

APPLICATION FORMAT FOR INDIVIDUAL APPLICANTS (To be filled in capital letters)					
Application No	<i>For MRPL Officials</i>				
Application Date	<i>Day</i>	<i>Month</i>	<i>Year</i>		
APPLICATION FOR RETAIL OUTLET DEALERSHIP					
Particulars of application fee:				Latest passport size photograph with specimen signature on the photograph	
Amount					
Demand Draft No					
Demand Draft date					
Bank					
<i>Note: The application fee to be submitted in the form of a demand draft / pay order in favour of Mangalore Refinery and Petrochemicals Limited payable at Bangalore.</i>					
<i>Information- Category wise application fee for Regular and Rural ROs (Fee applicable for main category would also be applicable for sub categories):</i>					
<i>Type of RO</i>	<i>Category</i>	<i>Application Fees in Rs</i>	<i>Type of RO</i>	<i>Category</i>	<i>Application Fees in Rs</i>
<i>Regular</i>	<i>SC/ST</i>	<i>3000</i>	<i>Rural</i>	<i>SC/ST</i>	<i>2500</i>
	<i>OBC</i>	<i>5000</i>		<i>OBC</i>	<i>4000</i>
	<i>Open</i>	<i>10000</i>		<i>Open</i>	<i>8000</i>
Particulars of Location Applied for:					
1.	Sr. No of Location as per detailed Advertisement (Loc. No)				
2.	Name of Location as per detailed advertisement				
3.	District				
4.	State				
5.	Category*				
<i>* Eligibility certificate for respective category in respect of reserved locations as tabulated below will be required. (Applicant has to declare that the certificates as applicable are available with him/her and will be submitted as and when advised by MRPL)</i>					
Category	Eligibility Certificate Format	Category	Eligibility Certificate Format	Category	Eligibility Certificate Format
SC/ST	Appendix VI	OBC	Appendix VII A & VII B	Open	None
SC/ST CC 1	Appendix VI, VIII or DGR Certificate / Discharge order or Pension order as applicable	OBC CC 1	Appendix VII A, VII B and VIII or DGR Certificate / Discharge order or Pension order as applicable	Open CC 1	Appendix VIII or DGR Certificate / Discharge order or Pension order as applicable
SC/ST PH	Appendix VI, IX A/IX B/ IX C	OBC PH	Appendix VII A, VII B, IX A/IXB/IX C	Open PH	Appendix IX A/IX B/IX C
Open CC 2	Certificate as applicable of OSP/FF	Existing unviable SKO dealer		Proof of allocation of less than 75 KLS per month from allocating authorities, copy of valid dealership agreement	
<i>The eligibility certificates held by the applicant as proof for belonging to the respective category should be dated prior to the date of application where ever applicable</i>					

6	Date of advertisement		In	Name of Newspaper									
7	Type of Site (CODO/DODO/CFS)		8	Type of RO (Regular / Rural)									
9	Group of the applicant on the basis of Advocate's letter with applicant, regarding ownership of land being offered. (<i>Group 1 – Own or leased/ Group 2 – Firm Offer / Group 3 - Applicant without offer of land</i>)												
10	Type of Applicant (Tick whichever is applicable) – <i>If partnership, each partner to use separate application form and club the applications together. Each partner required to pay the application fees and each partner need to meet the eligibility criteria individually.</i>						Proprietor		Partnership				
11	Particulars of Applicant (Applicant will be required to submit Affidavit in original as per format given in Appendix – XA of brochure on intimation by MRPL subject to selection)												
11.1	Name	Mr/Mrs/Kum	First name			Middle name		Last name					
11.2	Father's / Husband Name		First name			Middle name		Last name					
11.3	Address												
	District		State			Pin code							
	Tel. No			Mobile No			PAN No						
	Email Id												
<i>Email id is mandatory and to be correct & legible, as all future communications will be through email</i>													
11.4	Indian Citizen (<i>tick as applicable</i>)		Yes	No	Resident of India as per IT rules (<i>tick as applicable</i>)			Yes	No				
	<i>If No, for Indian Citizen / Resident of India as per IT rules, applicant is not eligible</i>												
11.5	Gender (<i>tick as applicable</i>)				Male		Female						
11.6	Date of birth				/					Age (proof to be submitted as and when asked by MRPL) as on date of application			
	D	D	/	M	M	/	Y	Y	Y	Y	Years	Months	Days
11.7	Marital Status (<i>tick as applicable</i>)		Single		Married		Widow/widower		Divorcee				
11.8	Name of Spouse (if married)		Mr/Mrs										
	Spouse Employed (<i>tick as applicable</i>)				YES			NO					
12	Educational Qualification (Proof of qualifying certificate as per eligibility criteria would be required to be submitted as and when asked by MRPL)												
	Qualification		Name of board			Name of School		Year of passing					
	10 th Pass												

Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below)								
13	Name (s) of the owner of land / lease holder	Relationship with the applicant	Date of registration of sale deed/ gift deed / lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No / Khatouni / Gut No / Survey No	Dimension of land		
						Frontage in meter	Depth in meter	Area in square meter
Copy of proof of ownership of land would be required to be submitted as & when advised by MRPL (Group 1 & Group 2) (Not required for applicants under Group 3). For Group 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Group 1 and Group 2 and Applicants under Group 3 are considered, I/we shall arrange land as advised by MRPL, for consideration in further selection process)								
13 a	For CODO / CFS sites, applicants are required to transfer land on long term lease to MRPL as per MRPL terms and conditions.							
13 b	For Group I: The above piece of plot owned by me / my family member (as defined under Clause 4(v) e of Brochure) either by way of ownership / long term lease would be made available for a period of minimum 19 years and 11 months as advertised by MRPL. That as per the documents and report from advocate available with me/us, my/our offer qualifies for being considered under “GROUP 1” as defined in Clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.							
13 c	For Group II: The said piece of plot belonging to _____ has been offered to me / us for putting up a retail outlet of the MRPL. The above is being given as “Firm Offer” and is for purchase / long term lease for a period of minimum _ years as advertised by the MRPL. That as per the documents and report from advocate, available with me/us, my/our offer qualifies for being considered under “GROUP 2” as defined in clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.							
Tick mark either ‘13 b’ (group I applicants) or ‘13 c’ (group II applicants) as applicable								
Note: In case land belongs to member of 'Family ' / Others, notarized affidavit as per Appendix – III A should be available (as on date of application), which has to be submitted as and when asked by MRPL. Each applicant should have a confirmatory letter from an advocate (Appendix – III B) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.								
13 d	The said piece of land has been offered for long lease/sub-lease to MRPL for a period of minimum 19 years and 11 months as required by MRPL and as per their terms and conditions. (For location advertised under Company Owned Dealer Operated /CFS sites).							
Site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by the applicant upon intimation by MRPL.								
14	Requirement of Finance: I undertake that funds as required will be made available by me/us as when required for setting up of RO and operation of RO (thereon depending upon category of RO site). a) Fund for development of infrastructure for RO (Rs. -----) b) Working capital for operation of RO. (Rs. -----)							
15	Are you a Dealer / Distributor or a member of his / her “family unit” (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement? Yes / No (if yes, not eligible):							

16	<p>Are you a Dealer / Distributor or a member of his / her “family unit” (as defined under Dealership / Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?:</p> <p>Yes / No:</p>
17	UNDERTAKING BY THE APPLICANT:
17 a	I am aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by MRPL if it is found that the information given by me is incorrect/ false/ misrepresented, then my candidature will stand cancelled and I will be declared ineligible for the Retail Outlet Dealership.
17 b	I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.
17 c	I am fully aware that if I am unable to provide suitable site mentioned above for setting up of the Retail Outlet as per MRPL’s standard layout, then the allotment of dealership made to me will be cancelled.
17 d	I am also aware that in the event of my inability to arrange the funds required for development of requisite infrastructure and facilities as specified by MRPL in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL
17 e	I am also aware that in the event of my inability to arrange the funds required towards working capital for operation of the RO as specified by MRPL in the advertisement, the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL.
17 f	I am fully aware that I will not be appointed as Retail Outlet Dealer if I am employed. I shall have to resign from the service and produce proof of acceptance of my resignation from my employer before issuance of Letter of Appointment.
17 g	I am also aware that I cannot take up any other employment nor can draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.
17 h	I confirm that none of my family members (as per definition of family under multiple dealership norm) are employees of any Oil Marketing Companies.
17 i	I am fully aware that if selected, I shall be paying attention towards day to day working of the dealership by personally managing the affairs of the dealership and will not be eligible for taking up any employment.
17 j	I undertake to fulfill the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.
17 k	That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs ----- as per the policy of the Company.
17 l	That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Company (applicable for Dealer Owned sites). (For DODO sites) OR That, if selected, I undertake that I will pay the non-refundable Final Bid amount (applicable for Company owned sites except for Corpus fund ROs). (CODO Sites)
17 m	I am also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by me has been offered by other applicant(s) for this location then my candidature for RO dealership will be rejected / dealership terminated, if already appointed.

