

DETAILED GUIDELINES

FOR RECONSTITUTION OF

LPG DISTRIBUTORSHIP

2020



w.e.f. 1st July 2020

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

1. PREAMBLE

The Reconstitution Policy was last approved by MOP&NG vide their letter no. P-19011/5/2005-IOC dated 16.10.2008. After the above guidelines MOP&NG had circulated amendments in the Reconstitution Policy from time to time and the commensurate amendments to the same effect were issued by the Oil Marketing Companies (OMCs).

Further based on the discussions held with MOP & NG dated 01.05.2018 and deliberations carried amongst the OMCs the existing Reconstitution policy was further liberalized in order to keep the willing Distributorship in our fold and to attract Entrepreneurs in to this business. This was in line with the Govt. Of India's initiative of creating an environment towards ease of doing business. Reconstitution of LPG Distributorship were framed on Industry basis and circulated in Nov'2018.

Thereafter, meeting was called by JS (GP &M), MoPNG with EDs of OMCs to review the online Reconstitution procedure of LPG Distributors on 10.12.2019. OMCs were advised to review the existing procedure and collect application and documents for reconstitution online and make it simpler and user friendly.

The Revised Reconstitution guidelines called as "Reconstitution Policy- July 2020" given below supersede all earlier guidelines on reconstitution of LPG Distributorship issued by OMCs.

2. RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE

The reconstitution process at LOI stage will be through Offline mode.

- 2.1. For the purpose of Reconstitution at LOI stage, the LOI stage would also include situation where the selected candidate gets clearance from Field Verification Committee (passes FVC) and is eligible for issuance of LOI. The eligibility of the candidate shall be as defined and specified in Distributorship Selection Manual/Unified guidelines for distributor selection.
- 2.2. Reconstitution will be allowed at LOI stage in the event of death or incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) due to serious illness/ accident resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession). Reconstitution at LOI stage may be considered in favour of legal heir/family member (including married children, daughter-in-law, son in law and grandchildren) subject to their eligibility. In case if the legal heirs/family as mentioned above have expressed their unwillingness, the LOI shall be cancelled after recording the said unwillingness in writing.
- 2.3. Reconstitution at LOI stage may also be permitted to induct outside partner (s) for bringing in finance/expertise. In such case, the LOI holder shall retain at least 51% share. However, induction of outside category partner in locations advertised under SC/ST category shall be restricted to 25% share in the distributorship. (for SC – anyone not SC will also be outside and similarly for ST- anyone not ST will be outside)
- 2.4. The LOI Stage will include the selected candidate in draw, expired/incapacitated prior to FVC/after FVC. The legal heirs will be allowed, as the case may be, for completing the FVC. In case the selected candidate passes FVC, the reconstitution at LOI Stage, as mentioned above, will be considered.

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2.5. General conditions for reconstitution at LOI stage

The proposed candidate, whether proprietary or in partnership, will have to fulfil the following conditions:

2.5.1. **Multiple distributorship norms and other eligibility criteria**, for Distributor Selection Guidelines under relevant category prevailing at the time of reconstitution will be applicable.

For the cases as mentioned in 2.2, relaxation of age and educational qualifications will be allowed as mentioned in clause 2.5.2 & 2.5.3.

2.5.2. The **minimum age requirement** will be 18 years. If the legal heir is minor in age, the guardian shall operate the distributorship till he/she becomes major and the distributorship would be once again ratified when the minor becomes major and expresses his willingness to continue with the distributorship. This will be applicable to the cases as mentioned in 2.2 above.

2.5.3. There will not be any **minimum educational qualification** criteria. However, he/she must be able to read, write and count.

2.5.4. OMC can transfer the LOI by issuing fresh LOI after necessary approval by the Competent Authority, i.e. the authority who is authorized to approve the Reconstitution Proposals.

2.5.5. The new LOI holder would be required to comply with all the conditions as mentioned in the earlier LOI issued to the deceased/incapacitated proprietor/partner(s).

2.5.6. Multiple distributorship norms would not be applicable in the cases of reconstitution at LOI stage, only if it is arising out of death/incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) in favour of family member(s) already holding a distributorship subject to there being no other eligible willing legal heir/ member of family unit for transfer of LOI.

2.5.7. The share out of the proposed partnership firm would be decided by the Selected candidate and incoming partners in line with provisions mentioned under 2.2 & 2.3 hereinabove and the same should be mentioned in the Draft Partnership Deed to be submitted along with the Reconstitution proposal.

2.5.8. Indian citizen: The incoming proprietor / partner(s) should be Indian Citizen, and a resident of India as well in line with Distributor Selection Guidelines. Cases where incoming legal heir(s)/ family member(s) is/are not Indian Citizen(s) they will be given six months' time to meet the Citizenship criteria.

Efforts to be made for completing the process within 6 months' time from the date of receipt of intimation of the mishap by the OMC.

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

2.6.1. **Application:** The application for reconstitution, in the prescribed format along with relevant affidavits/ Undertakings will be submitted to the concerned Area/Territory/Regional Office of IOC/BPC/HPC, as applicable, against acknowledgement. Area/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.)

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2.6.2. **Scrutiny at Area/Territory/Regional Office of IOC/BPC/HPC** : A two member Reconstitution Scrutiny Committee (RSC) constituted by the Area/Territory/Regional in-charge of IOC/BPC/HPC, as applicable, with one member to be the concerned Field Officer, shall be formed to assess the eligibility of the legal heir(s)/family member(s)/outside partner(s) in line with the Guidelines for Selection of LPG Distributors in vogue and the relaxations provided hereinabove.

The RSC will scrutinize/review the proposal for:

- Verification of Originals with the submitted documents.
- Conformity with the guidelines.
- Eligibility of incoming proprietor/partner(s) on age, education, multiple distributorship norms, caste certificate (for SC/ST) etc.
- Examination of documents submitted along with the proposal.

2.6.3. After the scrutiny, if found meeting the criteria, the RSC will submit their recommendation to the Area/Territory/Regional Office in-charge.

2.6.4. 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.

2.6.5. In case of death/incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) of Selected candidate/LOI Holder, on receipt of information regarding death/such incapacitation, a letter giving opportunity for reconstituting the LOI to legal heir/family member (including married children, daughter-in-law, son in law and grandchildren) subject to their eligibility, will be issued by the Area/Territory/Regional in-charge of IOC/BPC/HPC, as applicable, within 10 (ten) days of receipt of such information. Along with this letter, copy of application form for reconstitution of distributorship 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 for submitting the application. In case of formal request for extending the time, another 30 days can be extended by Area/Territory/Regional in-charge of IOC/BPC/HPC.

2.6.6. **Communication to Applicants & Field Officer:** Within 20 days from receipt of proposal, the Area/Territory/Regional Office of IOC/BPC/HPC, as applicable should send communication to the applicant(s) :-

- Informing reasons for rejection of proposal (on eligibility norms)
- 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.

2.6.7. Letter will be sent intimating the date and time on which all existing partners along with proposed incoming partner should visit the Area/Territory/Regional Office of IOC/BPC/HPC, as applicable, for meeting with Area/Territory/Regional in-charge and cross verification of documents. This date will be given with a notice of 15 days. If a request from the applicant(s) is received for changing the date of meeting, such request should be accommodated and next date with mutual consent should be fixed at the earliest but not later than 30 days from the date of original meeting communication by OMCs. It should also be communicated to the applicants that IOC/BPC/HPC will not be responsible for delay in the process on this account.

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- 2.6.8. Meeting with existing selected candidate/ LOI holder /in coming /Partner(s): On due date of meeting with all existing and proposed incoming partner(s), a committee consisting of the concerned field officer along with another officer from Area/Territory/Regional Office of IOC/BPC/HPC, as applicable, will verify the identity of the individuals with photo identity cards and also cross verify the original documents with respect to eligibility criteria. Photocopy of identity cards of all the members and eligibility documents duly signed by them with date will be kept in record with counter signature of the above mentioned committee. Any one of the following photo identity cards will be reckoned for the above purpose.
- PAN Card
 - Passport
 - Voter ID
 - Photo ID card issued by Govt./PSU
 - Driving Licence
- 2.6.9. This will be followed by meeting of all existing and incoming partner(s) with the Area/Territory/Regional Office in-charge of IOC/BPC/HPC, as applicable, along with the above mentioned committee.
- 2.6.10. In case an existing selected candidate/ LOI holder /in coming partner (s) is unable to visit Area/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 Area/Territory/Regional Office in-charge, a two member team consisting of the concerned field officer and one more officer to be nominated by the Area/Territory/Regional Office in-charge will be deputed to meet such partner provided he or she is available within the Area/Territory/Regional Office jurisdiction. In other cases where existing selected candidate/ LOI holder /in coming partner (s) is not able to visit Area/Territory/Regional Office for the above meeting, the proposal will be referred to State/Regional/Zonal Office. Depending upon the merit and circumstances, State LPG Head/Regional Head /Zonal Head may consider and approve the proposal with specific reasoning. For this purpose, opinion of Law department of State/Zonal Office may be obtained to safeguard the interest of the Corporation, if required.
- 2.6.11. In case of incapacitation resulting in total and permanent disability, if the selected candidate/LOI holder is not in a position to give consent due to physical condition then consent of the legal heir/family member (including married children, daughter-in-law, son in law and grandchildren) would be required before reconstitution. Before reconstitution proposed LOI holder should furnish appropriate indemnity form indemnifying the OMCs against any claim/damage in the future.
- 2.6.12. Area/Territory/Regional Office in-charge, after due recommendation shall forward the proposal to the State Head/Region Head/Zonal Head for approval of 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) will have to make available the identified land offered by the original allottee/deceased/incapacitated LOI holder at the time of selection for LPG Distributorship.
- 2.6.13. **Disposal of proposal:** The following action shall be taken by Area/Territory/Regional Office with regard to the proposals:
- To be forwarded within 7 days to concerned Head of LPG in State/Region/Zonal Office for necessary action/approval of State Head/Regional Head /Zonal Head, in case of proposals meeting norms.

