

COMMISSIONING YOUR FUEL STATION

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

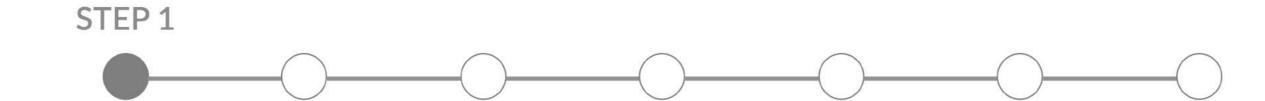
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The NOC is an approval from the authorities to start construction of a fuel station & take further approvals for your retail outlet.

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 NGE fuel station.

APPOINT CONTRACTOR





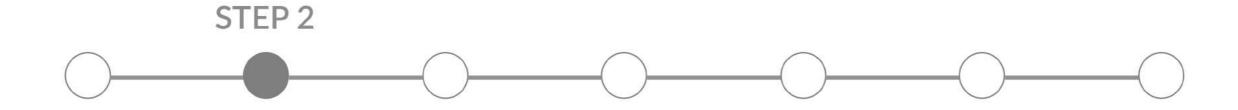




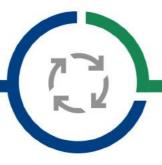


STEPS	PROCESS	DURATION	RESPONSIBILITY
Bank Account	Open a current account with a nationalised bank for payment transactions	1 Day	Applicant
Land Markings	As soon as the NOC & NHAI approval (if applicable) is received, the land needs to be marked	1 Day	NGE Petroleum Representative
Appoint Civil Contractor	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	NGE Petroleum

VAT AND EQUIPMENT ORDERING







PROCESS

will be operating the







RESPONSIBILITY

STEPS

Application

VAT

Apply for VAT in the name of the firm that

retail outlet

DOCUMENTS

- 1. Covering Letter
- 2. Land ownership documents
- 3. Partnership deed in case of partners

DURATION

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

Kickoff Meeting A kickoff meeting is arranged between

NGE Petroleum representative,

applicant & contractor

Kickoff meeting checklist & construction schedule

1 Day

NGE Petroleum Representative

Equipment Ordering

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

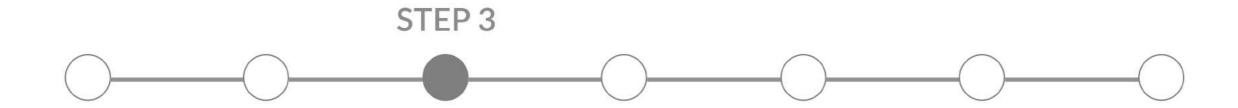
 Transfer of funds for the equipment
 VAT Application
 Road permit (for a

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 NGE Petroleum vendor

CONSTRUCTION OF YOUR RETAIL OUTLET





guidelines

as completed by DE

Deed	deed & franchisee agreement		£250€ 53	NGE legal team, signed by Applicant & NGE Petroleum.
Construction of retail outlet	Follow construction schedule thoroughly &	Construction schedule	2 Months	Applicant to ensure alor with support from

Follow construction Construction 2 Months Applicant to ensure along schedule thoroughly & schedule with support from NGE Petroleum representative with company mandates & brand

representative

Construction Once construction is Construction 1 Week Applicant to ensure along complete, the site schedule with support from needs to be certified NGE Petroleum

