

Guidelines for registration of prospective overseas buyers

ONGC Petro additions Limited (OPaL) invites requests for registration from prospective overseas buyers, for participating against tenders of Chemical products of OPaL, as a direct buyer. Interested buyers are requested to kindly fill up the following registration form and submit it, as per the requirements mentioned. However, it may please be noted that mere submission of an application by a buyer does not guarantee registration on OPaL Mailing Lists. OPaL reserves the right to reject any application without assigning reasons thereof. The decision of OPaL shall be final and binding upon the parties with regard to registration.

While making request for registration, prospective overseas buyers shall ensure that:

- 1. They have three years' experience in Oil Trading of Petroleum Products/ Chemicals/ Polymers Products Trading or all (as the case may be), as on date of application.**
- 2. They have sufficient annual trading volumes of Petroleum Products/ Chemicals/ Polymers Products (as the case may be) in each of the previous three years to satisfy OPaL criteria.**
- 3. They would be willing to submit bid bond(s) (Bank Guarantee) as applicable as per OPaL policy, if required.**

Checklist:

Please check before submitting:

1. Has the **prescribed Format** been taken?
2. Has it been printed and **filled-in on Letter-Head of the Applicant** Company?
3. Has it been filled-in completely and the applicant company **meets all the criteria** in oil trade for three years and others mentioned above?
4. Has it been signed by the authorized person and Date and Place of submission indicated?
5. Has it been supported with requisite documents, *inter-alia* the following, which are mandatory:
 - a. Notarized copy of Certificate of Incorporation
 - b. Audited Annual/Financial Reports for the immediate previous three years either in published form or certified copies thereof

If answer to all the above is YES, then

Forward it to:

Head- Marketing

ONGC Petro additions Limited (OPaL)

2nd Floor, 35, Nutan Bharat Co-Op Housing Society Ltd. RC Dutt Road,

Alkapuri, Vadodara, India -390 007

FAX NO.: +91 265-6192 666, Tel : +91 265-6192605

In case of any clarification, please contact:

Mr. Tapash Mazumder/ Kuntal Verma

Email: Tapash.mazumder@opalindia.in/ Kuntal.verma@opalindian.in

Explanatory Note:

*Years are indicative only. Details shall be furnished under respective column/Clause for LAST THREE CONCLUDED FINANCIAL YEARS. For instance, if the request is submitted on or after January 2018 and Financial Year closes on 31st December, then furnish details for the years ended 31st December 2017, 2016 and 2015 and if Financial Year closes on 31st March, then furnish details for the years ended 31st March 2018, 2017 and 2016. However, in the later case, details shall be updated on close of the Financial Year ending on 31st March 2018.

If during the course of registration, any further Financial Year is closed, then details under respective columns/Clauses needs to be updated with details of such closed year as we consider details of only LAST THREE CONCLUDED FINANCIAL YEARS on the date of consideration of request.