

LETTER HEAD

To

DRSH,
Shimla Divisional Office
Indian Oil Corporation Limited,

Subject: Request for 3-Day DOD / 5-Day Credit Facility

Respected Sir,

I, _____, Proprietor of _____,
am writing to formally request the extension of a Interest bearing DOD or 5-Day
Interest Bearing Credit facility for our retail outlet operations.

As per the guidelines governing this facility, I have enclosed a blank cheque bearing
number _____, issued from my IOCL registered account, which is
to be utilized only in the event of any default in payment as per the terms of the
agreement.

I would like to confirm that I have thoroughly understood the 3-Day DOD and 5-Day
Credit policy and hereby agree to strictly abide by all terms and conditions associated
with it. I also understand and acknowledge that Indian Oil Corporation Limited holds the
right to encash the enclosed cheque in case of any delay or default in payment.

I deeply value our ongoing business relationship with Indian Oil and assure you of my
continued commitment to adhering to all payment deadlines and maintaining a smooth
and transparent partnership.

Thank you very much for your kind consideration and support.

Signature

Name of Dealer

SAP Code -

Date :