

## **INSTRUCTIONS FOR RECONSTITUTION OF COMMISSIONED DEALERSHIP**

1. The Reconstitution Policy must be read and understood fully. The application complete in all respects including processing fee must be submitted to the respective Divisional/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 Divisional/Territory/Regional Office in-charge.
2. An acknowledgement of receipt of application will be issued by the Divisional/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 Divisional/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 the form of DD, in favour of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd., as applicable, and payable at the Divisional/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 Dealership Selection policy in vogue) will be collected before execution of agreement as per the reconstitution Policy, as applicable.
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 (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 proprietor/partner(s) does not possess minimum education qualification in line with dealer 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 nominee / legal heir / family member is a minor, then local guardian proposing to operate the RO is required to sign alongwith the minor nominee / legal heir / family member wherever applicable.
10. After receiving the "in principle" approval for the reconstitution, the documentary confirmation and legal compliance must be submitted to the Divisional/Territory/Regional Office in-charge within 60 days.

**APPLICATION FOR RE-CONSTITUTION OF COMMISSIONED DEALERSHIP**

Date : \_\_\_\_\_

S. NO.	PARTICULARS	DETAILS																								
<b>1</b>	<b>Details of Dealership</b>																									
(a)	Whether Dealership is on sole proprietorship or partnership :	Proprietorship / Partnership / Others																								
(b)	Name of Dealership																									
(c)	SAP Code																									
(d)	Date of Commissioning of Dealership :																									
(e)	Age of dealership as on date of proposal :																									
(f)	Location :																									
(g)	Tehsil / Sub-Division /District :																									
(h)	State :																									
(i)	Category of the Dealership :	SC / ST / Others																								
<b>2</b>	<b>Details of existing / deceased / incapacitated proprietor / partner(s)</b>																									
(a)	<table border="1"> <thead> <tr> <th>Name of Proprietor/partner(s)</th> <th>Category SC/ST/Others</th> <th>Alive / Deceased / Incapacitated</th> <th>Existing % share</th> <th>Wish to continue / retire</th> <th>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																			
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(b)	<table border="1"> <thead> <tr> <th>Name of Proprietor/partner(s)</th> <th>Address</th> <th>Telephone / Mobile no.</th> <th>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																					
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<b>3</b>	<b>Details of Land on which Dealership is located :</b>																									
<b>4</b>	<b>Whether proposal for reconstitution is being submitted on account of Resignation / Death / Incapacitation / Others :</b>	Resignation / Death / Incapacitation / Others																								
<b>5</b>	<b>Name of the deceased or incapacitated Proprietor / Partner(s), if same is applicable :</b>	1. 2.																								
<b>6</b>	<b>Details of nominee(s), in case appointed by deceased or incapacitated Proprietor / Partner(s) :</b>																									
(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 Dealer(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	<table border="1"> <thead> <tr> <th>Name of deceased / incapacitated Proprietor / Partner(s)</th> <th>Name of nominee(s)</th> <th>% 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																					
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	nominee(s) is/are minor, then the details of the local guardian who will be operating the dealership till the nominee(s) becomes a major, is to be furnished along with that of the minor nominee(s).									
<b>7</b>	<b>Detail of reconstitution proposed</b>									
(a)	Whether reconstitution proposed for induction of outside partner(s) :	Yes / No								
(b)	Whether proposed for complete changeover in constitution :	Yes / No								
(c)	Whether dealership is eligible for complete change in constitution based on age of Dealership :	Yes / No								
(d)	<p>In case reconstitution is proposed within 3 years of commissioning of Dealership, whether in the proposed reconstitution, 51 % share is proposed</p> <p>i. In favour of original allottee(s) and/or in favour of nominee(s)/legal heir(s)/family member(s) (including married children and/or grandchildren) of original allottee(s) where reconstitution is being proposed due to death/ Incapacitation of Dealer(s) and where incapacitated Dealer (s) desires to retire.</p> <p>ii. In favour of original allottee(s) where reconstitution is being proposed for reasons other than death of the Dealer (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>	<p>Yes / No / NA</p> <table border="1"> <tr> <td colspan="2">% share out proposed, in case of death of Dealer(s) and in case of incapacitation of Dealer(s), where the incapacitated Dealer (s) desires to retire</td> </tr> <tr> <td>In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of deceased / incapacitated Dealer(s)</td> <td>In favour of other incoming partner(s)</td> </tr> <tr> <td colspan="2">% share out proposed In other cases</td> </tr> <tr> <td>In favour of existing partner(s)</td> <td>In favour of other incoming partner(s)</td> </tr> </table>	% share out proposed, in case of death of Dealer(s) and in case of incapacitation of Dealer(s), where the incapacitated Dealer (s) desires to retire		In favour of original allottee(s) and/or nominee(s) / legal heir(s) / family member(s) (including married children and/or grandchildren) of deceased / incapacitated Dealer(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)
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% share out proposed In other cases										
In favour of existing partner(s)	In favour of other incoming partner(s)									
(e)	If the Dealership 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 Dealership 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/permanent incapacitation 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			
		<b>8</b>	<b>Brief reasons for the proposed reconstitution :</b>		
<b>9</b>	<b>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 dealership till the legal heir(s) becomes a major, is to be furnished along with that of the minor legal heir(s).</b>	Name of continuing Proprietor / Partner(s)		% of share proposed	
		Name of incoming Proprietor / Partner(s)		% of share proposed	

