

## **LUBE DISTRIBUTORSHIP APPLICATION FORM:** **IMPORTANT GUIDELINES**

Please note the following carefully:

You should submit the application form only if you conform to the following eligibility criteria. In case, you do not meet the prescribed eligibility criteria or the application is not complete in all respects, it is liable to be rejected without assigning any reasons in this regard.

**A. ELIGIBILITY:** You should be / have:

1. Indian by Nationality.
2. Not less than 21 years and not more than 60 years of age as on the date of the application.
3. Minimum pass in Matriculation / SSC or recognized equivalent. Preference will be given for qualified professionals.
4. Strong financial background and ability to generate a minimum of Rs.50 Lakhs as working capital on continuous basis.
5. Professional Experience of managing a Distribution Network in the field of Lubricants / FMCG / Tyres / Batteries / Auto Spares or any other related business.
6. Strong Business acumen for understanding and managing a distribution business. Sales and Marketing capabilities - managing sales force, ability to generate leads, selling skills, technical competence, etc. Knowledge of local market is necessary.
7. Ready availability of Office & covered Go-down at a prominent place close to Lube Markets in the advertised location. In case it is not available, capability to provide for same within 45 days of the selection.
8. In case of Co-operative society or Limited company, the age and education qualification criteria will not be applicable.

## **Notes:**

- Candidate should not have any criminal record or should not have been declared insolvent.
- NON-CONVICTION: Candidates convicted for any criminal offence involving moral turpitude and/or economic Offence (other than Freedom struggle) and those against whom charges have been framed by the Court (other than Freedom Struggle) would not be eligible for distributorship and if such a candidate is allotted the distributorship by Suppression of information, it will be cancelled even after appointment as a DISTRIBUTOR.
- In case you belong to a Partnership firm, every partner should individually meet the eligibility criteria and submit separate application form giving cross reference of the partner's application form number/s.
- Registered Cooperative Societies / Limited companies: Only those without any criminal records and also making a net profit for previous three consecutive financial year as certified by a Chartered Accountant can also apply.
- HPCL Ex-Lube Distributors, who have been terminated in last two years / who have resigned in last two years are not eligible to apply.
- Candidates who have their own Lubes/Greases manufacturing facility are not eligible to apply.
- Applicants who are dealers / distributors or partners or hold a letter of intent in any Retail Outlet / Kerosene / LDO dealership / LPG distributorship or distributorship of any other petroleum product including Lubricants of any Public Sector Oil Co. should obtain NOC from competent authority of the said company and attach the same with the application.

## **B. APPLICATION GUIDELINES:**

Please ensure compliance with the following conditions while submitting the application:

- 1) If any statement made in the application or in the documents enclosed therewith or subsequently submitted in pursuance of the application by the candidate at any stage is found to be incorrect or false, his/her application is liable to be rejected without assigning any reason and in case he/she has been already appointed as a distributor, his/her distributorship is liable to be terminated. In such cases, the candidate/distributor shall have no claim whatsoever against HPCL.
- 2) In case of partnership, each partner should submit an application form giving the requisite information that it is a partnership application. The applicants who desire to apply as partners should tag their applications together and submit in one lot.

Each partner should individually meet eligibility criteria and all of them must appear for the interview.

- 3) In case of Co-operative Societies, the Society must be registered. Only Co-operative Societies making a net profit for the Previous three consecutive financial years as certified by a Chartered Accountant will be eligible. The Co-operative Society must pass appropriate resolution authorizing the person filling the application form and appear for interview to do so on behalf of the Society
- 4) In case of Limited Companies, the Company must be making a net profit for the Previous three consecutive financial years as certified by a Chartered Accountant. Copies of Audited Books of Account for last three years must be attached. The application form needs to be filled up and signed by an authorized signatory (not less than Director Level) representing the Board of the company, who also should appear for interview.

- 5) A passport size photograph should be affixed in the space provided in the Application form by the applicant or authorized representative of the applicant (in case of Co-operative society or Limited company). The candidate should also sign on the photograph.
- 6) If an applicant is applying for more than one distributorships, he/she must submit separate applications for each distributorship and should mention this fact in the application form.
- 7) The envelope containing the application, duly filled in, should be super scribed as under:

"This application is for LUBE distributorship at \_\_\_\_\_(location)".

