

Appendix – I

USER MANUAL
(Attached Separately)

Format of Letter to be given by the LOI holder for making Spouse as partner

Place:

Date:

To,

Subject: Letter for induction of spouse as Co-owner / Partner for RO Dealership at Location

_____, District _____, State _____, under _____ category Advertised on _____

Dear Sir/Madam,

I write with reference to your letter ref. _____ dated _____ informing me the intent to award of RO Dealership at _____ District _____ under _____ category Advertised on _____, and would like to submit as under: -

** I am married and the name of my spouse is _____. I am aware that as per Terms and Conditions of the Dealer Selection, my spouse will be co-owner i.e., 50% partner of RO dealership with me unless my spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per **Appendix - IIB** affirming that he/she wishes to be made a partner before issuance of Letter of Appointment (LOA). I shall complete all necessary documentation/formalities with respect to Partnership, etc. with my spouse before issuance of Letter of Appointment (LOA) / signing of Agreement. I am also aware that the Agreement will be signed by both of us jointly.

OR

** I am married and the name of my spouse is _____. I am aware that as per Terms and Conditions of the Dealer Selection, my spouse will be co-owner i.e., 50% partner of RO dealership with me unless my spouse is already gainfully employed and/or do not wish to be made a partner. My spouse is already gainfully employed and/or do not wish to be made a partner. I shall submit Affidavit as per **Appendix - IIB** affirming that he/she does not wish to be made a partner before issuance of Letter of Appointment (LOA) / signing of Agreement.

OR

** I am unmarried / widow / widower / divorcee. In case of my marriage / remarriage in the future, I undertake to inform MRPL about my marriage and undertake to fulfil the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership within one year of my marriage / remarriage.

** Strike off whichever is not applicable.

Thanking you,

Yours faithfully

Notarized Affidavit from Spouse of LOI holder in case she / he wishes/does not wish to become a partner

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

(To be submitted by Spouse of the individual LOI (Letter of Intent) holder before acceptance of Letter of Appointment / Signing of Dealership Agreement)

In the matter of RO dealership of MANGALORE REFINERY & PETROCHEMICALS LIMITED at _____ (Location) District _____ under _____ category Advertised on _____.

I, _____ son / daughter / wife of _____ Age _____ years resident of _____ do hereby solemnly declare:

1. That my husband / wife Shri/Smt. _____, has applied for the above RO dealership and MRPL has issued Letter of Intent vide letter ref no _____ dated _____ in favour of my husband / wife.
2. That I am aware, that as per Terms and Conditions of the Dealer Selection, I have to be inducted as co-owner i.e., 50% partner of RO dealership allotted to my husband / wife Shri/Smt. _____.

*I wish to become a partner/co-owner in the dealership allotted to my husband / wife Shri / Smt. _____. I also undertake that all necessary documentation and undertaking / affidavit as required for award of dealership will be completed by me prior to issuance of Letter of Appointment (LOA).

OR

*That I am currently gainfully employed as mentioned below: -

Details of employment with Employer's address.

Hence, I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt. _____.

OR

*That I do not wish to be made a partner in the Dealership allotted to my husband / wife Shri/Smt. _____ for personal reasons.

*Strike off whichever is not applicable.

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary Public**

**Signature
Name of Deponent**

Note: The stamp paper should be purchased in the name of the deponent

Appendix – III

Notarized Affidavit for offer of land from family member and/or third party supported by land documents – All the joint owners / co-owners of the land have to submit this affidavit individually.

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

I _____ Son/Daughter/wife _____ of _____ age _____ years resident of _____ do hereby solemnly affirm and say as under: -

- *I understand that as per definition, Family members for offer of land under “Owned” category for Selection of Dealer for Regular and Rural Retail Outlets, comprise of (i) Self (ii) Spouse (iii) Father/Mother including Step Father/Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal).

* That I am a member of Family of (Shri/Smt/Kum) _____ (name), as per definition for Selection of Dealer for Regular and Rural Retail Outlets, who is applying for Retail Outlet dealership of MRPL at _____ (location) under “ _____ ” category against the advertisement appeared in _____ newspaper dated _____.

(*Delete the above two paragraphs, if the land owner is not a family member of the applicant)

That I, Shri/Smt/Kum _____, own a piece of land singly / jointly bearing Gut/Survey No. _____ at _____ (village/town), Taluka/Tehsil _____, District _____ in the State of _____ admeasuring _____ meter (frontage) x _____ meter (Depth) having area _____ sq. meters as per the following details:
OR

That I, Shri/Smt _____, singly / jointly hold a piece of land on long term lease basis (____ years w.e.f. _____) bearing Gut/Survey No. _____ at _____ (village/town), Taluka/Tehsil _____, District _____ in the State of _____ admeasuring _____ meter (frontage) x _____ meter (Depth) having area _____ sq. meters as per the following details:

Name(s) of the owner of Land / Lease holder	Relationship with applicant**	Date of registration of sale deed/gift deed / lease deed/ date of mutation	Khasra / Gut / Survey No	Dimensions of land		
				Frontage in meter	Min. Depth in meter	Area of the land (Sq. m)

1						
2						
3						

*Strike off whichever is not applicable.

** Please qualify the relationship i.e., (i) Self (ii) Spouse (iii) Father/Mother including Step Father//Step Mother (iv) Brother/Sister/Step Brother/Step Sister (v) Son/Daughter/Step Son/Step Daughter (vi) Son-in-law / Daughter-in-law (vii) Parents-in-law (viii) Grand Parents (both maternal & paternal)

2. That Shri/Smt/ Kum / M/s. (name of the Entity) _____ is applying for Retail Outlet dealership of MRPL at _____(location) under " _____ " category against the advertisement appeared in _____ newspaper dated _____
3. That in case he/she/ M/s. (name of the Entity) is selected for RO dealership I will either sell/transfer/lease the above mentioned piece of land to MRPL or to Shri / Smt / Kum / M/s.(name of the Entity) _____ for setting of Retail Outlet facilities at the above mentioned location as per the site plan duly signed by me/all co-owners. In case of lease, I further confirm that I have no objection if the subject piece of land leased to Shri / Smt / Kum / M/s. (name of the Entity) _____ is further leased/sub-leased to MRPL by him/her as per terms of MRPL.

That I have no objection if the above mentioned land is used for setting up of Retail Outlet facilities by Shri / Smt. / Kum / M/s.(name of the Entity) _____ at the above mentioned location.

4. I hereby confirm that the said piece of land has not been offered by me to any other person for Retail Outlet dealership of this location against the above mentioned advertisement.
5. I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of

Signature

Magistrate/Judge/Notary Public

Name of Deponent and Relationship with applicant

Note: The stamp paper should be purchased in the name of the deponent

Notarized Affidavit from the applicant w.r.t. employment in Pvt. Sector / drawl of salary/perks/emoluments from State / Central Government.

(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE) (To be submitted by individual LOI holder before acceptance of Letter of Appointment for dealership)

In the matter of RO dealership of Mangalore Refinery and Petrochemicals Limited at Location _____.

1. That I, _____ son / daughter / wife of _____ Age _____ years resident of _____ do hereby solemnly declare as under:
2. That I, _____, have applied for RO dealership of Mangalore Refinery and Petrochemicals Limited at location _____ in Dist _____ in State _____ under category _____ and MRPL has issued Letter of Intent for the said Retail Outlet Dealership vide letter ref no _____ dated _____.
3. I hereby declare that I am neither employed in private sector nor drawing any salary/perks/emoluments from State / Central Government.

OR

I was employed and have resigned from the employment. Proof of acceptance of resignation is attached.

4. I also affirm that during the tenure of the Dealership I will not take any employment in Pvt. Sector and draw any salary /perks/emoluments from State / Central Government.

Solemnly affirmed and declared before me

This _____ day of _____

Signature and Seal of

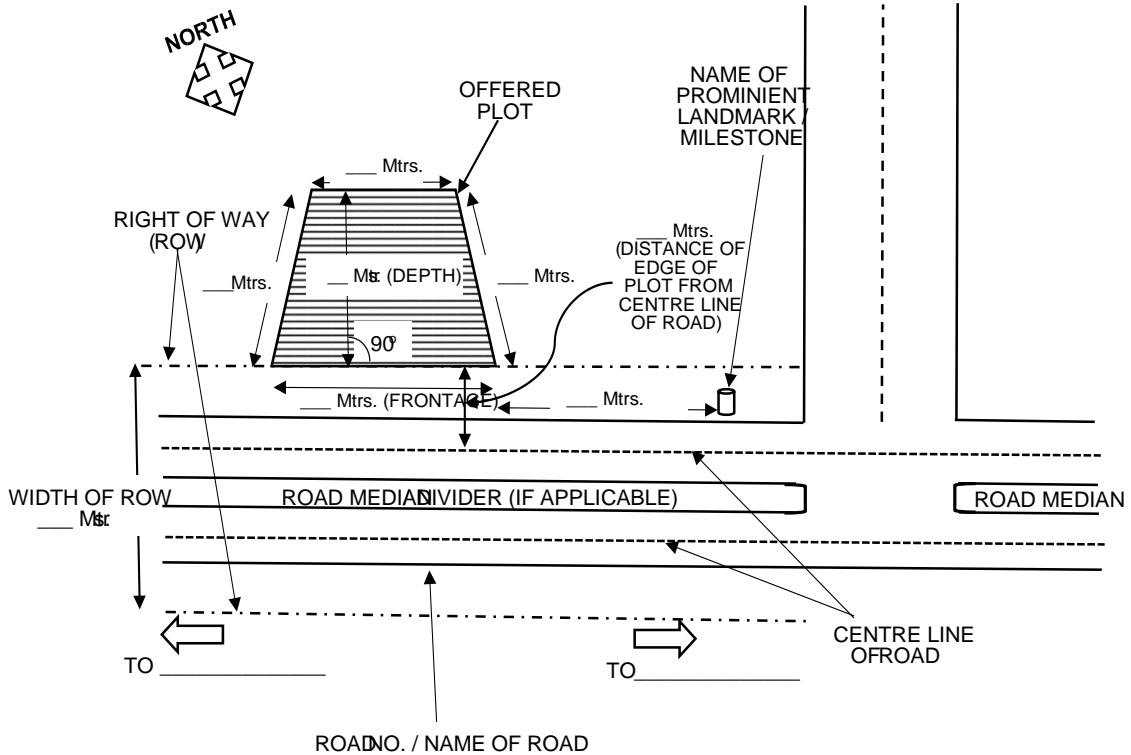
Magistrate/Judge/Notary Public

Signature

Name of Deponent

SAMPLE SITE MAP / LAYOUT SKETCH OF OFFERED PLOT OF LAND ALONG WITH DIMENSIONS

1. Advertised Location:		
2. Offered Plot Details:		
a. Plot No.: (Khasara/Khatauni/Patta/Dag/Gatta/Gut/Survey/Plot no. etc.)		
b. Revenue Village:	c. Tehsil:	d. Disctrict:
e. State:		
3. Plot Dimension: Frontage ___ Meters, Depth ___ Meters, Area ___ Sq. Meters		
4. Distance Of Plot From Prominent Landmark: ___ Meters From _____ (name of Landmark)		
5. Distance Of Edge Of Plot (Along Front Of Plot) From Centre Line Of Road: ___ Meters		
6. Width Of Right Of Way (Row) Of Road: ___ Meters		
7. Name / Number Of Road Abutting Offered Plot: (NH/SH/MDR/ODR/Road No. Or Name Of Road)		



Standard Format for SC/ST Category Certificate

The form of the certificate to be produced by Scheduled Castes / Scheduled Tribes candidates.

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* _____ in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Caste / Scheduled Tribes* under: -

The Constitution (Scheduled Castes) order, 1950
The Constitution (Scheduled Tribes) order, 1950
The Constitution (Scheduled Castes) Union Territories order, 1951*
The Constitution (Scheduled Tribes) Union Territories Order, 1951*

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
The Constitution (Pondicherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996
The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002.
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002. The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate _____ issued to Shri/Shrimati _____ Father/mother _____ of Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* _____ issued by the _____ dated _____.

% 3. Shri/Shrimati/Kumari _____ and /or* _____ his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____ ** Designation (with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order %

Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate **ONLY FROM THE REVENUE DIVISIONAL OFFICER.**

STANDARD FORMAT FOR OBC CATEGORY CERTIFICATE

Note: A candidate who claims to belong to one of the Other Backward Classes should submit in support of his/her claim, a certificate in original, with a copy there of in the form given below, issued by a competent authority notified by the Government of India/State Government.

The form of the certificate to be produced by “Other Backward Classes” candidates.

This is to certify that Shri / Smt. / Kum. _____ Son / Daughter of Shri / Smt. _____ of Village/Town _____ District/Division _____ of the _____ State/Union Territory, belongs to the _____ Community which is recognized as a backward class by Govt. of India (Central Govt.)/State Govt. as under:

Sr. No.	Resolution No./Notification No. issued by Govt. of India/State Govt.	Date of Gazette Notification issued by Govt. Of India/State Govt.	Concerned State / Union Territory

Shri / Smt. / Kum. _____ and / or his/her family ordinarily reside(s) in the village/town* _____ District / Division of _____ State/Union Territory of _____.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide Govt. of India, Department of Personnel & Training OM No. 36033/1/2013 Estt. (Res.) dated 27/05/2013 and any other subsequent amendments promulgated in this regard.

Place: _____
Date: _____

Signature:
Designation:
(with seal of Office)

NOTE:

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates for Other Backward Classes are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of "Tehsildar" and (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.
- c) The date of undertaking (Affidavit as per Appendix VII B) submitted along with the application form will be treated as date of reckoning for OBC status of the candidate and also for determining that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC certificate in the prescribed format shown above or as issued by the competent authority containing relevant details as mentioned above.

Appendix - VIIB

Declaration/undertaking as a notarized affidavit - for OBC Candidates only

(To be typed on appropriate non-judicial stamp paper of required value)

I, _____ son / daughter of Shri _____
resident of village/town/city _____ in the district
_____ State / Union Territory of _____ hereby declare that I belong
to the _____ community which is recognised as a backward class by the
Government of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated
8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned
in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which
is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004
Estt. (Res.) dated 14.10.2008 and any other subsequent amendments issued in this regard.

Place: _____

Date: _____

Signature of the Candidate
(Deponent)

Declaration / Undertaking not signed by the candidate will be rejected.

False declaration will render the applicant liable for rejection of application/candidature at any time.

Standard Format for Paramilitary/Police/PSU/Government Personnel Category (CC1)

(For personnel of Central / State Government Departments, the certificate is to be given by an Officer not below the rank of Under Secretary to the Central / State Government. For personnel of Public Sector undertakings of the Central/State Government, the certificate is to be given by the competent authority in Personnel /HR of the concerned Public Sector undertakings of the Central/State Government. For personnel of PMP the certificate is to be given by the competent authority in Personnel / HR or Commandant of the unit

NAME & ADDRESS OF THE GOVT ORGANIZATION/DEPARTMENT/AGENCY ISSUING THE CERTIFICATE

Reference No

Date

Eligibility Certificate for Paramilitary/Police/PSU/Government Personnel Category

1. @ This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ at (Place)_____. Shri/Smt./Kum. _____ has been awarded (name of gallantry award) _____ in recognition of the supreme sacrifice made while _____, Shri/Smt./Kum. (name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. Shri/Smt./Kum. _____ as per our records.

OR

2. @This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ while in action at (Place)_____ Shri/Smt./Kum. (name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. _____ as per our records.

OR

3. @This is to certify that Shri/Smt./Kum. _____ (name of applicant) _____ was working in our organization _____ and has been disabled on (date) _____ while performing duties at (place)_____. **OR**

4. @This is to certify that Shri/Smt./Kum. _____ who was working in this office as _____ had passed away on (date) _____ while on duty at (Place)_____ Shri/Smt./Kum. _____ (name of applicant) _____ (relationship _____) was dependent on Shri/Smt./Kum. _____ as per our records.

OR

5. @This is to certify that Shri/Smt./Kum. _____ was working in our organization _____ and has been disabled in peace on (date) _____ due to attributable causes.

@ Delete if not applicable.

Attested Signatures of applicant

Place : _____	Signature :
Date : _____	Name :
	Designation:
	Office Seal :

Form II
Disability certificate
(In cases of amputation of permanent Paralysis of limbs and in cases of blindness)
(See rule 4)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability)

Certificate No.

Date:

1. This is to certify that I have carefully examined Shri/Smt/Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ whose photograph is affixed above, and am satisfied that:

(A) He / She is a case of (Please tick as applicable)

- Loco-motor disability
- Dwarfism
- Blindness

(B) The diagnosis in his/her case is _____

THE GAZETTEE OF INDIA: EXTRAORDINARY (PART II-SEC. 3 (1))

(A) She /He has _____%(in figure) _____ percent (in words) permanent physical impairment / Blindness in relation to his/her _____ (part of body) as per guidelines (_____ number and date of issue of the guidelines to be specified)

(B) She/He is not totally paralyzed or mentally unsound or suffers from insanity or deprived of cognitive Faculties.

2. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorized Signatory of notified Medical Authority)

Signature/Thumb Impression of the person in whose favor disability certificate is issued.

FORM – III

Disability Certificate**(In case of multiple disability)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size attested photograph (showing face only) of the person with disability)

Certificate No.

Date:

1. This is to certify that I have carefully examined Shri/Smt/Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ whose photograph is affixed above, and am satisfied that: -

- (A) He / She is a case of Multiple Disability. His / Her extent of permanent physical impairment/disability have been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) for the disability ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			

19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified) is as follows:

In figures _____ %
 in words _____ percent

(C) She / He is not totally paralyzed or mentally unsound or suffers from insanity deprived of cognitive faculties

2. This condition is progressive/non progressive/ likely to improve/ not likely to improve 3. Reassessment of disability is:

(i) not necessary OR

(ii) is recommended after _____ years
 _____ months, and therefore this certificate shall be valid
 till _____
 (DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. single eye/both eyes £ e.g.

Left/Right/both ears.

4 The applicant has submitted the following document as proof of residence: -

Name of Document	Date of Issue	Details of authority issuing certificate

5 Signature and seal of the medical Authority.

Name and seal of Member	Name and seal of Member	Chairperson

Signature / Thumb impression of the person in whose favour disability certificate is issued

Form IV

Disability Certificate

(In case other than those mentioned in FORM II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size attested photograph (showing face only) of the person with disability)

Certificate No.

Date:

1. This is to certify that I have carefully examined Shri/Smt/Kum. _____ Son/wife/daughter of Shri _____ Date of Birth _____ Age _____ years, Male/Female _____ (DD/MM/YYYY) Registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he / she is a case of _____ disability. His/ Her extent of permanent physical impairment/disability have been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable).

2. She / He is not totally paralyzed or mentally unsound or suffers from insanity deprived of cognitive faculties
3. The above condition is progressive/non progressive/ likely to improve/ not likely to improve.

4. Reassessment of disability is:

(i) not necessary

OR

(ii) is recommended after _____ years _____ months, and therefore this certificate shall be valid till _____
(DD) (MM) (YY)

@ e.g. Left/Right/both arms/legs

e.g. single eye/both eyes € e.g.

Left/Right/both ears.

5. The applicant has submitted the following document as proof of residence: -

Name of Document	Date of Issue	Details of authority issuing certificate

(Authorized signatory of notified medical Authority)
(Name and Seal)

Countersigned
{Counter signature and seal of the CMO/ Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a Medical authority who is not a Government servant (with seal)}

**Signature / Thumb impression
of the person in whose favour
disability certificate is issued**

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by Chief Medical Officer of the District.

Notarized Affidavit
(TO BE TYPED ON APPROPRIATE NON-JUDICIAL STAMP PAPER OF REQUIRED VALUE)
 (To be submitted by individual applicants)

I, _____ son/daughter/wife of _____
 Age _____ years residing at _____.
 In connection with my application for RO dealership at _____ (Location)
 _____ (Dist.) _____ (State) I do hereby solemnly affirm and say as under :

1	That I am an Indian Citizen and resident of India (as per Income Tax Rules¹)													
2	That my date of birth is													
	d	d	/	m	m	/	y	y	y	y				
3	That I have passed the Matriculation / 10 th Std. Examination conducted by Board in the year / Certificate issued by Armed Forces as equivalent to 10 th Class pass in the year										y	y	y	y
4	That I 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.													
5	That I hereby confirm that none of my family members (as defined under Clause “DISQUALIFICATION” of brochure) are employees of Mangalore Refinery and Petrochemicals Limited, Indian Oil Corporation Ltd., Bharat Petroleum Corporation Ltd. and Hindustan Petroleum Corporation Ltd.													
6(a)	That I am Unmarried													
6(b)	Or That I am Married and the name of my spouse is Shri/Smt. _____													
6(c)	My name before my marriage was _____ and after my marriage to Shri _____ my name has been changed to Smt. _____. (only for female applicants, wherever applicable)													
7	That my name earlier was Shri/Smt./Kum _____ and has been changed to Shri/Smt./Kum _____ w.e.f. _____ (Applicable in case of name change by applicant)													
8	That I am of sound mental health & I am not totally paralyzed.													
9	That I have never been convicted for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle).													
9	I confirm that arrangement will be made for taking delivery of products on ex-MI basis from MRPL within 4 months of intimation thereof from MRPL to this effect.													

10	I hereby confirm that neither I nor any member of my “family unit” (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria), was ever 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
11	In case I am selected for RO dealership, I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by MRP in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.
12	<p>That the details mentioned in Clause No. 9 of the application form, affidavit of Co-owner/s (if applicable) pertaining to Land: -</p> <p>a) Are true and land documents in support of the claim would be submitted as and when advised by MRPL.</p> <p>b) That in case I am selected for RO dealership, I undertake to arrange the said plot as mentioned in the application form for setting up of retail outlet at the location for which I have made the application.</p> <p>c) I am aware that my claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in my application /candidature becoming invalid for further consideration by MRPL.</p> <p>d) I am also aware that in the event of my inability to make available the said land required for setting up the retail outlet as required by MRPL, within the period mentioned in the LOI, then the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL.</p> <p>e) I am also aware that in case of my selection for this RO dealership it will be binding on me to hand over the offered land including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murrum, layer wise compacted as per standard engineering practices to the satisfaction of MRPL and I will provide retaining wall and compound wall of minimum height 1.5 meter, designed as per site conditions and approved by MRPL engineers.</p> <p>f) I am also aware that in the event of my inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by MRPL in the advertisement/LOI, the allotment can be withdrawn and I will have no claim/damages whatsoever against MRPL.</p> <p>I am also aware that in case the same piece of land offered by me for setting up of retail outlet at location _____ in Dist _____ in State _____ is offered by any other applicant for the same purpose, my candidature for RO dealership will be rejected.</p>

13	<p>That I hereby confirm that I will neither take up any other employment nor will draw any salary/perks/emoluments from State/Central Government upon my appointment as a dealer.</p> <p>If I am already employed I will resign from the employment and produce proof of acceptance of resignation by my employer before the acceptance of Letter of Appointment to be issued MRPL.</p>
14	<p>I undertake 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</p>
15	<p>I am married. I undertake to fulfil the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership if the dealership is awarded to me.</p> <p style="text-align: center;">OR</p> <p>I am unmarried. I undertake to inform MRPL of my marriage and undertake to fulfil the conditions of MRPL with regard to inducting Spouse as Co-owner in the dealership within one year of my marriage if the dealership is awarded to me</p>
16	<p>I undertake that I will observe all the relevant guidelines, with regard to award/operation of the said dealership, issued by MRPL / Government of India or any other statutory body from time to time.</p>
17	<p>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 or in this affidavit 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 MRPL for such withdrawal / termination.</p>
18	<p>That, if selected, I undertake that I will be depositing an interest free Security deposit of Rs. _____ as per the policy of MRPL.</p>
19	<p>That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of MRPL (applicable for Dealer owned sites). (For DODO sites)</p> <p>OR</p> <p>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). (For CODO Sites)</p>

20	I am aware that in the event of any proceedings pending against the dealership/distributorship held by me or my “family unit” (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., 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.
21	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
22	I also confirm that I am in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of Mangalore Refinery and Petrochemicals Limited. 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.
23	<p>Only for applicants applying under the category of SKO dealers* (*Strike off whatever is not applicable)</p> <p>a. That I am the sole proprietor / partner of SKO dealership of MRPL in the Name and style of _____ at _____ (Location) operating below an average allocation of 75KL of SKO per month during the immediate preceding 12 month prior to the month of advertisement for the RO dealership.</p> <p>b. That I have not been penalized for violation of marketing</p> <p>c. Discipline Guidelines within last 5 years preceding the date of advertisement and / or there are no proceeding pending against my dealership under Marketing Discipline Guidelines, Dealership Agreement, Kerosene Control Order or ESMA.</p> <p>That I am aware that if I am selected for the RO dealership, I will have to surrender my SKO dealership before being appointed as RO dealer by MPRL.</p>

Income Tax Rules¹ :

If an individual stayed in India for 182 days or more in the previous Financial year, he is treated as resident of India as per Income Tax Rules irrespective of his citizenship. If the stay is less than 182 days he is a non-resident.

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

Signature of Deponent (Name in block letters)

Solemnly affirmed and declared before me. This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary public**

Note : The stamp paper should be purchased in the name of the deponent

Notarized Affidavit

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

(To be submitted by non-individual applicants)

In the matter of RO dealership at _____ (Location) of Mangalore Refinery and Petrochemicals Limited (MRPL) whereas _____ (Name of the Registered Society*/Company*/Charitable Trust*) _____ (Location) has applied for RO dealership of MRPL., at _____.

I, _____ son / daughter / wife of _____ Age _____ years resident of _____ in the capacity of _____ of _____ do hereby solemnly declare:

1	That through a resolution passed by the Registered Society*/Company*/Charitable Trust* I have been authorized to apply for the said dealership on behalf of the Registered Society*/Company*/Charitable Trust*. A copy of the resolution/authorization is enclosed herewith forming part and parcel of this affidavit.
2	That the said Registered Society is duly registered under Societies Registration Act 1860 or 1912 or Societies Registration Act enacted by the State Government of _____ * / Company is formed under the companies act 1956 or 2013* /Charitable Trust* is registered with Charity Commissioner of State Government of _____ * (name of the State) on _____ (date of registration/ incorporation) and a photocopy of the certificate of registration is enclosed herewith forming part and parcel of this affidavit.
3	<p>A. That our Registered Society*/Company* had made net profit during the previous consecutive 3 financial Years as certified by Chartered Accountant (Not applicable for PACS). OR</p> <p>B. That our society is a registered Primary Agricultural Credit Society (PACS).</p>
4	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by MRPL / Government of India or any other statutory body from time to time.
5	That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that we will operate the dealership our self
6	That neither our Registered Society*/Company*/Charitable Trust* nor any Member of the Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* has been convicted by any court of law for any criminal offence involving moral turpitude and/or economic offences (other than freedom struggle) punishable under Law. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)

