



LUBE CLEARING & FORWARDING AGENT (CFA) APPLICATION FORM: **IMPORTANT POINTS**

Please refer to the Lube CFA Selection Guidelines uploaded in the website for details of all important guidelines pertaining to appointment of Lube CFA. All interested applicants are requested to go through the guidelines thoroughly before filling the application form.

Please also 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, the application is liable to be rejected without assigning any reason and in case he/she has been already appointed as a Lube CFA, his/her C&F Agency is liable to be terminated. In such cases, the candidate/distributor shall have no claim whatsoever against HPCL.**
- 2) A passport size photograph should be affixed in the space provided in the Application form by the applicant or authorized representative(s) of the applicant (in case of Cooperative society or Limited company). The candidate should also sign on the photograph.
- 3) If an applicant is applying for more than one Lube C&F Agencies, he/she must submit separate applications for each C&F Agency and should mention this fact in every application form.
- 4) The envelope containing the application, duly filled in, should be super scribed as under:

"This application is for Lube CFA at _____(location)".
- 5) Application forms along with all attachments must be submitted at the specified address before the due date/time. 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.
- 6) 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.



- 7) Applicants not qualifying as per the guidelines, will be sent a regret letter by HPCL Regional Office.
- 8) In case any point of application form does not pertain to you, please write “NA” instead of leaving it blank.
- 9) A candidate selected for the Lube C&F Agency shall be a full time working CFA.



HINDUSTAN PETROLEUM CORPORATION LIMITED

CHECK LIST FOR ENCLOSURES TO APPLICATION FORM **(TO BE TICKED 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. The Lube CFA Selection Guidelines should be followed for filling details of application form and enclosures thereof.

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 (for Individual / proprietorship / partnership applicants).
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. Self-declaration regarding:
 - a. Obtaining NOC from competent authority of other public sector Oil Co or Resigning from other public sector Oil Co (pl. refer application for Sr. No: 18 for details).
 - b. Non-termination from HPCL Lube C&F Agency in the past
 - c. Not having resigned from HPCL Lube C&F Agency in past 5 years
 - d. Any other as required by Selection Guidelines
10. Copy of proposed Partnership Deed (in case of proposed partnerships).
11. Appendix `A4' with documentary proof of assets of Deponent
12. Appendix `A5' regarding credit worthiness and Loan
13. Details of covered Godown / Office space / Infrastructure / Manpower / Office facilities / Delivery Vehicles as per application form Sr. No: 21
14. Detailed documentary evidence of financial resources & Investible funds as per application form Sr. No: 22.
15. Attach a signed copy of the Lube CFA 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.
16. Any other documents as required in the application form.



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

HINDUSTAN PETROLEUM CORPORATION LIMITED

LUBE CLEARING & FORWARDING AGENT (CFA) APPLICATION FORM

APPLICATION NO. :

LUBE CFA DETAILS

Location :

Town :

Rev. Dist. :

State :

Passport Size
Photograph
With
specimen
Signature on
The
photograph

(PLEASE NOTE THAT THIS APPLICATION IS ONLY FOR A LUBE CFA 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 (maximum four partners)
- 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) :

—

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

—

(In case of Co-operative Society / Company, please attach appropriate resolution authorizing the above person to represent the Co-operative Society / Company)

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)

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 Lube C&F Agency.



8. (A) Whether the applicant had been a Lube CFA of HPCL earlier and subsequently resigned ?

Yes / No.

(Please attach self-declaration on this item as mentioned in the guidelines.)

(B) Whether the applicant had been a Lube Distributors/Lube CFA/Retail Outlet Dealer/LPG Distributor/SKO/LDO Reseller of HPCL earlier and subsequently was terminated?

Yes / No.

(Please attach self-declaration on this item as mentioned in the guidelines.)

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

Yes / No

10. Whether the applicant is currently a Lube CFA(s) of HPCL:

Yes / No.

(In case Yes, please give details of all locations and names of the Lube C&F Agencies).

11. Annual Turnover and Net Profit (Profit after tax) for last 3 years for Co-operative societies and firms (pl. attach copies of audited balance sheet/Profit & Loss statement of last three financial years):

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



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 and attached to the application form. Please confirm same:

Yes / No

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 Birth Certificate / School Leaving Certificate, Matriculation/Higher Secondary Certificate / Passport / PAN Card / Aadhar Card 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). Proof to be submitted in the form of certificate or marksheet and original to be shown during interview

- i) Academic:
- ii) Professional/Vocational:
- iii) Any other qualification(s)



17. A) Marital Status

Please put tick mark (✓) as applicable/

- | | | |
|-----------------|--------------------------|------------------------------|
| i) Unmarried : | <input type="checkbox"/> | iv) <input type="checkbox"/> |
| Married : | | |
| ii) Widow : | <input type="checkbox"/> | v) Widower : |
| iii) Divorcee : | <input type="checkbox"/> | |

(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 other Public sector Oil Co. (other than HPCL)?

Yes / No

- a) If yes, please furnish details.

- b) If yes, please also attach **self-declaration** that you will produce one of the two documents as below to HPCL within stipulated time, if selected for HPCL Lube C&F Agency:

- i. Obtain NOC from competent authority of the said public sector oil CO.
regarding operating HPCL Lube C&F Agency on being selected.

OR



ii. The applicant will Resign from the dealership / distributorship of the said public sector oil co. on being selected as HPCL Lube CFA.

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:

20. Brief Note on plans to run the Lube C&F Agency.

Please give a detailed note indicating your plans as to how you propose to run Lube C&F Agency (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 industries (small & medium enterprises) etc. in the area. You may also indicate investment required for running the business and your expected returns on same.

