

| 9 Educational Qualification* (s): | | | | | | | | | | | | | |
|--|---|-------------------|--|--|--|------|------------------|--|------------------|-----------------|-------------|--|--|
| (*)Applicable for individual and applications under partnership. | | | | | | | | | | | | | |
| | | Qualification | | | | | Board/University | | | Year of Passing | | | |
| I | i. Post Graduation in Management. | | | | | | | | | | | | |
| | ii. Diploma in Management from Indian Institute of Management. | | | | | | | | | | | | |
| | iii. Graduation in Engineering | | | | | | | | | | | | |
| | iv. Graduation in Law | | | | | | | | | | | | |
| | v. Chartered Accountant | | | | | | | | | | | | |
| II | i) Post Graduation in any other field not covered in para I above. | | | | | | | | | | | | |
| | ii) Graduation in any other field not covered in para I above | | | | | | | | | | | | |
| | iii) Cost Accountant | | | | | | | | | | | | |
| | iv) Company Secretary | | | | | | | | | | | | |
| | v) Diploma in Engineering | | | | | | | | | | | | |
| III | Matriculation / SSC. | | | | | | | | | | | | |
| Note :Marks will be awarded based on the information given above by the applicant on the education qualification. On verification if it is found that the information given above is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship. | | | | | | | | | | | | | |
| 10 | Partnership: Please give name of each of the partners and attach Proposed Partnership Deed. Application of all the partner(s) should be attached together while submission: (Please note each partner will have to submit separate application along with affidavits and separate application fee. All the partners will have to appear for interview.) | | | | | | | | | | | | |
| | S.No | Names and address | | | | | | | Percentage Share | | | | |
| | | | | | | | | | | | | | |
| 11 | Non- Individuals (Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government and Companies formed under the Companies Act, 1956) | | | | | | | | | | | | |
| 11.1 | Registered Societies applying under Reserved Categories should enclose Affidavit as per Annexure-A1 | | | | | | | | | | | | |
| a) | Name of the Registered Society | | | | | | | | | | | | |
| b) | Address of Registered Office | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | Pin code : | | | | | | | | | | | | |
| | Telephone No - email: | | | | | | | | | | | | |
| c) | Date of Registration/Incorporation D D - M M - Y Y Y Y | | | | | | | | | | | | |
| d) | Profit/ loss made during the last 3 financial years as certified by C.A | | | | | | | | | | | | |
| | Profit After tax | | | | | Loss | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Only Registered Societies making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under the respective reserved category. | | | | | | | | | | | | | |
| e) | Whether all members of the Registered Society belongs to the same category for which LPG distributorship has been advertised? (If 'No', you are not eligible to apply) | | | | | | | | | | Y e s / N o | | |
| | Strike off what is not applicable. | | | | | | | | | | | | |
| f) | Whether any of the members of the society or their family members (family as defined in the case of multiple dealership norms for individuals) hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India or has/have been issued a letter of intent or appointment letter ? (If 'Yes', you are not eligible to apply) | | | | | | | | | | Y e s / N o | | |
| | Strike off what is not applicable. | | | | | | | | | | | | |

| | | | | | | | | | | | |
|--|--|--|---|---|---|---------------|----|------------------------------------|---|---|---|
| g) | Whether any of the members of the Society were signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines ? (If 'Yes', you are not eligible to apply) | Y | e | s | / | N | o | | | | |
| | | | | | | | | Strike off what is not applicable. | | | |
| h) | Whether any of the members of the Society have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law. (If 'Yes', you are not eligible to apply) | Y | e | s | / | N | o | | | | |
| | | | | | | | | Strike off what is not applicable. | | | |
| 11.2 | Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government and Companies formed under the Companies Act, 1956 applying for 'Open' category distributorship should enclose Affidavit as per Annexure- A2. | | | | | | | | | | |
| a) | Name of the Registered Society/Trust/Company | | | | | | | | | | |
| b) | Address of Registered Office | | | | | | | | | | |
| | | Pin code : | | | | | | | | | |
| Telephone No | | | | | | email: | | | | | |
| c) | Date of Registration/Incorporation | D | D | - | M | M | - | Y | Y | Y | Y |
| d) | Profit/ loss made during the last 3 financial years as certified by C.A | Profit After tax # | | | | Loss | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Only Registered Societies / Charitable Trust/Company incorporated under Companies Act 1956 making a profit for previous three consecutive financial years as certified by a Chartered Accountant are eligible to apply under 'Open' category. (# incase of Charitable Trust receipts should be more than expenditure and the (positive) difference between receipts and expenditure as certified by CA should be mentioned under profit after tax) | | | | | | | | | | | |
| e) | Whether any of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company? (If 'Yes', then not eligible) | Y | e | s | / | N | o | | | | |
| | | | | | | | | Strike off what is not applicable. | | | |
| OR | | | | | | | | | | | |
| | Whether any of the memebers of the Governing Body / Managing Body/ Any such other Body of the Registered Society/ Charitable Trust or their family memebers (family as defined in the case of multiple dealership norms for individuals) is having RO/SKO-LDO dealership/LPG Distributorship? (If 'Yes', then not eligible) | Y | e | s | / | N | o | | | | |
| | | | | | | | | Strike off what is not applicable. | | | |
| 12 | Experience Do you have experience of running or working in any of the establishment dealing in the following for minimum one year? Please give full details chronologically. | | | | | | | | | | |
| Type of Experience | | Name and address of the establishment/Institution etc | | | | Period | | Number of years | | | |
| | | | | | | from | To | | | | |
| Direct Sale / Home Delivered products (including LPG distributorship) | | | | | | | | | | | |
| Other Petroleum products | | | | | | | | | | | |
| Any other Trade | | | | | | | | | | | |
| Note :Marks will be awarded based on the information given above in the application and on answers to leading questions in connection with experience claimed during interview. On verification of documents if it is found that the information given is incorrect/ false / misrepresented then the applicant's candidature will stand cancelled and will not be eligible for distributorship.. | | | | | | | | | | | |
| NOTE: Candidates applying for LPG distributorships reserved for 'SC/ ST' category, need not provide details under Item 13 - Capability to arrange Infrastructure and Item 14 - capability to arrange funds . | | | | | | | | | | | |

