

COMMISSIONING YOUR FUEL STATION

19 November 2018



GOT YOUR NOC FROM THE DISTRICT MAGISTRATE'S (DM) OFFICE?





The NOC is an approval from the authorities to start construction of a fuel station & take further approvals for your retail outlet.

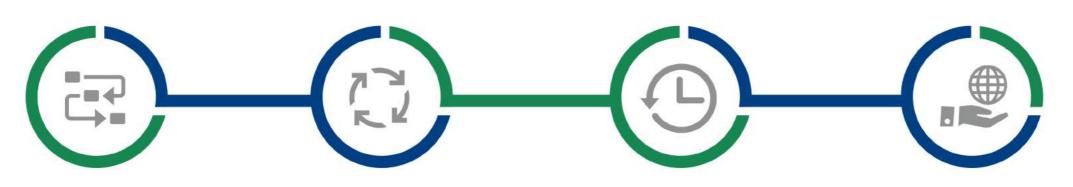
For national highway site,
NHAI initial approval is a
must before you start
construction.

Now you are a step closer to become a proud owner of a Nayara fuel station.



APPOINT CONTRACTOR







STEPS	PROCESS	DURATION	RESPONSIBILITY
Bank Account	Open a current account with a nationalised bank for payment transactions	1 Day	Applicant
Land Markings	As soon as the NOC & NHAI approval (if applicable) is received, the land needs to be marked	1 Day	Nayara Energy Engineering Representative
Appoint Civil Contractor	On the day site is marked, appoint a civil contractor who will start construction as per schedule on the land	1 Day	Applicant
CMS Code	Documents needed: Pan card of firm, LAT LONG, Complete site details, Name of the firm	1 Day	Nayara Energy



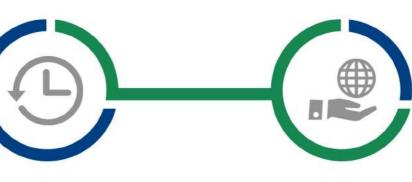
VAT AND EQUIPMENT ORDERING













STEPS

PROCESS

DOCUMENTS

DURATION

RESPONSIBILITY

VAT Application Apply for VAT in the name of the firm that will be operating the retail outlet

1. Covering Letter

2. Land ownership documents

3. Partnership deed in case of partners

Differs from state to state. Ideally 1 week **Applicant**

Kickoff Meeting A kickoff meeting is arranged between Nayara Energy representative, applicant & contractor Kickoff meeting checklist & construction schedule

1 Day

Nayara Energy Representative

Equipment Ordering

Place orders for equipment like DUs, Tanks, totem etc. as per design & mandates

 Transfer of funds for the equipment
 VAT Application
 Road permit (for a

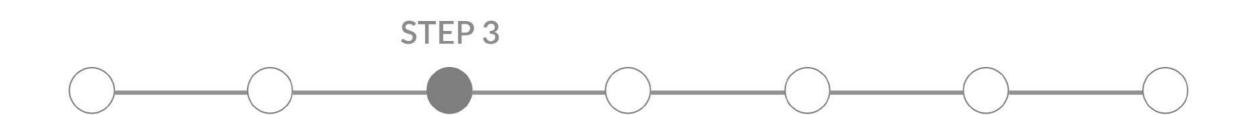
few states)

Equipment will be delivered within 30-45 days from placement of order & 100% payment

Applicant to place order. Order will be dispatched by approved Nayara Energy vendor



CONSTRUCTION OF YOUR RETAIL OUTLET







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PROCESS

DOCUMENTS

DURATION

RESPONSIBILITY

Lease Deed Prepare the lease deed & franchisee agreement 1. Land Documents

2 Days

Prepared by Nayara Energy legal team, signed by Applicant & Nayara Energy

Construction of retail outlet

Follow construction schedule thoroughly & ensure the timelines are met. To comply with company mandates & brand guidelines

Construction schedule

2 Months

Applicant to ensure along with support from Nayara Energy engineering representative

Construction completion

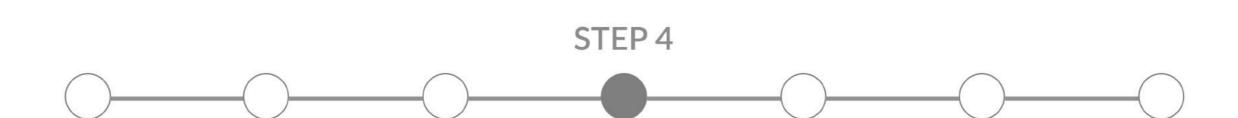
Once construction is complete, the site needs to be certified as completed by DE Construction schedule