7	<p>That neither our Registered Society*/Company*/Charitable Trust* nor any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* including members of their “Family Unit” (as defined under Multiple dealership norm for individuals/non-individuals of Disqualification criteria) was ever a signatory to dealership/distributorship agreement of any Oil Company, which was terminated for malpractice and/or for violation of Marketing Discipline Guidelines. (not applicable to Government owned Companies defined as major shareholding with the Government, Public Sector & Joint Sector Units or Government administered Organization)</p>
8	<p>We 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.</p>
9	<p>That on behalf of the Registered Society*/Company*/Charitable Trust*, I undertake that arrangement will be made for taking delivery of products on ex-MI basis from MRPL within 4 months of intimation thereof from MRPL to this effect.</p>
10	<p>That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake to develop the desired infrastructure and facilities at the Outlet allotted as per specification and timelines stipulated by MRPL in the advertisement/LOI and also undertake to arrange the working capital for operation of the outlet as mentioned in the Advertisement for the location.</p>
11	<p>That on behalf of the Registered Society*/Company*/Charitable Trust* I undertake that the details mentioned in Clause No. 9 of the application form pertaining to Land: -</p> <ol style="list-style-type: none"> a) Are true and land documents in support of the claim would be submitted as and when advised by MRPL. b) That in case we are selected for RO dealership, we undertake to arrange the said plot as mentioned in the application form for setting up of retail outlet at location _____ in Dist _____ in State _____ for which we have made the application. c) We are aware that our claim, as above, if not supported by required documents or in the event being found to be at variance at any stage, would result in our application /candidature becoming invalid for further consideration by MRPL. d) We are also aware that in the event of our inability to make available the said land required for setting up the retail outlet as required by MRPL, within the period mentioned in the LOI, then the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL. e) We are also aware that in case of our selection for this RO dealership, it will be binding on us to hand over the offered land including the entry / exit / acceleration / de-acceleration / service road duly developed up to the road level with good earth / murrum, layer wise compacted as per standard

	<p>engineering practices to the satisfaction of MRPL and we will provide retaining wall and compound wall of minimum height 1.5 mt, designed as per site conditions and approved by MRPL engineers.</p> <p>f) We are also aware that in the event of our inability to develop the requisite infrastructure and facilities as per specification and timelines stipulated by MRPL in the advertisement/LOI, the allotment can be withdrawn and we will have no claim/damages whatsoever against MRPL.</p> <p>We are also aware that in case the same piece of land offered by us for setting up of retail outlet at location _____ in Dist _____ in State _____ is offered by any other applicant for the same purpose, our candidature for RO dealership will be rejected.</p>
12	I undertake that we will observe all the relevant guidelines with regard to award/operation of the said dealership issued by MRPL / Government of India or any other statutory body from time to time.
13	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of MRPL. 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.
14	That, if selected, I undertake that we will be depositing an interest free Security deposit of Rs. _____ as per the policy of MRPL.
15	<p>That, if selected, I undertake that I will pay the non-refundable Fixed fee of Rs. _____ as per the policy of MRPL (applicable for Dealer owned sites). (For DODO sites)</p> <p>OR</p> <p>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). (For CODO Sites)</p>
16	I am aware that in the event of any proceedings pending against the dealership/distributorship held by us or any of the Member of its Governing Body/Managing Body/Any such other Body of this Registered Society*/ Charitable Trust*/ Directors of company* or the members of their family unit (as defined under Multiple dealership norm for individuals of Disqualification criteria) on account of critical/major irregularities for violation of Marketing Discipline Guidelines/Dealership Agreement, Control Orders or ESMA, Court cases, Show Cause notices, etc., the allotment made will be conditional and subject to the outcome of such proceedings. I 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	I hereby confirm that our candidature has never been rejected/selection cancelled/dealership or distributorship terminated by any of the MRPLs for providing false information/misrepresentation of facts/submitting false/fake documents while applying for RO/SKO-LDO Dealership / LPG Distributorship
18	I also confirm that we are in possession of the supporting documents in original in respect of the information given by me in the application for RO dealership at _____ (Location) of MRPL. 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.

19

That If any information/declaration given in this application or in any document submitted in support of application for the award of the dealership or in this affidavit 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 MRPL for such withdrawal/termination.

***Strike out whatever is not applicable.**

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

Solemnly affirmed and declared before me

This _____ day of _____

**Signature and Seal of
Magistrate/Judge/Notary public**

**Signature of Deponent
(Name in block letters)**

Note: The stamp paper should be purchased in the name of the deponent.