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

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

13(A) GODOWN FOR STORAGE OF LPG CYLINDERS

The land should be suitable, in contiguous plot, freely accessible through all weather motorable approach road. The plot should be free from live overhead power transmission / telephone lines. Pipelines / Canals / Drainage / Nullahs / Public Roads should not pass through the plot. The land should be within 15 kms of the advertised location.

Dimension of the godown land should be - minimum 27 metre by 26.15 metre. No marks will be awarded in case land dimension is less than minimum specified or the dimensions of the land is not mentioned.

| | | | | |
|------|---|--|---|----|
| 13A1 | Do you have a suitable land at or within 15 km from the advertised location for LPG godown or LPG godown readily available Owned/Leased (15 yrs minimum) in your own name or in name any member of your 'Family Unit'. | Yes | / | No |
| | | Please strike off what is not applicable | | |

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

| Name(s) of the owner of Land / leaseholders | Relationship with applicant | Date of registration of sale deed/gift / lease/ date of mutation | Address of the location of the land for LPG Godown | Khasra No/Survey No | Dimensions * | | Distance of land from advt location (in Km) |
|---|-----------------------------|--|--|---------------------|-----------------|------------------|---|
| | | | | | Length in metre | Breadth in metre | |
| | | | | | | | |

* Give the dimensions of the plot that will be used for proposed godown out of the total land owned by the applicant.

If No to 13A1 then

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

If Yes to 13A2, Provide the following details.

| Land is in the name(s) of | Date of agreement to sale or lease on stamp paper. | Address of the location of the land for LPG Godown | Khasra No / Survey No | Dimensions | | Distance of land from advt location (in Km) |
|---------------------------|--|--|-----------------------|-----------------|------------------|---|
| | | | | Length in metre | Breadth in metre | |
| | | | | | | |

If No to 13A2 then

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

13B SHOWROOM FOR LPG DISTRIBUTORSHIP

Showroom should be located in the location advertised and should have suitable approach road. Minimum dimension of the showroom should be 3 meter by 4.5 meters or land suitable for construction of showroom of the dimension 3 metre by 4.5 metre. No marks will be awarded in case showroom dimension is less than minimum specified dimension or the dimension is not mentioned.

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

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

| Name(s) of the owner of Land /showroom or leaseholders | Relationship with applicant | Date of registration of sale deed/gift / lease/ date of mutation | Address of the location of the land for showroom/showroom. | Khasra No / Survey No | Dimensions | |
|--|-----------------------------|--|--|-----------------------|-----------------|------------------|
| | | | | | Length in metre | Breadth in metre |
| | | | | | | |

If No to 13B1 then

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

If Yes 13B2, Provide the following details.

| Land is in the name(s) of | Date of agreement to sale or lease on stamp paper. | Address of the location of the land for showroom / showroom. | Khasra No / Survey No | Dimensions | |
|---------------------------|--|--|-----------------------|-----------------|------------------|
| | | | | Length in metre | Breadth in metre |
| | | | | | |

If No to 13B2 then

13B3

If you do not have a suitable showroom and do not have firm offer, can you arrange the same in the location advertised, if selected?

