

Application Sl. No.



CLEARING & FORWARDING AGENCY (CFA) FOR LUBRICANTS

CATEGORY/OPEN

**ELIGIBILITY CRITERIA FOR AWARD OF CLEARING & FORWARDING AGENCY
FOR LUBRICANTS UNDER 'OPEN' CATEGORY
PART - I**

Please note the following carefully :-

You should submit application form **only if** you confirm to the following eligibility criteria. In case, you do not meet the prescribed eligibility criteria or the application is not complete in all respect, it is liable to be rejected without assigning any reason and no correspondence will be entertained in this regard.

1. NATIONALITY : Indian
2. AGE : Minimum 21 years Maximum 60 years on the date of application.
3. EDUCATIONAL QUALIFICATION : Minimum Matriculation / SSC Pass or preferably a graduate or recognised equivalent qualification.
4. FINANCIAL CAPABILITY : Preference shall be given to candidates with strong financial capability, a good infrastructure and business experience.
5. PARTNERSHIP : Each partner should individually meet each eligibility norm. If any of the partners is found in ineligible the applications of all the partner shall be rejected.
6. CO-OPERATIVE SOCIETIES :
 - a) The Co-operative Society must be registered
 - b) The Co-operative Societies making a net profit for the previous 3 consecutive financial years as certified by a Chartered Accountant will be eligible.
7. CO-OPERATIVE OWNED OR CONTROLLED BY THE GOVT. AND PSUs : Corporations owned or controlled by the govt. and all PSUs are eligible to apply.
8. CONVICTION : Candidates convicted for any criminal offence involving moral turpitude and / or economical offence (Other than freedom struggle) and those against whom charges have been framed by the court (Other than freedom struggle) would not eligible for the Clearing & Forwarding Agency entail any suppression of information will cancellation of the Agency.

PART - II

Please ensure compliance with the following conditions while submitting the application

1. If any statements made in the applications or in the documents enclosed therewith or subsequently submitted in pursuance of the applications by the candidate at any stage is found to be incorrect or false, his / her applications is liable to be rejected without assigning any reason and in case, he / she has been appointed as a Clearing and Forwarding Agent his / her Clearing and Forwarding Agency is liable to be terminated. In such cases the candidate Clearing and Forwarding Agency shall have no claim whatsoever against the Oil Company.

2. In case of partnership, each partner submit an application form giving the requisite information against item 14 of application form that it is a partnership application. The applicants who desire to apply as partner 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. A passport size photograph should be affixed in the space provided in the application form. The candidate should also sign on the photograph.

4. If an applicant is applying for more than one Clearing and Forwarding Agency, he / she must submit separate application for each Clearing and Forwarding Agency, should mention this fact in the application form.

5. The applications **with all the attachments** have to be made in **duplicate**.

6. The envelope containing the application, duly filled in, should be superscribed as under : “ This application is for **LUBE CLEARING AND FORWARDING AGENCY**, (Location).

7. A person selected for the Clearing and Forwarding Agency shall be a full time working Clearing and Forwarding Agent.

8. **Provision of basic facilities and man power :**

A person selected for the Clearing and Forwarding Agency will have to provide the following basic facilities and man power at his own cost :

a) Facilities :

- (i) Godown / Office space
- (ii) Computer with software
 - a) Modem
 - b) e-mail
 - c) Printer
 - d) UPS
- (iii) Telephone
- (iv) Two Tempos / Trucks

b) Manpower

- (i) 3 - 4 Salesmen
- (ii) 1 - 2 Office staff
- (iii) 1 - 2 Loading / Unloading Labour

9. CLEARING AND FORWARDING AGENCY AGREEMENT :

A person selected for the Clearing and Forwarding Agency after issuance of Letter of Appointment will have to execute the Clearing and Forwarding Agency Agreement with **HINDUSTAN PETROLEUM CORPORATION LIMITED**, duration of which will be as under :

The initial tenure of the Agreement will be for five years, renewable for every five years thereafter, subject to the examination of the performance of the Clearing and Forwarding Agency by Hindustan Petroleum Corporation Limited.

HINDUSTAN PETROLEUM CORPORATION LIMITED

CATEGORY : OPEN

CHECK LIST FOR ENCLOSURES TO APPLICATION FORM (TO BE FILLED IN THE APPLICATION)

ENCLOSURES

Sl. No.	Item No. in the Application	Subject	Please mark () if enclosed
1.		Photograph with Signature	<input type="checkbox"/>
2.		Appendix 'A' Comprehensive affidavit to be submitted by the applicant which includes	<input type="checkbox"/>
	3	Nationality	<input type="checkbox"/>
	19	Non-conviction	<input type="checkbox"/>
3.		Appendix A2 Undertaking	<input type="checkbox"/>
4.	4	Certificate regarding date of Birth in case of change of name, copy of appropriate document.	<input type="checkbox"/>
5.	5	Educational Qualification Certificates	<input type="checkbox"/>
6.	6	In case of Widow, death certificate of husband	<input type="checkbox"/>
7.	12	Brief note of the plans to operate the business.	<input type="checkbox"/>
8.	14	Copy of proposed Partnership deed (in case of Partnership)	<input type="checkbox"/>
9.	18	Registered Co-operative Societies	
		a) Comprehensive affidavit as per Annexure 'A1'	<input type="checkbox"/>
		b) Copy of appropriate resolution to show that the person making the application is empowered to make the same.	<input type="checkbox"/>
		c) Copy of Certificate of registration signed by Registrar of Co-Operative Societies	<input type="checkbox"/>
		d) Certificate from Chartered Accountant stating that Co-Operative Society has made net profit for the previous three consecutive financial years, to the date of application.	<input type="checkbox"/>

P. S. : For copies of certificates attached, the original will be required at the time of interview



APPLICATION :

CATEGORY : OPEN

HINDUSTAN PETROLEUM CORPORATION LIMITED

CLEARING & FORWARDING AGENCY APPLICATION

OPEN CATEGORY APPLICANTS

CLEARING & FORWARDING AGENT FOR LUBRICANTS

Location :

Town :

Rev. Dist. :

State :

Passport Size
Photograph with
Specimen Signature
on the Photograph

**(PLEASE NOTE THAT THIS APPLICATION IS ONLY FOR SELECTION OF C & F AGENCY
AND NOT FOR ANY JOB WITH THE CORPORATION)**

Advertised on in by
(Date) (Name of Newspaper)

Hindustan Petroleum Corporation Limited

1. **Name (In Block Letters)** : Shri / Smt / Kum

.....

2. **Address (In Block Letters)** :

**(In case of any change in
address please keep
Hindustan Petroleum Corporation
Limited advised promptly)**

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3. Nationality :

(Enclose Comprehensive Affidavit attested by a Magistrate of Notary Public as per Appendix 'A'

4. Date of Birth

Age : (Years)

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

5. (a) Educational Qualifications(s)

(i) Academic*
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.....

(ii) Professional / Vocational *
.....
.....

(iii) Any other Qualification*
.....
.....

(b) Extra Curricular activities*
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(Enclose attested copy of certificates. Originals should be produced at the time of interview).

6 (A) Marital Status

Please put () as applicable.

- (i) Unmarried
- (ii) Married
- (iii) Widow
- (iv) Widower
- (v) Divorcee

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

7. Relationship with Oil Company Dealers / Distributors / Clearing and Forwarding Agents / or Holders of Letter of Intent :

(Enclose Comprehensive Affidavit attested by a Magistrate or Notary Public as per Appendix 'A')

- (a) Do you or any of your close relatives hold a letter of intent for Retail Outlet / 2-3 wheeler MS Outlet / Kerosene / LDO dealership or LPG distributorship or distributorship / Clearing and Forwarding Agency of any other petroleum product including lubricants of any private / public sector Oil Company ?

Yes / No

If yes, please furnish details

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- (b) Are you or any of your close relatives dealers / distributors or partners in any Retail Outlet / 2-3 wheeler MS Outlet / Kerosene / LDO dealership or LPG distributorship or distributorship / Clearing and Forwarding Agency of any other petroleum product including lubricants of any private / public sector Oil Company ?