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- To be disposed of by sending communication on rejection of proposal within 7 days of the meeting, for proposals found deficient and not suitable for approval.

2.6.14. Upon receipt of proposal at Head of LPG State/Region/Zonal Office of IOC/BPC/HPC, as applicable, the same will be reviewed by the a three member committee, consisting of two officers from State / Regional / Zonal Office and the in-charge of concerned Area/Territory/Regional office of IOC/BPC/HPC, as applicable, nominated by the State LPG Head/Region Head/Zonal Head and eligible cases will be recommended by the Committee for approval by the State Head/Region Head /Zonal Head. Status of approval/rejection of the proposals will be conveyed to the Area/Territory/Regional Office in-charge by the State LPG Head/Region Head/Zonal Head. Within 7 days of receipt of information on the status of the proposal, the following action shall be taken by Area/Territory/Regional Office with regard to the proposals.

- To be disposed of by conveying "in-principle approval" with instruction for necessary formalities to be completed by the applicants giving additional 60 days' time, in case of proposals approved by the State Head/Region Head/Zonal Head.
- To be disposed of by sending communication on rejection of proposal, for proposals rejected by the State Head/Region Head/Zonal Head.

2.6.15. Area/Territory/Regional Office in-charge must ensure that the progress of all the proposals starting from receipt of application, meeting with existing selected candidate/ LOI holder /in coming partner (s), forwarding to State/Zonal office, wherever applicable, conveying approval/rejection of proposal, till execution of the agreement is monitored for this purpose. The same should be available for review by the visiting officials.

2.6.16. Head of LPG State/Region/Zonal Office of IOC/BPC/HPC will also initiate regular monitoring system in the State/Region/Zonal office.

Formats of application, standard affidavit, indemnity, nomination form, etc. are attached as Annexures to this guidelines.

2.7. APPROVING AUTHORITY & TIME LINES FOR RECONSTITUTION AT LETTER OF INTENT (LOI) STAGE

2.7.1. Approving authority for all cases of reconstitution at LOI stage will be concerned State Head/Regional Head /Zonal Head of IOC/BPC/HPC, as applicable.

2.7.2. All proposals for reconstitution at LOI stage should be disposed of within 75 days from submission of complete proposal.

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

2.8.1. In all cases, the distributorships would be required to pay non-refundable application processing fee of Rs.25000/- (plus applicable GST) at the time of application and upon approval of reconstitution, pay a non-refundable reconstitution fee equivalent to Security Deposit amount (plus applicable GST) as applicable to the category of distributorship defined under Distributor Selection Guidelines in vogue, before issuance of fresh LOI, except under the cases mentioned below;

- In case where reconstitution is arising out of death/incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or

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follow any occupation or profession) of the proprietor / partner(s) and the incoming partner(s) {provided they all are Legal heir(s) / family member(s)} propose to hold the same share in partnership as was with the deceased/incapacitated.

- 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 Distributorship, no exemption will be given.

In case application for reconstitution is rejected for short comings of the documents or non-submission of original for verification , existing selected candidate/ LOI holder /in coming Partner(s) to apply afresh for reconstitution within 60 days with correct documents. On such re-application, 50 % of the application fee amount (plus applicable GST) will be payable.

3. RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP

Entire process of Reconstitution will be through Online mode

3.1. Optional Nomination by Proprietor / partners:

3.1.1. Proprietor/partners of existing distributorship may nominate, in the form to be prescribed, person(s) he/she desires to transfer his/her share in the event of his/her death or incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession). Such nomination will, however, be limited to proprietor/partner(s) own or his/her spouse's Children (including step children); son in law / daughter in law; Parents (including step father/step mother); Brother/Sister (including step brother and step sister); grand-parents (both maternal and paternal); grand-children.

3.1.2. For a partnership firm, all partners may submit nominations separately, in the prescribed Form. New distributors may submit fresh nomination upon commissioning.

3.1.3. The nomination form duly sworn before a Magistrate/Judge/Notary public has to be submitted. The nominees should also submit a declaration of acceptance of his/her nomination. The proprietor/partner(s) will have the option to change the nomination anytime so long he/she holds share in the distributorship firm by following the same procedure as is required to be followed for giving fresh nomination. The latest nomination details shall be displayed to Distributors in internal portals of OMCs for his information.

3.2. **Reconstitution of commissioned distributorship** will be permitted for induction of minority partner(s) only after three years of commissioning of distributorship irrespective of the reconstitution carried out at LOI stage. Subsequent reconstitution can be carried out after one year.

However if the reconstitution is desired for the induction of family members (his/her spouse; Children (including step children); son in law / daughter in law; Parents (including step father/step mother); Brother/Sister (including step brother and step sister); grand-parents (both maternal and paternal); grand-children.) then the restriction of minority share and three years period will not be applicable.

3.3. The restrictions of induction of spouse only, mandatorily as per condition of erstwhile distributorship selection guidelines, are also being dispensed with. Where in any such distributorship was constituted as partnership with spouse as a condition of the LOI,

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any one of the partners in such distributorships may resign without restriction of the 3 years' time period from commissioning of the distributorship.

- 3.4. Partner(s) can resign from the distributorship after 3 years of holding distributorship. In the event of resignation of partner(s), the remaining partner(s) put together shall hold the controlling stake i.e. at least 51% share in the distributorship.
- 3.5. Restriction of time period will not be applicable for re-constitution on account of death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the proprietor/partner(s).
- 3.6. The Sole proprietor, without any time restriction, can transfer distributorship in favour of his/her spouse; Children (including step children); son in law / daughter in law; Parents (including step father/step mother); Brother/Sister (including step brother and step sister); grand-parents (both maternal and paternal); grand-children.
- 3.7. On demise or incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the Sole Proprietor or Partner, transfer of his share in the distributorship in favour of the person(s) as per the last nomination will be considered. In case of more than one nominee, OMC may agree to distribute the shareholding among the nominated persons in the ratio the deceased has mentioned in the last nomination or equally. This will however, be subject to the proposed person(s) meeting eligibility conditions of distributorship selection guidelines except land for showroom and godown but complying with applicable statutory provisions.

If the legal heir/nominee is minor in age, the guardian shall operate the distributorship till he/she becomes major and the distributorship agreement would be once again ratified when the minor becomes major and expresses his willingness to continue with the distributorship.

- 3.8. In case of demise or incapacitation resulting in total and permanent disability (which will disable the proprietor to work or follow any occupation or profession) of the Sole Proprietor, if there is no nominee or person(s) nominated expresses unwillingness to be inducted as proprietor/partner(s), or is found ineligible, as per norms applicable for Distributor Selection other than age, educational qualification and multiple distributorship norms, the firm can be reconstituted with
 - i. Other legal heir(s)
 - ii. Other legal heir(s) and family members of self / spouse viz. step children; son in law / daughter in law; Parents (including step father/step mother); Brother/Sister (including step brother and step sister); grand-parents (both maternal and paternal); grand-children of the deceased proprietor
 - iii. Legal heirs and outside partners. However, the maximum share of the outside partner(s) will be restricted to 49% and no relaxation with regard to age, educational qualification and Multiple Distributor Norm .
 - iv. In case no legal heirs willing to join, then family members of self / spouse viz. step children; son in law / daughter in law; Parents (including step father/step mother); Brother/Sister (including step brother and step sister); grand-parents (both maternal and paternal); grand-children of the deceased proprietor.

The consent of the legal heirs not willing to join the distributorship is required.

- 3.9. In cases of death or incapacitation resulting in total and permanent disability (which will disable the partner to work or follow any occupation or profession) of partner(s), the partnership firm is required to be reconstituted with the surviving/remaining

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partner(s) and person(s) nominated by the deceased/incapacitated partner(s). If the person(s) nominated express their unwillingness to be inducted as partner(s) or he/she/they is/are found ineligible by the OMCs, as per prevailing norms, the firm may be reconstituted with the remaining partner(s) and other legal heir(s) or the family members of the deceased/incapacitated partner(s) with the consent of legal heirs not joining. If there is no legal heir(s) or family member(s), or they have expressed unwillingness or found ineligible the distributorship will be reconstituted with surviving/remaining partner(s).

- 3.10. While inducting partner(s), if the proprietor/partner(s) is not in a position to give consent due to his/her physical condition and has also not provided any nomination, then consent of the members of the family unit and married children of such proprietor/partner(s) would be required before reconstitution. Upon reconstitution, the distributorship should furnish appropriate indemnity bond indemnifying the OMC against any claim/damage of whatsoever nature raised by any person/entity relating to reconstitution done by OMC basis the said consent.
- 3.11. **Dispute in case of Induction of nominated person(s)/legal heir(s)/ family member(s):** In case of any dispute with regard to the induction of nominated person(s)/legal heir(s)/ family member(s) amongst the surviving/existing partners, then a maximum period of 6 (six) months from the date the OMC receives intimation of the death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of Proprietor/partner(s) may be given to the parties to settle the dispute amongst themselves. During the dispute period, the distributorship may be operated by the partner(s) and nominated person(s)/legal heirs(s). If the same is not acceptable to the distributorship, then the distributorship may be placed under suspension. Another opportunity will be granted for a further a period of six months, in case if the dispute is not resolved in this extended period the LPG Distributorship will be terminated.
- 3.12. **Temporary arrangement for operation of distributorship in case of death of proprietor/partner(s):** In case of death of proprietor/ partner(s), temporary arrangement may be made through the person(s) last nominated by the deceased proprietor / legal heir (s) (in case of proprietorship) and through the person(s) last nominated / legal heir (s) & the surviving partner(s) (in case of partnership firm) to continue the distributorship till formal reconstitution. Such temporary arrangement will be allowed for a maximum period of 6 (six) months, within which the concerned party/parties should submit complete proposal for reconstitution, otherwise the distributorship shall be placed under suspension till it gets reconstituted.
- 3.13. **Partner(s) found involved/ convicted in Criminal cases:**
- 3.13.1. In a partnership firm, if any partner(s) is/are convicted by Court of Law for any criminal case involving moral turpitude, then in such case, the existing set up will be derecognized, the convicted partner(s) will be debarred and their nominations cancelled. The distributorship may be reconstituted with the remaining partner(s) and in case the remaining partner is not alive or/is incapacitated, then in favour of his/her (i.e. remaining partner's) nominated person/legal heir /family member(s) with a condition that if the convicted partner gets acquitted from the Court of Law/ appellate court and no appeal is pending against, the original constitution will be restored on the request of the Partner who was debarred. The restriction of time period between reconstitutions will not be applicable in such cases.
- 3.13.2. If the distributorship is a partnership concern and one or more of the partners is involved in the offences:

