Ref: Lubes/03 Date: …………

To:

Dear Sir,

**Sub: Proposed *SERVO* LUBE DISTRIBUTORSHIP for the Districts of …………………….**

We refer to your application dated ……………. for the award of ***SERVO* LUBE DISTRIBUTORSHIP** and the subsequent interview held at Colombo on …………………...

Please be informed that by this Letter of Intent, we propose to offer you a ***SERVO* LUBE DISTRIBUTORSHIP** for the **Districts of ……………………** on the following terms and conditions.

**Godown/Delivery Vehicle/Sales personnel/Other facilities**: You are required to make available the following facilities as stated in your application form/ during the interview for commissioning the *SERVO* LUBE DISTRIBUTORSHIP and making it operational effectively.

* Godown of not less than 2000 sq.feet with minimum 1200 sq.feet of covered area.
* Delivery vehicle
* Adequate number of sales persons for servicing the market and
* Other office facilities like telephone and computers etc.
  1. Target sales volume shall be fixed based on the market potential.
  2. You shall not induct any partner(s) in case of individual(s) nor make any change in the constitution of the partners as existing at the time of application.
  3. It will always be a basic condition for an award of ***SERVO* LUBE DISTRIBUTORSHIP**that you shall operate the same personally and you shall not assign or part with the same to any other person(s).
  4. You should obtain each and every license at your cost (including VAT registration) necessary for operating your ***SERVO* LUBE DISTRIBUTORSHIP**as may be required under any Government /Provincial and Local Authorities.
  5. This letter is merely a **Letter of Intent** and is not to be construed as a ‘firm offer’ of ***SERVO* LUBE DISTRIBUTORSHIP**to you.
  6. The proposal made herein will stand automatically withdrawn and cancelled on the happening of any of the following events.

1. In case you receive at any time or have received a Letter of Intent of any other Lubricant Distributorship/Dealership from any other Oil Company, either in your individual capacity or in partnership with any other individual(s).
2. If it is found that you have suppressed and/or misrepresented any material facts in our application.
   1. Our offer made herein will stand cancelled in the event of you not complying with any of the above terms and conditions within 21 days from the receipt of this letter.
   2. The ***SERVO* LUBE DISTRIBUTORSHIP**in your favour will be confirmed / formalized by an appointment letter, which will be followed by signing of our **standard agreement** when you are in a position to commence the operation of the ***SERVO* LUBE DISTRIBUTORSHIP.**

Should you require any further details / guidance, please get in touch with our Senior Vice President-Lubes (M&P) (Phone: 011 2475706) at the following address.

**Lanka IOC PLC,**

**Level 20, West Tower,**

**World Trade center**

**Colombo – 1,**

**Sri Lanka.**

Please acknowledge the receipt of this letter by signing and returning the second copy.

Thanking you,

Yours faithfully,

For **Lanka IOC PLC**

Shyam Bohra

Managing Director