17 n	That I am of sound mental health and I am not totally paralysed.
17 o	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
17 p	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.
17 q	I do hereby confirm that I am eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “ Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
17 r	I confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by me or my family unit (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. I understand that I will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
17 s	I hereby confirm that my candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the Oil Companies for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship.

I, _____ daughter of /son of/ wife of Shri _____ hereby confirm that the information given above is true and correct. Any wrong information /misrepresentation/ suppression of facts will make me ineligible for this RO dealership. 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 shall be found to be untrue or incorrect or false, MRPL 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 Company for such withdrawal / termination.

Place : Signature of applicant :

Date : Name of applicant :

**The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria

APPLICATION FORMAT FOR NON - INDIVIDUAL APPLICANTS (To be filled in capital letters)						
Application No		<i>For MRPL Officials</i>				
Application Date		<i>Day</i>	<i>Month</i>	<i>Year</i>		
APPLICATION FOR RETAIL OUTLET DEALERSHIP						
Particulars of application fee:				Latest passport size photograph with specimen signature on the photograph		
Amount						
Demand Draft No						
Demand Draft date						
Bank						
<i>Note: The application fee to be submitted in the form of a demand draft / pay order in favour of Mangalore Refinery and Petrochemicals Limited payable at Bangalore.</i>						
<i>Information- Category wise application fee for Regular and Rural ROs (Fee applicable for main category would also be applicable for sub categories):</i>						
<i>Type of RO</i>	<i>Category</i>	<i>Application Fees in Rs</i>		<i>Type of RO</i>	<i>Category</i>	<i>Application Fees in Rs</i>
<i>Regular</i>	<i>Open</i>	<i>10000</i>		<i>Rural</i>	<i>Open</i>	<i>8000</i>
Particulars of Location Applied for:						
1.	Sr. No of Location as per detailed Advertisement (Loc. No)					
2.	Name of Location as per detailed advertisement					
3.	District					
4.	State					
5.	Category					
<i>Non-individual applicant means Government Bodies/Agencies, Societies registered under Societies Registration Act 1860 / Societies registered under Co- operative Societies Act, 1912 or Co-operative Societies Act as enacted by concerned States, Charitable Trusts registered with Charity Commissioner of respective State Government, Companies formed under the Companies Act, 1956 / 2013.</i>						
6.	Date of advertisement			In	Name of Newspaper	
7.	Type of Site (CODO/DODO)			8.	Type of RO (Regular / Rural)	
9.	Group of the applicant on the basis of Advocate's letter with applicant, regarding ownership of land being offered. (<i>Group 1 – Own or leased/ Group 2 – Firm Offer / Group 3 - Applicant without offer of land</i>)					
10.	Type of Applicant Registered Society/Company/Charitable Trust/Govt. Organization					
11.	Particulars of Applicant (<i>Applicant will be required to submit Affidavit in original as per format given in Appendix – X B of brochure on intimation by MRPL subject to selection</i>)					
11.1.	Name of authorised person	Mr/Mrs/Kum	First name	Middle name	Last name	
11.2.	Father's / Husband Name		First name	Middle name	Last name	
11.3.	Address					