- 8) A candidate selected for the distributorship shall be a full time working Distributor.
- 9) \* Provision of minimum infrastructure facilities and Manpower :

A candidate selected for the distributorship will have to provide the following basic facilities, manpower and financial investment at his own cost :

- |  |                          |
|--|--------------------------|
| a) Facilities :                        | b) Manpower :            |
| i) Covered Go-down (min. 1000 Sq. Ft)  | i) 3-4 Salesmen          |
| ii) Office space (min. 150-200 Sq. Ft) |                          |
| iii) Computer with software            | ii) 1-2 Office Staff     |
| a) Broadband Internet                  | iii) 1-2 Loading Persons |
| b) e-mail                              |                          |
| iv) Printer                            |                          |
| v) Telephone                           |                          |
| vi) 2 Tempos / Trucks                  |                          |
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- c) Working Capital:
    - i) Capability to invest Rs 50 Lakhs on a continuous basis

\* Note : The above is minimum requirement for meeting the minimum volume criteria for the location. In case of further growth in market potential,

the distributor is expected to augment the infrastructure facilities, manpower and working capital.)

- 10) After due date, candidates may be contacted by HPCL in writing to seek clarifications with regard to their application if any, which should be responded by the candidate, in writing within specified period.
- 11) The applicants found eligible as per pre-qualification guidelines set by HPCL, will be called for a personal interview. All travel and other expenses in connection with the interview will have to be borne by the applicant.
- 12) Applicants not qualifying as per the guidelines, will be sent a regret letter by HPCL Regional Office.
- 13) In case any point of application form does not pertain to you, please write "NA" instead of leaving it blank.

### **C. PRE-QUALIFICATION GUIDELINES:**

All submitted applications will be subject to pre-qualification evaluation criteria as per following parameters for shortlisting :

- Nationality, Age & Education for individual / proprietor / partnership firm to meet eligible criteria
- Non-conviction criteria for all categories as per relevant appendix (A1 / A2 / A3 as applicable as per type of applicant)
- Every partner individually meeting all the eligibility criteria and submitting separate application form giving cross reference of the partner's application form number/s.
- Profit-making criteria for Co-operative societies / Limited companies as per relevant appendix (A1 / A2 / A3 as applicable as per type of applicant).
- Ex-HPCL Lube Distributor criteria as per Sr. No 8. of application form
- Own Lubes/Greases manufacturing facility criteria as per Sr. No 9 of application form
- Declared financial resources and investible funds: meeting minimum requirement as per eligibility criteria and supported by all relevant documents. Please also refer to Sr. No 22 of application form for details.
- Submission within due date is must. No application form will be accepted after cutoff date/time.

- Forms should be complete in all respect.

Applications not meeting any of the pre-qualification criterion will be rejected.

#### **D. DISTRIBUTORSHIP AGREEMENT:**

- Candidate finally selected for the Lube Distributorship, will be issued a letter of intent (LOI, format for same may be downloaded from the website [www.hplubes.com](http://www.hplubes.com)) for fulfilling the Infrastructure / Manpower / Financial / Statutory / Other requirements within 45 days of the date of LOI. Once all terms requirements are fulfilled within 45 days from LOI date, the candidate will be issued a letter of appointment (LOA).
- Along with LOA, the candidate will have to execute distributorship agreement with HINDUSTAN PETROLEUM CORPORATION LIMITED. The distributorship agreement format can be downloaded from the website [www.hplubes.com](http://www.hplubes.com) for information. It may be noted that, the agreement will be for an initial period of 5 Years (out of which initial 1 year will be on ad-hoc basis, in order to assess the performance of the Distributor, basis meeting performance standards as specified by HPCL as per clause 38 of agreement). The agreement can be renewed for further period of 5 years basis the Distributor fulfilling performance standards set by HPCL from time to time.
- In case, candidate is unable to fulfil LOI conditions within 45 days of LOI letter, the LOI is liable for cancellation unless additional time is sought by the LOI holder, giving valid reasons and approved by HPCL in writing. In case of withdrawal of LOI issued to the first candidate, fresh LOI will be issued to the next candidate on merit panel.

Similarly, in case performance of the Distributor is not up to the mark as specified in clause 38 of the agreement and as per target / communication advised by HPCL from time to time, the agreement may be terminated as per relevant agreement clause 38.

## **E. RESPONSIBILITY OF DISTRIBUTOR:**

As HP Lubes Distributor, the candidate is expected to meet periodic sales targets, enrol Bazaar Retailers / fleet owners in the assigned area, manage business with genuine oil partners, conduct periodic promotional campaigns and fulfil all other responsibilities as laid out in the agreement and policy advised from time to time.

## **F. OTHER IMPORTANT POINTS TO NOTE:**

- Candidates must note that fulfilling all eligibility criteria specified in the Website note and also application form is mandatory.
- Candidates should ensure attachment of all relevant documents / certificates / undertakings / affidavits with the application forms.
- Original copies of all documents/certificates enclosed by the candidates with the application form are to be produced at the time of Interview for verification.
- Application forms must be submitted on or before due date. Forms received after due date/time will be summarily rejected. Similarly, incomplete application forms, forms submitted without relevant attachments will be rejected.
- No additions / deletions / corrections will be permitted in the Application form once it is submitted, unless specifically asked for in writing by HPCL and submitted by the applicant in writing within specified period as mentioned in Application Guideline section.
- Candidates should be of sound Physical and Mental Health.



## **HINDUSTAN PETROLEUM CORPORATION LIMITED**

### **CHECK LIST FOR ENCLOSURES TO APPLICATION FORM** **(TO BE FILLED IN BY THE APPLICANT)**

You are requested to check whether the following enclosures have been attached. In the absence of any of the required enclosures, your application is liable to be rejected.

#### **ENCLOSURES**

1. Photograph with signature
2. Appendix `A1' (for Individual / proprietorship / partnership applicants)
3. Appendix `A2' (for Co-operative society)
4. Appendix `A3' (for limited company)
5. Certificate regarding date of birth.
6. In case of change of name copy of appropriate document.
7. Education Qualification (for Individual / proprietorship / partnership applicants)
8. In case of Widow, Death Certificate of husband
9. NOC from competent authority of public sector Oil Co (pl. refer application for Sr. No: 18 for details).
10. Copy of proposed Partnership Deed (in case of partnerships).
11. Appendix `A4'
12. Appendix `A5'
13. Detailed documentary evidence of financial resources & Investible funds as per application form Sr. No: 22.
14. Details of covered Godown / Office space as per application form Sr. No: 21.
15. Details of Vehicles / infrastructure / manpower / Office facilities as per application form Sr. No: 21
16. Attach a signed copy of the Distributorship agreement (after downloading from website) and attach the same to the application form before submitting the form as an acceptance of the terms of the agreement.

P.S.: For copies of Certificates/documents attached, the originals will be required at the time of Interview.



## LUBE DISTRIBUTORSHIP APPLICATION FORM

APPLICATION NO. :

### HINDUSTAN PETROLEUM CORPORATION LIMITED

#### LUBE DISTRIBUTORSHIP

Passport Size  
Photograph  
With specimen  
Signature on  
The photograph

Location :

Town :

Rev. Dist. :

State :

**(PLEASE NOTE THAT THIS APPLICATION IS ONLY FOR A DISTRIBUTOR SELECTION AND NOT FOR ANY JOB WITH THE CORPORATION. PLEASE READ ALL GUIDELINES CAREFULLY BEFORE FILLING UP APPLICATION FORM).**

Advertised on \_\_\_\_\_ in \_\_\_\_\_  
(Date) (Name of Newspaper)

1. Type of Applicant (Please tick against correct option):

- a) Individual
- b) Proprietorship Firm
- c) Partnership Firm
- d) Private Limited Company
- e) Public Limited Company
- f) Co-operative Society
- g) Any Other (pl. specify)

(Please attach documentary evidence as per guidelines / checklist)

2. A) Name of Applicant (Person or Firm or Co-operative society / Company): (In block letters) :

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- B) Name of Person representing (Firm / Co-operative society / Company):

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3. Complete Postal Address along with pin code:

Address for Correspondence:

Permanent Address:

(In case of any change in address, please keep HPCL advised promptly).

4. In case of composition other than individual, please specify details of Proprietor / Partners / Directors :

Name & Address: (Pl. use a separate sheet if required)

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5. PAN No:

6. IT returns for last three years: to be attached – Yes / No

7. Present Occupation / Nature of Business (Firm) with sales performance of previous financial year:

(Please give precise details chronologically after passing the last examination from the School/University. If employed, please indicate clearly whether in a temporary or permanent position. If self-employed, please give full details.)

**Note:** It should be clearly understood that a selected candidate shall have to resign his/her post and produce the Letter of Acceptance of the resignation by the employer before he / she can be issued Letter of Appointments by Hindustan Petroleum Corporation Ltd. HPCL first issues the Letter of Intent and issues the Letter of appointment just before commissioning of the distributorship.

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8. Whether the applicant had been a Lube Distributor of HPCL earlier and resigned / terminated in last two years:

Yes / No

9. Whether the applicant is involved in Manufacturing activities of Lubes / Greases:

Yes / No

10. Annual Turnover for last 3 years for firms (pl. attach copies of audited balance sheet of last three financial years)

11. Details of Capital employed in the business (Firms) with details of Bank Limits sanctioned:

12. Solvency certificate from Bankers should be attached for Firms: Yes / No
13. Creditworthiness certificate from a scheduled Bank / Financial Institution should be obtained on the letter head of the Bank / Financial Institution as per format in Appendix A5.
14. Nationality:  
(Enclose Comprehensive Affidavit attested by Magistrate or Notary Public as per Appendix `A1').

15. Date of Birth:

Age: \_\_\_\_\_(Years)

(Enclose an attested copy of either School Leaving Certificate, Matriculation/Higher Secondary Certificate Passport or Birth/Baptismal Certificate or date admittance certificate as issued by the LIC as applicable. Original should be produced at the time of interview).

In case of change of name, please enclose an appropriate document.

16. Educational Qualification(s) (Not for Co-operative Society / Limited Companies)

i) Academic \_\_\_\_\_  
\_\_\_\_\_

ii) Professional/Vocational \_\_\_\_\_  
\_\_\_\_\_

iii) Any other qualification(s) \_\_\_\_\_  
\_\_\_\_\_

17. A) Marital Status

Please put tick mark (  / ) as applicable/

i) Unmarried :       iv) Married :

ii) Widow :       v) Widower :

iii) Divorcee :

B) In case of Widows, please attach a death certificate of your husband.

18. Relationship with Oil Company as Dealer / Distributors or Holder of Letter of Intent :

(a) Are you dealer(s) / distributor(s) or partner(s) or hold a letter of intent in any Retail Outlet / Kerosene / LDO dealership / LPG distributorship or distributorship of any other petroleum product including Lubricants of any Public sector Oil Co.?

Yes / No

a) If yes, please furnish details. \_\_\_\_\_

b) If yes, please also attach NOC from competent authority of the Company, for which you are dealer / distributor or partner or hold a letter of intent in any Retail Outlet / Kerosene / LDO dealership / LPG distributorship or distributorship of any other petroleum product including Lubricants.

19. Do you have business / selling experience? If yes, give full details as below.

- Experience in Lube trade / FMCG / Auto parts : Yes / No
- Experience in Transport / Automobile : Yes / No
- Any other selling experience : Yes / No
- Knowledge of Local Market : Yes / No
- Skills of Managing Distribution business : Yes / No

Please elaborate above details in the below space:

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20. Brief Note on plans to run the distributorship.

Please give a detailed note indicating your plans as to how you propose to run distributorship (in the event of the same being offered to you) in a separate sheet. You may attach a project report and use additional sheets if required. Please include details on market potential in the specified area, number of retailers / mechanics / service stations / fleet operators etc. in the area. You may also indicate investment required for running the business and your expected returns on same.

21. (a) Details of suitable site available for Lube Warehouse (1000 Sq. Ft.) and Office Space (150-200 Sq. Ft.) in the advertised location

Warehouse (min. 1000 Sq. Ft.):                      Yes / No

Office Space (min 150 Sq. ft.):                      Yes / No

i) If yes for above questions, please give details (attach ownership details, if leased/rented, attach copy of agreement).

ii) In case warehouse / office is not available readily as per above dimensions, what are your plans to arrange for same within 45 days, if selected? Please give details with committed offer of same:

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(b) Details of delivery vehicles:

Readily available:                      Yes / No

If yes, give details: \_\_\_\_\_

If not available, plans to arrange for same in 45 days if selected:

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(c) Details of other infrastructure / manpower / Office facilities as per guidelines:  
(mention in details)

(d) Do you have a telephone? If yes, please indicate the telephone number. Attach a copy of the latest paid bill.

22. Details of Financial Resources & Investible Funds :

Please fill following details (Total fund required is minimum Rs 50 Lakhs as mentioned in Eligibility section)

Fund Details	Amount (Rs. Lakhs)	% age of Required Funds	Attachment
Liquid Funds (Savings/FD/NSC/Govt. Securities/ Any other deposits)			Documents of ownership
Un-encumbered Fixed Assets for raising Loans			Documents of ownership
Loans from Family members with commitment letter			Appendix A4
Commitment Letter from Bank/Financial Institution with Loan amount			Appendix A5
Any other funds /shares/mutual funds etc. with documentary evidence			Documents of ownership
Total Amount			

Documents in support of fund availability are required to be submitted along with the application and originals are to be produced during the interview.

