**DATE:**

**Application form for Servo Lube Distributor for… …….(area)**

From:

----------------------------------------

**Photograph** (Passport size, not more than 6 months old)

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Senior Vice President (Lube Marketing & Production), Lanka IOC PLC

Level 20, West Tower

World Trade Centre, Echelon Square Colombo-01

Sri Lanka Dear Sir,

# Sub: Request for Appointment as Servo Lube Distributor

I/We hereby apply to be considered as a Servo Lube Distributor for…………………………… (area)

In the name of .

I/We hereby certify that I/We qualify for appointment and submit the following information. We will provide supporting documents in support of my/our candidature as and when asked for:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **NAME (BLOCK LETTERS)** |  | |
|  | **Address;** |  | |
| **If Limited Company/ Co-operative Society, No. of Years of Operation** | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  | | | | | | |
| 2 | **Citizenship:** | | |  | | | | | | |
| 3  4  5  6 | **Names of Directors:** | | |  | | | | | | |
| **Nature of firm:** | | |  | | | | | | |
| Individual/Proprietorship | | |  | | | | | | |
| Partnership | | |  | | | | | | |
| Registered Co-Operative society | | |  | | | | | | |
| Limited Company | | |  | | | | | | |
| **Nature of Business engaged in;** | | |  | | | | | | |
| **Annual turnover:** | Year 2019-20 (in Million Rs ) | | | |  | | | | |
| Year 2018-19 (in Million Rs) | | | |  | | | | |
| 7 | **Details of Investment party is willing to make (Please** | |  | | Rs 1 million | |  | 6. | Rs 6 million |  |
|  | | Rs 2 million | |  | 7. | Rs 7 million |  |
|  | | Rs 3 million | |  | 8. | Rs 8 million |  |
|  | | Rs 4 million | |  | 9. | Rs 9 million |  |
|  | | Rs 5 million | |  | 10. | Rs 10 million |  |
| 8 | **Details of warehouse space available and offered** | | | | | | | | | |
|  | | | | | | | | | |
| Address | | |  | | | | | | |
| In case of Godown  a. Covered area Sq. Ft. | | |  | | | | | | |
| b. Open area Sq. Ft. | | |  | | | | | | |
| c. Total area Sq. Ft. | | |  | | | | | | |
| 9 | **Details of Delivery Vehicles** | | |  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 10 | **Details of Sales persons :** | | | | |
| **No. of Persons on Rolls** | |  | | |
|  | | Sales person 1 | Sales person 2 | Sales person 3 |
| Name | |  |  |  |
| Age | |  |  |  |
| Qualifications | |  |  |  |
| Length of Service Yrs. | |  |  |  |
|  | |  |  |  |
| 11 | **Availability of Infrastructure**: | | | | |
| a. Fixed line telephone (Yes / No) | | Tel No. | | |
| b. Mobile | | Mobile No: | | |
| c. PC (Configuration, Make / Brand) | |  | | |
| d. E-mail address. | |  | | |
|  | | | | |
| 12 | **Source of Funds (In Rs) :** | | | | |
| Own Fund | |  | | |
| Loans | |  | | |
|  | | | | |
|  | | | | | |
| 13 | **Any other information related to working as Lube Distributor** |  | | | |
| 14 | **Business Plan for Servo market and Sales Volume Commitment (pl attach separate sheet if necessary)** |  | | | |

*Proof of documents attached or information furnished with the application to be produced in original whenever asked for.*

**DECLARATION:**

I/We hereby certify that the

information furnished above is true to my/our knowledge. Any wrong information/suppression of facts will disqualify me/us from being considered for the Servo Stockistship.

Place: Signature:

Date: Name in Block Letters:

Address: Rubber Stamp:

Tel. No.: