name in block letters)

List of Enclosures

- 1 Demand Draft No _____ dated _____
- 2 Proof of age 4 Proof of Education qualification
- 5 Affidavit as per the format in Annexure A or A1
- 6 Affidavit as per the format in Annexure B
- 7 Affidavit as per the format in Annexure C
- 8 Letter from Bank/Financial Institution as per format in Annexure - D
- 9 Draft of Partnership Deed - as applicable.

(NOTORISED AFFIDAVIT) Annexure - A
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
(Affidavit to be submitted by individuals and partners of partnerships)

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

That I am an Indian National.

- 1 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.

OR

That I am married . 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:

- 2 That I have never been convicted nor charges have ever been framed against me by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).
- 3 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.
- 4 @ That against item no.14 of my application form details of various sources of funds required for setting up and operation of the distributorship has been furnished. I under take that these funds will be made available for the purpose of setting up and operation of distributorship. In case it is found that the same is not made available as and when required, the offer of distributorship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the oil company.
- 5 That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for the award of the LPG distributorship or in this affidavit shall be found to be untrue or incorrect or false, the Indian Corporation*/ Bharat Petroleum Corporation* /Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

*** Strike off whatever is not applicable.**
(@ Delete these if not applicable)

I hereby verify that what has been stated above is true to the best of my knowledge and correct. and nothing material has been concealed therefrom.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

(NOTORISED AFFIDAVIT)

Annexure - A 1

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

(To be submitted by Registered Co-operative Societies and Organised bodies like Government Organisations / Corporations / Undertakings, Public LTD. Companies, and Companies incorporated under Companies Act 1956)

In the matter of LPG distributorship of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at _____ (Location) whereas _____ (Name of the Registered Co-operative Society*/Corporate Houses*) _____ (Location) has applied for LPG distributorship of _____ (name of the oil company) Ltd., at _____.

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

- 1 That through a resolution passed by the Co-operative society*/Corporate Houses*, I have been authorised to apply for the said distributorship. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
- 2 That the said Registered Society is duly registered under society Registration Act 1860 */Company formed under the companies act 1956*/Charitable Trust *is registered with Charity Commissioner of state Government of _____* (name of the state) on _____ (date of registrarion/incorpoartion) and a photocopy of the certificate of registration certificate is enclosed herewith forming part and parcel of this affidavit.
- 3 That our Registered society / Company/Charitable Trust had made profit during the previous consecutive 3 financial Years as certificate by Chartered Accountant.
- 4 That on behalf of the Co-operative Society*/Company/Charitable Trust*, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* /Government of India or any other statutory body from time to time

- 5 That our Registered Society */Company */Charitable Trust does not have any criminal records nor does it have any criminal charges framed against it rning Body/Mananging Body /Any such other Body of this Registered Society */Charitable Trust */Directors of company */by any court of law involving moral turpitude and or economic offeneces (other than freedom struggle) punishable under law.
- 6 *That none of the Directors of this company or his family members (familyas defined in the case of multiple delearship norms for individuals) or Holding company or Subsidiary company or any other company or firm share holders (put together) of this applicant company have controlling stake i.e.51% or more ,have dealership /ditributorship or hold letter of intent for Reatil Outlet or SKO-LDO dealership or LPG distributorship of any oil Comopany .
(Clause 6 above is not acceptable to Government owned Companies defined s major shareholding with the Govenment.Public Sector & Joint Sector Units of Government adminitered Organisation
- 7 *That none of the member of the Governing Body /Managing Body/Any such other body of this Charitable Trust */Registered Society*or his family members (family as defined in the case of multipe dealership norms for individuals)have dealership/distributorships or hold Letter of Intent for Reatil Outlet or SKO-LDOdealershipor LPG distributorship of any oil Company
- 8 That our Registered Society */Company */Charitable Trust was never a signatory to dealership /distributorship agreement of any oil company ,which was terminated for malpractices and /or for voilations of provisions of the Marketing Discipline Guidelines.
- 9 I here by confirmed that I was never a signatory to dealership/ distributorship agreement of any Oil Company,which was terminated for malpractice and /or voilation of Marketing Discipline Guidelines ,.
- 10 That If any information/declaration given by me in my/our application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* for such withdrawal/termination.

***strike out whatever is not applicable.**

I hereby verify that what has been stated above is true to the best of my knowledge and correct. and nothing material has been concealed therefrom.

Solemnly affirmed and declared before me
This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

(NOTORISED AFFIDAVIT) Annexure - B
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)

DECLARATION OF ANNUAL INCOME

Please give details of income of the last financial year (20--/--)
 Gross income should be indicated and not net income

Details of Gross Annual Income in Rupees

Relationship	Gross Salary	Property (net income)	Interest/ Dividend	Business (net profit)	Professional Income (Net of expenses)	Income from Agriculture (net of expense s)	Income from other sources e.g. pension, etc.	Total (I+II+III+IV+V+VI+VII)
	I	II	III	IV	V	VI	VII	VIII
1. Self								
2 Spouse								
3. Dependent children(Unmarried son/daughter)								
In case Applicant is unmarried parents income can be given subject to enclosing affidavit as per format given in Annexure-C.								
Father								
Mother								

Solemnly affirmed and declared before me

This _____ day of _____.

Signature and Seal of Magistrate / Judge / Notary Public

Signature of Person making affidavit
 Name in Block letter)

- 1 It is important to give precise information under each head i.e. I to VII, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank.
- 2 If the applicant is payee of Income Tax, a copy of Income Tax Return should be attached

Annexure - C

(To be given by the family member as defined in eligibility criteria other than applicant)

I _____ Son/wife of _____
Age _____ years resident of _____ do hereby solemnly affirm and say as under:-

- 1 That I am unmarried and my father*/mother*/**unmarried brother* / unmarried sister***
(Mr/Ms)_____ (name) has applied for LPG distributorship of
IOC*/BPC*/HPC* at _____ (location) under '_____' category against the
advertisement made in _____ news paper dated _____

OR

That I am married my unmarried son*/ unmarried daughter*/wife*/husband*
(Mr/Ms)_____ (name) has applied for LPG distributorship of
IOC*/BPC*/HPC* at _____ (location) under '_____' category against the
advertisement made in _____ news paper dated _____

* Strike off whichever is not applicable.

- 2 That in case he/she is selected for LPG distributorship I will provide financial assistance to the extent of Rs_____ which is mentioned at Item no.14 under my name in the application submitted by (Mr/Ms)_____.for LPG distributorship of IOC*/BPC*/HPC* at _____
- 3 That in case he/she is selected for LPG distributorship I have no objection for construction of godown / showroom on the land specified in item no 13A1/13B1.

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed therefrom

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate/Judge/Notary public

Signature of persons making affidavit
(Name in block letters)

Annexure - D

(To be submitted by all applicants: Credit worthiness certificate from the Bankers, from a Scheduled bank / Financial institution to be obtained in their **Letter Head** in the following format and enclosed with the application)

TO WHOMSOEVER IT MAY CONCERN

Shri / Smt / Kum / M/s- is a customer of this bank for last Years and he / she / they is / are enjoying the following facilities from our bank / institution:

- a)
- b)
- c)

During the above period, the dealings of Shri / Smt / Kum / M/s-with the bank and his / her / their conduct has been satisfactory. In case, a distributorship is allotted to him / her /them, we will be willing to extend a loan of Rs.....

Signature
Name and Designation
Office seal
Date

General Instructions to the applicant for making N D LPG Distributorship Application.		
Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
1	Write the name of the location for which application is made	As per advertisement
2	Write the name of the district of the location for which application is made	As per advertisement
3	Write the name of the State of the location for which application is made	As per advertisement
4	Write the dated and name of the news paper in which advertisement has appeared for the location mentioned in item 1.	As per advertisement
5	Write the status whether application is by individual or made in partnership or registered Cooperative Society or Company.	Affidavit -A or A1 as applicable
6	To be filled by individual applicants or applications made in partnership.	SSC / Matric or equivalent certificate.
7	Information is on multiple dealership/distributors norm. if answer is yes. Applicant is not eligible for LPG distributorship	Notorised Affidavit as per Annexure - A
8	Education : - Information in chronological order	Original certificate of each qualification
9	For Partnership Applications only. Separate individual application to be made by all the partners along with separate application fee. (Not applicable for others).	Draft partnership deed
10	Registered cooperative societies/Companies:	Notorised Affidavit as per Annexure A1 alongwith its enclosures
11	Experience: Minimum one year experience in the capacity of supervisor/Manager / proprietor / partner involved in running a business/organisation will be considered. Provide information based on the type of experience. I - Direct Sales / Home delivered product in case experience is in the products or services which are delivered at residence of customer like LPG cylinders. II - Other Petroleum Products III - Any Other trade.	Experience certificate should be supported by Salary slips/ appointment letter etc.
12	Capability to Provide Godown for Storage of LPG cylinders: In case applicant does not provide any information from 13A1 to & 13A3, then response to all will be taken as 'No'	
13A1	In case applicant has suitable land for construction of godown or ready made godown for storage of filled LPG cylinders in his name or in the name of member of his 'family unit', then response should be 'Yes' so strike off 'No' and provide details. In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13A2	Registered Sale Deed/ Mutation/ gift deed / lease (15yrs minimum) agreement and government record etc. and their Date has to be before or on the date of application. Consent from the family member in form of Notorized affidavit is required

General Instructions to the applicant for making N D LPG Distributorship Application.		
Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
13A2	In case 13A1 is "No", then only 13A2 should be filled. In case applicant has a Firm offer of Sale / lease from any owner of a suitable land or godown, then response should be "Yes" so strike off " No" and provide the details. In case the applicant does not have firm offer then response should be "No" so strike off "Yes" and move to 13A3	Notorised Agreement to sale or lease (15 yrs minimum) from the owner . Date of agreement has to be on or before the date of application. Proof of ownership etc.
13A3	In case applicant 13A1 and 13A2 is "No" then only 13A3 should be filled. In case applicant has identified a suitable land but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. In case applicant has not identified suitable land and feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes"	
13B	Capability to Provide showroom for LPG distributorship: In case applicant does not provide any information from 13B1 to 13B3, then response to all will be taken as 'No'	
13B1	In case applicant has suitable land for construction of showroom or showroom in his name or in the name of member of his 'family unit', then response should be 'Yes' so strike off 'No' and provide details. In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13B2	Registered Sale Deed/ Mutation/ gift/ lease (15yrs minimum) agreement and government record etc. Date of agreement/mutation has to be before or on the date of application. Consent from the family member in form of affidavit is required
13B2	In case 13B1 is "No", then only 13B2 should be filled. In case applicant has a Firm offer of Sale / lease from any owner of a suitable land for showroom or showroom, then response should be "Yes" so strike off " No" and provide the details. In case the applicant does not have firm offer from then response should be "No" so strike off "Yes" and move to 13B3	Notorized Agreement to sale or lease (15 yrs minimum) from the owner . Date of agreement has to be on or before the date of application. Proof of ownership etc.
13B3	In case applicant 13B1 and 13B2 is "No" then only 13B3 should be filled. In case applicant has identified a suitable land/ showroom but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. In case applicant has not identified suitable land nor feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes"	
14	Capability to Arrange Finance	
14.1	Gross Annual Income of the "Family Unit" of the last financial year. The income will include income from all sources such as salary, property, interest, dividend, business/ profession/ vocation, agriculture and other sources, if any. If the applicant is an Income Tax Assessee, the details of income as shown in the Annual Income Declaration should conform to those indicated in the income tax return for the relevant financial year and the Assessment Order of the Income Tax Officer thereon.	Notorised Affidavit as per Annexure - B

General Instructions to the applicant for making N D LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
	If, however, the applicant is not an Income Tax Assessee then the details are required to be supported with other relevant document some which are mentioned below by way of illustration: a) Gross Salary:- A certificate from the employer(s) indicating the total emoluments paid b) Income from property:- Rent as declared and assessed for the purpose of tax. c) Interest on Bank Deposits - Letter issued by competent authority from Bank(s) showing the actual amount paid/credited as interest. d) Income from business/profession/vacation/shares and other investment/other sources: Certificate from Chartered Account in support of the income indicated under each of these heads will be required. The applicant may also be required to produce any other documentary proof in support of the income indicated. e) Income from agriculture: A certificate from Mamlatdar/ Tehsildar	
14.2	Amount in the Saving Account in the name of self & the member of the "Family Unit" as on the date of application. Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.	Notorized Affidavit as per Annexure - C and Statement of Account from which amount as on the date of application can be verified.
14.3	Investment in Fix Deposit/Bonds/NSCs/Mutual Funds/Shares/ULIP value as on Date of Advertisement in the name of self and member of the "Family unit". Amount in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.	Notorised Affidavite as per Annexure - C
	Fix Deposit/Term Deposit etc in Bank- amount as on the date of advertisement should be taken from the Bank	Bank Statement or letter from the Bankers certifying the amount in FD/Term deposit as on the date of advertisement
	Investments in Mutual Funds/listed shares/ULIP based on the NAV on the date of advertisement.	Value on the date of advertisement as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chattered Accountant.
	Amount of money which applicant can get on surrender of Insurance policy or as loan against the policy as on the date of advertisement.	Certificate from the Insurance Company
Please note that amount mentioned in the application at item 14.2 and 14.3 should be retained till the date of interview or three months from the date of application which ever is earlier.		
14.4	Value of other assets / Property(immovable) in the name of the member of the "Family Unit" as on the date of advertisement. Assets/Property in the name of joint account of the member(s)) outside the "Family Unit" should not be mentioned.(Note: Gold should not be included). The valuation of assets with regard to Land for godown/ godown mentioned in item 13A1 and land offered for showroom/showroom mentioned in item 13B1 should not be included..	Value on the date of advertisement as certified by the Government Approved Valuer

General Instructions to the applicant for making N D LPG Distributorship Application.

Item No	Instructions	Supporting Documents :- Applicants to provide them at the time of verification.
14.5	Amount based on the certificate / letter from a Schedule Banks / Financial Institutions to extend loan as per Annexure D. In case no amount is mentioned then it shall be taken as nil and no marks will be awarded.	As per Annexure - D

Note :

1. ('Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried Applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application).

2. Applicant should provide only that information in the application against various items, for which applicant is in possession of supporting documents in original as on the date of submission of application. Failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information.

3. Incase applicant require extra space on any point, the same can be given by adding more row or add extra sheets but details should be given in the same format as mentioned in that particular point.