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- of affecting human body (Chapter XVI) of IPC
- Against the State (Chapter VI) of IPC

And/ or he/ she is arrested in connection with the involvement in such offence and or charge sheet is filed before Court of Law for conviction and Court framed the charges, then in such case OMCs will reconstitute the existing firm with the remaining partner(s) and in case the remaining partner is not alive or is incapacitated, then in favour of his/her (i.e. remaining partner's) nominated person/legal heir /family member(s) who are not involved in the offence and meets the eligibility criteria in vogue except land for showroom and godown (relaxation of age and qualification as mentioned above at point 2.5.2 & 2.5.3 above) to operate the distributorship till the case is decided by Court / appellate court and no appeal is pending against. Such arrangement will, however, indemnify the OMC against any claims/ damages arising out of subsequent litigation, if any.

If the convicted partner gets acquitted from the Court of Law/ /, the original constitution will be restored on the request of the Partner who was debarred.

- 3.14. Induction of outside category partner in SC/ST distributorship:** Induction of a minority partner(s) from outside his/her category in distributorship belonging to SC/ST category may be permitted. However, at any point of time i.e. before or after reconstitution and till the validity and operation of the Distributorship Agreement the holding of persons belonging to the SC/ST category under which the subject distributorship was allotted should be at least 75%. If non SC/ST spouse/children of SC/ST distributor is inducted as partner in the distributorship, his/her share in the distributorship shall not be counted as SC/ST share.

In case of death/ incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of SC/ST distributor, total share of the deceased/ incapacitated distributor can be transferred to Non-SC/ST spouse or Non-SC/ST children as the case may be, which would not be counted as SC/ST share.

In case of death/ incapacitation resulting in total and permanent disability (which will disable the partner to work or follow any occupation or profession) of SC/ST major partner, holding not less than 75%, (in a SC/ST category distributorship having partner(s) 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 distributor can be transferred to the remaining partner(s) provided they are from same category.

However, if the remaining partner(s) is/are from other category under which Distributorship was awarded, then the distributorship will be terminated.

3.15. General Conditions of Reconstitution:

- 3.15.1. All incoming proprietor/partner(s) should fulfill all the basic requirements for becoming a distributor on 'Common eligibility criteria for all categories', on all parameters prescribed in the distributor selection guidelines in vogue, except land for godown/showroom. However, in case of death/ incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the Proprietor/Partner, OMCs may allow relaxation with regard to age and educational qualification of incoming proprietor/ partner(s) as per clause 3.7 / 3.8(except 3.8.iii)

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3.15.2. Multiple distributorship norms would be applicable in all cases of reconstitution except in the following cases:

- Where selection of the concerned distributorship was made prior to multiple distributorship norms came into existence. This relaxation shall be available only to spouse/children/grandchildren.
- For distributorships which were commissioned after multiple distributorship norm came into existence and where two or more distributorships have been awarded to spouse, father/mother, children/grandchildren (both married and unmarried), relaxation may be allowed for reconstitution arising out of death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) also in favour of family member(s) already holding a distributorship (subject to there being no other eligible/ willing legal heir/ member of family unit).

3.15.3. **Indian citizen:** The incoming proprietor / partner(s) should be Indian Citizen, and a resident of India as well in line with Distributor Selection Guidelines. Cases where incoming legal heir(s)/ family member(s) is/are not Indian Citizen(s) they will be given six months' time to meet the Citizenship criteria.

3.15.4. **Legal heir Certificate:** Legal Heir Certificate is required to be submitted, by the person claiming to be legal heir, to OMCs 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 or any other 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 reconstituted distributorship will have to indemnify the OMC against any claims or demands which may be made in future by any person claiming to be legal heir and would also have to face consequences such as termination of distributorship.

In case the person(s) claiming to be legal heir of deceased has/have already obtained Succession Certificate, the need for seeking Legal Heir Certificate can be dispensed with. If the Legal Heir Certificate is not generally issued in the jurisdiction/State where the Distributorship is operating than Succession Certificate to be taken.

3.15.5. **Nominated person(s)/Legal Heir(s) not responding:** In the event of death or incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the Proprietor or Partner(s) of the distributorship firm, if the person(s) nominated by the deceased/incapacitated Proprietor/Partner(s) do not express his /her/their willingness to join the distributorship, a specific time period of 6 (six) months from the date the OMC receives intimation of the death/such incapacitation of Proprietor/partner(s) shall be given to them for taking decision. Thereafter it will be construed that the nominated person(s) is/are unwilling to join the distributorship, and then the firm can be reconstituted with the other legal heirs or the family members of the deceased/incapacitated proprietor/partner(s). If there are no other legal heir(s) or the known legal heirs and also the family members are also not responding, then such partnership firm shall be reconstituted with the surviving partner(s); in case of proprietorship, the distributorship shall be terminated. The sequence of preference to be followed for induction of new proprietor/partner should be (i) the nominated person(s);(ii) the legal heirs; (iii) the family members(s).

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- 3.15.6. **Nominated person/Legal Heir(s)/Partner(s) not Traceable:** In the event of death or incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the Proprietor or Partner(s) of a distributorship firm, if the person(s) nominated by the deceased/disabled Proprietor/Partner is/are not traceable and/or his/her/their present address is not known, then OMC shall issue a notice in the newspaper in the district concerned seeking response/objection on the proposed reconstitution of the distributorship in favour of legal heirs or the family members of the deceased.

The notice should clearly state that the Claim, if any, for selection/induction as LPG distributor, made beyond the stipulated period in the notice would not be entertained under any circumstances. Thereafter OMC shall be at liberty to exercise its rights to approve reconstitution of the distributorship excluding such nominated person(s). Cost of newspaper notification to be borne by the distributorship firm or should be deducted from the final settlement of account of the terminated distributorship or should form part of claim of OMCs in case of dispute. The above procedure shall also be followed if any of the legal heirs or existing partner(s) is/are not traceable.

- 3.15.7. **No NOCs from nominated person(s)/Legal Heir(s) who are disqualified to become Distributor:** Nominated person(s)/legal heir(s) may not be willing to give relinquishment or NOC in favour of incoming Proprietor / Partner(s) despite the fact that these legal heir(s) are not eligible to become distributor as per Distributor Selection guidelines in vogue at the relevant time.

In such cases, as a one-time special measure, obtaining NOC/Relinquishment from such nominated person(s)/legal heir(s) may not be mandatory. However, the onus would be on the distributorship to provide conclusive documentary evidence with regard to disqualification of such nominated person(s)/legal heir(s) and OMC would independently verify the authenticity of the same.

In the event of death or incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of the Proprietor or a Partner of the distributorship firm, if the person(s) nominated by the deceased/incapacitated Proprietor/ Partner(s) is/ are found to be ineligible at that juncture to become a distributor as per norms applicable for Distributor Selection (other than age, qualification), other legal heir(s)/ family members (including married children, grandchildren) of the deceased proprietor/partner(s) can be inducted as Proprietor/ Partner(s) with NOC of legal heirs not joining the distributorship. If none of the legal heir(s) or family members are found to be eligible; in case of a partnership firm, reconstitution should be done with the surviving partners, and in case of a proprietorship firm, the distributorship shall be terminated.

- 3.15.8. In all cases where OMC approves reconstitution proposal wherein consent of all the nominated person(s)/ 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 any person claiming to be legal heir(s)/partner(s) of the deceased Sole Proprietor/Partner.

- 3.15.9. Before reconstitution of distributorship, a meeting would be held with all the existing partner(s) and incoming partner(s) by OMC. In cases where partner(s) do not attend the meeting due to any reason, a registered letter confirming receipt of reconstitution proposal, giving reference of the meeting held with the attending partner(s) and Corporation's intention of proceeding with the reconstitution proposal would be intimated to them.

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3.15.10. All proposals for reconstitution of distributorship shall be disposed of by the concerned OMC in a time bound manner preferably within 75 days from the date of receipt of complete proposal.

3.15.11. Before reconstitution, the distributorship should furnish appropriate indemnity bond indemnifying the OMC against any future claim/damage relating to such reconstitution.

3.16. PROCESS OF RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP:

The following process will be followed for disposal of reconstitution of commissioned distributorship:

3.16.1. **Application:** The application for reconstitution is to be submitted online on the respective OMC portal uploading all the requisite documents. On submission of such application, the same will be acknowledged in the system and a unique identification number (Docket No.) will be generated. Distributor to submit the all Original documents and application at the time of verification to Area/Territory/Regional Office of IOC/BPC/HPC during scrutiny.

3.16.2. **Scrutiny at Area/Territory/Regional Office of IOC/BPC/HPC :** A two member **Reconstitution Scrutiny Committee (RSC)** constituted by the Area/Territory/Regional in-charge of IOC/BPC/HPC, as applicable, with one member to be the concerned Field Officer, shall assess the eligibility of the legal heir(s)/family member(s)/outside partner(s) in line with the Guidelines for Selection of LPG Distributors in vogue. If candidate is found meeting the criteria, the committee will put up proposal for approval of the competent authority.