Yes / No

14 Capability to Arrange Finance

Note : Marks will be awarded to applicant on capability to arrange finance based on the information given below by the applicant on the Gross Annual Income, Amount in Savings Bank Account, Value of investments in FD/Shares/MF etc, Value of Assets and Amount of loan from Banks/Financial Institution. On verification, if it is found that the information given by the applicant is incorrect/false/ misrepresented then the applicant's candidature will stand canceled and the candidate will be ineligible for this LPG distributorship.

Gross Annual Income of Last Financial Year:

(Applicable for individual and applications under partnership)

14.1

Rs

Amount in words

If you are income tax payee/payer please give PAN number

Income pertaining to last Financial Year should be given. Attach notarized affidavit as per Annexure B

14.2

AMOUNT IN SAVINGS BANK ACCOUNT as on the date of application in the name of applicant and members of 'family unit'. Attach affidavit as per format given in Annexure-C from member(s) of 'family unit'. **(Applicable for individual and applications under partnership)**

The amount mentioned under Saving Bank account should remain in the bank for minimum period of 90 days from the date of application or till the interview date which ever is earlier. In case the amount is not maintained for 90 days, then the minimum amount maintained during the period of 90 days will be taken and marks will be reduced accordingly, which may affect the merit position of the candidate

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

Total amount in words.

14.3

FIXED DEPOSIT/NSC/SHARES/MF ETC as on date of advertisement in the name of applicant and members of 'family unit'. Attach affidavit as per format given in Annexure-C from member(s) of 'family unit'. **(Applicable for individual and applications under partnership as well as Non-individuals)**

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

Total amount in words.

14.4

OTHER ASSETS / PROPERTY OF FAMILY as on the date of advertisement in the name of applicant and members of 'family unit'. Attach affidavit as per format given in Annexure-C from member(s) of 'family unit'. **(Note: Gold should not be included)**

Value on the date of advertisement as certified by the Government Approved Valuer.

The valuation of assets with regard to Land for godown/ godown mentioned in item 13A1 and land offered for showroom/showroom mentioned in item 13B1 should not be included. **(Applicable for individual and applications under partnership as well as Non-individuals)**

| S.No | Details of the Property | Name of holder | Relation with the applicant | Value as per Government approved valuer |
|--------------|-------------------------|----------------|-----------------------------|---|
| 1 | | | | Rs |
| 2 | | | | Rs |
| 3 | | | | Rs |
| Total | | | | Rs |

Total amount in words.

| | | | |
|------|--|--|----------------|
| 14.5 | Details of the loan which can be obtained from Schedule Banks / Financial Institutions based on Bankers / Financial Institution certificate to extend loan as per Annexure D (Applicable for individual and applications under partnership as well as Non-individuals) If no specific amount is mentioned then no marks will be awarded. | | |
| | Name and address of the Bank / Financial institution | Date of certificate | Amount of Loan |
| | | d d - m m - Y Y | |
| 15 | Have you ever been convicted or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle)? (If yes you are not eligible to apply.) | Yes / | No |
| | | Please strike off what is not applicable | |

16 DECLARATION BY THE APPLICANT.

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

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

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

That, if selected, I undertake that I will be depositing an interest free Security deposit as per the policy of the Corporation. (Not applicable for distributorships reserved for SC/ST category)

I have read the conditions applicable for the LPG distributorship mentioned in the advertisement and confirm that I fulfill the eligibility criteria for the LPG distributorship I have applied for in this application.

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

Place : _____ Signature of applicant _____

Date :

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

 Name of applicant _____
 (Name in block letters)

List of Enclosures

- 1 Copy of Eligibility Certificate for the category applied.
- 2 Demand Draft No _____ dated _____
- 3 Notarised Affidavit in original as per the format in Annexure A or A1 or A2
- 4 Notarised Affidavit in original as per the format in Annexure B
- 5 Notarised Affidavit in original as per the format in Annexure C
- 6 Letter from Bank/Financial Institution in original as per format in Annexure - D
- 7 Draft of Partnership Deed - as applicable.

Total number of pages of the application including attachments _____

(NOTORISED AFFIDAVIT)

Annexure - A

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

(Affidavit to be submitted by individuals and partners of partnerships)

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

- 1 That I am an Indian Citizen and residing in India.
 - 2 That my date of birth is

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| d | d | / | m | m | / | y | y | y | y |
|---|---|---|---|---|---|---|---|---|---|

