

**(ON THE LETTER HEAD OF ENTITY SEEKING REGISTRATION)**

**REGISTRATION FORM FOR SUPPLIERS OF IMPORTED CRUDE OIL/LPG AND SUPPLIERS/BUYERS FOR IMPORT/EXPORT OF PETROLEUM PRODUCTS**

**WEB SITE USERS TO KINDLY DOWNLOAD THE DATA SHEET AS BELOW FROM OUR WEBSITE [www.bharatpetroleum.in](http://www.bharatpetroleum.in) AND COMPLETE IT IN ALL RESPECTS BEFORE SUBMISSION.**

Bharat Petroleum Corporation Limited (BPCL) imports Crude oil/LPG besides imports/exports of other petroleum products through tendering procedure from parties registered on its approved mailing list(s). In case you wish to be registered on BPCL's approved mailing list(s) as a direct supplier/buyer, for participating against BPCL's tenders for import of crude oil, LPG and import/export of petroleum products, you are requested to fill up the following registration form and submit it, duly signed on the letter head of your company along with enclosures, to the address provided at the end of this message. The mere submission of an application by a party does not guarantee registration on BPCL's mailing list and the following points may please be noted:

1. Kindly note that we deal only on principal-to-principal basis with the parties who are registered on our approved Mailing List and not through any intermediary.
  2. All data received either from you or your trade and bank references would be treated private and confidential and would be used only for the purpose of registration on BPCL's Mailing List(s).
  3. It is also requested that the requisite data/information/documents sought may kindly be provided as per seriatim of the Registration form. We wish to inform that the request for registration on BPCL's mailing list(s) shall be considered, only on receipt of all the requisite data/information/documents including published or certified Annual Reports/ audited financial statements of the company along with Auditor's report for the last three years as well as satisfactory references from reputed counter-parties, banks, internationally acceptable credit rating agency, etc.
  4. Kindly note that BPCL reserves the right to reject any application without assigning reasons thereof. The decision of BPCL shall be final and binding upon the parties with regard to registration.
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**FORM RG-1****DATA SHEET TO BE FILLED ON THE LETTER-HEAD BY PROSPECTIVE SUPPLIER/BUYER  
FOR REGISTRATION WITH BHARAT PETROLEUM CORPORATION LIMITED****I. APPLICANT COMPANY'S DETAILS:**

<b>S. NO.</b>	<b>ITEMS</b>	<b>DETAILS</b>
1	FULL NAME OF COMPANY SEEKING REGISTRATION	
2	NATIONALITY / COUNTRY OF INCORPORATION	
3	CORPORATE HEADQUARTERS	
4	DATE OF INCORPORATION (Please enclose 'Notarized copy' of Certificate of Incorporation.)	
5	CORE BUSINESS ACIVITY OF THE COMPANY	
6	YEAR SINCE TRADING IN CRUDE OIL	
7	YEAR SINCE TRADING IN PETROLEUM PRODUCTS	
8	TYPE OF COMPANY – PRIVATE / PUBLIC	
8	NAME OF THE CHAIRMAN PRESIDENT MANAGING DIRECTOR	
9	CONTACT PERSON(S) NAME: DESIGNATION: TELEPHONE NOS: OFFICE MOBILE FAX NOS: E-MAIL IDs: POSTAL MAILING ADDRESS:	
10	NAME(S) OF THE COUNTRY (IES) IN WHICH ASSETS OF THE APPLICANT COMPANY ARE SITUATED. Please indicate nature of assets	
11	OVERSEAS OFFICES Please give addresses with name of contact official & fax / telephone nos. and e-mail Ids, for each of the overseas office	
12	PARENT/HOLDING COMPANY, (IF ANY) a) Please give latest share holding pattern of the Applicant Company and its Parent/Holding Company, along with documentary support. b) Please provide supporting documents for Applicant Company being a 100% subsidiary, if applicable	
13	SUBSIDIARY (IES), if any Please give name(s) of subsidiaries and percentage of share holding(s)	
14	LATEST CREDIT RATING OF THE APPLICANT COMPANY BY INTERNATIONAL AGENCIES LIKE S&P, MOODY'S, D&B, etc., (IF AVAILABLE) Please indicate the rating and the date when it was awarded along with documentary evidence.	

