

INVITATION OF APPLICATIONS FOR NEW DEALER OWNED CATEGORY DEALER OPERATED FILLING STATIONS.

CEYLON PETROLEUM CORPORATION

Form of Instructions.

Please note:

- The details regarding the approved criteria of Ministry of Power & Energy in relating to the construction and regulation of filling stations may be obtained from www.energymin.gov.lk the website of Ministry of Power & Energy before completion of your application.
- It is needed to submit the receipt of the application fee Rs. 24,205.10 (Rs.20,000.00 + VAT+SSCL) which has been credited to the A/C No. 004100110208633 of Corporate Branch of People's Bank as per the example bank slip attached herewith.
- Please note that (✓) mark has to be mentioned in front of the cages for each document which should be submitted with the application and note that the applications which have not been submitted with the basic documents will be rejected.

| Serial No. | The basic documents and the requirements to be submitted with the applications. | | (✓) |
|------------|---|--|-----|
| 01 | The duly completed application | | |
| 02 | i | The original receipt of the non-refundable application fee paid to the bank | |
| | ii | A copy of the deed of the proposed land certified by an Attorney at Law. | |
| | iii | A copy of the plan of the proposed land certified by an Attorney at Law. | |
| | iv | An affidavit signed by the applicant before an Attorney at Law to state that no any legal bar or litigation matters relating to the proposed land. | |
| | v | A clear copy of the National ID card or Passport of the applicant. | |
| | vi | In case of Company or Partnership a copy of the business registration. | |
| | vii | The sketch depicting the proposed location with the Road, Nearest Town, Divisional Secretariat Limits and Grama Niladari Limits and any land mark) | |

- It is a responsible of the applicant to submit the required documents under the guidelines of Ministry of Power & Energy to prove the legal rights to the proposed location and the required approvals.
- It is needed to submit 03 copies of the required documents certified by an Attorney at Law who is having over 10 years professional experience in the relevant district where the proposed land is located to Ceylon Petroleum Corporation at the evaluation process is carried out on the criteria approved by Ministry of Power & Energy.
- The addresses of the Regional Managers and Marketing Function as well as the other relevant information for the submitting of the application are mentioned below.

Confirming the location and the clarity of the land

(1) The proposed land for the establishment of the filling station should be a land that does not affected by the environmental hazards.

(2) The proposed land should be a land that easily fulfils the criteria of Government institutions that require prior approvals to construct a filling station.

(3) The proposed land should have an area of at least 40 perches. (in a circumstance where this basic requirement cannot be met, considering the public interest of the area, if a request is presented for a land with an area of less than 40 perches, the Ministry of Energy should conduct a special investigation and make decisions in order to construct and maintain a filling station in such a place.)

(4) The length of the proposed land facing the main road should be minimum 125 feet (in cases where the above criteria cannot be met due to the need of a new filling station in urban areas, the Ministry of Energy can take a decision by conducting a special investigation.)

(5) The applicant or the relevant institution should have freehold / leasing right of the proposed land. If the land has been acquired on lease base, it should be remained for at least 15 years to the applicant or the relevant institution. In an occasion where the proposed land is mortgaged to a recognized financial institution, it is mandatory to obtain a written permission from the relevant institution that there is no objection for this project.

(6) It is the applicant's responsibility to prove the legal ownership of the proposed land. To prove the legal ownership of the proposed land, the deed of the land, plan, title report, papers related to 30 years, certificate of non-possession and street line, recommendation of the Central Environment Authority, the letter issued by the Divisional Secretariat mentioning that there is no objection to the related project and the affidavit submitted by the applicant saying that there are no legal issues related to the proposed land along with the relevant documents after verified by a lawyer with more than 10 years of field experience in the area, the application should be submitted along with a certificate mentioning that the applicant owns the right to the land. (The same lawyer himself should prove his service period.)

Confirming the availability of business opportunities

1) Checking the number of vehicles registered under the Divisional Secretariat to which the proposed filling station belongs and number of vehicles registered in the nearby Divisional Secretariat, the traffic density of vehicles on the proposed road, examining the impact on demand and supply of fuel on the relevant filling station.

(2) Studying the information about the population density of the area where the proposed filling station will be established.

(3) Studying the distance to the nearest filling stations from the proposed location, sales and the way these filling stations are located beside the road (side/opposite).

- (4) Exploring the development activities and future plans in the area.
- (5) Finding the location and connectivity of roads, by-ways and highways associated with the proposed location.
- (6) Analyzing the strategic and business importance of maintaining a new filling station at the proposed location.

Confirming the financial capability and business skill

- (1) The applicant must prove Sri Lankan citizenship.
- (2) The applicant must submit a police identity certificate.
- (3) It is the fuel supplying agency's responsibility to assess the financial capability of the investor who wishes to build a filling station, and the necessary supporting information should be obtained and confirmed from field reports.
- (4) After inspection and approval of the proposed plan and the cost estimate (BOQ) for the filling station by the selected fuel supplying company/corporation, the applicant should voluntarily give his written consent to make the relevant investment.
- (5) The applicant shall sign a special agreement with the fuel supplying company/corporation regarding the construction work. The construction work must be completed within one year, the license of the filling stations that fail to complete the construction within that period will be canceled and in such a case the applicant has the ability to submit an appeal to the Ministry of Energy by the supplying company/corporation regarding the extension of the construction period. Validation of such licenses shall be at the discretion of the Ministry of Energy on the recommendation of the relevant fuel supplying company/corporation.
- (6) Information should be submitted about the other businesses owned by the investor and their nature and the information about the future business plans also should be provided.