 (in words _____)
 - 3 @ That I have passed matric/SSC or equivalent examination 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 dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.
- OR**
- That I am married . That neither I nor my spouse, unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company:
- OR**
- That I am widow/widower . That neither I nor my unmarried son(s)/unmarried daughter(s) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company:
- OR**
- That I am divorcee . That neither I, nor unmarried son(s)/unmarried daughter(s) (whose custody is given to me) have dealership/ distributorship or hold letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company:
- 5 @.That I am an unmarried woman above 40 years of age without earning parents
 - 6 That I have never been convicted nor charges have ever been framed against me by any Court of Law for any criminal offences involving moral turpitude and/or economic offences (other than freedom struggle).
 - 7 That I hereby confirm that I was never a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
 - 8 @ That against item no.14 of my application form details of various sources of funds required for setting up and operation of the distributorship has been furnished. I undertake that these funds will be made available for the purpose of setting up and operation of distributorship. In case it is found that the same is not made available as and when required, the offer of distributorship, at any stage, can be withdrawn and that I will have no claim/damages whatsoever against the Oil Company.
 - 9 That if any information/declaration given by me in my/our application or in any document submitted by me/us in support of application for the award of the LPG distributorship or in this affidavit shall be found to be untrue or incorrect or false, the Indian Oil Corporation*/ Bharat Petroleum Corporation* /Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that I would have no claim, whatsoever, against the Corporation for such withdrawal / termination.

* Strike off whatever is not applicable.

(@ Delete these if not applicable)

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of person making affidavit
(Name in block letters)

(NOTORISED AFFIDAVIT)

Annexure - A 1

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

(To be submitted by Registered Societies applying under Reserved Categories)

In the matter of LPG distributorship of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at _____ (Location) whereas _____ (Name of the Registered Society) herein after called the Society _____ (Location) has applied for LPG distributorship of _____ (name of the Oil Company) Ltd., at _____.

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

- 1 That through a resolution passed by the Society, I have been authorised to apply for the said distributorship. A copy of the resolution/authorisation is enclosed herewith forming part and parcel of this affidavit.
- 2 That the Society is duly registered on _____ at _____. A photocopy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
- 3 That the Society had made profit during the previous consecutive 3 financial Years as certificate by Chartered Accountant
- 4 That on behalf of the Society I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* /Government of India or any other statutory body from time to time
- 5 That all members of the Society belongs to the same category for which LPG distributorship has been advertised. A copy of certificate to this effect from Registrar of Society and a list giving names of all the members of the Society is enclosed herewith forming part and parcel of this affidavit. None of the members of the Society or his family members (family as defined in the case of multiple dealership norms for individuals) hold dealership/ distributorship of any Oil company for MS/HSD/SKO-LDO/LPG in India or has/have been issued a letter of intent or appointment letter, and none of the members have either been convicted or charges have been framed against them by court of law for criminal offences involving moral turpitude and / or economic offences (other than freedom struggle) punishable under Law. None of the members of the Society were signatory to dealership/distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines
- 6 That the Registered Society does not have any criminal records nor does it have any criminal charges framed against it by court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- 7 That If any information/declaration given in the application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that the society would have no claim, whatsoever, against Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* for such withdrawal/termination.

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

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of
Magistrate/Judge/Notary public

Signature of Deponent
(Name in block letters)

(NOTORISED AFFIDAVIT)

Annexure - A 2

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

(To be submitted by non-individual candidates (Societies registered under Societies Registration Act 1860, Charitable Trusts registered with Charity Commissioner of respective State Government and companies formed under the Companies Act, 1956) applying for 'open' category distributorship)

In the matter of LPG distributorship of Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* at _____ (Location) whereas _____ (Name of the Registered Society*/Company*/Charitable Trust*) _____ (Location) has applied for LPG distributorship of _____ (name of the Oil Company) Ltd., at _____.

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

- 1 That through a resolution passed by the Registered Society*/Company*/Charitable Trust* I have been authorized to apply for the said distributorship. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
- 2 That the said Registered Society is duly registered under Societies Registration Act 1860* /Company formed under the companies act 1956 * /Charitable Trust* is registered with Charity Commissioner of State Government of _____* (name of the State) on _____(date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
- 3 That our Registered Society*/Charitable trust*/Company* had made profit during the previous consecutive 3 financial Years as certificate by Chartered Accountant.
- 4 That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* / Government of India or any other statutory body from time to time.
- 5 That our Registered Society*/Company*/Charitable Trust* does not have any criminal records nor does it have any criminal charges framed against it nor against Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company*/ by any court of law involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law.
- 6 *That none of the Directors of this company or his family members (family as defined in the case of multiple dealership norms for individuals) or Holding company or Subsidiary company or any other company or firm where share holders (put together) of this applicant company have controlling stake i.e. 51% or more, have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

(Clause 6 above is not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

OR

That none of the Members of the Governing Body/Managing Body/Any such other Body of this Charitable Trust/Registered Society* or his family members (family as defined in the case of multiple dealership norms for individuals) have dealership/distributorship or hold Letter of Intent for Retail Outlet or SKO-LDO dealership or LPG distributorship of any Oil Company.