The RSC will scrutinize the proposal for:

- Verification of Originals with the uploaded documents.
- Conformity with the guidelines.
- Eligibility of incoming proprietor/partner(s) on age, education, multiple distributorship norms, caste certificate (for SC/ST) etc.
- Examination of documents.

3.16.3. 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.

3.16.4. In case of death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) of proprietor/partner, on receipt of information regarding death/such incapacitation, a letter giving opportunity for reconstituting the distributorship to legal heir/family member (including married children, daughter-in-law, son in law and grandchildren) subject to their eligibility, will be issued by the Area/Territory/Regional in-charge of IOC/BPC/HPC, as applicable, within 10 (ten) days of receipt of such information. Along with this letter, copy of application form for reconstitution of distributorship 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 another 30 days can be extended by Area/Territory/Regional in-charge of IOC/BPC/HPC.

3.16.5. In case the deceased/incapacitated 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 stipulated period,

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

3.16.6. Communication to Applicants: Within 20 days from receipt of proposal, the Area/Territory/Regional Office of IOC/BPC/HPC, as applicable should send communication to the distributorship/ Field Officer.

- Informing reasons for rejection of proposal (on eligibility norms)
- 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.
- Informing the date and time on which all existing partners along with proposed incoming partner(s) should visit the Area/Territory/Regional Office of IOC/BPC/HPC, as applicable, for meeting with Area/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. If a request from the distributorship is received for changing the date of meeting, such request should be accommodated and next date with mutual consent should be fixed at the earliest but not later than 30 days from the date of original meeting communication by OMCs. It should also be communicated to the distributorship that IOC/BPC/HPC will not be responsible for delay in the process in this account.

3.16.7. Meeting with existing/incoming Proprietor/Partner(s):

3.16.7.1. On due date of meeting with all existing and proposed incoming partner(s), a committee consisting of the concerned field officer along with another officer from Area/Territory/Regional Office of IOC/BPC/HPC, as applicable, will verify the identity of the individuals with photo identity cards and also verify the original documents with respect to eligibility criteria. Photocopy of identity cards of all members duly signed by them with date will be kept in record with counter signature of the above mentioned committee. Any one of the following photo identity cards will be reckoned for the above purpose.

- PAN Card
- Passport
- Voter ID
- Photo ID card issued by Govt./PSU
- Driving Licence

This will be followed by meeting of all existing and incoming partners with the Area/Territory/Regional Office in-charge of IOC/BPC/HPC, as applicable, along with the above mentioned committee.

3.16.7.2. In case an existing partner is unable to visit Area/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 Area/Territory/Regional Office in-charge, a two member team consisting of the concerned field officer and one more officer to be nominated by the Area/Territory/Regional Office in-charge will be deputed to meet such partner provided he or she is available within the Area/Territory/Regional Office jurisdiction. In other cases where existing partner(s)/ proprietor is not able to visit Area/Territory/Regional Office for the above meeting, the proposal will be referred to State/Regional/ Zonal office. Depending upon the merit and circumstances, State Head/Regional Head of State/Zonal Head may consider and approve the proposal with specific reasoning. For this purpose opinion of Law

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department of State/Region/Zonal Office may be obtained to safeguard the interest of the OMC.

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

3.16.8. Disposal of proposal at Area/Territory/Regional Office level of IOC/BPC/HPC: After the meeting, the following action shall be taken by Area/Territory/Regional Office with regard to the proposals;

- Will be disposed of by conveying "in-principle approval" with instruction for necessary formalities to be completed by the firm for execution of documents giving additional 60 days' time, in case of proposals meeting norms and where the Area/Territory/Regional Office in-charge of IOC/BPC/HPC, as applicable, is the approving authority
- Will be disposed of by sending communication on rejection of proposal within 7 days of the meeting, for proposals found deficient and not suitable for approval.
- Will be forwarded within 7 days to concerned State LPG Head/Region Head/Zonal Head for necessary action/approval.

3.16.9. Proposals forwarded to State/Zonal Office of IOC/BPC/HPC, as applicable, will be reviewed by a three-member committee, consisting of two officers from State / Regional/ Zonal Office and the in-charge of concerned Area/Territory/Regional office of IOC/BPC/HPC, as applicable, nominated by the State Head/Region Head/Zonal Head. Status of approval/rejection of the proposals will be conveyed to the Area/Territory/Regional Office in-charge by the State Head/ Regional Head /Zonal Head. Within 7 days of receipt of information on the status of the proposal, the following action shall be taken by Area/Territory/Regional Office with regard to the proposals.

- Will be disposed of by conveying "in-principle approval" with instruction for necessary formalities to be completed by the firm for execution of documents giving additional 60 days' time, in case of proposals approved by State Head/ Region Head /Zonal Head.
- Will be disposed of by sending communication on rejection of proposal, for proposals rejected by State Head/ Region Head /Zonal Head.

3.16.10. Area/Territory/Regional Office in-charge must ensure that the progress of all the proposals starting from receipt of application, meeting with existing/incoming proprietor/partner(s), forwarding to State/Zonal office, wherever applicable, conveying approval/rejection of proposal, till execution of the agreement is monitored for this purpose. The same should be available for review by the visiting officials.

3.16.11. State LPG Head/Region Head/Zonal Head will also initiate regular monitoring system in the State/Region/Zonal.

Formats of application, standard affidavit, indemnity, nomination form, etc. are attached as Annexures to this guideline.

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3.17. APPROVING AUTHORITY & TIME LINES FOR DISPOSAL OF PROPOSALS FOR RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIPS :

3.17.1. State Head/ Regional Head /Zonal Head will be the approving authority for the following cases;

- Cases of reconstitution involving induction of outside category partner in SC/ST category distributorship.
- Cases of reconstitution where existing partner(s) have failed to attend the meeting with Area/Territory/Regional Office in-charge and with the two member committee deputed by the Area/Territory/Regional Office in-charge for this purpose.
- Cases involving relaxation to incoming partner on the age & education criteria beyond the authority of Area/Territory/Regional Office in-charge.

3.18. Concerned Area/Territory/Regional Office in-charge will be the approving authority in all other cases.

3.19. All proposals should be disposed of within 75 days of receipt of complete proposals.

3.20. NON-REFUNDABLE APPLICATION PROCESSING FEE & RECONSTITUTION FEE FOR RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIPS:

3.20.1 APPLICATION PROCESSING FEE : In all cases, the distributorships would be required to pay non-refundable application processing fee of Rs.25,000/- (plus applicable GST) for reconstitution in favors of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd., as applicable, and payable at the Area/Territory/Regional Office location, will be payable along with the application as per the Reconstitution policy, as applicable.

In case application for reconstitution is rejected for short comings of the documents or non-submission of original for verification the Distributor to apply afresh with correct documents for reconstitution within 60 days from date of intimation letter on rejection. Only such re-application 50 % of the application fee (plus applicable GST) amount will be payable.

3.20.1.1. In case where reconstitution is arising out of death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) 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 Distributorship 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.

3.20.1.2. For SC/ST category distributorships involving induction of partner(s) from same category. In cases involving induction of outside category partner(s) in SC/ST Distributorship, no exemption will be given.

3.20.2. RECONSTITUTION FEE :

Upon approval of reconstitution, the distributorships would be required to pay a non-refundable reconstitution fee equivalent to Security Deposit amount (plus applicable GST) as applicable under Distributor Selection Guidelines in vogue, before execution of fresh distributorship agreement, **except** under the cases mentioned below:

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- 3.20.2.1. Proposal involving induction of partner from within the family as defined in Selection guidelines, including married children, daughter in-law, son-in-law and grandchildren (without any exit/ outgoing partner).
- 3.20.2.2. Proposal with or without induction of partners from within the family as defined in Selection guidelines, including married children, daughter in-law , son-in-law and grandchildren or without induction of partners from outside family (along with exit / outgoing partner) provided continuing partner(s) holding at least 50% share and maintains majority share in the distributorship post reconstitution.
- 3.20.2.3. Cases involving reconstitution is arising out of death/incapacitation resulting in total and permanent disability (which will disable the proprietor/ partner to work or follow any occupation or profession) 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 Distributorship 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 .
- 3.20.2.4. For SC/ST category distributorships involving induction of partner(s) from same category.
- 3.20.2.5. In case where sole proprietor irrespective of age allowed to resign from the distributorship (after serving the distributorship for minimum three years) provided transfer of share is proposed in favour of his/her family as defined in Selection guidelines, including married children, daughter in-law , son-in-law and grandchildren.
- 3.20.2.6. For reconstitution of Distributorships where the Distributor {proprietor/partner(s)} is senior citizen(s) (> 60 years old), and inducting, family as defined in Selection guidelines, including married children, daughter in-law , son-in-law and grandchildren.

4. SPECIFIC SCENARIOS REQUIRING RECONSTITUTION :

Specific Scenarios requiring reconstitution: Certain aberrations might have occurred over the long time since commissioning of the distributorships whereby the executed distributorship agreement as per the current constitution may not be available/traceable. Some of the probable scenarios and approach to be taken are narrated below wherein one time opportunity of regularizing the situation, within a reasonable time, may be approved.

4.1. Copy of distributorship agreement not available with distributor/ OMC

Old distributorship where distributorship agreements are not traceable although other records like LOI, LOA, Reconstitution approval (Primary documents) or copy of RSL, etc. (Secondary documents) are available with OMC / distributor which establish that the distributorship had been awarded to the person(s) whose name is in such records and such distributorship may be operated by the person(s) named in the documents or through their legal heirs. In such cases, distributorship agreement can be signed with such persons (if they are alive) or with their legal heir(s) after following due process of reconstitution. An indemnity/affidavit shall be taken from the claimant / prospective distributor indemnifying Corporation against claim on distributorship if the information is found incorrect.

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However, the basic documents like copy of LOI / LOA / copy of previous reconstitution approval should 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., other statutory licenses and official correspondence should be taken into account for consideration.