If yes, please furnish details

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8. Gross Income

The income will include that of self, spouse and dependent children. If, the candidate is dependent on parents, then their income will also be taken into consideration for computing the total income.

Please furnish an affidavit sworn before a Magistrate or Notary public containing statement of income (as per Appendix - A) in support of the claim.

If the income is 'Nil' in respect of any of the columns, it should be specifically stated and under no circumstances, any of the columns should be left blank.

The income will include income from all sources such as salary, property, interest, dividend, business / profession / vocation, agriculture and other sources, if any.

If the applicant is an Income Tax Assessee, the details of income as shown in the Annual Income Declaration should conform to those indicated in the income tax return for the relevant financial year and the Assessment Order of the Income Tax Officer thereon.

If, however, the applicant is not an Income Tax Assessee then the details should be supported with other relevant documents some of which are mentioned below by way of illustration.

- (a) Gross Salary : A certificate from the employer(s) indicating the total emoluments paid
- (b) Income from Property : Rent as declared and assessed for the purpose of tax.
- (c) Interest on Bank Deposits : Letter from Bank(s) showing the actual amount paid / credited as interest.

(d) Income from business / Profession / Vocation / Shares & other Investments / other sources :

Certificate from chartered Accountant in support of the income indicated under each of these heads will be required. The applicant may also be required to produce any other documentary proof in support of the income indicated.

(e) Income from agriculture :

A certificate from Mamaldar / Tehsildar stating out clearly the location of the agricultural land and the income therefrom.

The candidate should bring all original documents for verification at the time of interview.

9. What is your present occupation ? 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.

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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 Appointment by Hindustan Petroleum Corporation Limited. Hindustan Petroleum Corporation Limited first issues the Letter of Intent and issues the Letter of Appointment just before commissioning of the Clearing and Forwarding Agency.

15. (i) Do you have a suitable site available or can you arrange one for construction of a Lube warehouse, if selected ? If yes, please give details.

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An office would also be required which should preferably be in a prominent market location within the Clearing and Forwarding Agency area of operation and the warehouse site should be as close as possible to the office.

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

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16. The Clearing and Forwarding Agency requires an approximate investment of Rs. excluding the value of land for the construction of Lube Warehouse.

17. * Give details of source of funds :

(a)	AMOUNT IN THE BANK				
	Type of Account				
	Name of A/c holder	Name of Bank	Current A/c No.	S. B. A/c No.	Amount
1.					
2.					
3.					
4.					

(b)	FIXED DEPOSIT RECEIPTS			
	Particulars	Amount	Date of Original Deposit	Date of Maturity (if renewed, precise details to be given)
1.	Name of Bank			
2.	Name of Financial Institution			
3.	UTI			
4.	NSC			
5.	NSS			
6.	Vikas Patra			
7.	Rahat Patra			
8.	Any other Deposit			

In case of applicant having independent source of income the details of bank A/c standing in his / her name, in the name of spouse and dependent children should be indicated separately

In the case of an applicant who does not have any source of income of his / her own and is dependent on his / her parents then the bank accounts of father and mother should be specifically included. Details of each bank account, the amount standing in his / her credit in the month and year of submission of application should be given.

(C) Any other sources (including loans)

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18. Registered Co-operative Societies / Consumer Co-operative Societies

(a) Is the Society registered ? : Yes / No

(b) If yes, please give Registration Number. Also attach a copy of registration certificate.

b) Does the society or any of the Members hold a Letter of Intent or Dealership / Distributorship for C & F Agency / Retail Outlet / 2-3 /wheeler MS Outlet / Kerosene - LDO / LPG or any other Petroleum product including Lubricants of any Public / Private Oil Co ?

Society : Yes / No

Members : Yes / No

c) Has the Society made a net profit for the previous three consecutive financial years, as certified by a Chartered Accountant ?

Yes / No

Please attach the certificate from Chartered Accountant.

