



Chennai Petroleum Corporation Limited

(A Government of India Enterprise and Group Company of IOCL)



BROCHURE ON SELECTION OF DEALERS FOR RETAIL OUTLETS

List of Documents



August 2025

List of Documents

S. No.	Document Type	Description of document	Max size allowed
1	Photograph (passport size)	jpg/png/jpeg format file	10 KB to 200 KB
2	Signature	Signature (scanned image in jpg/png/jpeg format file)	5 KB to 200 KB
3	Proof of Age	10 th Standard Board Certificate / SSLC/ Birth Certificate / Passport / Voter Identity card/ PAN card/Aadhar card	1 MB
4	Proof of Education	10 th or 12 th Mark sheet or Graduation or Post Graduation	1 MB
5	Address Proof	Aadhar/Passport/Voter ID Card/Driving Licence	1 MB
6	Proof of Incorporation	Registration certificate (applicable for Non individual – Companies / Societies /Trust etc)	1 MB
7	Net Profit Certificate	Profit/Loss account/Balance sheet certified by Chartered Accountant (applicable for Non individual – Companies / Societies /Trust etc)	1 MB
8	Land Ownership Proof	Registered Sale Deed/Gift Deed/Settlement Deed / Lease Deed / Patta/Chitta/Khatha/Katauni etc	5 MB*
9	Site Map of Land	Site Map / Layout Sketch of the Land offered as per format (Appendix 3)	1 MB
10	Affidavit – Employment	Finance - Savings Bank Account with bank or Post Office - Passbook or statement	1 MB*
11	Proof of Liquid Assets	Finance – FD in Banks/Post Office/Listed companies/Govt Organisations/NSC/KVP etc with redemption value from CA if applicable	1 MB*
12	Proof of Liquid Assets Partnership Deed (if applicable)	Finance - Bonds/Shares of Listed companies/Listed Mutual funds – (Certificate to be enclosed from a Chartered Accountant / Depository Participant certifying the market value based on NAV on last working day of previous month of application for mutual funds. For shares of listed companies in demat form, the market value on last working day of previous month of application to be considered).*	1 MB*
13	Proof of Fixed Assets	Finance – Fixed Assets - Land & Buildings, Commercial and residential (Land document along with Valuation certificate to be enclosed from a Govt. certified valuer).	1 MB*

S. No.	Document Type	Description of document	Max size allowed
14	Affidavit / Self-declaration	Standard affidavit as per format duly notarised on non-judicial Stamp paper of required value (Appendix 6a for individual / Appendix 6b for non-individual)	1 MB
15	Affidavit – Land from Family/3rd Party	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 as per format (Appendix 2).	1 MB
16	Affidavit – Finance from Family	Notarized Affidavit on non-judicial stamp paper of required value for offer of finance by members of Family as per format (Appendix 5)	1 MB

*For each document

List of Appendices

S. No.	List of Appendices	Appendix No.
1	Application form (Individual)	Appendix 1a
2	Application form (Non-individual)	Appendix 1b
3	Notarized Affidavit for offer of land by members of 'Family unit' or third party	Appendix 2
4	Sample Site Map / Layout Sketch of Offered Plot of Land Along with Dimensions	Appendix 3
5	Notarized Affidavit from the applicant w.r.t. employment in Pvt. Sector / drawal of salary/perks/emoluments from State / Central Government.	Appendix 4
6	Notarized Affidavit for offer of finance by members of 'Family unit'	Appendix 5
7	Standard Affidavit by applicant (individual)	Appendix 6a
8	Standard Affidavit by applicant (non-individual)	Appendix 6b