In cases, where the primary documents are available and the Distributor (s) / Partner(s) are alive, the concerned Area/Territory/Regional Office in-charge will be the competent authority to accord approval and can sign new Distributorship Agreement.

In cases, where secondary documents are to be relied upon and the Distributor(s) / Partner(s) are alive, the proposal shall be initially processed / scrutinized by the concerned Area/Territory/Regional Office in-charge and put up to a three member committee, consisting of two officers from State / Regional/ Zonal Office and the in-charge of concerned Area/Territory/Regional office of IOC/BPC/HPC, as applicable, nominated by the State Head/Region Head/Zonal Head. Recommendation of the committee should be forwarded to the State Head /Regional Head /Zonal Head for final decision. New distributorship agreement will be signed with Distributor after obtaining approval as mentioned above.

In all other cases of above scenario, i.e., for cases where Distributor(s) / Partner(s) have expired and their Legal heir(s) / Family member(s) are operating the Distributor ship, in-principle approval shall be first accorded by the competent authority (as per nature of documents relied upon) for recognizing the deceased Distributor (s) / Partner(s) as the constituents of the Distributor ship firm. This in-principle approval shall be taken as a reference point for processing further reconstitution of the Distributor ship by inducting the Legal heir(s) / Family member(s) of the deceased Distributor (s) / Partner(s) with or without induction of outside partner(s) as per provisions made under clause nos. 3 & 4 of this policy.

4.2. Reconstitution proposal approved in past but distributorship agreements not yet executed.

In cases where reconstitution proposal of the distributorship was approved by OMC, however, the distributorship agreement was not executed for certain reasons, if such reasons are now found to be complied with, or not required to be complied with in the present scenario or after necessary compliance by the distributorship, the Distributorship Agreement would be executed.

In cases where the proprietor/ partner(s) have expired since reconstitution, the distributorship would be reconstituted with their legal heir(s) taking into consideration the earlier approved Reconstitution proposal.

In such cases, the OMC would look into the reasons for non-execution of Distributorship agreement. If conditional approval was given in the past for reconstitution and the Distributorship Agreement could not be executed due to non-compliance of the condition, the concerned Area/Territory/Regional Office in-charge would assess the applicability of the condition under present situation and either get the condition complied or obtain approval for waiver of the condition from competent authority (authority who had earlier approved the conditional reconstitution proposal) and execute the Distributorship Agreement.

If, reconstitution proposal was earlier approved and the Distributorship 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

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reconstitution of the Distributorship by inducting the Legal heir(s) / Family member(s) of the deceased Distributor(s) / Partner(s) with or without induction of outside partner(s) as per provisions made under clause nos. 3 & 4 of this policy. Competent authority for such reconstitution will also be as per provisions made under clause nos. 3 & 4 of this policy.

4.3. Reconstitution not done due to non-availability/ authenticity of legal heir(s) by OMC but is being operated by self-proclaimed legal heir(s).

There may be cases where reconstitution of the distributorship was not done after the demise of the proprietor / partner(s) due to some reason and the legal heir(s) has been operating the distributorship without any claim or dispute from other legal heirs for more than a year. OMCs have also by their conduct recognized the operation of the distributorship through such legal heir(s) and continued business with them. An application should be taken from such legal heirs.

In such cases OMC concerned will issue a suitable notice in the newspaper in this regard indicating that application has been received for reconstitution of the distributorship in favour of claimants and seeking response/objection, if any, for such reconstitution by the concerned legal heir(s) within a given time period as mentioned in following paras.

In case no objection is received within the time period specified, the distributorship would be reconstituted with the legal heir(s) operating the distributorship after taking suitable indemnity from them. In case, if any objection is received from other legal heirs, then the matter will be reverted back to the Legal heirs operating the distributorship to resolve the issue within time to be specified. If the resolution is not arrived at within the stipulated time, OMC would be free to take such action as deemed fit, which may include termination of the Distributorship Agreement.

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 Distributorship as per the prescribed format. This notice will be finalized in consultation with Law Dept. The notice should also contain a copy of the prescribed format and details on eligibility / disqualification criteria as per Distributor Selection Guidelines in vogue.

In such cases concerned OMC will issue a suitable notice in the newspaper (cost of notice to be borne by the Distributorship) indicating that application has been received for reconstitution of the Distributorship 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). This notice will be finalized in consultation with Legal/Law Deptt.

In case no objection is received within the time period specified, the proposal received from the Legal heir(s) will be scrutinized by the Area/Territory/Regional Office in-charge and put up to a three member committee, consisting of two officers from State / Regional/ Zonal Office and the in-charge of concerned Area/Territory/Regional office of IOC/BPC/HPC, as applicable, nominated by the State Head/Region Head/Zonal Head. Recommendation of the committee should be forwarded to the State Head

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/Regional Head /Zonal Head for final decision. New Distributorship agreement will be signed with Distributor on approval after taking suitable indemnity 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 should be initiated as per provisions made under clause no. 3.10 of this policy.

4.4. Distributorship being operated by one or more partners after exit/prolonged absence (for more than 1 year) of partner(s) from the distributorship without approval of OMCs

There may be cases where distributorship is being operated by one or more partners after exit/in prolonged absence (for more than 1 year) of partner(s) from the distributorship, without approval of OMCs. The distributorship has been operating without any claim/ dispute from the partner(s), who have exited from the distributorship /have been absent for a very long time and OMCs have also by their conduct recognized the operation of the distributorship through such remaining partner(s).

In such cases OMC concerned will issue a suitable notice in the newspaper in this regard, at the cost to be borne by the distributorship, indicating that application has been received for reconstitution of the distributorship in favour of claimants and seeking response/objection, if any, for such reconstitution from the concerned partner(s) I their legal heir (if the partner(s) have expired), within a given time period as mentioned in following paras.

In case no objection is received within the time period specified, the distributorship would be reconstituted with the remaining partner(s) operating the distributorship after taking suitable indemnity from them.

The remaining partner(s) will be invited by way of notice to apply for reconstitution of Distributorship as per the prescribed format. This notice will be finalized in consultation with Law / Legal Dept. The notice should also contain a copy of the prescribed format and details on eligibility / disqualification criteria as per Distributor Selection Guidelines in vogue. The proposal received from the Partner(s) will be examined for processing reconstitution of the Distributorship by the Area/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 Distributorship) indicating that application has been received for reconstitution of the Distributorship 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 should be sent under Regd/AD Post to the last known address of the partner(s). This notice will be finalized in consultation with Legal / Law Deptt.

In case no objection is received within the time period specified, the proposal received from the remaining partner(s) will be scrutinized by the Area/Territory/Regional Office in-charge and put up to three-member committee, consisting of two officers from State / Regional/ Zonal Office and the in-charge of concerned Area/Territory/Regional office of IOC/BPC/HPC, as applicable, nominated by the State Head/Region Head/Zonal Head. Recommendation of the committee should be forwarded to the State Head /Regional Head /Zonal Head for final decision. New Distributorship agreement will be signed with Distributor(s) subject to approval by State Head /Regional Head /Zonal Head and after taking suitable indemnity from the Distributorship.

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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 should be initiated as per provisions made under clause no. 3.10 of this policy.

4.5. Condoning of Cases of change in constitution done without OMC approval:

In case of any change in constitution done without prior written approval of the OMC coming to notice, the revised set-up, if otherwise meeting all conditions/criteria related to reconstitution, may be condoned/regularized subject to the distributorship paying a specified ratification amount to be fixed by the OMCs. Such ratification amount shall be over and above the applicable reconstitution fee. Such cases will be dealt as under:

4.5.1. Constitution is currently in line with approved set up and past deviations have been rectified.

There are cases where unauthorized persons had entered in to the Distributorship/operated the distributorship fully or in association with the proprietor/partner(s) by entering into such arrangements, however, the distributorship has rectified or requested for rectification of the mistake and reverting to last approved set up. Such actions can be condoned by OMC on one-time basis after taking a suitable undertaking from the distributor requesting condoning of the past actions, confirming understanding of the provisions of the agreement for compliance in future and issuance of Letter of warning by OMC . Such distributorship would be required to pay a ratification fee of Rs. 2 lacs or gross distributorship commission on highest two months' refill sales in preceding year (plus applicable GST) , whichever is more. In the absence of payment of such ratification fee, the OMC shall be authorized to take appropriate action against the said distributorship, including its termination.

Area/Territory/Regional Office in-charge as competent authority can condone such mistakes as no reconstitution is taking place, no application processing fee or reconstitution fee will be applicable in such cases.

4.5.2. Proposed constitution requires recognition of induction of an outside Partner in the past without approval of OMC

In cases where distributorships have inducted outside partner(s) without taking approval from OMC, upon request from the distributorship, the proposal would be considered for approval. Upon reconstitution the distributorship would have to pay a ratification fee of Rs. 5 lacs or gross distributorship commission on highest four months refill sales in preceding year (plus applicable GST), whichever is more.(In addition to applicable reconstitution fee) and OMC would issue a letter of warning.

In such cases the proprietor/partner(s) operating the Distributorship 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 Distributorship 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 Distributorship, such proposal would be considered.

The proposal received from the Distributorship will be scrutinized by the Area/Territory/Regional Office in-charge and put up to a three member

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

committee, nominated by the State Head /Regional Head /Zonal Head. Recommendation of the committee should be forwarded to the State Head /Regional Head /Zonal Head for final decision. New Distributorship agreement will be signed with Distributor(s) subject to approval by State Head /Regional Head /Zonal Head and after taking suitable indemnity from the Distributorship. However, upon reconstitution the Distributorship would be warned by issuing a Letter of warning.

4.6. NOTE: For cases appearing under clause no. 4 it would be a one-time opportunity for such distributors to make an application to OMC by 31.10.2020. This provision shall not be applicable to terminated distributorships.