**II. INTERESTED IN REGISTRATION FOR:**

S.NO.	ITEMS	DETAILS																					
1	SUPPLY OF CRUDE OIL Please indicate grade (s) of crude oil.																						
2	SUPPLY OF LPG (BUTANE / PROPANE / MIXED LPG)																						
3	SUPPLY/PURCHASE OF OTHER PETROLEUM PRODUCTS VIZ. FO/LSWR, NAPHTHA, MS, SKO, HSD, etc. (Please tick [✓] the name of product(s) in table below)																						
	<table border="1"> <thead> <tr> <th>Name of Product</th> <th>For Supply to BPCL</th> <th>For Purchase from BPCL</th> </tr> </thead> <tbody> <tr> <td>NAPHTHA</td> <td></td> <td></td> </tr> <tr> <td>MS</td> <td></td> <td></td> </tr> <tr> <td>SKO</td> <td></td> <td></td> </tr> <tr> <td>HSD</td> <td></td> <td></td> </tr> <tr> <td>FO/LSWR</td> <td></td> <td></td> </tr> <tr> <td>Any other, please specify</td> <td></td> <td></td> </tr> </tbody> </table>		Name of Product	For Supply to BPCL	For Purchase from BPCL	NAPHTHA			MS			SKO			HSD			FO/LSWR			Any other, please specify		
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Any other, please specify																							

**III. REFERENCES:**

S. NO.	ITEMS	DETAILS
1	BANK REFERENCES (Please furnish names of the bank(s), dealing officials, e-mail Ids/fax nos., and postal addresses. The party seeking registration shall have no objection to BPCL making direct enquiries from such banks in the course of registration).	
2	TRADE REFERENCES (Please furnish names of parties along with their dealing officials, e-mail Ids/fax nos., postal addresses in respect of parties with whom trading transactions in respect of crude oil/petroleum products have been entered into during the last two years. Adequate number of references to ensure positive responses from at least three of them on cross-verification. The party seeking registration shall have no objection to BPCL making direct enquiries from such trade references in the course of registration).	





**VII. CUSTOMERWISE VOLUME OF PHYSICAL TRADE FOR CRUDE OIL / PETROLEUM PRODUCTS FOR PREVIOUS THREE YEARS. (IN TMTs)**

S. No.	DESCRIPTION (GRADES)	NAME OF CUSTOMER	WHETHER GROUP COMPANY	2014		2013		2012	
				TERM	SPOT	TERM	SPOT	TERM	SPOT
<b>A</b>	<b>CRUDE OIL</b>								
	1.								
	2.								
	3.								
<b>B</b>	<b>LPG</b>								
	1.								
	2.								
	3.								
<b>C</b>	<b>OTHER PETROLEUM PRODUCTS</b>								
	NAPHTHA								
	MS								
	SKO								
	HSD								
	FUEL OIL / LSWR								

**Important notes:**

1. The information under table nos. VI and VII to be provided inclusive of transactions, if any, with group companies; clearly indicating whether the supplier / customer mentioned therein is a group company.
2. The details of on-going term contracts for sale and purchase of Crude oil (Grade-wise) and Products (Product-wise), along with names of the suppliers / customers and volume may also be given separately.
3. It is requested to give a confirmation that above volumes represent only physical trading volumes and do not include paper transactions, if traded by the party seeking registration.

**VIII. FINANCIAL DATA/PERFORMANCE (PREVIOUS THREE YEARS):**  
**(IN MILLION USD)**

S. NO.	DESCRIPTION	YEAR ENDED ON		
		2014	2013	2012
1	NET SALES/ TURNOVER			
2	OTHER SALES/ ACTIVITIES			
3	NET PROFIT (PROFIT AFTER TAX)			
4	CAPITAL			
5	RESERVES			
6	THE POLICY AND PRACTICE USED FOR VALUATION OF THE OPEN POSITIONS AT THE END OF THE YEAR. Brief summary of the practice used while specifying the outstanding positions of the transactions in terms of US dollars.			
7	Any other relevant and known information of the Company that is likely to impact profitability of the Company in the short-term.			
8	ANNUAL/FINANCIAL REPORTS It is mandatory to submit Published or certified annual report/ audited financial statements of the company along with Directors' and Auditors' Report, Notes on Accounts for the previous three years and other related published information, if any.			
9	OTHER BUSINESS ACTIVITIES Please also furnish the %age of their turnover with total turnover for the past three years.			