1 Week

Applicant to ensure along with support from Nayara Energy engineering representative



EXPLOSIVES LICENSE AND RSL















RESPONSIBILITY

STEPS

CCOE Application **PROCESS**

Apply for CCOE / Explosives license

DOCUMENTS

1. Covering Letter

2. Form 9

3. Tank Testing certificate from approved engineer

4. Original NOCapproved drawing5. DD for Rs.20.000/-

(For 10 years)

DURATION

1 Week

Nayara Energy Representative

Retail Selling License (RSL) Apply to DSO for RSL if applicable

1. Covering Letter

2. LOA copy

3. NOC copy

4. CCOE Approval copy

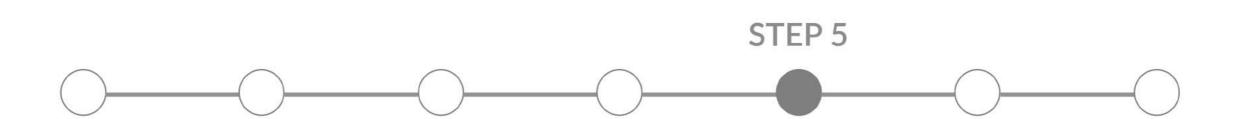
5. Franchisee Agreement

1 Week

Franchisee



STAFF TRAINING & FIRST LOAD INDENTING







STEPS

Appointing Staff

PROCESS

Appoint forecourt sales staff and conduct training

DOCUMENTS

Training schedule of 2 days

DURATION

4 Days Franchisee to appoint staff.

appoint staff. Nayara Energy representative

RESPONSIBILITY

to train staff

First Load	Indenting for first	load
i ii St Load	maching for mist	.ou

Bank transfer of funds as per fuel pricing

1. RTGS A/c

2. TIN/VAT number

3. CCOE license

1 Day

Franchisee

Product dispatch

Product is dispatched from nearest supply location / depot to the RO 1. Transfer confirmation

2. TIN/VAT number

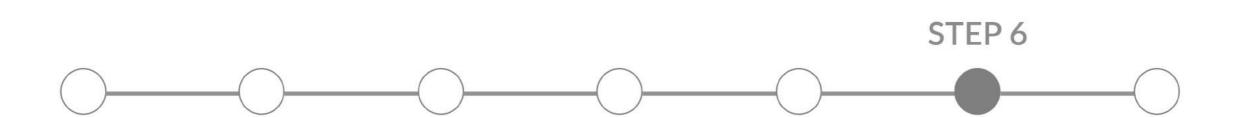
3. CCOE license

2 Days

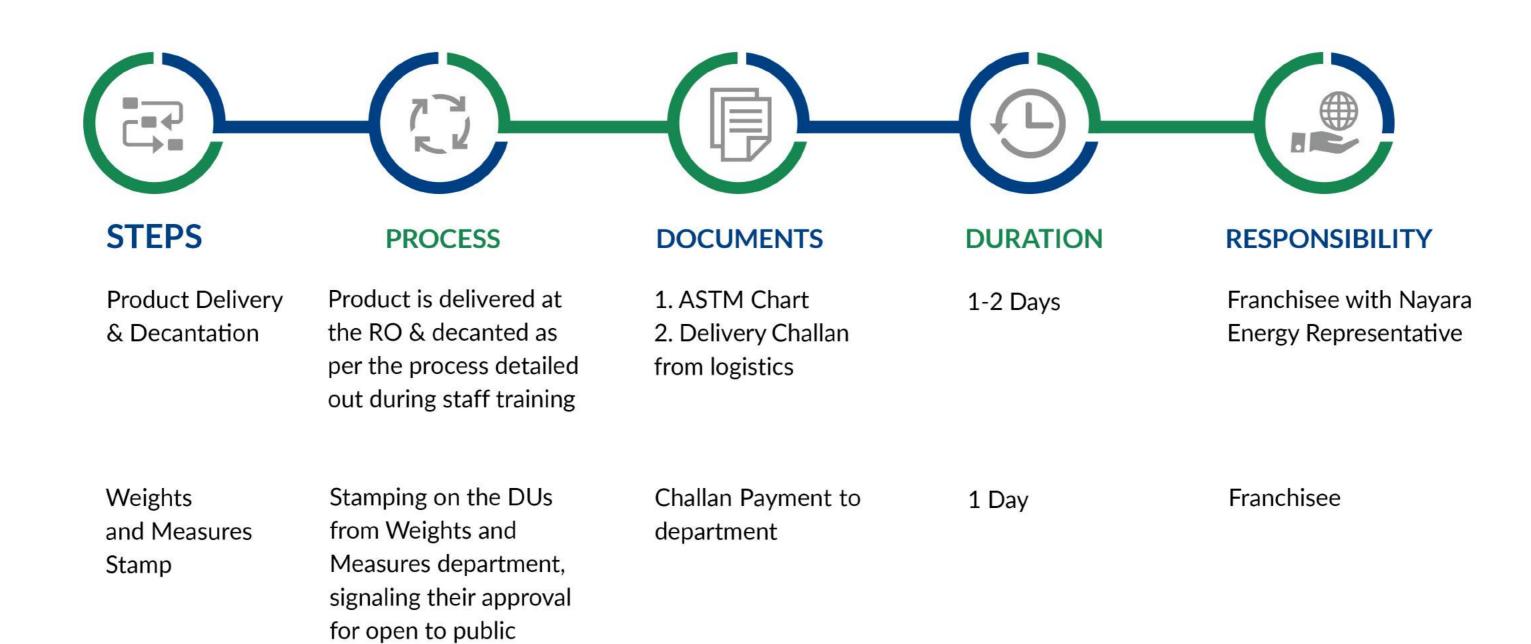
Nayara Energy S&D Representative



PRODUCT RECEIPT AND STAMPING

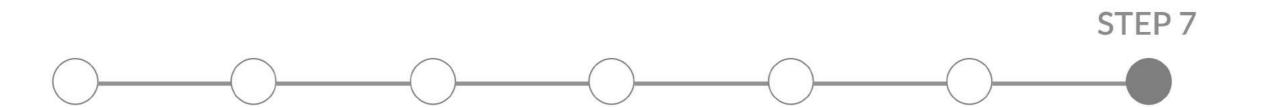


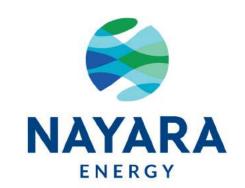