19. 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 'A'

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20. Any other information

I,
here by certify that the information / suppression of facts will disqualify me from being considered for the Clearing and Forwarding Agency.

Signature

Place :

Date :

(Name in Block Letters)

(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 the gross income viz. mine and that of my spouse and dependent children put together is Rs. per annum. (Last financial year 20 / as detailed in the Income Declaration attached).
3. That there are no charges framed 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.
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 Clearing and Forwarding Agency, issued by Hindustan Petroleum Corporation Limited / 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
Magistrate / Judge / Notary public

Signature of person making Affidavit
(Name in block letters)

DECLARATION OF ANNUAL INCOME

Please give details of income of the last financial year (20..... / 20.....)
(To be attached with Appendix 'A')

(Gross income should be indicated and not net income)

Relationship	Details of Gross Annual Income in Rupees									Total
	Gross Salary	Property	Interest	Dividend	Business	Professional	Vocational	Agriculture	Income from other sources not covered under VII e.g. Pension etc.,	
1. Self	I	II	III	IV	V	VI	VII	VIII	IX	X
2. Wife / Husband										
3. Dependent Children										
A)										
B)										
C)										
IF CANDIDATE IS DEPENDENT ON HIS / HER PARENTS										
4. Father										
5. Mother										
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)				
1. It is important to give precise information under each head i. e. I to X, if income under any head is NIL, then it should be indicated specifically as NIL and not left blank 2. If the applicant is payee of Income Tax, Income tax certificate should be attached.										

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

AFFIDAVIT

In the matter of Clearing & Forwarding Agency for lubricants of Hindustan Petroleum Corporation Limited at (Location) whereas,
 (name of the Co-operative Society)
 (Location) has applied for Clearing and Forwarding Agency for Lubricants of **M/s Hindustan Petroleum Corporation Limited at**

I, son / daughter / wife of
 age years residing 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 part and partial 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 partial 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 Account is enclosed herewith forming part and partial of this affidavit.
4. That all the members of the Co-operative society belong to the same category for which the Clearing and Forwarding Agency has been advertised. A copy of certificate to this effect from the Registration of Co-operative is enclosed herewith forming part and partial of this affidavit.

5. 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 Clearing and Forwarding Agency, issued by the Oil Company / Govt. of India or any other statutory body from time to time.

6. That there are no charges framed against any member by any court of law, and / or no member 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.

7. 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 C & F Agent / C & F Agency or in this affidavit shall be found to be untrue or incorrect or false, **Hindustan Petroleum Corporation Ltd.**, would be within **its rights to withdraw the letter of Intent / terminate the Clearing and Forwarding Agent / Clearing and Forwarding Agency (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)

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

(UNDERTAKING)

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

1. That if selected, I shall be a full time working Clearing and Forwarding Agent for this Clearing and Forwarding Agency.
2. @ that I shall be receiving a loan of at simple / compound rate of interest at % per annum payable every half year / year from my friend / relation Mr. / Mrs. / Miss son / daughter of residing at towards fund required for operating the Clearing and Forwarding Agency, If I am selected for the same.
3. @ that the said Mr. / Mrs. / Miss who is granting me the loan is not a partner nor shall he / she ever be hereafter a partner in the Clearing and Forwarding Agency between him / her and myself connection with the proposed Clearing and Forwarding Agency of **Hindustan Petroleum Corporation Limited** for which I have applied.

(@ DELETE IF NOT APPLICABLE)

4. That I am fully aware that **Hindustan Petroleum Corporation Limited** under its policy will not appoint me as their Clearing and Forwarding Agent, 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 Clearing and Forwarding Agency.
5. That if any information by me in my application or in any document submitted by me in support of my application for the award of **CLEARING AND FORWARDING AGENCY** 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 Clearing and Forwarding Agency** “(if already appointed) and that I would have no claim, whatsoever, against **Hindustan Petroleum Corporation Limited** for such withdrawals / termination.

Signature and Seal of
Magistrate / Judge / Notary public

Signature of person making Affidavit
(Name in block letters)