	District		State		Pin code								
	Tel. No		Mobile No		PAN No								
	Email Id												
	<i>Email id is mandatory and to be correct & legible, as all future communications will be through email</i>												
12	Details of applying entity (Registered Society/Company/Charitable trust/Govt. Organisation) – The entity should be registered in India.												
12 a	Name												
12 b	Address of registered office												
	District		State		Pin Code								
	Telephone No		Mobile No										
	Email id				PAN No								
	<i>Email id is mandatory as all future communications will be sent through email</i>												
12 c	Date of Registration (Copy of certificate to be produced as and when advised by MRPL) in DD/MM/YYYY			D	D	/	M	M	/	Y	Y	Y	Y
12 d	Profit / Loss during last 3 financial years as certified by CA. (Copy of certificate will be required to be produced as and when advised)			Profit After Tax (Rs)			Loss (Rs)						
	FY 2016 - 17												
FY 2017 - 18													
FY 2018 - 19													
Note: Only registered Societies / Companies making profit in all the last three consecutive financial years as certified by chartered account are eligible to apply													
Land Details (Please read Clause no. 4 (v) of Brochure before providing the information below)													
13	Name (s) of the owner of land / lease holder	Relationship with the applicant	Date of registration of sale deed/ gift deed / lease deed/ date of mutation	Location of the land with respect to Reference point / Land mark (Specify land mark / Reference point and distance from the same)	Khasra No / Khatouni / Gut No / Survey No	Dimension of land							
						Frontage in meter	Depth in meter	Area in square meter					
Copy of proof of ownership of land would be required to be submitted as & when advised by MRPL (Group 1 & Group 2) (Not required for applicants under Group 3). For Group 3: I/ we do not have suitable land at present. In case no one gets selected or no one is available from Group 1 and Group 2 and Applicants under Group 3 are considered, I/we shall arrange land as advised by MRPL, for consideration in further selection process)													
13 a	For CODO sites, applicants are required to transfer land on long term lease to MRPL as per MRPL terms and conditions.												
13 b	For Group I: The above piece of plot owned by us by either way of ownership or long term lease would be made available for a period of minimum 19 years and 11 months as advertised by MRPL. That as per the documents and report from advocate available with me/us, my/our offer qualifies for being considered under “GROUP 1” as defined in Clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.												

13 c	<p>For Group II: The said piece of plot belonging to _____ has been offered to us for putting up a retail outlet of the MRPL. The above is being given as “Firm Offer” and is for purchase / long term lease for a period of minimum 19 years and 11 months as advertised by the MRPL. That as per the documents and report from advocate, available with us, our offer qualifies for being considered under “GROUP 2” as defined in clause 4 (v) of the Brochure for retail outlet dealer selection by MRPL.</p>	
<p>Tick mark either ‘13 b’ (group I applicants) or ‘13 c’ (group II applicants) as applicable</p>		
<p>Note: The same piece of land cannot be offered by more than one applicant for a particular RO location. In case more than one application is received offering the same parcel of land, all such applications will be rejected.</p>		
<p>In case land belongs to member of 'co-owners' / Others, notarized affidavit as per Appendix – III A should be available (as on date of application), which has to be submitted as and when asked by MRPL. Each applicant should have a confirmatory letter from an advocate (Appendix – III B) giving details of the current ownership, documents relied upon and the category under which the land falls (Group 1 or Group 2) before submitting the application.</p>		
13 d	<p>The said piece of land has been offered for long lease/sub-lease to MRPL for a period of minimum 19 years and 11 months as required by MRPL and as per their terms and conditions. (For location advertised under Company Owned Dealer Operated - CODO sites).</p>	
<p>Site map giving dimensions of the plot that will be used for the proposed Retail Outlet out of the total land offered will be required to be submitted by the applicant upon intimation by MRPL.</p>		
14	<p>Requirement of Finance: I undertake that funds as required will be made available by us as when required for setting up of RO and operation of RO (thereon depending upon category of RO site).</p> <p>a) Fund for development of infrastructure for RO (Rs. -----)</p> <p>b) Working capital for operation of RO. (Rs. -----)</p>	
15	<p>Are you a Dealer / Distributor or a member of his / her “family unit” (as defined under Dealership/Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company which has been penalized for violation of Marketing Discipline Guidelines under major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?</p> <p>Yes / No (if yes, not eligible):</p>	
16	<p>Are you a Dealer / Distributor or a member of his / her “family unit” (as defined under Dealership / Distributorship Selection Guidelines) holding a RO/SKO-LDO Dealership or LPG Distributorship of any Oil Company against which proceeding(s) is/are going on for violation of Marketing Discipline Guidelines under Critical/Major irregularities within last 5 years (for RO/SKO-LDO Dealerships) and 4 years (for LPG Distributorships) preceding the date of advertisement?:</p> <p>Yes / No:</p>	
17	<p>UNDERTAKING BY THE APPLICANT:</p>	
17 a	<p>We are aware that eligibility for Retail Outlet Dealership will be decided based on the information given in the application above. On verification by MRPL if it is found that the information given by us is incorrect/ false/ misrepresented, then our candidature will stand cancelled and we will be declared ineligible for the Retail Outlet Dealership.</p>	
17 b	<p>We also confirm that we are in possession of the supporting documents in original in respect of the information given by us in this application and if selected, failure to present these documents in original will result in cancellation of selection due to submission of false/unsupported information in this application.</p>	
17 c	<p>We are fully aware that if we are unable to provide suitable site mentioned above for setting up of the Retail Outlet as per MRPL’s standard layout, then the allotment of dealership made to us will be cancelled.</p>	

