



**Bharat Petroleum Corporation Ltd. Head Office, Mumbai**

**Revised Policy guidelines for Reconstitution of RO Dealerships / LPG Distributorships / SKO-LDO dealerships**

- 1 MOP&NG vide their letter No. P-19011/5/2005-IOC dated 16.10.2008 advised the broad guidelines on the new reconstitution policy for RO dealerships/LPG Distributorships/SKO-LDO dealerships.

These guidelines are in supersession of earlier guidelines on Reconstitution. Based on the same, the following Policy guidelines are issued for implementation w.e.f. 1.12.2008.

**2 Reconstitution at Letter of Intent (LOI) stage**

No reconstitution of dealership/ distributorship will be allowed at LOI stage, irrespective of categories of such dealership except under the following conditions :

- 2.1** In the event of death or incapacitation due to serious illness/ accident resulting in total and permanent disability (which will disable the LOI holder to work or follow any occupation or profession), reconstitution at LOI stage may be considered subject to eligibility of legal heir as under :

**2.2 Where substantial investment towards commissioning of dealerships/ distributorships has been made by the LOI holder:**

- (i) LOI may be transferred to the legal heir of the deceased/ incapacitated LOI holder.
- (ii) In case of partnership, reconstitution may be allowed with the legal heir of the deceased/ incapacitated original partner.
- (iii) The legal heir will have to fulfill multiple dealership norms and other eligibility criteria, as applicable for Dealer Selection under Open category (and should submit relevant and suitable caste certificate for SC/ST, wherever applicable), prevailing at the time of selection of LOI holder, except age and educational qualification.
- (iv) The minimum age requirement for the legal heir will be 18 years. If the legal heir is a minor, the local guardian shall operate the dealership till the legal heir becomes a major.
- (v) There will not be any minimum educational qualification criteria. However, the candidate must be able to read, write and count.
- (vi) The legal heir will be interviewed by the interview committee at appropriate level.

**2.3 Where substantial investment towards commissioning of dealerships/distributorships has not been made :**

- (i) In case of allotment to individual, the candidature of the legal heir will be evaluated vis-à-vis that of the next empanelled candidate as per the prescribed evaluation criteria prevailing at the time of selection of the original LOI holder.
- (ii) In case of allotment to partnership, the candidature of the new partnership formed by the surviving partner(s) with the legal heir of the deceased/ incapacitated partner will be evaluated vis-à-vis that of the next empanelled candidate as per the prescribed evaluation criteria prevailing at the time of selection of the original LOI holder
- (iii) In all cases, the legal heir will have to fulfill multiple dealership norms and other eligibility criteria, as applicable for Dealer Selection under Open category and should submit relevant and suitable caste certificate for SC/ST, wherever applicable.
- (iv) Cases under Corpus Fund category will also be covered by this provision.
- (v) In such cases, in order to give a fair opportunity to other empanelled candidates and the legal heir of the deceased/ disabled LOI holder, the legal heir will be interviewed and evaluated by Selection Committee as per Dealer Selection guidelines. On the

basis of the marks awarded as above and the earlier marks sheet of the balance applicants, fresh merit list will be prepared.

- (vi) This will be approved by competent authority and thereafter a fresh LOI will be issued after cancellation of the earlier LOI.

#### 2.4 Induction of minority partner in SC/ST dealership in cases where land is required by the Corporation for development of Retail Outlet

Where RO dealerships have been allotted under SC/ST category, induction of minority partner from the same category will be allowed only in cases where land is required by the Corporation for development of Retail Outlet. The incoming partner shall meet all the following conditions :

- (i) To bring in the suitable land for setting up of subject RO
- (ii) Should be the owner of the land with clear title in his / her name and in physical possession of the subject land.
- (iii) In case land is jointly held by him/ her with other family members then he/she shall have to submit the "No Objection Certificate" from all the joint holders of the land. Family for this purpose is defined as consisting of father, mother, spouse, son(s) and daughter(s) and
- (iv) Should be agreeable to lease/ sell the land to the concerned OMC.