23. Have you ever been convicted or are there any proceedings pending against you in a court of law for any criminal offence involving moral turpitude and/or economic offence (other than freedom struggle) or are there any charges framed by the court against you? If so, please give details thereof. If not, please attach affidavit as per Appendix `A1'.

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24. Any other relevant information.

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I / We, \_\_\_\_\_, hereby certify that the information given above is true to the best of my knowledge and belief. Any wrong information / suppression of facts will disqualify me from being considered for the distributorship. I / We also declare that, I/We have gone through the detailed guidelines / responsibilities for the Distributorship and have understood the same and also understand that my / our application will be rejected in case pre-qualification criteria are not met.

I / We, \_\_\_\_\_, hereby declare that, I / We have gone through the draft agreement, understood the same and agree to abide by the same if selected. I / We also undertake to produce all original documents of photocopies submitted at the time of interview.

Place :

Signature / Stamp

Date :

(Name in block letters)

**APPENDIX `A1' (Applicable for Individual / Proprietorship / Partnership Applicants)**  
**(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)**

**AFFIDAVIT**

I, \_\_\_\_\_

son/daughter/wife of \_\_\_\_\_

Age \_\_\_\_\_ years residing at \_\_\_\_\_ do

hereby solemnly affirm and say as under:

1. That I am an Indian National.
2. That there are no charges framed / no charges proceeding against me by any Court of Law (other than freedom struggle and/or I have never been convicted for any criminal offence involving moral turpitude and / or economic offence (other than freedom struggle) punishable under law. Also
3. That if selected, I shall be a full time working distributor for this distributorship.
4. That I am fully aware that HINDUSTAN PETROLEUM CORPORATION LIMITED under Its policy will not appoint me as their distributor, if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation by my employer to HINDUSTAN PETROLEUM CORPORATION LIMITED before issuance of Letter of Appointment for the distributorship.
5. That if any information/declaration given by me in my application or in any document submitted by me in support of my application for the award of LUBE DISTRIBUTORSHIP or in this undertaking shall be found to be untrue or incorrect or false, HINDUSTAN PETROLEUM CORPORATION LIMITED 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 HINDUSTAN PETROLEUM CORPORATION LIMITED for such withdrawal/termination.

6. I undertake that I will observe all the relevant guidelines with regard to award / operation of the said distributorship issued by Hindustan Petroleum Corporation Ltd. / Government of India or any other statutory body from time to time.

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

Solemnly affirmed and declared before me.

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of  
Affidavit  
Magistrate / Judge / Notary public

\_\_\_\_\_  
Signature of person making  
(Name in block letters)

**APPENDIX `A2' (Applicable for Co-operative Societies)**

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

**(AFFIDAVIT)**

In the matter of \_\_\_\_\_ Lube distributorship of HINDUSTAN PETROLEUM CORPORATION LIMITED at \_\_\_\_\_ (Location) Whereas \_\_\_\_\_ (Name of the Co-operative Society) \_\_\_\_\_ (Location) has applied for Lube distributors of M/s. Hindustan Petroleum Corporation Limited at \_\_\_\_\_.

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

1. That through a resolution passed by the Co-operative Society, I have been authorised to apply for the said distributorship. A copy of the resolution is enclosed herewith forming part and parcel of this affidavit.
2. That the said Co-operative Society is duly registered and a photo copy of the registration certificate is enclosed herewith forming part and parcel of this affidavit.
3. That the said Co-operative Society is making a net profit for the previous three consecutive financial years. A copy of Certificate from Chartered Accountant is enclosed herewith forming part and parcel of this affidavit.
4. On behalf of the Co-operative Society, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by the Oil Company/Government of India or any other statutory body from time to time.

5. That there are no charges framed against the co-operative society / any of the Directors of the Co-operative Society by any Court of Law, and/or no Director of the Society has ever been convicted for any criminal offence involving moral turpitude and/or economic offence (other than freedom struggle) punishable under law.
  
6. That if any information/declaration given by me in my/our application or in any document submitted by me in support of our application for the award of \_\_\_\_\_dealership/distributorship or in this Affidavit shall be found to be untrue or incorrect or false, HINDUSTAN PETROLEUM CORPORATION LIMITED 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 HINDUSTAN PETROLEUM CORPORATION LIMITED for such withdrawal/termination.

