

**INDIAN OIL CORPORATION LIMITED  
SHIPPING DEPARTMENT  
REFINERIES HQ  
NEW DELHI**

**Registration form for Empanelment of Brokers for Chartering of Ships  
(w.e.f.1<sup>st</sup> January 2018)**

Indian Oil Corporation Limited charters ships for import/export of crude oil & petroleum products by sending enquiries to the brokers registered on its approved panel.

In case you wish to be on IndianOil's panel of brokers, you are requested to fill up the following Registration Form and submit it, duly signed on the letterhead of your company/firm along with enclosures, to the address provided at the end of this message. The mere submission of an application by a party does not guarantee registration on IndianOil panel. IndianOil reserves the right to reject any application without assigning any reasons thereof.

**Data Sheet to be filled by Prospective Brokers  
(To be submitted on the Letter Head of Company/Firm seeking Registration)**

<b>A. Company / Firm Details</b>		
(I)	Name & Address of the Company/Firm	
(II)	Nationality / Country of Incorporation	
(III)	Corporate / Firm Headquarters	
(IV)	Date of Incorporation	Please enclose Notarized copy of Certificate of Incorporation (in case of a Company)
(V)	Type of Company / Firm	Sole Proprietorship / Partnership / Private Limited Company / Public Limited Company / Joint Venture (Provide share holding pattern with details)
(VI)	Core Business Activity	Please state your core business area alongwith number of years of experience in ship chartering
(VII)	Date of first tanker Fixture concluded by the Applicant ( Refer Note 1)	
(VIII)	ESTABLISHMENT	
(i)	Name of Chairman / President / Managing Director / Partners	
(ii)	Contact Person (s) and their telephone numbers	Office Mobile Residence
(iii)	Fax Numbers	
(iv)	Email id (s)	
(v)	Mailing Address	
(vi)	Employee Details	
	- Total Number of employees - Number of employees handling ship broking	

	<ul style="list-style-type: none"> <li>- Number of Master Mariners</li> <li>- Number of Fellows/Members of the Institute of Chartered Shipbrokers, London</li> <li>- Number of Fellows/Diploma holders of the Narottam Morarjee Institute of Shipping, Mumbai <ul style="list-style-type: none"> <li>- Number of employees holding any other certificate /diploma course on Shipping Management recognized by AICTE or any Indian university</li> </ul> </li> </ul> <p>Note: PI note minimum requirement of qualified employee each in Chartering and Post Fixture / Operation activities is one each.</p>	
	For the purposes of sub-clause (vi) employee shall also include director/partner/owner of the Applicant.	
(vii)	Any Foreign company applying for empanelment should have Indian Office and meet the above employee criteria. Details of Office in India must be submitted along with the application.	

<b>B. Number of tanker fixtures (not less than 5 TMT cargo size) concluded during the last one year ending with the month immediately preceding the month in which the application is submitted ( Refer Note 2)</b>							
SL No	Date of Fixture	Name of Vessel	Vessel Owner	Qty	Load port	Disport	Charterer

Copy of Fixture note to be enclosed.

<b>C. References</b>		
	<p>References (Minimum three) The party seeking empanelment shall have no objection to IndianOil making enquiries from such companies in the course of registration.</p> <p>Please furnish postal address/Email/Contact numbers of ship owner(s) who have confirmed transacting business through you.</p>	<p>Letters from foreign ship-owners (on their official stationery) recommending and agreeing to transact business through the Applicant to be enclosed.</p> <p>The letter to include the details of Operating Ships owned and proposed to be offered to IndianOil.</p>

<b>D. General</b>	
Is the Company / Firm is empanelled with SCI or any other Indian petroleum company If yes, give details	
At the time of empanelment is the Company / Firm facing any known legal disputes that are likely to adversely affect the performance of contracts / meeting its commitments. If yes, give details	
Please confirm whether applicant company / firm or its Group / Subsidiary / Affiliate / Parent Company were earlier or currently registered on IndianOil's panel. If yes, (a) Date of Registration / Empanelment (b) Period of Registration (c) Date / Reason for Deletion	
Have you ever been black listed or put on a Holiday list by any agency/organization. If yes please give detail of period of removal/ suspension.	
Any Other relevant information	

**DATE**

**(NAME AND SIGNATURE OF THE  
AUTHORISED OFFICIAL WITH  
SEAL )\***

\* Authority letter of the signatory to be enclosed along with the application.

Kindly note that all data received from you would be treated in strict confidence and would be used only for the purpose of registration on IndianOil's panel of brokers. It is also requested that the data/ documents sought above may kindly be provided as per seriatim.

We wish to inform that the request for registration on IOC's panel of brokers shall be considered only on receipt of full information/data along with application as mentioned above. The decision of IndianOil management shall be final and binding upon the parties with regard to registration of parties.

**CONTACT US:**

***Executive Director / Chief General Manager (Shipping),  
Indian Oil Corporation Limited,  
Scope Complex, CORE 2  
Lodhi Road  
New Delhi – 110003  
Tel No. 91 011 24369504  
Fax No. 91 011 24321718***

Note: For information of Applicants:

1. For the purpose of date of first fixture, concluded fixture by the applicant broker in the category of GP and above vessels for crude, LPG and POL only will be considered.
2. The concluded fixtures should be with 3 or more different owners. Copy of self attested signed clean fixture note or Charter Party must be submitted as a proof of having done the fixture.
3. Applicant should submit all the relevant supporting documents as at A,B,C above along with application.
4. The evaluation for empanelment for fresh applicant will be done only twice a year i.e. in January and July. For January Evaluation, the application received during the period July to December will be evaluated and similarly for July Evaluation, application received during the period January to June will be considered.
5. Cooling off period: In case the application for empanelment gets rejected for not meeting empanelment criteria, or any other reason, then the broker / applicant will be allowed to apply afresh only after the expiry of one year from the date the applicant is informed about the rejection.