EXPLOSIVES LICENSE AND RSL













STEPS

PROCESS

DOCUMENTS

DURATION

RESPONSIBILITY

CCOE Application Apply for CCOE / Explosives license

1. Covering Letter

2. Form 9

3. Tank Testing certificate from approved engineer

4. Original NOC approved drawing 5. DD for Rs.20.000

5. DD for Rs.20.000/(For 10 years)

1 Week

NGE Petroleum Representative

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

1. Covering Letter

2. LOA copy

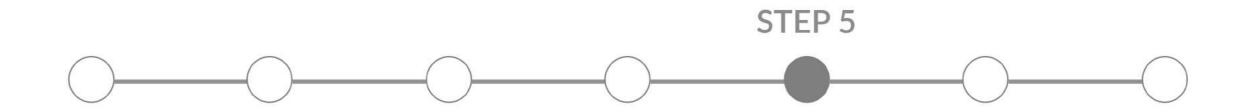
3. NOC copy

4. CCOE Approval copy

5. Franchisee Agreement 1 Week

Franchisee

STAFF TRAINING & FIRST LOAD INDENTING













STEPS

PROCESS

DOCUMENTS

DURATION

RESPONSIBILITY

Appointing Staff

Appoint forecourt sales staff and conduct training

Training schedule of 2 days

4 Days

Franchisee to appoint staff.
NGE Petroleum to train staff

First Load

Indenting for first load. 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

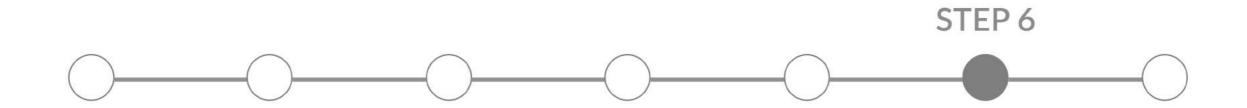
2. TIN/VAT number

3. CCOE license

2 Days

NGE Petroleum S&D Representative

PRODUCT RECEIPT AND STAMPING













STEPS

Product Delivery

Product is delivered at the RO & decanted as per the process detailed out during staff training

PROCESS

DOCUMENTS

1. ASTM Chart 2. Delivery Challan from logistics

DURATION

1-2 Days

RESPONSIBILITY

Franchisee with NGE Representative

Weights and Measures Stamp

& Decantation

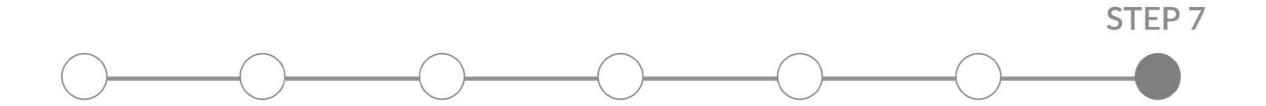
Stamping on the DUs from Weights and Measures department, signaling their approval for open to public