**IX. OTHER INFORMATION:**

S.NO.	ITEMS	DETAILS
1	EQUITY CRUDE OILS. Oil fields owned/operated with complete details of production and volumes traded in the international market.	
2	Is the company facing at the time of seeking registration any known legal disputes that are likely to adversely affect the performance of contracts/ meeting its financial commitments?	
3	Please confirm that in case Parent Company Guarantee (PCG) / Bank Guarantee / Bid Bond, if required, shall be submitted, as per policy of BPCL.	
4	Please confirm whether applicant company or its group company / subsidiary / affiliate / parent company was earlier or currently registered on BPCL's mailing lists- If yes, please give details as under: (a) Name of the group company (b) On which mailing list (import / export) (c) Date of registration (d) Cargo(es) awarded during such period, if any (e) Date / reasons for deletion.	
5	Other relevant information, if any.	

**X. PRINCIPAL-TO-PRINCIPAL DEALINGS:**

ITEM	DETAILS
Please provide confirmation regarding principal-to-principal dealings	

**XI. REGISTRATION WITH OTHER INDIAN OIL PSUs:**

Whether the party is registered with any of the following companies: If yes, please provide the following details in respect of your registration.

Name of the Company	Date of Registration	Registered For Crude Oil / Petroleum Products / Both	Applicability of Bid-Bond	Whether PCG provided
IOCL				
HPCL				
MRPL				
ONGC				

Please provide a copy of registration letter and proof of dealings, if any, with the above mentioned companies.



**XII. OTHER REQUIREMENTS:**

- 1. Applicant Company to submit a copy of its Memorandum of Association (MoA) and Articles of Association (AoA), along with this form.**
- 2. The party shall give an undertaking that all the transactions shall be carried out only on a Principal-to-Principal basis. The applicant party shall neither deal as an agent nor use services of any Intermediary Agents.**
- 3. Applicant Company to give an undertaking that it is not from a country, which is prohibited/banned under any law/regulation of the Government of India.**
- 4. Certificate from CEO/CMD/authorized signatory regarding authorized sources of supply and destination, in case of import/exports of crude oil, LPG & petroleum products as per Annexure-I.**

	<b>NAME</b>
<b>PLACE</b>	<b>DESIGNATION</b>
<b>DATE</b>	<b>SIGNATURE</b>
<b>SEAL</b>	

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**PLEASE SEND THE ABOVE FORM DULY FILLED AND COMPLETED WITH REQUIRED ENCLOSURES TO:**

**EXECUTIVE DIRECTOR (IT),  
INTERNATIONAL TRADE DEPARTMENT,  
BHARAT PETROLEUM CORPORATION LIMITED,  
BHARAT BHAVAN III, 13, WALCHAND HIRACHAND MARG,  
BALLARD EATATE, MUMBAI - 400001  
E-MAIL: [amitbilolikar@bharatpetroleum.in](mailto:amitbilolikar@bharatpetroleum.in)  
[parikhmm@bharatpetroleum.in](mailto:parikhmm@bharatpetroleum.in)**

*PLEASE SUPERSCRIBE THE ENVELOPE WITH –*

<b>'REGISTRATION FORM FOR SUPPLIERS OF IMPORTED CRUDE OIL/LPG AND SUPPLIERS/BUYERS FOR IMPORT/EXPORT OF PETROLEUM PRODUCTS</b>
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**(CERTIFICATE FROM APPLICANT COMPANY'S CEO/CMD/AUTHORISED SIGNATORY  
ON THE LETTER HEAD OF THE COMPANY SEEKING REGISTRATION)**

We confirm and undertake that the crude oil and/or any petroleum product traded with Bharat Petroleum Corporation Limited would not be sourced from/ destined to any country/sources under international sanctions or prohibited by the Indian Government. We further certify that title of the crude oil/ petroleum products supplied to Bharat Petroleum Corporation Limited would be clear and free from all encumbrances and that we shall be solely responsible in respect of breach of these conditions. In case of breach of any of these conditions under import/export contract with Bharat Petroleum Corporation Limited, we shall directly bear all costs & consequences, losses, penalty, etc., with no liability whatsoever, on Bharat Petroleum Corporation Limited.