- 7 That our registered society*/Charitable trust*/Company* was never a signatory to dealership/ distributorship agreement of any oil company, which was terminated for malpractices and / or for violations of provisions of the Marketing Discipline Guidelines.
- 8 That If any information/declaration given in this application or in any document submitted in support of application for the award of the distributorship or in this affidavit shall be found to be untrue or incorrect or false, Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* would be within its rights to withdraw the letter of intent / terminate the distributorship (if already appointed) and that we would have no claim, whatsoever, against Indian Oil Corporation* / Bharat Petroleum Corporation* / Hindustan Petroleum Corporation* for such withdrawal/termination.

*strike out whatever is not applicable.

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate/Judge/Notary public

Signature of Deponent (Name in block letters)

(NOTORISED AFFIDAVIT) **Annexure - B**
 (TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
 Applicable to Individual and applications under partnership.

DECLARATION OF ANNUAL INCOME

I, _____ son/daughter/wife of _____ Age _____ years residing at _____ do hereby solemnly affirm and declare details of my gross annual income as under :

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

Details of Gross Annual Income in Rupees

| Relationship | Gross Salary | Property (net income) | Interest/ Dividend | Business (net profit) | Professional Income (Net of | Income from Agricultur | Income from other | Total (I+II+III+ IV+V+VI+VII) |
|--------------|--------------|------------------------|--------------------|------------------------|------------------------------|------------------------|-------------------|-------------------------------|
| | I | II | III | IV | V | VI | VII | VIII |
| 1. Self | | | | | | | | |
| 2. Spouse | | | | | | | | |
| 3. Dependent | | | | | | | | |

In case Applicant is unmarried, income of mother, father, unmarried brother(s)/unmarried sister(s) can be given in case notrasied affidavit as per Annexure - C is attached.

| | | | | | | | | |
|-------------------------|--|--|--|--|--|--|--|--|
| 1. Father | | | | | | | | |
| 2. Mother | | | | | | | | |
| 3. Unmarried sister(s) | | | | | | | | |
| 3. Unmarried brother(s) | | | | | | | | |

I hereby declare that I am an Income Tax payer and I am attaching here with the copy of my Income Tax Return for the above Financial Year.*

I hereby declare that I am not an Income Tax payer.*

* Strike off whichever is not applicable

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate / Judge / Notary Public

Signature of Deponent
Name in Block letter)

1 It is important to give precise information under each head i.e. I to VII, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank.

2 If the applicant is payee of Income Tax, a copy of Income Tax Return should be attached

(NOTORISED AFFIDAVIT)

Annexure - C

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
Applicable to Individual and applications under partnership.

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

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

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

OR

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

* Strike off whichever is not applicable.

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

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

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of Magistrate/Judge/Notary public

Signature
Name of Deponent
Relationship with applicant.

Annexure - D

Format for obtaining Credit worthiness certificate from the Bankers, from a Scheduled bank / Financial institution on their **Letter Head** and enclosed with the application. Please note that amount must be mentioned. If no specific amount is mentioned no marks will be awarded.)

TO WHOMSOEVER IT MAY CONCERN

Shri / Smt / Kum / M/s- is a customer of this bank for last Years and he / she / they is
a)
b)
c)

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

Signature

Name and Designation

Office seal

Date

STANDARD FORMAT FOR SC/ST CATEGORY CERTIFICATE

Note: A candidate who claims to belong to one of the Scheduled Castes / Scheduled Tribes should submit in support of his / her claim, a certificate in original, with a copy thereof in the form given below, issued at any time by a competent authority # notified by the Government of India, of the district in which his parents (or surviving parents) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the District in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. In case of any doubt about the genuineness of the certificate, the same may be got verified through the concerned District Magistrate / Deputy Commissioner.

The form of the certificate to be produced by Scheduled Castes / Scheduled Tribes candidates.

This is to certify that Shri / Smt. / Kum* _____ son / daughter* of _____ of village / town * _____ in District / Division* _____ of the State / Union / Territory* of _____ belongs to the _____ Caste / Tribes and his / her religion is _____ which is recognised as a Scheduled Castes / Scheduled Tribes under the Scheduled Castes / Scheduled Tribes lists (modification) order 1956* read with the Bombay Reorganisation Act, 1960 and the Punjab Reorganisation Act 1956*.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956*
The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1956*
The Constitution (Dadra & Nagar Haveli) Scheduled Castes Order, 1962*
The Constitution (Pondicherry) Scheduled Castes Order, 1964*
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967*
The Constitution (Nagaland) Scheduled Tribes Order, 1970*

Place : _____ Signature : _____

Date : _____ Designation : _____

State / Union Territory*

* Please delete the words which are not applicable.