Following steps will be taken in such cases:

- (i) Based on request from LOI holder and application for dealership from proposed incoming partner for dealership, the application will be scrutinized to confirm the eligibility of incoming partner for the dealership as per prevailing dealer selection criteria like age, education, multiple dealership norms, caste certificate etc. Being SC/ST location, evaluation under head "capability to arrange finance" will not be required.
- (ii) The land will be evaluated by the designated committee as per dealer selection policy.
- (iii) If land is found suitable, the negotiation should be conducted as per prevailing policy for procurement of land.
- (iv) After successful negotiations, the incoming partner will be interviewed by the committee. The purpose of interview will be to establish the suitability of the candidate with respect to eligibility criteria for the subject dealership. No separate document based evaluation or interview based evaluation will be required in such cases.
- (v) The recommendations of the committee will be put up for approval of competent authority.
- (vi) After above approvals, a letter confirming the company's acceptance of offer for land at the negotiated terms should be issued to the incoming partner with a copy to existing LOI holder. After procurement of land by way of lease or outright sale, revised LOI will be issued after due approval of the competent authority.

#### 2.5 General conditions:

- (i) Substantial investment would be defined as under for uniform understanding:  
"The minimum qualifying consideration of Substantial investment would be that the LOI holder has arranged a suitable land for setting up of a Retail Outlet/ LPG Godown and carried out land development work including compound wall/ fencing."
- (ii) The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer of Govt. hospital of the District. Alternatively, the recommendations of Medical Board recognized by the Govt. can also be considered.
- (iii) On receipt of information regarding death of LOI holder, a letter giving opportunity to legal heirs will be issued within 10 days of receipt of such information. Along with this letter, copy of application form for dealership / distributorship and list / format of other documents and other relevant information, to be submitted by the applicant, will be sent. 30 days time will be given to the legal heirs for submitting the application. In case of formal request for extending the time, the time can be further extended by another 30 days.
- (iv) The transfer of LOI should be done within six months from the date of occurrence of vacancy due to death/ incapacitation.

### **3 Reconstitution of existing dealerships/ distributorships**

- 3.1 Re-constitution will be permitted for induction of minority partner(s) only after five years of commissioning of dealership/distributorship.
- 3.2 Subsequent re-constitution shall be considered only after five years from the date of the last re-constitution.
- 3.3 Partner(s) can resign from the dealership/distributorship after 10 years of holding dealership/distributorship. In the event of resignation by a partner(s), the remaining partner(s) put together shall hold the controlling stake i.e. at least 51% shares in the dealership/distributorship.
- 3.4 In cases of death of the sole dealer/distributor, reconstitution may be made in favour of the legal heir. However, if there is no legal heir(s) or legal heir(s) has expressed unwillingness, the dealership/ distributorship shall be terminated.
- 3.5 In cases of death of one of the partner(s), the partnership shall be reconstituted with the legal heir(s) of the deceased partner(s) and surviving partner(s). However, if there is no legal heir(s) or the legal heir(s) has expressed unwillingness, the dealerships/distributorship shall be reconstituted with the surviving partner(s).
- 3.6 In case of incapacitation due to serious illness/ accident of the dealer/distributor, whether sole or partner, resulting in total and permanent disability, which will disable him/ her to work or follow any occupation or profession, a minority partner may be inducted.
- 3.7 The restriction of time period of 5 years as mentioned in 3.1 above will not be applicable in the following cases :
  - (i) Need for re-constitution on account of death/ incapacitation of the proprietor/ partner.
  - (ii) In Sole proprietorships if the proprietor is above the age of 60 years or is a widow of Defence personnel.
- 3.8 The disposal of request for reconstitution of commissioned dealership / distributorship will be handled as per procedure / guidelines given in para 6.

### **4 Induction of outside category partner in SC/ST dealership / distributorship**

- 4.1 For dealerships/ distributorships belonging to SC/ST category, depending upon the requirement of the finance/ expertise in order to meet the Competition/ growth, the dealer / distributor may require to induct a minority partner from outside his category. In such cases, the SC/ST dealer / distributor may induct a minority partner(s) from outside his category. However at any point of time i.e before or after re-constitution, the shareholding of persons belonging to the category under which the subject dealership/ distributorship was allotted should be atleast 75% of the total shares. If non SC/ST spouse of SC/ST dealer/ distributor is inducted as partner in the dealership/ distributorship, his/ her share in the dealership / distributorship shall be counted as SC/ST share.
- 4.2 Following steps will be taken in such cases :
  - (i) Based on request from dealer / distributor and application for dealership/ distributorship from proposed incoming partner for dealership, the application will be office to confirm the eligibility of dealership / distributorship for such reconstitution and the eligibility of incoming partner for the dealership / distributorship as per prevailing dealer selection criteria like age, education, multiple dealership norms, etc.
  - (ii) A three member interview committee will evaluate the incoming partner on prevailing dealer selection criteria (the evaluation will be done on all parameters except land and infrastructure to confirm the suitability of proposal).
  - (iii) The proposal will be further processed for approval provided the incoming partner secures minimum 60% marks in finance criteria and also minimum 60% of the total.

### **5 General Conditions of Re-constitution**

- 5.1 All incoming partners should fulfill all the basic requirements for becoming a dealer/ distributor on various criteria such as age, educational qualification, multiple dealership norms etc.
- 5.2 However, relaxation on age and education can be considered in following cases :

- (i) **Relaxation on age** can be considered in favour of legal heirs/ “family” member (as per prevalent dealer selection guidelines) in case of request for reconstitution arising out of death / incapacitation of the dealer. In the event of legal heir being minor (below 18 years of age), the local guardian shall operate the dealership / distributorship till the legal heir becomes a major.
- (ii) **Relaxation on educational qualification** can be considered in favour of legal heirs/ “family” member (as per prevalent dealer selection guidelines) in case of request for reconstitution arising out of death / incapacitation of the dealer. However, the candidate should be able to read, write and count.

5.3 In other cases, depending upon merit, relaxation on educational qualification can be considered by competent authority.

5.4 With regard to the multiple dealership norm, the same will not be applicable to the dealerships/ distributorships commissioned before the multiple dealership norm came into existence. This relaxation shall be available only to spouse/children/grand children of the dealer/ distributor.

5.5 The request for reconstitution on account of total and permanent disability will be considered based on submission of certificate to this effect from Chief Medical Officer of Govt. hospital of the District. Alternatively, the recommendations of Medical Board recognized by the Govt. can also be considered by the State Head.

5.6 For considering eligibility of dealership for reconstitution, the reference point would be :

- (i) Date of commissioning for first reconstitution
- (ii) For subsequent reconstitution, the date of execution of last agreement. However, in case executed copy of agreement is not available, the date of approval of last reconstitution will be reckoned with.

## 6 Process of Reconstitution :

The following process will be followed for disposal of reconstitution of commissioned dealership / distributorship

### 6.1 Application :

A comprehensive, easy to be filled in application form giving details of annexures / formats of annexures has been finalized. The application for reconstitution, in the given format, will be submitted to the concerned Territory Manager against acknowledgement. Each application will be acknowledged giving reference to a unique identification no. (Log no.).

### 6.2 Communication to dealer/ distributor:

Within 10 days of receipt of proposal, a communication will be sent to the applicant informing:

- i. Reasons for rejection of proposal (on eligibility norms)
- ii. Shortcomings in documents with a request to re-submit the corrected / additional documents and that further action will be taken only after receipt of complete proposal / additional document. After receipt of revised proposal / documents, new Log number will be given.
- iii. For proposals found suitable in all respects, the date and time on which all existing partners along with proposed incoming partner should visit the Territory office for meeting with the concerned Territory Manager and verification of documents.

### 6.3 Interview with the partners :

If a request from the dealership / distributorship is received for changing the date of interview, such request should be accommodated and next date with mutual consent should be fixed at the earliest but not later than 30 days. It should also be communicated to the dealer that the company will not be responsible for delay in the process on this account.

On due date of the interview with all existing and proposed incoming partner/s, the identity of individuals with photo identity cards will be cross checked and the original documents with respect to eligibility criteria will also be verified.

This will be followed by interview of all the existing and incoming partners with the interviewing committee.

#### **6.4 Disposal of proposal**

After the interview, the proposals will be disposed off by conveying "in principle approval" and necessary formalities to be completed by the firm for execution of documents giving 60 days time. Proposals found deficient and not suitable for approval will be disposed off with suitable communication giving reasons for rejection of proposal.

### **7. FEES**

#### **7.1 Application processing fee :**

A non refundable application processing fee of Rs. 25,000 for reconstitution will be payable along with the application in all cases **except** (a) in cases where reconstitution is arising out of death /incapacitation of a proprietor, partner/s and incoming partner/s proposes to hold the same share in partnership as was with the deceased. (b) Dealership belonging to SC/ST and other Corpus Fund category. However, in cases involving induction of outside category partner in SC/ST dealership, no exemption will be given.

#### **7.2 Reconstitution fee :**

Non refundable Reconstitution fee equivalent to prevailing security deposit (as applicable to new dealership at the time of reconstitution approval) will be collected before execution of agreement. However the reconstitution fee will not be collected in following cases:

- (i) Involving induction of partner from within "Family" as defined in prevailing dealer selection guidelines.
- (ii) Involving induction of legal heir after death / incapacitation of dealer/s provided incoming partner/s proposes to hold the same share in partnership as was with the deceased / incapacitated dealer.
- (iii) for SC/ST dealership involving induction of partner from SC/ST category.

#### **8. Timelines for disposal of applications :**

The proposal shall be disposed off in a time bound manner within 90 days from the date of receipt of such proposal.

### **9 Grievance Redressal**

In case of any grievance in the matter of reconstitution, the applicant will submit his petition to the Regional GM(Retail)/Regional LPG Manager who will get the grievance investigated and dispose off the case within a period of one month's time from the date of receipt.

**NOTE:** For reconstitution at LOI stage, use the application formats etc. given in **Part A** & in respect of existing dealerships, use the application formats etc.given in **Part B** below.

**PART A**

**APPLICATION FOR RE-CONSTITUTION AT LOI STAGE**

**INSTRUCTIONS**

1. The copy of the re-constitution policy attached with the application must be read and understood fully. The application complete in all respects must be submitted to the respective Territory Office preferably in person. If sent by post/courier the same must be addressed to the respective Territory Manager.
2. An acknowledgement of receipt of application will be issued by the Territory Office along with a reference number. If not received, the same to be brought to the notice of the Territory Manager immediately. For all future correspondence the reference number to be mentioned.
3. At an appointed date the incoming candidate/s have to appear before the committee along with the originals of various documents submitted/required.
4. All the pages of the application along with the annexures to be signed by the incoming candidate.
5. On communicating the in principle approval for the re-constitution, the documentary confirmation of the relevant formalities must be submitted to the Territory Manager within 60 days.

\*\*\*\*\*

**APPLICATION FOR RE-CONSTITUTION AT LOI STAGE**

Name of the LOI Holder	
Date of LOI	
Residential Address	
District	
State	
Pin code	
Telephone No	
Whether belonging to SC or ST Category (Yes or No) –	
Whether substantial investment made or not.(Substantial investment means arranged a suitable land for setting up of a Retail Outlet and carried out land development work including compound wall/ fencing)	
Present status of Ownership ( Sole proprietorship or Partnership)	
Name of the present Proprietor/ Partners -	
Brief Reasons for the proposed Re-Constitution –	

Signature of the existing Partners

Signature of the incoming Partners

<p>Details of Incoming Person/ local guardian in lieu of the deceased/incapacitated LOI holder          (If more than one partner is proposed, give the following details for each of the proposed partner by attaching separate sheet).          If the legal heir is a minor, then the details of the local guardian who will be operate the dealership till the legal heir becomes a major is to be furnished along with that of the incoming legal heir.</p>			
<b>DETAILS OF INCOMING CANDIDATE</b>			
Name of the legal heir of the deceased / incapacitated LOI holder :-			
Residential Address :-			
Contact No :-	Land line Mobile		
Date Of Birth:-			
Educational Qualification :-			
Present Share holding :-	Name Name	Percentage Percentage	
Proposed Share holding :-	Name Percentage	Percentage	Name

Signature of the existing Partners

Signature of the incoming Partners

<b>ADDITIONAL DETAILS OF THE INCOMING CANDIDATE (LOCAL GUARDIAN IN CASE OF MINOR LEGAL HEIR)</b>	
Present Occupation :-	
Annual Income :-	
PAN Card No. :-	
Family Details	
Any other Relevant Information.	

**NOTE:-**

1. In case of Re-constitution proposals on account of incapacitation due to serious illness/accident resulting in total and permanent disability which will disable the to work or follow any profession, Corporation appointed Medical Board will need to certify the incapacitation for considering the proposal.
2. If the legal heir of the deceased/incapacitated proprietor/partner has not passed tenth Standard and is proposing to become the proprietor/partner, then the Committee of Officers appointed by the Corporation will verify whether such legal heir is able to read, write and count.
3. If the legal heir of the deceased/incapacitated proprietor/partner is a minor then the local guardian of the legal heir will be considered for proprietor/partner till the legal heir attains the age of 18 years. Hence the details of the local guardian is to be furnished.

Signature of the existing Partners

Signature of the incoming Partners

**FOLLOWING ANNEXURES TO BE ATTACHED**

DOCUMENTS REQUIRED	STATE ATTACHED OR N AS APPLICABLE	NO.OF PAGES
<b>A.FOR INCOMING CANDIDATE</b>		
1. Proof of Identity :- Copy of any of the following . (Voter ID/ PAN Card/ Photo ID card issued by Govt./PSU/Passport/Driving License)		
2. Age Proof :- Copy of any of the following. (Birth Certificate, School leaving certificate, Passport, driving license)		
3. Educational Qlfn :- Copy of degree/diploma/12 <sup>th</sup> /10 <sup>th</sup> .		
4.In case of reconstitution involving legal heir due to the death of the proprietor/ partner, the legal heir/succession certificate and NOC from other legal heirs.		
5. NOC from other legal heirs in case of reconstitution where the other legal heirs of the deceased partner are not interested in becoming partners.		
6. NOC from the minor legal heir for handing over the operation dealership/distributorship to the local guardian till he attains the age 18 years. ***		
7. Standard Affidavit as per dealer selection guideline. (copy available on BPCL site)		
8. If in Service, Affidavit for resigning from the same after the approval of re-constitution but before the execution of the agreement		
9. Passport size photographs of the incoming candidate to be pasted on the application		
<b>B. OTHER DOCUMENTS</b>		
1. Copy of the death Certificate in case of death of the LOI holder.		
2. Copy of the incapacitation Certificate issued by the Chief Medical officer of the District govt. Medical Hospital.		
3. Letter of Acceptance to operate the distributorship till the legal heir becomes a major. ***		
4. Copy of LOI		
5. Draft copy of the dissolution deed of the existing partnership.		
6. Draft Copy of the deed of the proposed partnership .		
7. Age Proof of local guardian :- Copy of any of the following ( Birth Certificate, school leaving certificate, Passport, driving license).***		
8. Educational Qlfn of the local guardian:..***		
<b>Total no. of pages enclosed</b>		

\*\*\* - Required only if the proposed legal heir of the deceased/incapacitated LOI holder is a minor.

**UNDERTAKING**

"I/We the existing Proprietor/Partners along with the proposed new partners hereby confirm that all the details furnished in the application are true to the best of our knowledge. We also confirm that the re-constitution policy has been read and understood by us. We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."

Signature of Existing Proprietor/Partners

Signature of the proposed new partners.

\*\*\*\*\*

**PART B**

**Request for Reconstitution of Existing Dealerships**

To : The Territory Manager,  
Bharat Petroleum Corporation Limited

**Sub: MS/HSD Retail Outlet Dealership at \_\_\_\_\_**

By an agreement dated \_\_\_\_\_ we (1) \_\_\_\_\_  
(2) \_\_\_\_\_ 3) \_\_\_\_\_ (Existing Partners) carrying on  
business under Co. Partnership under the name and style of M/s \_\_\_\_\_ under  
partnership deed dated \_\_\_\_\_ (copy enclosed) were appointed as dealer of Burmah-Shell (your  
predecessor) / Bharat Petroleum Corporation Limited.

We are aware that without your written permission and/or approval, we cannot change the status of the  
aforesaid partnership.

Now, in the interest of smooth running of aforesaid Retail Outlet, we are requesting you to allow the  
following person to retire and / or to induct the following person(s) as a partner(s) and to carry on the  
business of the aforesaid Retail Outlet on the terms and conditions mentioned in enclosed proposed  
partnership deed.

Name	Address	To retire / to join reasons

We confirm that the aforesaid change in status of the firm will be effected after obtaining written approval  
from your Corporation and the reconstituted firm will continue to be run under the same name and style of  
\_\_\_\_\_ and the same will not be changed without your written approval.

We also confirm that Security deposit of Rs. \_\_\_\_\_ vide receipt No. \_\_\_\_\_ dated  
\_\_\_\_\_ and debit/credit standing to the account of the firm before reconstitution will be  
taken over by the reconstituted firm.

Kindly confirm your acceptance to the above reconstitution and forward a fresh dealership Agreement for  
signature by the partners of the reconstituted firm.

To be signed by all the  
Existing partners of the firms

Yours faithfully,

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Subject to formal written approval of Bharat Petroleum Corporation Limited, I \_\_\_\_\_ Son of  
\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ do agree to join in the reconstituted firm on the  
terms and conditions contain herein above.

To be signed by all the Proposed incoming partners of the firm

\_\_\_\_\_

**APPLICATION FOR RE-CONSTITUTION OF THE COMMISSIONED  
DEALERSHIPS/DISTRIBUTORSHIPS**

**INSTRUCTIONS**

1. The copy of the re-constitution policy attached with the application must be read and understood fully. The application including the processing fee and complete in all respects must be submitted to the respective Territory Office preferably in person. If sent by post/courier the same must be addressed to the respective Territory Manager
2. An acknowledgement of receipt of application will be issued by the Territory Office along with a reference number. If not received, the same to be brought to the notice of the Territory Manager immediately. For all future correspondence the reference (log) number to be mentioned.
3. Application processing fee :A non refundable application processing fee of Rs. 25,000 for reconstitution will be payable along with the application in all cases except (a) in cases where reconstitution is arising out of death /incapacitation of a proprietor, partner/s and incoming partner/s proposes to hold the same share in partnership as was with the deceased. (b) Dealership belonging to SC/ST and other Corpus Fund category. However, in cases involving induction of outside category partner in to SC/ST dealership, no such exemption will be applicable.
4. Reconstitution fee: Non refundable Reconstitution fee equivalent to prevailing security deposit (as applicable to new dealership at the time of reconstitution approval) will be collected before execution of agreement. However the reconstitution fee will not be collected in following cases: (a) Involving induction of partner from within "Family" as defined in prevailing dealer selection guidelines. (b) Involving induction of legal heir after death / incapacitation of dealer/s provided incoming partner/s proposes to hold the same share in partnership as was with the deceased / incapacitated dealer. (c) For SC/ST dealership involving induction of partner from SC/ST category.
5. At an appointed date the dealer/distributor along with the proposed partners have to appear before the committee along with the originals of various documents submitted/required.
6. All the pages of the application along with the annexures to be signed by both the existing dealer/distributor and incoming partners
7. On communicating the in principle approval for the re-constitution, the documentary confirmation of the relevant formalities must be submitted to the Territory Manager within 60 days.

**APPLICATION FORM FOR RE-CONSTITUTION OF THE COMMISSIONED DEALERSHIPS/DISTRIBUTORSHIPS**

Name of the dealership	
Address	
District	
State	
Pin code	
Landline Telephone No	
Date of Commissioning	
Category of the dealership (Tick the appropriate )	SC / ST / Others
Existing constitution of ownership (Tick the appropriate )	Sole Proprietor/ Partnership / Others
Whether the Sole proprietor is above 60 years.	Yes / No
Whether the Sole proprietor is a widow of defense personnel	Yes / No
Details of the present Proprietor/ Partners	Name:- Name:- Age:- Age:-
Whether re-constitution carried out earlier	Yes / No
If yes, Date of the last re-constitution	
Brief Reasons for the proposed Re- Constitution –	

Signature of the existing Partners

Signature of the incoming Partners

Details of Incoming Partner/ local guardian (If more than one partner is proposed, give the following details each of the proposed partner by attaching separate sheet).			
DETAILS OF PROPOSED PARTNER –1.			
Name :-			
Residential Address :-			
Contact No :-	Land line		
	Mobile		
	email		
Date Of Birth:-			
Educational Qualification :-			
Whether legal heir of the existing Proprietor/Partner :-			
Details of Re-Constitution Fee (DD for Rs.25000/- in favour of Bharat Petroleum Corporation Ltd, if applicable)		DD No.	
		Bank Name	
Present Share holding :-		Name	Percentage
		Name	Percentage
Proposed Share holding :-		Name	Percentage
		Name	Percentage
		Percentage	Name

Signature of the existing Partners

Signature of the incoming Partners

ADDITIONAL DETAILS OF THE PROPOSED PARTNER	
Present Occupation :-	
Annual Income :-	
PAN Card No. :-	
Family Details	
Any other Relevant Information.	

**NOTE:-**

1. In case of Re-constitution proposals on account of incapacitation due to serious illness/accident resulting in total and permanent disability which will disable the to work or follow any profession, certificate indicating the same from the CMO of the District Government Hospital to be attached.
2. If the legal heir of the deceased/incapacitated proprietor/partner has not passed X Standard and is proposing to become the proprietor/partner, then the Committee of Officers appointed by the Corporation will verify whether the such legal heir is able to read, write and count.

Signature of the existing Partners

Signature of the incoming Partners

**FOLLOWING ANNEXURES TO BE ATTACHED**

DOCUMENTS REQUIRED	STATE ATTACHED OR NO AS APPLICABLE	NO.OF PAG
<b>A. FOR INCOMING PARTNERS</b>		
1. Proof of Identity :- Copy of any of the following . (Voter ID/ PAN Card/ Photo ID card issued by Govt. /PSU / Passport / Driving License)		
2. Age Proof :- Copy of any of the following. ( Birth Certificate, School leaving certificate, Passport, driving license)		
3. Educational Qlfn :- Copy of degree/diploma/12 <sup>th</sup> /10 <sup>th</sup> .		
4.In case of reconstitution involving legal heir due to the death of the proprietor/ partner, the legal heir certificate and NOC from other legal heirs.		
5. NOC from other legal heirs in case of reconstitution where the other legal heirs of the deceased partner are not interested in becoming partners.		
6. SC/ST category dealership re-constitution with SC/ST partner – Copy of SC/ST certificate as per selection guideline.		
7. Standard Affidavit as per the dealer selection guidelines. (copy available in BPCL site)		
8. If in Service, Affidavit for resigning from the same after the approval of re-constitution but before the execution of the agreement.		
9. Passport size photographs of all existing and incoming partner be pasted on the application.		
<b>B. OTHER DOCUMENTS</b>		
1. In case of resignation, copy of dealership agreement executed earlier.		
2. Proof of Age for the Sole proprietor above 60 years.		
3. In case the sole proprietor is a widow of defence personnel, certificate issued by Defence.		
4. Incase of SC/ST category copy of original LOI / Appointment letter		
5. Re-Constitution Fee (DD for Rs.25000/-)		
6. Draft copy of the dissolution deed of the existing partnership.		
7. Draft Copy of the deed of the proposed partnership .		
8.Copy of latest approved re-constitution and the dealership agreement executed.		
9. If not reconstituted, copy of LOA and the dealership agreement,		
10. In case of incapacitation certificate from CMO of the District Govt. Hospital		
<u>Total no. of pages enclosed</u>		

**UNDERTAKING**

"I/We the existing Proprietor/Partners along with the proposed new partners hereby confirm that all the details furnished in the application are true to the best of our knowledge. We also confirm that the re-constitution policy has been read and understood by us. We confirm that the proposal for re-constitution is submitted consciously after fully understanding the implications of the same."

Signature of Existing Proprietor/Partners

Signature of the proposed new partners.

\*\*\*\*\*