4.6.1. The applicable penal fee should be collected before execution of agreement.

4.6.2. After the expiry of the given period, if there is any such Distributorship which requires reconstitution and proposals were not submitted within the above mentioned time, action shall be taken as per the provision of Distributorship Agreement including termination of distributorship

5. TIMELINES FOR DISPOSAL OF APPLICATIONS:

All proposals should be disposed of within 75 days of receipt of complete proposals. Reasons for delay, if any, will have to be recorded at each stage. Area/Territory/Regional Office in-charge, LPG Head of State /Regional Head/Zonal head of IOC/BPC/HPC, as applicable, will periodically review and furnish MIS giving details of cases cleared and pending beyond allowed timelines with reasons for delay and plan for disposal.

State Head/ Regional Head /Zonal Head of IOC/BPC/HPC, as applicable, will also periodically review the progress and status of cases pending at different stages and take corrective action to ensure at the earliest. Under no circumstances, any proposal should remain pending with Corporation for more than 75 days.

6. GRIEVANCE REDRESSAL :

In case of any grievance in the matter of reconstitution, the applicant will submit his/her petition to the LPG Head of State/Regional Head/Zonal Head 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.

7. COMMUNICATION TO DISTRIBUTOR AND PUBLIC :

This policy will be hosted on OMCs website along with application form and detailed enclosures.

-----XXXXXXXXXXXXXXXXXXXXXXXXXXXXX-----

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

INSTRUCTIONS FOR RECONSTITUTION AT LOI STAGE

1. The Reconstitution Policy must be read and understood fully. The application form complete in all respects including processing fee must be submitted to the respective Area/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 Area/Territory/Regional Office in-charge.
2. An acknowledgement of receipt of application will be issued by the Area/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 Area/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 Area/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 Distributor Selection policy in vogue) will be collected before issuance of fresh LOI.
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 incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) for considering the proposal.
6. If the legal heir / family member of the deceased/incapacitated resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) LOI holder does not possess the minimum educational qualification in line with the distributor 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 incapacitated LOI holder, as applicable.
9. In case the legal heir / family member is a minor, then guardian proposing to operate the LPG Distributorship is required to execute the agreement in his/her personal capacity as well as on behalf of Minors, valid till minors attain the age of 18 years.
10. On communicating the 'in principle' approval for the re-constitution, the documentary confirmation of the relevant formalities and legal compliance if any must be submitted to the Area/Territory/Regional Office in-charge within 60 days.

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 / Identity card issued by Election Commission)		
3. Educational Qualification:- Copy of matriculation certificate / SSC / 10 th passing mark sheet.		
4. Succession certificate / Legal heir certificate confirming legal heir(s) of deceased LOI holder(s)		
5. In case of reconstitution of SC/ST category LOI with SC/ST partner – Copy of SC/ST certificate from competent authority as per Distributorship selection guidelines in vogue.		
6. Standard Affidavit on Indian nationality, age, multiple Distributorship norms, non-conviction etc. as applicable (Annexure-D1)		
7. Passport size photographs of the continuing / incoming candidate(s) to be pasted on the application in (Annexure-C1)		
8. 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/selected candidate.		
2. In case of incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession), 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 guardian to operate the Distributorship till the legal heir becomes a major. (18 years)***		
4. Copy of LOI / Selection communication		
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. Application Fee (Rs.25000/-)		
8. For induction of outside category partner in SC/ST Distributorship, incoming partner to fill the new Distributorship 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, 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. Application form (Annexure-A1)		
12. Undertaking (Annexure-B1)		
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 LOI holder(s)
(wherever applicable)

Signature of the incoming partner(s)

Signature of legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)LOI holder(s)
(wherever applicable)

Signature of Local Guardian
(wherever applicable)

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-A1

APPLICATION FOR RE-CONSTITUTION AT LOI STAGE

Date : _____

S. NO.	PARTICULARS	DETAILS												
1	Details of LOI / SELECTION													
(a)	Whether LOI / SELECTION is on sole proprietorship or partnership :	Proprietorship / Partnership												
(b)	Name of LOI holder / SELECTED CANDIDATE:													
(c)	LOI / SELECTION reference & date :													
(d)	Location :													
(e)	Tehsil / Sub-Division / District :													
(f)	State :													
(g)	Category under which LOI was issued /SELECTION DONE:													
2	Details of existing / deceased / incapacitated LOI holder/ SELECTED CANDIDATE													
	<table border="1"> <thead> <tr> <th align="center">Name of LOI holder / SELECTED CANDIDATE</th> <th align="center">Address</th> <th align="center">Telephone / Mobile no.</th> <th align="center">e-mail ID</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of LOI holder / SELECTED CANDIDATE	Address	Telephone / Mobile no.	e-mail ID									
Name of LOI holder / SELECTED CANDIDATE	Address	Telephone / Mobile no.	e-mail ID											
3	Whether same land mentioned in the earlier LOI / Offered by selected candidate in application form will be made available :	Yes / No												
4	Details of Land as in point no 3 above													
5	Details of revised Land, in case alternate land have been offered as per distributorship selection guideline:													
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/selected candidate, if same is applicable :													
8	Detail of reconstitution proposed													
(a)	Whether reconstitution proposed for induction of outside partner(s)	Yes / No												
(b)	Whether minimum 51 % share is proposed a) In favour of original allottee and/or in favour of legal heir(s)/family member(s) (including married children, daughter in law, son in law and grandchildren) of original allottee where reconstitution is being proposed due to death/ Incapacitation of LOI holder. b) In favour of original allottee where reconstitution is being proposed for reasons other than death of the LOI holder. The % share out of proposed reconstitution is to be indicated as per table attached.	Yes / No / NA <table border="1"> <thead> <tr> <th align="center" colspan="2">% share out proposed, in case of death of Distributor(s) and in case of incapacitation of Distributor(s), where the incapacitated Distributor (s) desires to retire</th> </tr> </thead> <tbody> <tr> <td align="center">In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children son in law, daughter in law and grandchildren) of deceased / incapacitated Distributor(s)</td> <td align="center">In favour of other incoming partner(s)</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <th align="center" colspan="2">% share out proposed In other cases</th> </tr> <tr> <td align="center">In favour of existing partner(s)</td> <td align="center">In favour of other incoming partner(s)</td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	% share out proposed, in case of death of Distributor(s) and in case of incapacitation of Distributor(s), where the incapacitated Distributor (s) desires to retire		In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children son in law, daughter in law and grandchildren) of deceased / incapacitated Distributor(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 Distributor(s) and in case of incapacitation of Distributor(s), where the incapacitated Distributor (s) desires to retire														
In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children son in law, daughter in law and grandchildren) of deceased / incapacitated Distributor(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/candidate is selected under SC/St category, whether proposal is being submitted for induction of non-SC/ST partner(s) :	Yes / No / NA												

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

(d)	<p>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/ incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) 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)</p>	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	<p>Name of continuing LOI holder / 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 guardian who will be operating the Distributorship till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).</p>	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)
partner(s)
(wherever applicable)**

Signature of the incoming

**Signature of legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)LOI holder(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-B1

UNDERTAKING

"I/We the existing LOI holder of LOI no. _____, dated _____ / Selected Candidate (Application ref no _____) issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for Retail Outlet Distributorship 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
(wherever applicable)

Signature of the incoming partner(s)

Signature of /legal heir(s)/family member(s)
of deceased/incapacitated LOI holder
(wherever applicable)

Signature of Local Guardian
(wherever applicable)



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-C1

DETAILS OF CONTINUING LOI HOLDER / 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 legal heir / family member of deceased / incapacitated LOI holder(s)	Yes / No / NA	Yes / No / NA	Yes / No / NA
5	Whether incoming Proprietor / Partner(s) is outside / within family	Outside / Within / NA	Outside / Within / NA	Outside / Within / NA
6	Category of continuing LOI holder(s) / incoming Proprietor / Partner(s)	SC / ST / Others	SC / ST / Others	SC / ST / Others
7	% share proposed			
8	Address			
9	District			
10	State			
11	PIN Code			
12	Telephone / Mobile no.			
13	e-mail Id			
14	Educational qualification as on date of application			
15	Date of birth			
16	Age as on date of application			
17	Present occupation			
18	PAN no.			
19	Relationship details with existing / deceased / incapacitated LOI holder(s), if any			
20	Any other relevant information			

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

Signature of the

**Signature of legal heir(s)/family member(s)
of deceased/incapacitated LOI holder(s)LOI holder(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-D1

Notarized Affidavit

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

Reconstitution of LPG Distributorship at LOI Stage for the Location: _____,
 District : _____, State : _____ which was offered vide LOI no. _____,
 dated _____ / SELECTION REF DETAILS _____

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 Distributorship/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject LPG Distributorship 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 Distributorship / distributorship or hold letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject LPG Distributorship for which Reconstitution is proposed #.														
OR														
* That I am widow / widower. That neither I nor my unmarried son(s) / unmarried daughter(s) have Distributorship/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject LPG Distributorship 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 Distributorship/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject LPG Distributorship for which Reconstitution is proposed #.														
5	That I hereby confirm that none of my family members (as per multiple Distributorship norms as defined in Distributor 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 Distributorship/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 Distributor. If I am already employed I will resign from the employment and produce the letter of acceptance of resignation													

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

	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 Distributorship I will not draw any salary /perks/emoluments from State / Central Government / Private Sector.
12	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 style="text-align: center;">OR</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 Distributor, I will have to terminate this contract before issuance of Letter of Appointment.
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 LPG Distributorship 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 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. # 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**

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-E1

(Applicable only in case of reconstitution cases where incapacitation resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) LOI Holder 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 LOI holder no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for LPG Distributorship 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 incapacitated resulting in total and permanent disability (which has disabled him/her to work or follow any occupation or profession) 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 and/or 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 Distributorship 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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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.

Holder)

Signature of Deponent (surviving LOI

(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-F1

AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OR LOI HOLDER

(Applicable to Legal heir(s) of deceased/ Incapacitated LOI holder - 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, _____ 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 LPG Distributorship at _____, District : _____, State _____.

That, Sri/Smt. _____, the above stated LOI holder expired / got incapacitated resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession) on _____.

That, in view of death / incapacitation and/or permanent disability of Sri/Smt. _____ issued LOI by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LOI for LPG Distributorship 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, 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 as the LOI holder / partner(s) in the LOI.

Signature of Deponent Incapacitated LOI Holder/
Legal heir as the case may be)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-G1

AFFIDAVIT / INDEMNITY BOND BY MEMBERS OF "FAMILY UNIT" AND MARRIED CHILDREN OF INCAPACITATED RESULTING IN TOTAL AND PERMANENT DISABILITY (WHICH HAS DISABLED THE LOI HOLDER TO WORK OR FOLLOW ANY OCCUPATION OR PROFESSION) LOI HOLDER(S).

(Applicable only in case of reconstitution cases where 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 LOI holder no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for LPG Distributorship 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 incapacitated resulting in total and permanent disability (which has disabled him/her to work or follow any occupation or profession) 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 and/or 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 Distributorship 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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-H1

AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OF LOI IN CASE LEGAL HEIR CERTIFICATE IS NOT AVAILABLE.

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 LOI holder no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for LPG Distributorship 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, Sri/Smt. _____, the LOI holder of the above stated LOI expired / got incapacitated resulting in total and permanent disability (which has disabled him/her to work or follow any occupation or profession) on _____.

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heir(s) of deceased / incapacitated (resulting in total and permanent disability which has disabled him/her to work or follow any occupation or profession) LOI holder of LOI no. _____, dated _____ issued by Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. for LPG Distributorship 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 / incapacitated LOI holder Sri/Smt. _____, by issuing a Legal heir /Succession Certificate. However, due to pending proceedings by the Hon'ble court, Legal /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 and/or 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 / 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 / incapacitated LOI holder Sri/Smt. _____, and reconstitute the above stated LOI for LPG Distributorship at _____, District : _____, State _____ as per the share out stated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

INSTRUCTIONS FOR RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP

1. The Reconstitution Policy must be read and understood fully. The application form complete in all respects including processing fee must be submitted to the respective OMC portal, as applicable.
2. An acknowledgement of receipt of application will be issued on successful submission of the completed application form on the respective OMCs Portal along with a reference number (Docket No.). For all future correspondence the reference number (Docket No.) to be mentioned.
3. Application processing fee: A non- refundable application processing fee of Rs. 25,000/- for reconstitution, in favors of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd., as applicable.
4. Reconstitution fee: Non-refundable reconstitution fee equivalent to prevailing security deposit (as applicable to Distributor Selection policy in vogue) will be payable before issuance of fresh LOI.
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 distributor (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 (due to serious illness/accident resulting in total and permanent disability which has disabled the distributor (proprietor / partner) to work or follow any profession) proprietor/partner(s) does not possess minimum education qualification in line with distributor 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 legal heir / family member is a minor, then guardian proposing to operate the LPG Distributorship is required to execute the agreement in his/her personal capacity as well as on behalf of Minors, valid till minors attain the age of 18 years.
10. After receiving the "in principle" approval for the reconstitution, the documentary confirmation and legal compliance must be submitted to the Area/Territory/Regional Office in-charge within 60 days.

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

DETAILS OF ANNEXURES FOR RECONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP

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 mark sheet.		
4. Legal heir certificate confirming legal heir(s) of Proprietor /Affidavit sworn before first class magistrate or any other competent authority/ Succession certificate / 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 Distributorship. 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 Distributorship. c. From Proprietor / Partner(s) desiring to resign from the Distributorship		
6. In case of reconstitution of SC/ST category Distributorship with SC/ST partners – Copy of SC/ST Certificate from competent authority as per Distributorship Selection Guideline in vogue.		
7. Standard Affidavit on Indian nationality, age, multiple Distributorship 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 Distributorship 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 (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 Distributorship till the legal heir becomes a major. (18 years)***		
7. In case of incapacitation (due to serious illness/accident resulting in total and permanent disability which has disabled the distributor (proprietor / partner) to work or follow any profession), 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 Distributorship, incoming partner to fill the new Distributorship form and submit alongwith relevant enclosures.		
11. Copy of the latest audited balance sheet of the Distributorship		
12. Recent certificate from Bank (issued within 3 months prior to the date of application) giving the name(s) of account holders of the Distributorship as per bank account		
13. Total no. of Pages enclosed		

*** Required only if the proposed legal heir of the deceased/incapacitated Proprietor/Partner(s) of existing Distributor 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)**

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-A2

APPLICATION FOR RE-CONSTITUTION OF COMMISSIONED DISTRIBUTORSHIP

Date :

S. NO	PARTICULARS	DETAILS																								
1	Details of Distributorship																									
(a)	Whether Distributorship is on sole proprietorship or partnership :	Proprietorship / Partnership / Others																								
(b)	Name of Distributorship																									
(c)	SAP/JDE Code																									
(d)	Date of Commissioning of Distributorship :																									
(e)	Age of Distributorship as on date of proposal :																									
(f)	Location :																									
(g)	Tehsil / Sub-Division /District :																									
(h)	State :																									
(i)	Category of the Distributorship :	SC / ST / Others																								
2	Details of existing / deceased / incapacitated proprietor / partner(s)																									
(a)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name of Proprietor/partner(s)</th> <th style="width: 15%;">Category SC/ST/Others</th> <th style="width: 15%;">Alive / Deceased / Incapacitated</th> <th style="width: 10%;">Existing % share</th> <th style="width: 10%;">Wish to continue / retire</th> <th style="width: 10%;">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																			
Name of Proprietor/partner(s)	Category SC/ST/Others	Alive / Deceased / Incapacitated	Existing % share	Wish to continue / retire	Proposed % share																					
(b)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name of Proprietor/partner(s)</th> <th style="width: 30%;">Address</th> <th style="width: 20%;">Telephone / Mobile no.</th> <th style="width: 20%;">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 Distributorship 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 Distributor(s) in his last nomination, details as indicated alongside has to be given 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 Distributorship till	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Name of deceased / incapacitated Proprietor / Partner(s)</th> <th style="width: 20%;">Name of nominee(s)</th> <th style="width: 15%;">% 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																								

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

	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 Distributorship is eligible for complete change in constitution based on age of Distributorship :	Yes / No		
(d)	<p>In case reconstitution is proposed within 3 years of commissioning of Distributorship, 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, son in law, daughter in law and grandchildren) of original allottee(s) where reconstitution is being proposed due to death/ Incapacitation of Distributor(s) and where incapacitated Distributor (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 Distributor (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>	Yes / No / NA		
		% share out proposed, in case of death of Distributor(s) and in case of incapacitation of Distributor(s), where the incapacitated Distributor (s) desires to retire		
		In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children son in law, daughter in law and grandchildren) of deceased / incapacitated Distributor(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)	
(e)	If the Distributorship 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 Distributorship 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/incapacitation (due to serious illness/accident resulting in total and permanent disability which has disabled the distributor (proprietor / partner) to work or follow any profession) 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		
		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		
8	Brief reasons for the proposed reconstitution :			

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

9	<p>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 Distributorship till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 75%;">Name of continuing Proprietor / Partner(s)</td> <td style="width: 25%;">% of share proposed</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Name of incoming Proprietor / Partner(s)</td> <td>% of share proposed</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Name of continuing Proprietor / Partner(s)	% of share proposed									Name of incoming Proprietor / Partner(s)	% of share proposed						
Name of continuing Proprietor / Partner(s)	% of share proposed																			
Name of incoming Proprietor / Partner(s)	% of share proposed																			

Signature of existing Distributor /Partner(s).

Signature of the incoming partner(s)

(wherever applicable)

Signature of nominee(s)/legal heir(s)/family member(s) of deceased/incapacitated
(wherever applicable)

Signature of Local Guardian
(wherever applicable)



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-B2

UNDERTAKING

"I/We the existing Proprietor/Partner(s) M/s _____ a Distributorship 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)
partner(s)
(wherever applicable)**

Signature of the incoming

**Signature of nominee(s)/legal heir(s)/family member(s)
of deceased/incapacitated Proprietor/Partner(s)
(wherever applicable)**

**Signature of Local Guardian
(wherever applicable)**



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-C2

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

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 Distributorship / 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)

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE – D2

Notarized Affidavit

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

Reconstitution of Distributorship 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 Retail Outlet/SKO-LDO Dealership/LPG Distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject Distributorship 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 Retail Outlet/SKO-LDO Dealership/LPG Distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject Distributorship for which Reconstitution is proposed #.														
OR														
* That I am widow / widower. That neither I nor my unmarried son(s) / unmarried daughter(s) have Retail Outlet/SKO-LDO Dealership/LPG Distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject Distributorship 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 Retail Outlet/SKO-LDO Dealership/LPG Distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO Distributorship or LPG distributorship of any Oil Company except the subject Distributorship for which Reconstitution is proposed #.														
5	That I hereby confirm that none of my family members (as per multiple Distributorship norms as defined in Distributor 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 Distributorship/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 distributor. 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.													

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 Distributorship I will not draw any salary /perks/emoluments from State / Central Government / Private Sector.
12	That presently I am not having any contract with any Oil Marketing Company as Service Provider/Labour contractor/Job Contractor for any COCO RO OR 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 Distributor, I will have to terminate this contract before issuance of Letter of Appointment.
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 LPG Distributorship 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 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. # 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**

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-E2

AFFIDAVIT / INDEMNITY BOND FOR APPOINTMENT OF NOMINEE(S) BY PROPRIETOR / PARTNER(S) OF COMMISSIONED DISTRIBUTORSHIP

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

Name of the Nominee(s)	Address नजयल	% 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 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 termination.