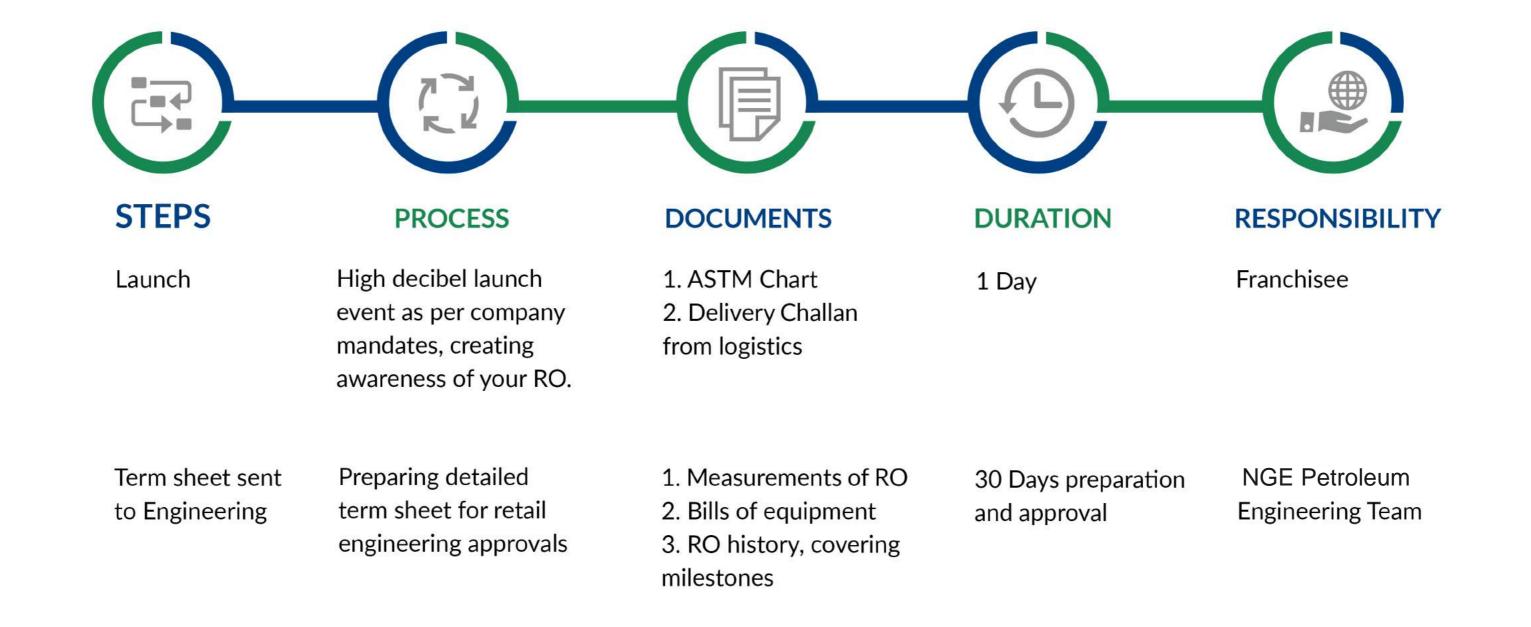
Challan Payment to department

1 Day

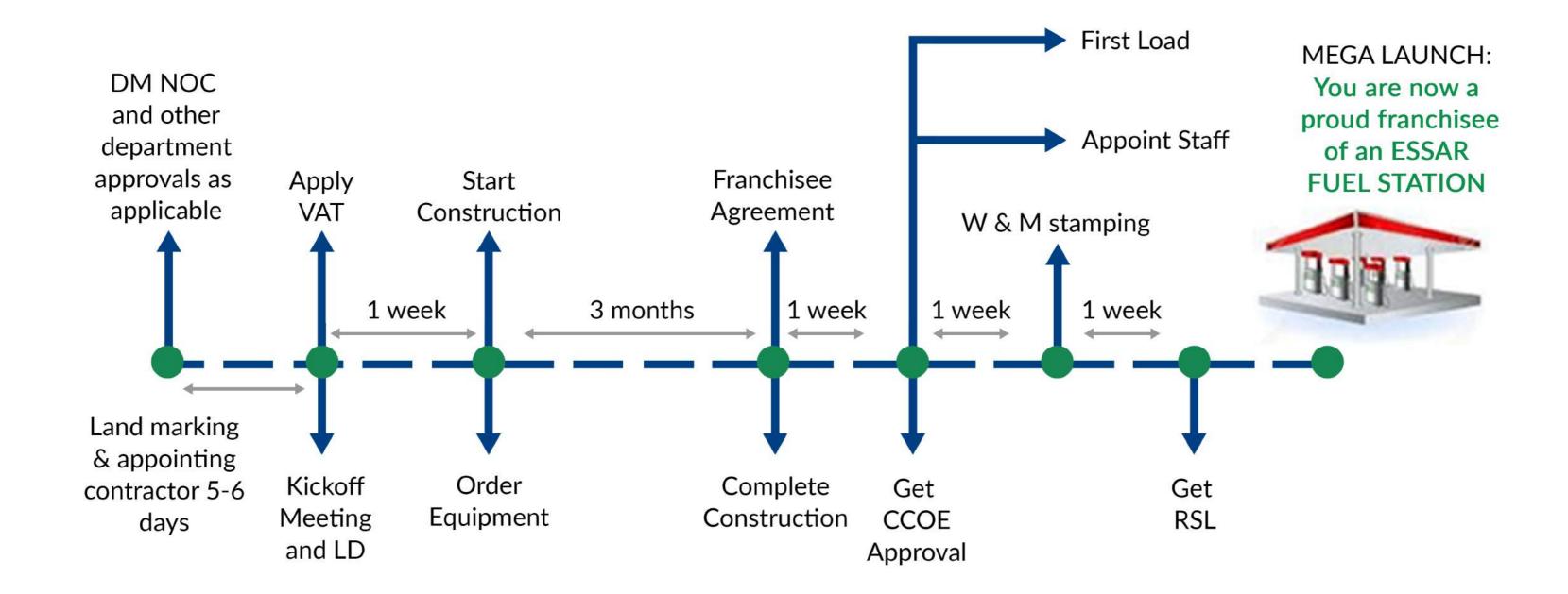
Franchisee

THE FINAL LEG





IN A NUTSHELL





THANK YOU