Signature of existing LOI holder(s)  
(wherever applicable)

Signature of the incoming partner(s)

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

Signature of Local Guardian  
(wherever applicable)

**UNDERTAKING**

"I/We the existing Proprietor/Partner(s) M/s \_\_\_\_\_ a Retail Outlet Dealership 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)  
(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)**

**ANNEXURE-C2****DETAILS OF CONTINUING PROPRIETOR / PARTNER(S) / INCOMING PROPRIETOR / PARTNER(S) FOR  
RECONSTITUTION OF COMMISSIONED DEALERSHIP**

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 LOI holder(s) / 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)**

**DETAILS OF ANNEXURES FOR RECONSTITUTION OF COMMISSIONED DEALERSHIP**

DOCUMENTS REQUIRED	State attached or not applicable	No. of pages
<b>A. FOR INCOMING PARTNER</b>		
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 <sup>th</sup> passing marksheet.		
4. Succession certificate / Legal heir certificate confirming legal heir(s) of Proprietor / 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 dealership. 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 dealership. c. From Proprietor / Partner(s) desiring to resign from the dealership		
6. In case of reconstitution of SC/ST category Dealership with SC/ST partners – Copy of SC/ST Certificate from competent authority as per Dealership Selection Guideline in vogue.		
7. Standard Affidavit on Indian nationality, age, multiple dealership norms, non-conviction etc. as applicable ( <b>Annexure-D2</b> )		
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>B. OTHER DOCUMENTS</b>		
1. Copy of last dealership 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 (DD for 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 dealership till the legal heir becomes a major. (18 years)***		
7. In case of incapacitation, 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 dealership, incoming partner to fill the new dealership form and submit alongwith relevant enclosures.		

11. Copy of the latest audited balance sheet of the dealership		
12. Recent certificate from Bank (issued within 3 months prior to the date of application) giving the name(s) of account holders of the dealership as per bank account		
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 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)**



**Notarized Affidavit**

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

**Reconstitution of Retail Outlet Dealership M/s \_\_\_\_\_, at \_\_\_\_\_,  
District : \_\_\_\_\_, State : \_\_\_\_\_**

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

<b>1</b>	That I am an Indian Citizen and resident of India (as per Income Tax Rules).										
<b>2</b>	That my date of birth is <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 20px; height: 20px; text-align: center;">d</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 20px; height: 20px; text-align: center;">m</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table> (Age as on date of application for reconstitution in words _____)	d	d	/	m	m	/	y	y	y	y
d	d	/	m	m	/	y	y	y	y		
<b>3</b>	* That I have passed the 10 <sup>th</sup> Standard examination conducted by Board in the year <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> <td style="width: 20px; height: 20px; text-align: center;">y</td> </tr> </table>	y	y	y	y						
y	y	y	y								
<b>4</b>	* 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 <b><i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i></b>										
	<b>OR</b>										
	* That I am married and name of my spouse is _____. 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 <b><i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i></b>										
	<b>OR</b>										
	* 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 <b><i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i></b>										
	<b>OR</b>										
	* That I am divorcee. That neither I , nor any of my 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 <b><i>except the subject Retail Outlet Dealership for which Reconstitution is proposed #.</i></b>										
<b>5</b>	That I hereby confirm that none of my family members (as per multiple dealership norms as defined in Dealer Selection Guidelines of Oil Marketing Companies) are employees of Oil Marketing Companies.										
<b>6</b>	That I am of sound mental health & I am not totally paralyzed.										
<b>7</b>	That I am married and my name before marriage was _____ and after my marriage to Shri _____ has been changed to Smt._____.										
<b>8</b>	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 dealership/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 dealer. 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.
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 Dealership I will not draw any salary /perks/emoluments from State / Central Government / Private Sector.
12	<p>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> <p style="text-align: center;"><b>OR</b></p> <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 Dealer, I will have to terminate this contract before issuance of Letter of Appointment.</p>
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 RO dealership 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 dealership (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**

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

**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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 resulting in total and 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 resulting in total and permanent disability, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. will be in its rights to reconstitute the above stated RO Dealership by inducting my appointed nominee(s) Sri/Smt. \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ in the RO Dealership firm by allotting my share in the above stated RO Dealership firm to my appointed nominee(s) as indicated below;

Name of the Nominee(s)	Address	% 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/ Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) 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 action.

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 RO Dealership 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  
First Class Magistrate/Executive Magistrate

\* : Applicable only in case of partnership firm

**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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 resulting in total and 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 RO Dealership 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/ 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 action.

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 RO Dealership 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 firm

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

**(Applicable only in case of Dealership 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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 RO  
dealership 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 resulting in total and 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 RO Dealership 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 action.

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 RO Dealership by inducting  
Sri/Smt. \_\_\_\_\_ as partner in the Dealership.

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



**AFFIDAVIT / INDEMNITY BOND BY SURVIVING PARTNERS OF DEALERSHIP**

**(Applicable only in case of Dealership 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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 RO dealership expired / got totally incapacitated 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 RO dealership in the event of his/her death/ incapacitation resulting in total and permanent disability, by inducting Sri/Smt. \_\_\_\_\_ as partner in the dealership in lieu of him/her, as per shareholding allocated by him/her. That, Sri/Smt. \_\_\_\_\_ who was appointed as nominee by Sri/Smt. \_\_\_\_\_ is not available / is not traceable.

**Or**

That, Sri/Smt. \_\_\_\_\_, who is my partner in the above stated RO dealership expired / got totally incapacitated 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 available / is not traceable.

**Or**

That, Sri/Smt. \_\_\_\_\_, who is my partner in the above stated RO dealership expired / got totally incapacitated 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 Dealership as per share holding indicated 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 Dealership.

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

**ANNEXURE-12**

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

**(Applicable only in case of some/all nominee(s) / Legal heir(s) of deceased Proprietor/Partner(s) is/are not responding and Dealership 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 \_\_\_\_\_ Retail Outlet dealership 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 \_\_\_\_\_ Retail Outlet dealership 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 \_\_\_\_\_.

**Or**

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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 RO dealership expired / got totally incapacitated on \_\_\_\_\_.

That, Sri/Smt. \_\_\_\_\_ who is the nominee / legal heir of Sri/Smt. \_\_\_\_\_ is not interested to join the above stated dealership / is not responding.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. \_\_\_\_\_ and as Sri/Smt. \_\_\_\_\_ is not interested to join the above stated dealership / not responding, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated RO Dealership 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 RO Dealership.

Signature of Deponent {surviving Partner(s)/Legal Heir(s)}  
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**ANNEXURE-J2**

**AFFIDAVIT / INDEMNITY BOND BY ELIGIBLE LEGAL HEIR(S) & SURVIVING PARTNERS OF DEALERSHIP**

**(Applicable only in case of reconstitution cases where there is no NOCs from Nominee(s)/Legal Heir(s) who are not eligible to become Dealer(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 \_\_\_\_\_ Retail Outlet dealership 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 \_\_\_\_\_ Retail Outlet dealership 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 RO dealership 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 RO dealership expired / got totally incapacitated on \_\_\_\_\_.