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 LPG Distributorship 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
Magistrate/Judge/Notary public

* : Applicable only in case of partnership Distributorship

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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
_____ Distributor Distributorship 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 LPG Distributorship as per Deed of Partnership no. _____ dated _____ is as indicated below;*

Name of Partner	% Share Out

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

That, in view of death / incapacitation and/or 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 LPG Distributorship 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 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 termination.

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 LPG Distributorship 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 Distributorship

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-G2

AFFIDAVIT / INDEMNITY BOND BY OTHER SURVIVING / EXISTING PARTNERS OF DISTRIBUTORSHIP IN CASE OF APPOINTMENT OF NOMINEE(S) BY ANY PARTNER

(Applicable only in case of Distributorship 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 _____ Distributor Distributorship 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 LPG Distributorship 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 LPG Distributorship 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 and/or 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 LPG Distributorship 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 termination.

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 LPG Distributorship by inducting Sri/Smt. _____ as partner in the Distributorship.

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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-H2

**AFFIDAVIT / INDEMNITY BOND BY SURVIVING PARTNERS OF DISTRIBUTORSHIP
(Applicable only in case of Distributorship 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 _____ Distributor Distributorship 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 LPG Distributorship 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 LPG
Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and
permanent disability which has disabled the (proprietor / partner) to work or follow any profession) 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 LPG Distributorship in the event of his/her death/ incapacitation
and/or permanent disability by inducting Sri/Smt. _____ as partner in the
Distributorship 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 join the above stated Distributorship / is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LPG
Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and
permanent disability which has disabled the (proprietor / partner) to work or follow any profession) 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 join the above stated Distributorship /
is not traceable.

Or

That, Sri/Smt. _____, who is my partner in the above stated LPG
Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and
permanent disability which has disabled the (proprietor / partner) to work or follow any profession) 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 Distributorship as per share
holding indicated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 termination.

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 LPG Distributorship.

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



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-12

AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) & SURVIVING PARTNERS OF DISTRIBUTORSHIP

(Applicable only in case of some/all nominee(s) / Legal heir(s) of deceased Proprietor/Partner(s) is/are not responding and Distributorship 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 _____ LPG Distributorship 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 _____ LPG Distributorship 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 _____.

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 _____ Distributorship 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 LPG Distributorship 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 LPG Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the partner) to work or follow any profession) on _____.

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

That, in view of death / incapacitation (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) and/or permanent disability of Sri/Smt. _____ and as Sri/Smt. _____ is not interested to join the above stated Distributorship / not responding / is not traceable, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LPG Distributorship at _____, District : _____, State _____ as per the share out stated below;

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 termination.

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 LPG Distributorship.

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



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-J2

AFFIDAVIT / INDEMNITY BOND BY ELIGIBLE LEGAL HEIR(S) & SURVIVING PARTNERS OF LPG DISTRIBUTORSHIP

(Applicable only in case of reconstitution cases where there is no NOCs from Legal Heir(s) who are not eligible to become Distributor(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 _____ LPG Distributorship 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 _____ LPG Distributorship 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 LPG Distributorship 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 LPG Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) on _____.

That, Sri/Smt. _____ who is also the Legal heir of deceased / incapacitated proprietor/partner Sri/Smt. _____, is not eligible to become a distributor as per eligibility criteria / disqualification criteria of LPG Distributorship Selection Guidelines in vogue.

That, Sri/Smt. _____ is not tendering her No-Objection towards reconstitution of the above stated LPG Distributorship with me as a partner, in spite of he/she not being eligible to become a distributor as per eligibility criteria / disqualification criteria of LPG Distributorship Selection Guidelines in vogue.

That, in view of death / incapacitation and/or permanent disability of Sri/Smt. _____ and as Sri/Smt. _____, is not eligible to become a distributor as per eligibility criteria of LPG Distributorship Selection Guidelines in vogue, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated LPG Distributorship 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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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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 termination.

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 LPG Distributorship.

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



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-K2

AFFIDAVIT / INDEMNITY BOND BY CLAIMANT / PROSPECTIVE LPG DISTRIBUTOR OF LPG DISTRIBUTORSHIP

(Applicable in case of reconstitution where copy of Distributorship 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 Distributor of LPG Distributorship 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 LPG Distributorship 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 LPG Distributorship as per the following approved constitution;

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

That, the Distributorship Agreement of the above stated LPG Distributorship 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 Distributorship 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 termination.

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 LPG Distributorship.

Signature of Deponent (claimant / prospective distributors)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-L2

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 Distributor of LPG Distributorship of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Distributorship Agreement dated _____ the following are the approved proprietor/ partners of the LPG Distributorship as per shareholding indicated below;

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

That, Sri/Smt. _____ expired / got incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) 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 Distributor Distributorship 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 Distributorship	Son / Daughter / wife of	% Share Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by us and reconstitute the above stated LPG Distributorship 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 Distributorship 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 termination.

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 LPG Distributorship and for our actions in the past.

Signature of Deponent (claimant / prospective distributors)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-M2

AFFIDAVIT / INDEMNITY BOND BY REMAINING PARTNER(S)
(Applicable in case where Distributorship is being operated by one or more partners after exit or prolonged absence of partner(s) from the Distributorship 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 Distributor of LPG Distributorship of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

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

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

That, Sri/Smt. _____ had exited the LPG Distributorship / is absent from the RO Distributorship 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 Distributorship 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 Distributorship	Son / Daughter / wife of	% Share Out

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by us and reconstitute the above stated LPG Distributorship 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 Distributorship 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 termination.

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 LPG Distributorship and for our actions in the past.

Signature of Deponent (claimant / prospective distributors)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-N2

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 Distributor of LPG Distributorship of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

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

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

That, the constitution of the LPG Distributorship 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 Distributorship Agreement effected on _____.

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by us and allow rectification / restoration of the constitution of the above stated LPG Distributorship to its' earlier approved constitution (set-up) of the Distributorship.

That, I/we further confirm to have gone through and fully understood various clauses of the Distributorship 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 termination.

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 LPG Distributorship and for our actions in the past.

Signature of Deponent (claimant / prospective distributors)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-O2

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 Distributor Of LPG Distributorship of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since _____.

That, as per Distributorship Agreement dated _____ the following are the approved proprietor/ partners of the LPG Distributorship as per shareholding indicated below;

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

That, without obtaining prior approval of the Corporation, the constitution of the above stated LPG Distributorship 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

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd is requested to take cognizance of the above and condone the mistake committed by me/us and reconstitute the above stated LPG Distributorship as per the shareholding indicated above.

That, I/we further confirm to have gone through and fully understood various clauses of the Distributorship 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 termination.

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 LPG Distributorship and for our actions in the past.

Signature of Deponent (claimant / prospective distributors)
(Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____
Signature and Seal of
Magistrate/Judge/Notary public

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-P2

AFFIDAVIT / INDEMNITY BOND BY MEMBERS OF “FAMILY UNIT” AND MARRIED CHILDREN OF INCAPACITATED (DUE TO SERIOUS ILLNESS/ACCIDENT RESULTING IN TOTAL AND PERMANENT DISABILITY WHICH HAS DISABLED THE PROPRIETOR / PARTNER TO WORK OR FOLLOW ANY PROFESSION) DISTRIBUTOR(S).

(Applicable only in case of reconstitution cases where there is no nominee(s) and totally incapacitated Distributor(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 LPG Distributorship 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 Distributorship Agreement dated _____ the following are the approved proprietor/ partners of the LPG Distributorship as per shareholding indicated below;

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

That, Sri/Smt. _____, who is the proprietor/partner of the above stated LPG Distributorship got incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) on _____ due to _____ and is not in a position to give his/her consent in respect of reconstitution of his/her above stated LPG Distributorship, 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 and/or 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 LPG Distributorship, 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 LPG Distributorship 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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 termination.

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 LPG Distributorship.

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



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-Q2

AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OF DISTRIBUTOR(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 LPG Distributorship 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 Distributorship Agreement dated _____ the following are the approved proprietor/ partners of the LPG Distributorship as per shareholding indicated below;

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

That, Sri/Smt. _____, the proprietor / partner of the above stated LPG Distributorship expired / got incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) on _____.

That, I and Sri/Smt. _____ son / daughter / wife of _____ Age _____ years residing at _____ are the Legal heir(s) of deceased / incapacitated proprietor / partner of LPG Distributorship 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 / incapacitated (due to serious illness/accident resulting in total and permanent disability which has disabled the proprietor / partner to work or follow any profession) 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 and/or 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 / 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 / incapacitated proprietor / partner Sri/Smt. _____, and reconstitute the above LPG Distributorship at _____, District : _____, State _____ as per the share out stated below;

Name of Proposed Proprietor/Partner(s)	% Share Out

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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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 termination.

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 LPG Distributorship.

Signature of Deponent (surviving Partner)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-R2

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 Area/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 LPG Distributorship of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. at location _____, District : _____, State _____.

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

Name of existing Proprietor / Partner(s) as per Distributorship 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 LPG Distributorship and therefore want to resign from the Distributorship.

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

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

That, vide letter no. _____ dated _____, the Area/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 LPG Distributorship 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

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such termination.

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 LPG Distributorship.

Signature of Deponent (surviving partner)
(Name in block letters)

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

Signature and Seal of
Authorized personnel of
Indian Consulate at _____



DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

ANNEXURE-S2

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 Area/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 _____
LPG Distributorship 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 Distributorship Agreement dated _____ the following are the approved proprietor/ partners of the LPG Distributorship as per shareholding indicated below;

Name of existing Proprietor / Partner(s) as per Distributorship 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 LPG Distributorship and therefore has proposed to resign from the Distributorship.

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

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

That, vide letter no. _____ dated _____, the Area/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 LPG Distributorship at _____, District: _____, State _____ as per the share out stated below;

DETAILED GUIDELINES FOR RECONSTITUTION OF LPG DISTRIBUTORSHIP 2020

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 termination.

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 LPG Distributorship.

Signature of Deponent (surviving Partner)
(Name in block letters)

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

Signature and Seal of
Magistrate/Judge/Notary public