I hereby verify that what has been stated above is true to the best of my knowledge and belief 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)

**APPENDIX `A3' (Applicable for Limited Companies)**

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

**(AFFIDAVIT)**

In the matter of \_\_\_\_\_Lube distributorship of HINDUSTAN PETROLEUM CORPORATION LIMITED at \_\_\_\_\_(Location) Whereas \_\_\_\_\_(Name of the company) \_\_\_\_\_(Location) has applied for Lube distributors of M/s. Hindustan Petroleum Corporation Limited at \_\_\_\_\_.

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

1. That through a resolution passed by the board of the company, I have been authorised to apply for the said distributorship on behalf of the company. A copy of the resolution is enclosed herewith forming part and parcel of this affidavit.
2. That the said company is duly registered and a photo copy of the registration certificate is enclosed herewith forming part and parcel of this affidavit. Also attached are copies of memorandum and article of association of the company.
3. That the said company is making a net profit for the previous three consecutive financial years. Copies of audited Balance Sheet and Profit & Loss statements for last three years are enclosed herewith forming part and parcel of this affidavit.

4. On behalf of the company, I undertake that we will observe all the relevant guidelines with regard to award/operation of the said distributorship issued by the Oil Company/Government of India or any other statutory body from time to time.
  
5. That there are no charges framed against the firm / any Director by any Court of Law, and/or no Directors of the company has ever been convicted for any criminal offence involving moral turpitude and/or economic offence (other than freedom struggle) punishable under law.
  
6. That if any information/declaration given by me in my/our application or in any document submitted by me in support of our application for the award of \_\_\_\_\_Distributorship or in this Affidavit shall be found to be untrue or incorrect or false, HINDUSTAN PETROLEUM CORPORATION LIMITED 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 HINDUSTAN PETROLEUM CORPORATION LIMITED for such withdrawal / termination.

I hereby verify that what has been stated above is true to the best of my knowledge and belief 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)

**APPENDIX `A4' (Applicable for Individual / Proprietorship / Partnership Applicants)**

**Notarized Affidavit for offer of finance by members of Family**

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

**(To be given by any family member)**

I \_\_\_\_\_ Son/daughter/spouse  
of \_\_\_\_\_ age \_\_\_\_\_ years resident of \_\_\_\_\_ do  
hereby solemnly affirm and say as under:-

That I am unmarried and my father\*/mother\*/unmarried brother\* / unmarried sister\*

(Shri / Smt / Kum) \_\_\_\_\_ (name) has applied for Lube

Distributorship of HPCL at \_\_\_\_\_ (location) against the advertisement appeared

in \_\_\_\_\_ newspaper dated \_\_\_\_\_

Or

That I am married and my unmarried son\*/ unmarried daughter\*/wife\*/husband\*

(Shri/Smt/Kum) \_\_\_\_\_ has applied for Lube Distributorship of

HPCL at \_\_\_\_\_ (location) against the advertisement appeared in

\_\_\_\_\_ newspaper dated \_\_\_\_\_

1. That in case he/she is selected for Lube Distributorship of HPCL, I will provide financial assistance to the extent of Rs. \_\_\_\_\_ lakhs, which I hold in my name, and which is mentioned at Clause no. 22 of the application form being submitted by (Shri/Smt/Kum) \_\_\_\_\_ for Lube Distributorship HPCL at \_\_\_\_\_

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

Solemnly affirmed and declared before me

This \_\_\_\_\_ day of \_\_\_\_\_

Signature and Seal of  
Magistrate/Judge/Notary Public

Signature  
Name of Deponent and  
Relationship with applicant

**APPENDIX `A5' (Applicable for all categories)**

(Credit worthiness certificate from the Bankers, from a Schedule Bank / Financial Institution to be obtained on their Letterhead in the following format and enclosed with the application.)

**TO WHOMSOEVER IT MAY CONCERN**

Shri. / Ms. / M/s. \_\_\_\_\_ is a customer of this bank for last \_\_\_\_ years and he/she/they is/are enjoying the following facilities from our bank / institution:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

During the above period, the dealings of Shri / Ms / M/s \_\_\_\_\_ with the bank and his/her/their conduct has been satisfactory. In case, a dealership is allotted to him/her/them, we will be willing to extend a loan of Rs. \_\_\_\_\_.

Office seal  
Date

Signature  
Name and Designation