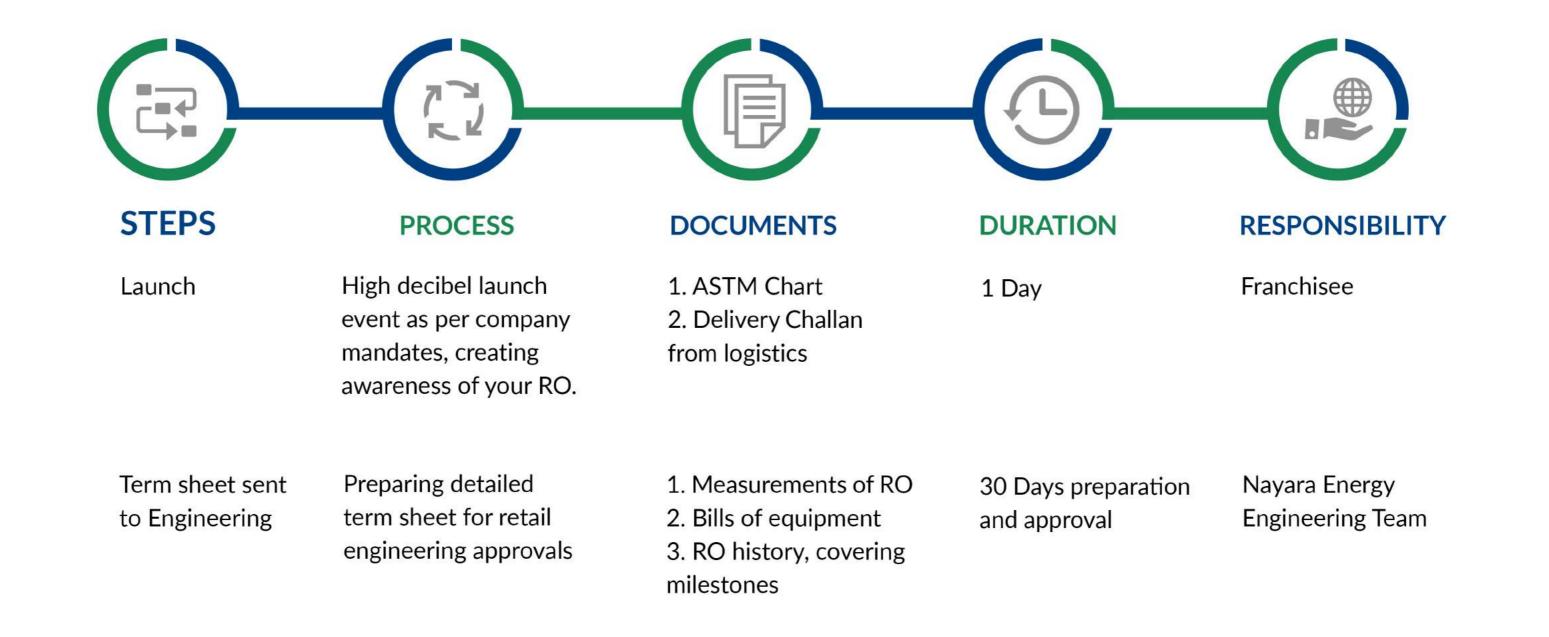




THE FINAL LEG





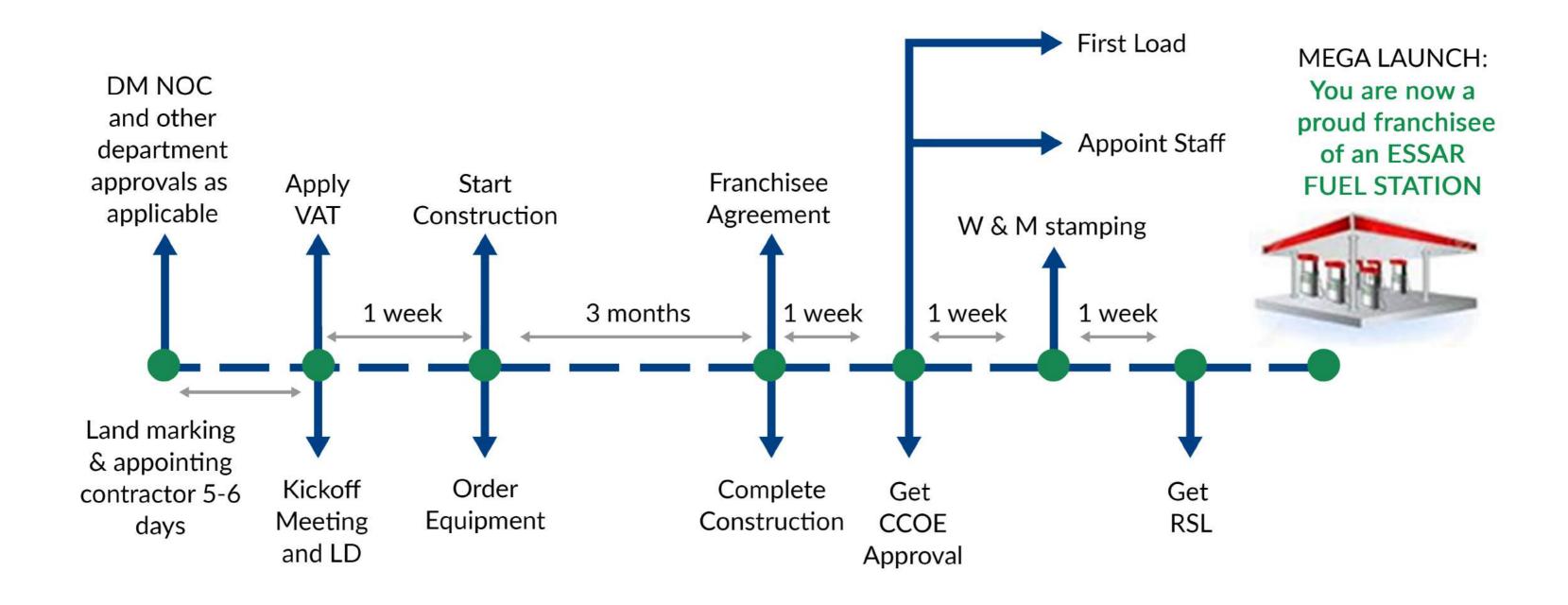


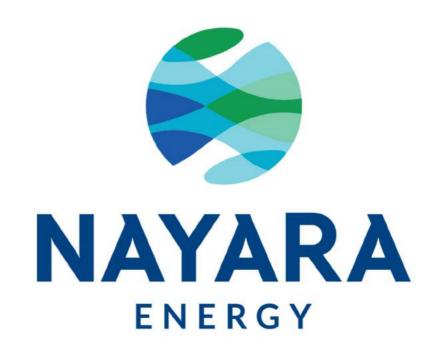
YOU HAVE BECOME A PROUD OWNER OF AN ESSAR-BRANDED FUEL STATION FROM NAYARA ENERGY



IN A NUTSHELL







THANK YOU