Note : The terms "Ordinarily reside(s)" used here will have the same meaning as in Section-20 of the Representation

Officers competent to issue Caste / Tribe certificates.

i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector, 1st Class Stipendiary Magistrate / City Magistrate *** Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

*** (Not below the rank of 1st Class Stipendiary Magistrate)

ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate, Presidency Magistrate.

iii. Revenue Officers not below the rank of Tehsildar.

iv. Sub-divisional officer of the area where the candidate and / or his family normally resides.

v. Administrative / Secretary to Administrator / Development Officer (Lakshadweep).

STANDARD FORMAT FOR PH CATEGROY CERTIFICATE

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

Certificate No.

Date

CERTIFICATE FOR THE PERSONS WITH DISABILITIES

This is to certify that Shri/Smt./Kum. _____ wife/daughter/son of Shri _____
Age _____ old male/female, Registration No. _____ is a case of
physically disabled/visual disabled/speech & hearing disabled and has _____ %
(_____) permanent (physical impairment/visual impairment/speech & hearing impairment) in
relation to his/her _____

Note: -

1. This condition is progressive/non-progressive/likely to improve/not likely to improve. *
2. Re-assessment is not recommended/is recommended after a period of _____
months/years.

*Strike out which is not applicable.

Sd/-
/(DOCTOR)
Seal

Sd/-
(DOCTOR)
Seal

Sd/-(
(DOCTOR)
Seal

Signature/Thumb impression of the patient

Countersigned by the
Medical Superintendent/CMO/Head of
Hospital (with seal)

Recent Attested Photograph
Showing the disability affixed here.

STANDARD FORMAT FOR PARAMILITARY/POLICE/GOVERNMENT PERSONNEL CATEGORY

Certificate is to be given by Head of the Office or an Officer not below the rank of Under Secretary to the Government on Official Letter-Head of the Organization / Government Office issuing the Certificate.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

Reference No.
Date

Eligibility Certificate for Paramilitary/Police/Government Personnel Category

I @ This is to certify that Mr/Ms _____ who was working in this office as _____ had passed away on (date) _____ at (Place) _____. Mr/Ms _____ has been awarded (name of gallantry award) _____ in recognition of the supreme scarifice made while _____.

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

II This is to certify that Mr /Mrs _____ who was working in this office as _____ had passed away on (date) _____ while in action at (Place) _____.

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

III This is to certify that Mr/Ms (name of applicant) _____ was working in our organization _____ and has been disabled on (date) _____ while performing duties at (place) _____.

OR

IV This is to certify that Mr /Mrs _____ who was working in this office as _____ had passed away on (date) _____ while on duty at (Place) _____.

Mr/Ms (name of applicant) _____ (relationship _____) was dependent on Mr/Ms _____ as per our records.

OR

V This is to certify that Mr/Ms _____ was working in our organization _____ and has been disabled in peace on (date) _____ due to attributable causes.

@ Delete if not applicable.

Attested Signatures of applicant

Place : _____

Date : _____

| |
|---------------|
| Signature : |
| Name : |
| Designation : |
| Office Seal : |

General Instructions to the candidates applying for LPG Distributorship.

| Item No | Instructions | Supporting Documents to be provided by applicant at the time of verification. |
|---------|---|---|
| 1 | Write the name of the location for which application is made as per advertisement. | |
| 2 | Write the name of the district of the location for which application is made as per advertisement. | |
| 3 | Write the name of the State of the location for which application is made as per advertisement. | |
| 4 | Write the name of the category of the location as per the advertisement | Certificate issued by the competent authority. Caste validity Certificate as applicable. |
| 5 | Write the date and name of the news paper in which advertisement has appeared for the location mentioned in item 1. | |
| 6 | Tick the status of Applicant: whether application is by individual or made in partnership or Non-individual | Notorised Affidavit -A to be submitted by Individual & Patnership applicants. Notorised Affidavit in format A1 & A 2 to be submitted by Non Individual applicants. |
| 7 | To be filled by individual applicants or applications made in partnership. | Proof of Date of Birth like School Leaving Certificate/Birth Certificate/Passport etc. Notorised Affidavit -A to be submitted by Individual & Patnership applicants. |
| 8 | Information is on multiple dealership/distributors norm. If answer is 'Yes' then Applicant is not eligible for LPG distributorship. | Notorised Affidavit as per Annexure -A. |
| 9 | Education : - Information in chronological order | Original certificate for each qualification |
| 10 | For Partnership Applications only. Separate individual application to be made by all the partners along with separate application fee and affidavits. | Draft Partnership Deed |
| 11 | Non-individual Applicants | |
| 11.1 | Registered Societies applying under Reserved Categories should enclose Original Notorised Affidavit as per Annexure- A1 along with its enclosures. | Affedavit A-1, Resolution passed by the Society authorizing the person for making this application, Certificate of Registration, Certificate issued by Registrar of Society confirming all members of the Society belong to the same category, List of names of all members of the Society, previous 3 consecutive years Balance Sheet certified by Chartered Accountant (CA) |
| 11.2 | Societies registered under Societies Registration Act 1860, charitable trusts registered with Charity Commissioner of respective State Government and Companies formed under the Companies Act, 1956 applying for 'Open' category distributorship should enclose Affidavit as per Annexure- A2. | Affedavit A-2, Resolution passed by the Society authorizing the person for making this application, Certificate of Registration, previous 3 consecutive years Balance Sheet certified by Chartered Accountant (CA) |

| | | |
|------|---|--|
| 12 | <p>Experience: Minimum one year experience in the capacity of supervisor/Manager / proprietor / partner involved in running a business/organisation will be considered. Provide information based on the type of experience.</p> <p>I - Direct Sales / Home delivered product in case experience is in the products or services which are delivered at residence of customer like LPG cylinders.</p> <p>II - Other Petroleum Products</p> <p>III - Any Other trade.</p> | <p>Experience certificate should be supported by Salary slips/ appointment letter or any other document which can establish the claim of experience.</p> |
| 13 | Capability to provide infrastructure as on the Date of Application | |
| 13A | Capability to Provide Godown for Storage of LPG cylinders: In case applicant does not provide any information from 13A1 to & 13A3, then response to all will be taken as 'No'. | |
| 13A1 | <p>In case applicant has suitable land for construction of godown or ready made godown for storage of filled LPG cylinders in his name or in the name of member of his 'Family unit', then response should be 'Yes' so strike off 'No' and provide details.</p> <p>In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13A2 .</p> | <p>Registered Sale Deed/ / gift deed / lease (15yrs minimum)/Mutation and government record etc. The Date of the documents have to be on or before the date of application. Consent from the family member in form of Notorized Affidavit (Annexure C) is required. If required, certificate from the concerned authority stating that the land is free from live overhead power transmission or telephone lines.</p> |
| 13A2 | <p>In case 13A1 is 'No', then only 13A2 should be filled. Only if applicant has a Firm offer of Sale / lease from owner(s) of a suitable land or godown, then response should be 'Yes' so strike off 'No' and provide the details. In case the applicant does not have firm offer then response should be 'No' so strike off 'Yes' and move to 13A3</p> | <p>Agreement to sale or lease (15 yrs minimum) with the owner(s) of land for godown/godown and dated on or before the date of application. Proof of ownership.</p> |
| 13A3 | <p>In case applicant 13A1 and 13A2 is "No" then only 13A3 should be filled. In case applicant has identified a suitable land but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. Incase applicant has not identified suitable land and feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes"</p> | |
| 13B | Capability to Provide showroom for LPG distributorship: In case applicant does not provide any information from 13B1 to 13B3, then response to all will be taken as 'No' | |
| 13B1 | <p>In case applicant has suitable land for construction of showroom or showroom in his name or in the name of member of his 'family unit', then response should be 'Yes' so strike off 'No' and provide details. In case the applicant does not have suitable land in own or in the name of member of family unit, then response should be "No" so strike off "Yes" and move to 13B2</p> | <p>Registered Sale Deed/ / gift deed / lease (15yrs minimum)/Mutation and government record etc. The Date of the documents have to be on or before the date of application. Consent from the family member in form of Notorized Affidavit (Annexure C) is required.</p> |
| 13B2 | <p>In case 13B1 is "No", then only 13B2 should be filled. In case applicant has a Firm offer of Sale / lease from any owner of a suitable land for showroom or showroom, then response should be "Yes" so strike off "No" and provide the details. In case the applicant does not have firm offer from then response should be be "No" so strike off "Yes" and move to 13B3</p> | <p>Agreement to sale or lease (15 yrs minimum) the owner(s) of land for showroom/showroom and dated on or before the date of application. Proof of ownership.</p> |