17 d	We are also aware that in the event of our inability to arrange the funds required for development of requisite infrastructure and facilities as specified by MRPL in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL
17 e	We are also aware that in the event of our inability to arrange the funds required towards working capital for operation of the RO as specified by MRPL in the advertisement, the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL.
17 f	I also confirm on behalf of M/s. _____ that my Organization will manage the Retail Outlet dealership by itself and not on contract basis
17 g	That, if selected, we undertake that we will be depositing an interest free Security deposit of Rs ----- as per the policy of the Company.
17 h	That, if selected, we undertake that we will pay the non-refundable Fixed fee of Rs. _____ as per the policy of the Company (applicable for Dealer Owned sites). (For DODO sites) OR That, if selected, we undertake that we will pay the non-refundable Final Bid amount (applicable for Company owned sites except for Corpus fund ROs). (CODO Sites)
17 i	We are also aware that the same land cannot be offered by more than one applicant for a particular RO location against the same advertisement. In case it is found that the same piece of land as offered by us has been offered by other applicant(s) for this location then our candidature for RO dealership will be rejected / dealership terminated, if already appointed.
17 j	That we have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).
17 k	That we hereby confirm that we were never a signatory to dealership/distributorship agreement of any Oil Companies, which was terminated for proven malpractices and / or for violations of provisions of the Marketing Discipline Guidelines
17 l	We do hereby confirm that we are eligible for allotment of Retail Outlet dealership as per applicability of Multiple Dealership Norm defined under Clause “Disqualification” in the “ Brochure for Selection of Dealers for Regular & Rural Retail Outlets” and do not disqualify for allotment of Retail Outlet dealership under other conditions mentioned therein.
17 m	We confirm that in the event of any proceedings pending against the dealership/distributorship (Court cases, Show Cause notices, etc.), on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, held by us or any member/s of our organization (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), the allotment made will be conditional and subject to the outcome of such proceedings. We understand that we will also not be entitled for any claim, damages, etc. in case of cancellation of allotment in the event of adverse verdict in such pending proceedings.
17 n	We hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the Oil Companies for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO- LDO Dealership / LPG Distributorship.

I, _____ daughter of / son of / wife of Shri. _____ hereby confirm that I have been authorized to submit this application on behalf of M/s. _____ and the information given above is

true and correct. Any wrong information /misrepresentation/ suppression of facts will make us ineligible for this RO dealership. That if any information/declaration given by us in our application or in any document submitted by us in support of application for the award of the RO dealership shall be found to be untrue or incorrect or false, MRPL would be within its rights to withdraw the letter of intent / terminate the dealership (if already appointed) and that we would have no claim, whatsoever, against the Company for such withdrawal / termination.

Place : Signature of applicant :

**Date : Name of applicant :

**The date mentioned in the application will be treated as date applicable for the purpose of evaluating the eligibility criteria