



APPLICATION FOR RE-CONSTITUTION AT (LETTER OF INTENT) LOI STAGE

INSTRUCTIONS

- 1.** The Reconstitution Policy must be read and understood fully. The application complete in all respects must be submitted to the respective Regional Office preferably in person. If sent by post/courier the same must be addressed to the respective Regional Manager.
- 2.** An acknowledgement of receipt of application will be issued by the 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 Regional Manager immediately. For all future correspondence the reference number to be mentioned.
- 3.** In case of Reconstitution proposals on account of incapacitation due to serious illness / accident resulting in permanent and total disability which will disable the LOI holder to work or follow any profession, Chief Medical Officer of Govt. Hospital of the District or Medical Board recognized by the Govt., need to certify the incapacitation for considering the proposal.
- 4.** If the legal heir of the deceased / incapacitated LOI holder has not passed tenth standard 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.
- 5.** At an appointed date the incoming candidate/s have to appear before the Committee along with the originals of various documents submitted / required.
- 6.** All the pages of the application along with the annexure to be signed by the incoming candidate along with the existing partner and incapacitated LOI holder as applicable. The local guardian proposing to operate is required to sign along with the minor legal heir wherever applicable.
- 7.** On communicating the in principle approval for the re-constitution, the documentary confirmation of the relevant formalities must be submitted to the Regional Manager within 60 days.

APPLICATION FOR RE-CONSTITUTION AT LOI STAGE

Sr. No.	Particulars	Details
1.	Name of the LOI Holder/s (Names of all co-LOI holders in case of partnership)	
2.	Date of LOI	
3.	Location and District as per LOI	
4.	Category	
5.	Address of LOI holder/s	
6.	District	
7.	State	
8.	Pin Code	
9.	Telephone No.	
10.	Whether substantial investment made as per policy	Yes or No
11.	Whether LOI is on proprietorship or partnership	
12.	Name of deceased or incapacitated partner	
13.	Brief reasons for the proposed reconstitution	a. Specify death or incapacitation b. Landowner providing suitable land in case of Retail outlet for SC/ST allottee.
Details of incoming candidate in lieu of the deceased / incapacitated LOI holder. (If more than one partner is proposed, give the following details for each of the proposed partner by attaching separate sheet). If the legal heir is a minor, then the details of the local guardian who will be operating the dealership/distributorship till the legal heir becomes a major, is to be furnished along with that of the minor legal heir.		

Signature of existing LOI holder/s
(Wherever applicable)

Signature of the incoming candidate

Signature of Local Guardian
(Wherever applicable)

DETAILS OF INCOMING CANDIDATE

1.	Name of the legal heir of the deceased / incapacitated LOI holder :-	
2.	Residential Address :-	
3.	Contact No :-Land line / mobile / email	
4.	Date of Birth:-	
5.	Educational Qualification :-	
6.	Confirm whether legal heir of the deceased / incapacitated LOI holder	Yes or No
In cases where substantial investment has not been made, the incoming candidate should fill the new dealership/distributorship form and submit along with relevant enclosures		
ADDITIONAL DETAILS OF PROPOSED PARTNER		
7.	Present occupation:-	
8.	Annual Income :-	
9.	PAN Card No.	
10.	Family details	
11.	Any other relevant information (like business/managerial experience, plans for improving the business of RO/distributorship etc.)	

Signature of existing LOI holder/s
(Wherever applicable)

Signature of the incoming candidate

Signature of Local Guardian
(Wherever applicable)

DETAILS OF ANNEXURES

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)		
3. Educational Qualification: - Copy of degree / diploma / 12 th /10 th .		
4. Succession certificate (confirming legal heirs of deceased LOI holder)		
5. Relinquishment deed (NOC) from legal heirs not proposing to join dealership/distributorship		
6. NOC from the minor legal heir for the local guardian to operate dealership/distributorship till he attains the age of 18 years. ***		
7. Standard Affidavit on Indian Nationality, age, multiple dealership norms, non-conviction etc. as applicable, as per dealer selection guidelines.		
8. If in Service, Affidavit for resigning from the same after the approval of re-constitution but before the execution of the agreement.		
9. Passport size photographs of the incoming candidate to be pasted on the application		

DOCUMENTS REQUIRED		STATE WHETHER ATTACHED or NOT APPLICABLE	NO.OF PAGES
B. OTHER DOCUMENTS			
1.	Copy of the death Certificate in case of death of LOI holder.		
2.	Copy of the Incapacitation Certificate issued by the Chief Medical officer of the District Govt. Medical Hospital.		
3.	Letter of Acceptance from the local guardian to operate the dealership/distributorship till the legal heir becomes a major. (18 years)***		
4.	Copy of LOI		
5.	Draft copy of the dissolution deed of the existing partnership (if applicable)		
6.	Draft Copy of the deed of the proposed partnership (if applicable)		
7.	Age Proof of local guardian: - Copy of any of the following (Birth Certificate, school leaving certificate, Passport, driving licence, PAN Card). ***		
8.	Educational Qualification of the local guardian:***		
9.	In cases where substantial investment has not been made, the incoming candidate should fill the new dealership/distributorship form and submit along with relevant enclosures		
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 candidate

Signature of Local Guardian
(Wherever applicable)

UNDERTAKING

"I / We the existing Proprietor / Partners along with the proposed new partners hereby confirm that all the details furnished in the application are true to the best of our knowledge. We also confirm that the re-constitution policy has been read and understood by us. We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."

Signature of existing LOI holder/s
(Wherever applicable)

Signature of the incoming candidate

Signature of Local Guardian
(Wherever applicable)