That, Sri/Smt. \_\_\_\_\_ who is also the Nominee/Legal heir of deceased / totally incapacitated proprietor/partner Sri/Smt. \_\_\_\_\_, is not eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, Sri/Smt. \_\_\_\_\_ is not tendering her No-Objection towards reconstitution of the above stated RO dealership with me as a partner, in spite of he/she not being eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue.

That, in view of death / incapacitation resulting in total and permanent disability, of Sri/Smt. \_\_\_\_\_ and as Sri/Smt. \_\_\_\_\_, is not eligible to become a dealer as per eligibility criteria / disqualification criteria of RO Dealership Selection Guidelines in vogue, Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. is requested to reconstitute the above stated RO Dealership 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

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 action.

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 RO Dealership.

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

**AFFIDAVIT / INDEMNITY BOND BY CLAIMANT / PROSPECTIVE DEALER OF DEALERSHIP**

**(Applicable in case of reconstitution where copy of Dealership 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 Retail Outlet dealership 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 RO dealership 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 RO dealership as per the following approved constitution;

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

That, the Dealership Agreement of the above stated RO Dealership 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 Dealership 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 action.

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 RO Dealership.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public



**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 Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, Sri/Smt. \_\_\_\_\_ expired / got totally incapacitated 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 Retail Outlet dealership 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 Dealership	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 RO Dealership 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 dealership 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 action.

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 RO Dealership and for our actions in the past.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**AFFIDAVIT / INDEMNITY BOND BY REMAINING PARTNER(S)**

**(Applicable in case where dealership is being operated by one or more partners after exit or prolonged absence of partner(s) from the dealership 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 Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the approved partners of the RO dealership as per shareholding indicated below;

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

That, Sri/Smt. \_\_\_\_\_ had exited the RO Dealership / is absent from the RO Dealership 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 Retail Outlet dealership 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 Dealership	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 RO Dealership 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 dealership 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 action.

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 RO Dealership and for our actions in the past.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**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 Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, the constitution of the RO Dealership 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 Dealership 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 RO Dealership to its' earlier approved constitution (set-up) of the dealership.

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

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 RO Dealership and for our actions in the past.

Signature of Deponent {Proprietor/Partner(s)}  
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**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 Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, without obtaining prior approval of the Corporation, the constitution of the above stated RO Dealership 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 RO Dealership as per the shareholding indicated above.

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

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 RO Dealership and for our actions in the past.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public



## AFFIDAVIT / INDEMNITY BOND BY INDUCTEES

(Applicable in case of total change over in past where proposed constitution requires approval for induction of "family member(s)" or "blood relative" of approved signatory)

## 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 Retail Outlet dealership of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, I being \_\_\_\_\_ of Sri/Smt. \_\_\_\_\_, who is the proprietor/partner of the above mentioned RO Dealership, is his/her family member / blood relative.

That, without obtaining prior approval of the Corporation, the constitution of the above stated RO Dealership was changed by me/us on \_\_\_\_\_ as per the shareholdings indicated below;

Name of partner(s) of current constitution	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 me/us and reconstitute the above stated RO Dealership as per the shareholding indicated above.

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

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 RO Dealership and for our actions in the past.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**AFFIDAVIT / INDEMNITY BOND BY INDUCTEES**

**(Applicable in case of total change over in past where no signatory {including legal heir(s)/ family member(s)/blood relative(s)} is part of set up)**

**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 Retail Outlet dealership of  
Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum  
Corporation Ltd. since \_\_\_\_\_.

That, as per Dealership Agreement dated \_\_\_\_\_ the following are the  
approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, without obtaining prior approval of the Corporation, the constitution of the above stated  
RO Dealership was changed by me/us on \_\_\_\_\_ as per the shareholdings indicated  
below;

Name of partner(s) of current constitution	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 me/us and reconstitute the above stated RO Dealership as per the shareholding  
indicated above.

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

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 RO Dealership and for our actions in the past.

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

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**AFFIDAVIT / INDEMNITY BOND BY MEMBERS OF "FAMILY UNIT" AND MARRIED CHILDREN OF TOTALLY INCAPACITATED DEALER(S).**

**(Applicable only in case of reconstitution cases where there is no nominee(s) and totally incapacitated Dealer(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 Retail Outlet Dealership 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 Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, Sri/Smt. \_\_\_\_\_, who is the proprietor/partner of the above stated RO dealership got totally incapacitated on \_\_\_\_\_ due to \_\_\_\_\_ and is not in a position to give his/her consent in respect of reconstitution of his/her above stated RO dealership, 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 resulting in total and 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 RO dealership, 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 RO dealership 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 RO dealership.

Signature of Deponent (Member of family unit / Married children)  
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

## AFFIDAVIT / INDEMNITY BOND BY LEGAL HEIR(S) OF DEALER(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 Retail Outlet Dealership 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 Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, Sri/Smt. \_\_\_\_\_, the proprietor / partner of the above stated RO Dealership expired / got totally incapacitated on \_\_\_\_\_.

That, I and Sri/Smt. \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_  
Age \_\_\_\_\_ years residing at \_\_\_\_\_ are the Legal heir(s) of deceased / totally incapacitated proprietor / partner of Retail Outlet Dealership 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 / totally incapacitated 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 resulting in total and 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 /

totally 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 / totally incapacitated proprietor / partner Sri/Smt. \_\_\_\_\_, and reconstitute the above RO dealership 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 RO dealership.

Signature of Deponent {Legal heir 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



## 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 Divisional/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 Retail Outlet Dealership of  
 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum  
 Corporation Ltd. at location \_\_\_\_\_, District : \_\_\_\_\_, State  
 \_\_\_\_\_.

\* That, as per Dealership Agreement dated \_\_\_\_\_ the following are the  
 approved proprietor/ partners of the RO dealership as per shareholding indicated below;

Name of existing Proprietor / Partner(s) as per Dealership 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 RO  
 Dealership and therefore want to resign from the dealership.

That, vide docket no. \_\_\_\_\_ dated \_\_\_\_\_, an application have been submitted  
 for reconstituting the above mentioned RO Dealership as indicated below;

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

That, vide letter no. \_\_\_\_\_ dated \_\_\_\_\_, the Divisional/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 RO dealership 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 RO dealership.

Signature of Deponent (Proprietor/Partner living outside India)  
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Authorized personnel of  
Indian Consulate at \_\_\_\_\_

## 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 Divisional/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 \_\_\_\_\_ Retail Outlet dealership 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 Dealership Agreement dated \_\_\_\_\_ the following are the approved proprietor/ partners of the RO dealership as per shareholding indicated below;

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

That, vide docket no. \_\_\_\_\_ dated \_\_\_\_\_, an application have been submitted for reconstituting the above mentioned RO Dealership as indicated below;

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

That, vide letter no. \_\_\_\_\_ dated \_\_\_\_\_, the Divisional/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 RO dealership 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 Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd. (as applicable) for such action.

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 RO dealership.

Signature of Deponent {Incoming Proprietor/Partner(s)}  
(Name in block letters)

Solemnly affirmed and declared before me. This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary public

**LETTER OF WARNING TO BE ISSUED BY DIVISIONAL/TERRITORY/REGIONAL OFFICE IN-CHARGE**

Ref :, \_\_\_\_\_

Date : \_\_\_\_\_

To,  
M/s \_\_\_\_\_  
(Name & Location of Dealership)

**Sub : Warning Letter.**

Dear Sir(s) / Madam,

We are in receipt of your proposal wherein you have confirmed that the constitution of the Dealership was changed by you without obtaining prior approval of the Corporation, and now you have made a request for approving the same set-up with induction of partner(s) from within Legal heirs / family members / blood relative / outside partners.

You have further confirmed to have gone through and fully understood various clauses of the Dealership Agreement and would fully comply by the same in future.

The Corporation has taken cognizance of the above mistake committed at your end and in view of your request for condoning the same, and the proposal meeting the extant guidelines, would like to convey the approval now.

Further, you are hereby cautioned that such changes in the constitution without prior approval of the Corporation are against the policy guidelines and in case of any further instance, we would be constrained to take suitable action against the dealership as per policy in vogue and relevant clauses of the Dealership Agreement.

The above is issued without any prejudice and in order to protect marketing interests of the Corporation.

Thanking you.

Yours faithfully,  
For & On behalf of Indian Oil Corporation Ltd. / Bharat Petroleum Corporation Ltd. / Hindustan Petroleum Corporation Ltd.

(Name & Designation of **DIVISIONAL/TERRITORY/REGIONAL OFFICE IN-CHARGE**)