21. (a) Details of availability of Covered Godown (minimum 1000 Sq. Ft.) and Office Space (150-200 Sq. Ft.) in the advertised location

Covered Godown (min. 1000 Sq. Ft.): Yes / No

Office Space (150 - 200 Sq. ft.): Yes / No

- i) If yes for above questions, please give details:
(1. Attach ownership details if owned by applicant.



2. In case owned by any of the family members as defined in the selection guidelines, a willingness letter from the said family member in whose name the site is available to provide the same for use of Lube C&F Agency, if the applicant is selected along with land ownership documents.

3. If leased/rented, the same should be for a minimum period of five years:
attach copy of registered agreement).

ii) In case covered godown / 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:

(b) Details of delivery vehicles: (as per minimum infrastructure requirement of selection guidelines i.e. 2 Tempos / Trucks owned by applicant or leased)

(Kindly note that the delivery vehicles should be having minimum capacity of 2 MT and should not more than 5 years old. In case owned by applicant, should provide copies of RC book with application form to establish ownership. If leased, relevant leasing documents should be attached to application form. In case not available, detailed plans to arrange for same within 45 days of receiving LOI should be provided.)

i) Readily available: Yes / No
(Owned by applicant)

If yes, give details:
(Copies of RC book in the name of applicant should be provided)

ii) Available on lease: Yes / No
(Leased to applicant)

If yes, give details:
(Lease documents should be provided)

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

(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. Attached: Yes / No

22. Details of Financial Resources & Investible Funds :

Please fill following details. Minimum Funds required is Rs 50 Lakhs. Out of this minimum Rs 5 Lakhs must be in Liquid Funds. Also it should be noted that Liquid funds will have higher weightage in the evaluation of applicants. For details, please refer marking illustration section of Selection Guidelines:

Fund Type	Fund Details	Amount (Rs. Lakhs)	Attachment
Liquid Funds	Liquid Funds (Savings/Current Account / FD/RD/NSC/Govt. Securities/Any other liquid deposits)		Documents of ownership
Other than Liquid Funds	Un-encumbered Fixed Assets for raising Loans		Documents of ownership
	Loans from Family members with commitment letter & details of Assets		Appendix A4
	Commitment Letter from Bank/Financial Institution with Loan amount		Appendix A5
	Any other funds viz. shares/mutual funds/Stock-in Trade 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 for any criminal offence or are there any charges framed against you by a Criminal Court? If so, please give details



thereof. If not, please attach affidavit as per Appendix `A1/A2/A3 (as applicable)'.

24. Any other relevant information.

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 Lube C&F Agency. I / We also declare that, I/We have gone through the detailed guidelines / responsibilities for the Lube C&F Agency 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 Criminal Court and/or I have never been convicted for any criminal offence punishable under law.
3. That if selected, I shall be a full time working CFA for this Lube C&F Agency.
4. That I am fully aware that HINDUSTAN PETROLEUM CORPORATION LIMITED under Its policy will not appoint me as their Lube CFA, 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 C&F Agency.
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 C&F 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 C&F Agency (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 C&F Agency 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 _____

and Seal of
Magistrate / Judge / Notary public

Signature of person making Affidavit
(Name in block letters)

Signature



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 C&F Agency of HINDUSTAN
PETROLEUM CORPORATION LIMITED at _____(Location) Whereas
_____(Name of the Co-operative Society)
_____(Location) has applied for Lube C&F Agency 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 C&F Agency. 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 (profit after tax) of minimum Rs 50 Lakhs for each of the previous three consecutive financial years. Copies of audited Balance Sheet and Profit & Loss statements for last three financial years are 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 C&F Agency 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 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 _____ C&F Agency 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 Lube C&F 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
Affidavit Magistrate/judge/Notary Public

Signature of person making
(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 C&F Agency of HINDUSTAN
PETROLEUM CORPORATION LIMITED at _____(Location) Whereas
_____(Name of the company) _____(Location) has
applied for Lube C&F Agency 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 C&F Agency 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 in India 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. The memorandum includes clauses which enables the company to carry out the business of Lube C&F Agency as per advertisement.
3. That the said company is making a net profit (profit after tax) of minimum Rs 50 Lakhs per year for each of 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 C&F Agency 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 Company / any Directors by any Court of Law, and/or no Directors of the company has ever been convicted for any criminal offence 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 _____ C&F Agency 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 C&F 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)

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 my family member (specify relation within the purview of definition of Family as per the Lube C&F Agency Selection Guidelines) (Shri / Smt / Kum)_____ (name) has applied for Lube C&F Agency of HPCL at _____(location) against the advertisement appeared in _____newspaper dated_____

1. That in case he/she is selected for Lube C&F Agency of HPCL, I will provide unconditional financial assistance to the extent of Rs. _____ lakhs, which I hold in my name. I am attaching herewith copies of financial documents held in my name as a proof of my ability to extend the financial assistance. This has been mentioned at Clause no. 22 of the application form being submitted by

(Shri/Smt/Kum)_____for Lube C&F Agency of 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 _____

and Seal of _____ Signature
Magistrate/Judge/Notary Public _____
Name of Deponent and
Relationship with applicant

*** Family definition will be as per that specified in Lube CFA Selection Guidelines.**

APPENDIX `A5' (Applicable for all categories)

(Credit worthiness certificate from the Bankers, from a Schedule Bank / Financial Institution to be obtained on Bank's / Financial Institution's 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, HPCL Lube C&F Agency is allotted to him/her/them, we will be willing to extend an additional loan of Rs. _____ for operating the Lube C&F Agency.

Office seal
Date

Signature
Name and Designation