



APPLICATION FOR RE-CONSTITUTION OF COMMISSIONED DEALERSHIPS / DISTRIBUTORSHIPS

INSTRUCTIONS

1. The reconstitution policy must be read and understood fully. The application including the processing fee and 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. **Application processing fee:** A non refundable application processing fee of Rs. 25,000 for reconstitution in favour of **HINDUSTAN PETROLEUM CORPORATION LIMITED** and payable at Regional Office location, will be payable along with the application in all cases except:
 - a. In cases where reconstitution is arising out of death /incapacitation of a proprietor, partner/s and incoming partner/s proposes to hold the same share in partnership as was with the deceased.
 - b. Dealership belonging to SC/ST and other Corpus Fund category. However, in cases involving induction of outside category partner in SC/ST dealership, no exemption will be given.
4. **Reconstitution fee:** Non refundable Reconstitution fee equivalent to prevailing security deposit (as applicable to new dealership at the time of

reconstitution approval) will be collected before execution of agreement. However the reconstitution fee will not be collected in following cases:

- a. Involving induction of partner from within "Family" as defined in prevailing dealer selection guidelines.
 - b. Involving induction of legal heir after death / incapacitation of dealer/s provided incoming partner/s proposes to hold the same share in partnership as was with the deceased / incapacitated dealer.
 - c. For SC/ST dealership involving induction of partner from SC/ST category.
5. In case of Reconstitution proposals on account of incapacitation due to serious illness / accident resulting in total and permanent disability which will disable the dealer / distributor 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 legal heir of the deceased / incapacitated proprietor / partner 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.
 7. At an appointed date the existing partner/s along with the proposed partners have to appear before the Committee along with the originals of various documents submitted / required.
 8. All the pages of the application along with the annexures to be signed by all the existing partner/s and incoming partners
 9. After receiving the "in principle" approval for the reconstitution, the documentary confirmation of the relevant formalities must be submitted to the Regional Manager within 60 days.

**APPLICATION FOR RE-CONSTITUTION OF
THE COMMISSIONED DEALERSHIPS / DISTRIBUTORSHIPS**

| Sr. No. | PARTICULARS | DETAILS |
|---------|--|--|
| 1. | Name of the dealership / distributorship | |
| 2. | Address of the RO | |
| 3. | District | |
| 4. | State | |
| 5. | Pin code | |
| 6. | Landline Telephone No | |
| 7. | Date of Commissioning | |
| 8. | Category of the dealership / distributorship. (Tick the appropriate) | SC / ST / Others |
| 9. | Existing constitution of ownership. (Tick the appropriate) | Sole Proprietor / Partnership / Others |
| 10. | Whether the Sole proprietor is above 60 years. (Tick the appropriate) | Yes / No |
| 11. | Whether the Sole proprietor is a widow of Defence personnel. (Tick the appropriate) | Yes / No |
| 12. | Details of the present Proprietor/ Partners | Name: - Age: Name: - Age: |
| 13. | Name of outgoing partner (if applicable) | |
| 14. | Confirm whether outgoing partner/s is in dealership / distributorship for more than 10 years (except for death and incapacitation cases) | Yes/No |

| | | |
|-----|---|------------------------------------|
| 15. | Name of new partner/s proposed to be inducted | |
| 16. | Whether reconstitution carried out earlier | Yes / No |
| 17. | If yes, date of last reconstitution | |
| 18. | Present share holding: - | Name Percentage Name Percentage |
| 19. | Proposed share holding: - | Name Percentage Name Percentage |
| 20. | Brief reasons for the proposed reconstitution | |
| 21. | Details of reconstitution fee (DD for Rs.25000/- in favour of "HINDUSTAN PETROLEUM CORPORATION LIMITED" and payable at Regional Office location) | DD No. Date Name of the Bank |

Signature of the existing Prop/ Partners partners

Signature of incoming

Details of Incoming Partner/ local guardian (If more than one partner is proposed, give the following details for each of the proposed partner by attaching separate sheet)

| DETAILS OF PROPOSED PARTNER | |
|---|------------------------------|
| Name :- | |
| Residential Address :- | |
| Contact Nos :- | Land line Mobile Email |
| Date of Birth: - (DMY) | |
| Educational Qualification :- | |
| Whether legal heir of the existing Proprietor / Partner :- | |
| For induction of outside category partner in SC/ST dealership / distributorship, incoming partner to fill the new dealership / distributorship form and submit along with the relevant enclosures | |
| ADDITIONAL DETAILS OF THE PROPOSED PARTNER | |
| Present Occupation :- | |
| Annual Income :- | |
| PAN Card No. :- | |
| Family Details | |
| Any other Relevant Information (like business/managerial experience, plans for improving the business of RO etc.) | |

Signature of the existing Prop/ Partners

Signature of the incoming Partners

FOLLOWING ANNEXURES TO BE ATTACHED

| 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 license, PAN Card) | | |
| 3. | Educational qualifications: - Copy of degree / diploma / 12 th / 10 th . | | |
| 4. | Succession certificate (confirming legal heirs of deceased proprietor / partner) | | |
| 5. | Relinquishment deed (NOC) from legal heirs not proposing to join dealership / distributorship | | |
| 6. | SC/ST category dealership / distributorship re-constitution with SC / ST partner – Copy of SC/ST certificate from competent authority as per selection guidelines. | | |
| 7. | Standard Affidavit (on Indian National, 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 all existing and incoming partner to be pasted on the application. | | |

| DOCUMENTS REQUIRED | | STATE ATTACHED OR NOT APPLICABLE | NO.OF PAGES |
|-----------------------------|---|----------------------------------|-------------|
| B. OTHER DOCUMENTS | | | |
| 1. | Copy of last dealership / distributorship agreement executed or reconstitution approval or copy of LOI / LOA, in case of first reconstitution | | |
| 2. | Proof of Age for the Sole proprietor above 60 years. | | |
| 3. | Certificate issued by Defence, if the sole proprietor is a widow of Defence personnel and last reconstitution was done within 5 years. | | |
| 4. | Incase of SC/ST category copy of original LOI/LOA | | |
| 5. | Re-Constitution Fee (DD for Rs.25000/-) | | |
| 6. | Draft copy of the dissolution deed of the existing partnership. | | |
| 7. | Draft Copy of the deed of the proposed partnership. | | |
| 8. | Proof of being the dealer / distributor for more than 10 years in case of retirement (copy of LOA, agreement, reconstitution approval) | | |
| 9. | In case of incapacitation, certificate from CMO of the district Govt. Hospital. | | |
| 10. | For induction of outside category partner in SC/ST dealership / distributorship, incoming partner to fill the new dealership / distributorship form and submit along with the relevant enclosures | | |
| 11. | Copy of the latest audited balance sheet of the dealership / distributorship | | |
| 12. | Recent certificate from Bank (issued within 3 months prior to the date of application) giving name of account holders of the dealership / distributorship bank account | | |
| TOTAL NO. OF PAGES ENCLOSED | | | |

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 Prop / Partners

Signature of the incoming partners.