| | | |
|------|--|---|
| 13B3 | In case applicant 13B1 and 13B2 is "No" then only 13B3 should be filled. In case applicant has identified a suitable land/ showroom but has not entered into sale agreement with the owner or is confident of arranging it within 2 months, then response should be "Yes" so strike off 'No'. In case applicant has not identified suitable land nor feels that he cannot arrange it within 2 months then response should be "No" so strike off "Yes" | |
| 14.0 | Capability to Arrange Finance | |
| 14.1 | <p>Gross Annual Income of the "Family Unit" of the last financial year. The income will include income from all sources such as salary, property, interest, dividend, business/ profession/ vocation, agriculture and other sources, if any.</p> <p>If the applicant is an Income Tax Assessee, the details of income as shown in the Annual Income Declaration should conform to those indicated in the income tax return for the relevant financial year.</p> <p>If, however, the applicant is not an Income Tax Assessee then the details are required to be supported with other relevant document some which are mentioned below by way of illustration:</p> <p>a) Gross Salary:- A certificate from the employer(s) indicating the total emoluments paid</p> <p>b) Income from property:- Rent as declared and assessed for the purpose of tax.</p> <p>c) Interest on Bank Deposits - Letter issued by competent authority from Bank(s) showing the actual amount paid/credited as interest.</p> <p>d) Income from business/profession/vacation/shares and other investment/other sources: Certificate from Chartered Accountant in support of the income indicated under each of these heads will be required. The applicant may also be required to produce any other documentary proof in support of the income indicated.</p> <p>e) Income from agriculture: A certificate from Mamlatdar/ Tehsildar stating out clearly the location of the agricultural land the income there from</p> | Notorised Affidavit as per Annexure - B and all the documents based on which the Income is shown in the Affidavit. |
| 14.2 | Amount in the Saving Account in the name of self & the member(s) of the "Family Unit" as on the date of application only will be considered. Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned. | Notorized Affidavit as per Annexure - C and Savings Bank Accounts Statement/Pass Book from which amount as on the date of application can be verified. |
| 14.3 | <p>Investment in Fixed Deposit/Bonds/NSCs/Mutual Funds/Shares/ULIP value as on Date of Advertisement in the name of self and member of the "Family unit". Amount maintained in the joint account with member(s) outside the "Family Unit" should not be mentioned. and will not be considered.</p> <p>Fixed Deposit/Term Deposit etc in Bank- amount as on the date of advertisement should be taken from the Bank</p> <p>Investments in Mutual Funds/listed shares/ULIP based on the NAV on the date of advertisement.</p> <p>Amount of money which applicant can get on surrender of Insurance policy or as loan against the policy as on the date of advertisement.</p> | <p>Notorized Affidavit as per Annexure - C and original investment documents based on which amounts has been mentioned in the application</p> <p>Bank Statement or letter from the Bankers certifying the amount in FD/Term deposit as on the date of advertisement</p> <p>Value on the date of advertisement as certified by the Government Approved Valuer or the concerned financial institution/ certified by Chartered Accountant.</p> <p>Certificate from the Insurance Company</p> |

Please note that amount mentioned in the application at item 14.2 should be retained till the date of interview or 90 days from the date of application whichever is earlier. In case the amount is not maintained for 90 days, then the minimum amount maintained during the period of 90 days will be taken and marks will be reduced accordingly, which may affect the merit position of the candidate

| | | |
|------|---|---|
| 14.4 | Other assets / Property(immovable) in the name of the member of the "Family Unit" as on the date of advertisement. Assets/Property in the name of joint account of the member(s) outside the "Family Unit" should not be mentioned.(Note: Gold should not be included). The valuation of assets with regard to Land for godown/ godown mentioned in item 13A1 and land offered for showroom/showroom mentioned in item 13B1 should not be included. | Valuation certificate by Government Approved Valuer should give the the Value of assets as prevailing on the date of advertisement. Date of Valuation Certificate should between date of advertisement and date of application. |
| 14.5 | Amount based on the certificate / letter from a Schedule Banks / Financial Institutions to extend loan as per Annexure D. In case no specific amount is mentioned then it shall be taken as nil and no marks will be awarded. | As per Annexure - D |
| 15 | Conviction or charges have been framed by Court of Law for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle). | Notorised Affidavit -A to be submitted by Individual & Patnership applicants. Notorised Affidavit in format A1 & A 2 to be submitted by Non Individual applicants. |

Important Note :

1. Family Unit' of a married applicant, shall consist of self, applicant's spouse and unmarried son(s)/daughter(s) and 'Family Unit' of a unmarried Applicant, shall consist of self, applicant's parents and applicant's unmarried brother(s) / sister(s) for the purpose of this entire application.
2. Applicant should provide only that information in the application against various items, for which applicant is in possession of supporting documents in original as on the date of submission of application. Failure to present these documents in original at the time of verification can result in cancellation of selection.
3. Incase applicant requires extra space for providing details on any point, the details can be provided by adding extra rows or by adding extra sheets. However, details should be given in the same format as mentioned in that particular point.

Check list for Applicants

| S.No | Document / Activity to be checked | Check box |
|------|---|-----------|
| 1 | DD attached - verify amount, drawn in favour of concerned company and payable at | |
| 2 | Photograph pasted and signature across photograph | |
| 3 | Copy of eligibility certificate for the category attached as applicable | |
| 4 | Notorised Affidavit in original as per Annexure A or A-1 or A-2 as applicable attached. | |
| 5 | Notorised Affidavit in original as per Annexure B as applicable | |
| 6 | Notorised Affidavit in original as per Annexure C | |
| 7 | Certificate in original as per Annexure-D as applicable | |
| 8 | Declararion at item no 16 duly signed with name, date and place. | |
| 9 | All pages of application are numbered and signed. | |
| 10 | The Application is complete in all respect. | |
