

### **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)**

**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

Email: [Tapash.mazumder@opalindia.in](mailto:Tapash.mazumder@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 on or after January 2021 and Financial Year closes on 31<sup>st</sup> December, then furnish details for the years ended 31<sup>st</sup> December 2020, 2019, & 2018 and if Financial Year closes on 31<sup>st</sup> March, then furnish details for the years ended 31<sup>st</sup> March 2021, 2020 and 2019. However, in the latter case, details shall be updated on close of the Financial Year ending on 31<sup>st</sup> March 2021.

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.