

## 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)**

**4th Floor, Plot No. 73 VCCI Commercial Complex,**

**Bank of Baroda Road, Makarpura GIDC**

**Vadodara, India - 390014**

**Tel : +91 265-6204201/202**

In case of any clarification, please contact:

Mr. Tapash Mazumder/ Kuntal Verma

Email: Tapash.mazumder@opalindia.in/ Kuntal.verma@opalindia.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 in or after January 2017 and Financial Year closes on 31<sup>st</sup> December, then furnish details for the years ended 31<sup>st</sup> December 2016, 2015 and 2014 and if Financial Year closes on 31<sup>st</sup> March, then furnish details for the years ended 31<sup>st</sup> March 2017, 2016 and 2015. However in the later case, details shall be updated on close of the Financial Year ending on 31<sup>st</sup> March 2017.

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.

**FORM FOR REGISTRATION OF BUYERS - CHEMICALS**

**(TO BE FILLED IN BY PROSPECTIVE FOREIGN BUYER)**

**(To be submitted on the Letter Head of the Applicant Company)**

<b>A. GENERAL</b>	
(I).	Name of the Company : _____
(II).	Nationality/Country of Incorporation : _____
(III).	Corporate Headquarters : _____
(IV).	Date of Incorporation : _____ (A Notarized copy of Certificate of Incorporation may kindly be enclosed.)
(V).	Year, since trading in Oil or petroleum products or specialty petroleum products or Petrochemicals (as the case may be), with core business activity : _____
(VI).	Corporate Status (Type of the business) (Listed, Pvt. Ltd., Partnership firm etc.) : _____
Please specify whether your company have any Indian permanent establishment. If yes, kindly give details.	
(VII)	a) Nature of business: (Manufacturer / Authorized Agent / Trader) b) License No. (State/Country where registered) : _____
(VIII)	Name of the Chairman/ President/ Managing Director : (Head/ CEO of the company)
(IX).	Dept. and/or person to be contacted by OPaL : (Name(s) of contact official including telephone no., mobile phone no., fax no. and e-mail ID may kindly be provided)
•	Telephone nos. (office) : _____
•	Fax nos. : _____
•	E-mail address(es) : _____
(X).	Mailing Address (Postal) : _____
(XI).	Official Website Address : _____
(XII)	Overseas Offices : _____
(XIII)	Parent/ Holding Company, if any (and its main business) : _____
(XIV)	Subsidiary (ies), if any (and its main business) : _____

## OPaL- Overseas Buyers Registration for Chemicals

B. INTERESTED IN PURCHASE OF:	
Purchase of Chemicals (Benzene / Butadiene / Pygas / CBFS )	: (Please mention name of product/s)
C. TRADE REFERENCES (At-Least Two)	
For making enquiries during the course of registration, with whom trading transactions have been entered into during the last two years	: Name of the Business/Trade Partner: Address: Contact Person/point: E-mail address: Fax nos.:
D. BANKING INFORMATION	
Bank Name / Bank Address / Beneficiary Name / IBAN / SWIFT / Account No.	

**Note:** The applicant entity shall have no objection to making enquiries by OPaL directly to the given references above.

E. VOLUME OF PHYSICAL TRADE FOR (Immediate Previous Three Years)						
DESCRIPTION Trade Volume (in KT)	2017		2016		2015	
	Term	Spot	Term	Spot	Term	Spot
1. Petroleum Products						
(Names are indicative only)						
❖ LPG						
❖ Naphtha						
❖ MS						
❖ Others, if any						
2. Chemicals						
(Names are indicative only)						
❖ Benzene						
❖ Butadiene						
❖ Pygas						
❖ CBFS						
❖ Paraxylene						
❖ Others, if any						
3. Polymers						
(Names are indicative only)						
❖ PE (HDPE/LDPE/ LLDPE )						
❖ PP						
❖ Others, if any						

(To-date data for the current year may also be given, trade volume includes sale and purchase both)

**Note:**

1. The Physical volume traded in the international market should only be given in the above format.
2. The inter company/group transactions may kindly be excluded and given separately in the above format.

## OPaL- Overseas Buyers Registration for Chemicals

3. Kindly confirm that above volumes **do not include paper transactions**, traded by the party seeking registration.

### F. NAMES OF KEY TRADE REFERENCES (at-least 3 major Suppliers or Customers)

(In immediate previous three years)

Category	2017	2016	2015
• Petroleum products			
• Chemicals			
• Polymers			

### G. FINANCIAL HIGHLIGHTS (Previous three years):

( Year ended on \_\_\_\_\_ )

(In Million USD)

Description	2017	2016	2015
1. Net Sales/Turnover (from Oil Trading, Petrochemical Trading or both-as the case may be)			
2. Other Sales/ Activities, if any			
3. Net Profit			
4. Capital			
5. Reserves			
6. Any other relevant and known information of the company that is likely to impact profitability of the company in the short term)			

(Projected/Estimated Data for the current year (2017) may also be given)

### H. ANNUAL/FINANCIAL REPORTS

(Kindly submit printed/certified audited accounts along with Directors' and Auditors' Report, Notes on Accounts for the previous three years and other related published information, if any.)

### I. OTHER BUSINESS ACTIVITIES

(Percentage of their turnover with total turnover, for the past three years, may kindly be furnished).

### J. OTHER INFORMATION(s):

(i).	Storage Place / Warehouse facilities at port/ Inland ,if any (Please mention details with location and capacities)	:	
(ii).	Is the Company facing any legal disputes, including Indian Companies at present, which are likely to adversely affect the performance of contracts/ meeting its financial commitments?	:	
(iii).	Please confirm to submit Bid Bond(s) (Bank Guarantee), if applicable, for submission of the bid or while entering in to term Contract	:	

## OPaL- Overseas Buyers Registration for Chemicals

	as per policy of OPaL.		
(IV).	<p>Please confirm whether applicant company or its Group/ Subsidiary/ Affiliate/ Parent Company is currently registered with ONGC/MRPL/ OMPL</p> <p>If yes:</p> <p>(A) On which mailing list (Import/ Export)- Crude, Products, Petrochemicals, specialty petroleum products.</p> <p>(B) Registration Details &amp; Date</p> <p>(C) Whether any cargo (es) awarded during last 3 years.</p>	:	
(V).	Other relevant information, if any.	:	

*Please note that the information provided on registration with ONGC/MRPL/OMPL and award/performance of the contracts would be verified from the respective companies and therefore please ensure correct information updated as on date of submission of registration request.*

I, undersigned hereby warrant that the information provided the information provided in form is correct, and in event of changes, details shall be provided as soon as possible:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place of submission: \_\_\_\_\_

Company Seal: \_\_\_\_\_