**DATE:**

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

From:

##### Photograph

(Passport size, not more than 6 months old)

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

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

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

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

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 2021-22 (in Million Rs ) | | | | | | |  | | | | |
| Year 2020-21 (in Million Rs) | | | | | | |  | | | | |
| 7 | **Details of Investment party is willing to make** | | | | | |  | | | | | |  | | |
| 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. | | | | |  | | | |  | |  | | | |
|  | | | | |  | | | |  | |  | | | |
| 10 | **Availability of Infrastructure**: | | | | | | | | | | | | | | |
| a. Fixed line telephone (Yes / No) | | | | | Tel No. | | | | | | | | | |
| b. Mobile | | | | | Mobile No: | | | | | | | | | |
| c. PC (Configuration, Make / Brand) | | | | |  | | | | | | | | | |
| d. E-mail address. | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| 11 | **Source of Funds (In Rs) :** | | | | | | | | | | | | | |
| Own Fund | | | | |  | | | | | | | | |
| Loans | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | |
|  |  |  | | |  | | | | | | | | |  |
| 12 | **Any other information related to working as Lube Distributor** | | | |  | | | | | | | | | |
| 13 | **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.: