

Pakistan State Oil Company Limited

User Guide PSO Portal (For Applicant)



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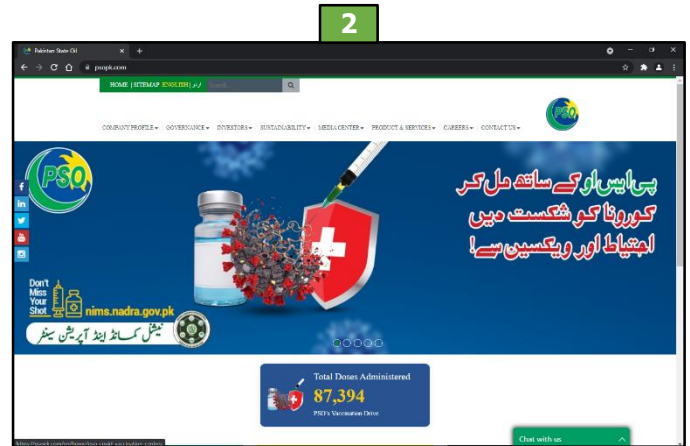
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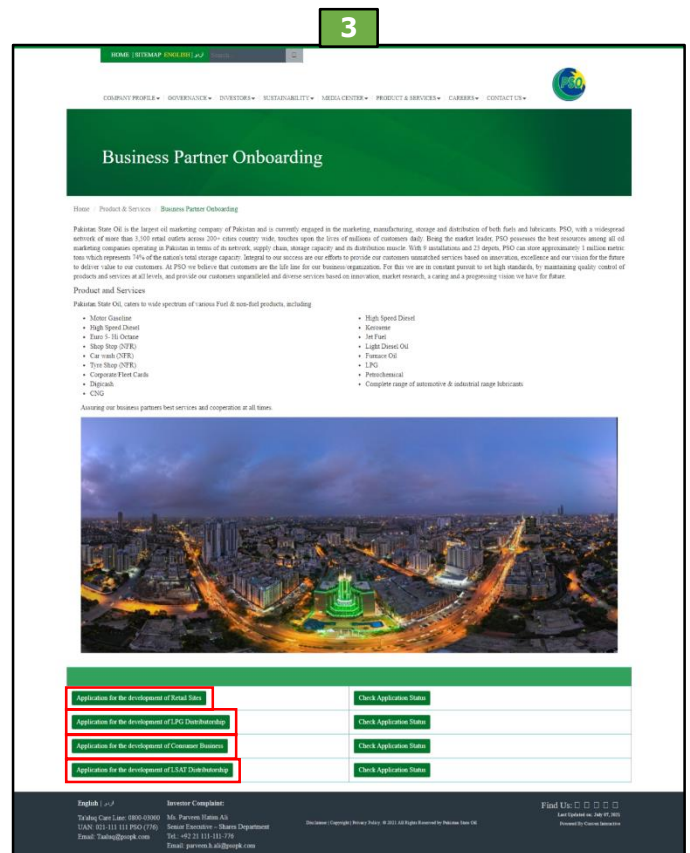
Business Partner Onboarding

How to Access

- Open your web browser (Google Chrome, Mozilla Firefox and Microsoft Edge etc.)
- Enter URL (<https://psopk.com/>) in URL field of web browser (Image 1)
- Press **ENTER**
- Screen appears (Image 2)



- Click on **Business Partner Onboarding** tab.
- Screen appears (Image 3)



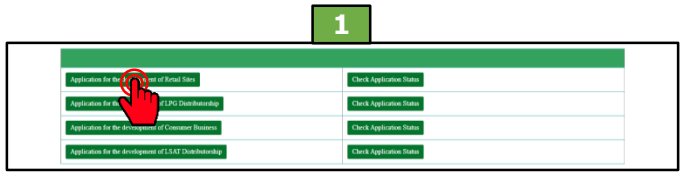
There are four options for dealer to do business with PSO:

1. Application for the development of Retail Sites
2. Application for the development of LPG Distributorship
3. Application for the development of Consumer Business
4. Application for the development of LSAT Distributorship

- Click any one of the option you want to apply. Highlighted in (image 3).

Apply for Retail Sites

- Click on **Application** for the development of **Retail Sites** (Image 1)



- Click on **Apply Here** (Image 2)

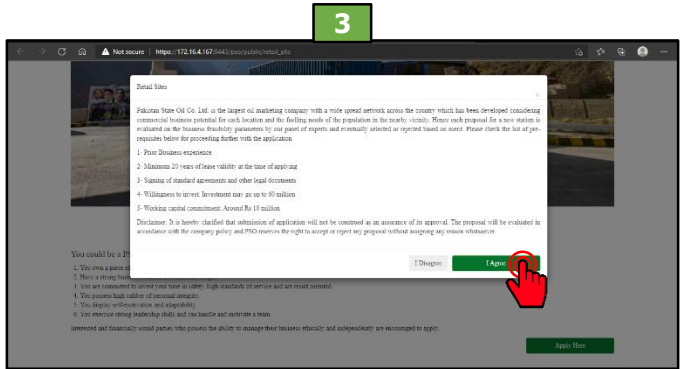
After clicking, a popup appear in which all terms and conditions are mentioned which is mandatory to agree to apply for retail sites.



- Click on **I Agree** (Image 3)
- Screen appears (Image 4)
- Select **Applicant type**

There is a dropdown list which contains three options

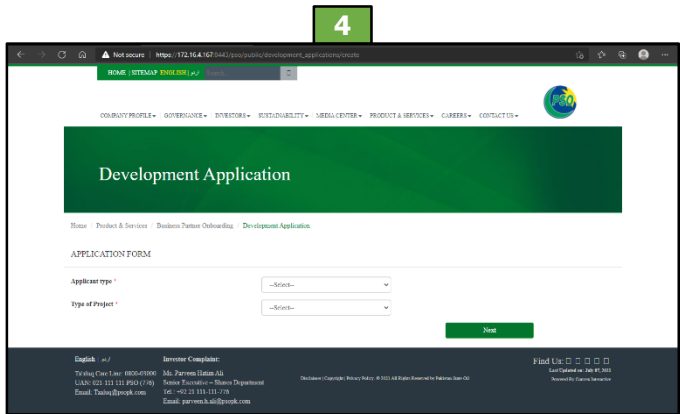
1. Individual / Sole Proprietor
2. Partnership
3. Institutional / Organizational



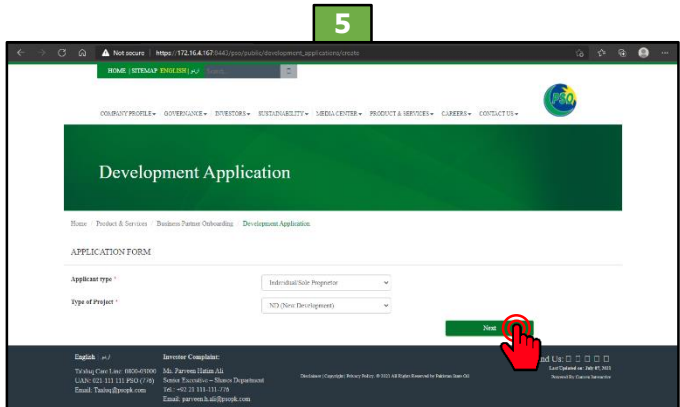
- Select **Type of project**

There is a dropdown list which contains five options

1. ND (New Development)
2. Competitor Site Converting to PSO
3. CNG Station Converting to PSO
4. C (Conversion)
5. RM (Remodeling)



- Click **Next**



Applicant Type

The type of applicant applying for the dealership may fall into one of the following categories

1. Individual / Sole Proprietor

Individual/sole proprietor refers to a business entity that is owned and run by one individual.

2. Partnership

Partnership refers to a business jointly owned by two or more people.

3. Institutional / Organizational

Institutional/Organizational refers to an independent company/organization/institution applying for the dealership

Project Type

The project types to which an applicant can apply for dealership refers to

1. New Development (ND)

New Development (ND) refers to a site/plot being applied for development of any POL product category station such as Fuel station, CNG station, lubes etc. for the first time.

2. Competitor Site Converting to PSO

Competitor Site Converting to PSO refers to a site where any competitor's site (such as Shell, Caltex, etc.) is being applied for conversion to PSO outlet/site.

3. CNG Station Converting to PSO

CNG Station Converting to PSO refers to a site where any CNG station except for PSO's (such as Shell, Caltex, etc.) is being applied for conversion to PSO outlet/site.

4. Conversion (C)

Conversion (C) refers to a site where any existing PSO's site is being applied for conversion to PSO outlet/site for some other POL category (such as CNG station to Fuel Station (RO)).

5. Remodeling (RM)

Remodeling (RM) refers to a site where any existing PSO's site is being applied for conversion from Old Vision site to New Vision (NV) site.

Application Form

Development Application

Home / Product & Services / Business Partner OnBoarding / Development Application

APPLICATION FORM

1

Applicant's Profile

First Name*	<input type="text"/>	Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
CNIC/NICOP*	<input type="text"/>				
Province*	<input type="text"/>	District*	<input type="text"/>	City*	<input type="text"/>
Address*	<input type="text"/>				
Phone*	<input type="text"/>		Landline No.	<input type="text"/>	
Email*	<input type="text"/>		NTN*	<input type="text"/>	
Company Name	<input type="text"/>				
Focal Person Name*	<input type="text"/>				
Focal Person Designation/Relationship with Land Owner*	<input type="text"/>				
Focal Person Email	<input type="text"/>	Focal Person Cell Number	<input type="text"/>		

1

Applicants applying as **Individual/Sole Proprietor** for the case types; **New Development (ND)**, **Competitor site converting to PSO**, **CNG converting to PSO**, **Conversion (C)**, **Remodeling (RM)** needs to fill out the *Applicant's Profile* section in the above picture. Fields marked with asterisk (*) in the above form are mandatory and needs to be filled prior to form submission.

2

Point of Contact Details

Name*	<input type="text"/>	Designation*	<input type="text"/>
Address*	<input type="text"/>	CNIC/NICOP*	<input type="text"/>
Email*	<input type="text"/>	Phone*	<input type="text"/>
Landline No	<input type="text"/>		

2

Applicants applying as **Partnership** or **Institutional/Organizational** for the case types; **New Development (ND)**, **Competitor site converting to PSO**, **CNG converting to PSO**, **Conversion (C)**, **Remodeling (RM)** needs to fill out the *Point of Contact Details* section in the above picture. Fields marked with asterisk (*) in the above form are mandatory and needs to be filled prior to form submission.

3

Company Details

Company Name*

Province* District* City*

Address

Phone Landline

Email

NTN* Website

Land Details

GPS Coordinates*

Total Plot Area For Pump (Sq.Ft)*

Province* District* City*

Location Demographics*

Complete Address with Nearby Landmark*

Attach Relevant Documents

Applicant's CNIC* Browse"/>

Land Owner's CNIC* Browse"/>

Latest Title Documents*(Fard/Sale Deed/Allotment/Transfer/et) Browse"/>

Site Plans/Aks Shajrah* Browse"/>

Land Document* Browse"/>

Bank Certificate* Browse"/>

Prior Business Experience Certificate Browse"/>

Signed Survey Map* Browse"/>

Partnership Deed* Browse"/>

Power of Attorney (if applicable)
(in case of partnership) Browse"/>

Site Video Max Size: 4MB
Allowed Ext:
.FLV.MP4..3GP.MKV Browse"/>

4

Note

Are you an existing PSO Dealer?*

Do you have any other business relationship with PSO?*

Do you have a relative in PSO?*

I certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that if any information submitted is found incorrect, my application will be liable for rejection.

Submit

3 Applicants applying as **Individual/Sole Proprietor**, **Partnership** or **Institutional/Organizational** for the case types; **New Development (ND)**, **Competitor site converting to PSO**, **CNG converting to PSO**, **Conversion (C)**, **Remodeling (RM)** needs to fill out the *Company details*, *Land details & Attachment* sections in the above picture. Fields marked with asterisk (*) in the above form are mandatory and needs to be filled prior to form submission.

4 However applicants applying as **Partnership** for all case types needs to fill out two additional fields as highlighted in the above picture.

5

Existing Site Profile & Information

Customer Code (in case of remodelling and conversion) *	<input type="text"/>		
Outlet Name	<input type="text"/>	Existing Site Category	<input type="text"/>
Existing Land Dimension	<input type="text"/>	Existing Land Area (Sq.ft)	<input type="text"/>
Additional Land Dimensions (If applicable) For Site Expansion	<input type="text"/>		
Additional Land Area (Sq. Ft.) (If applicable) For Site Expansion	<input type="text"/>		

Existing Sales Details/Month (six months avg.) (in case of Conversion and Remodeling) (Qty to be mentioned in KLS)

HOBC	<input type="text"/>	PMG	<input type="text"/>
HSD	<input type="text"/>	LUBES	<input type="text"/>

Existing Equipments Details (in case of Conversion and Remodeling)

Electronic Dispensing Units:

Two Products - Four Nozzles (Quadro)	<input type="text"/>
One Products - Two Nozzles (Duo Dispenser) - Tatsuno	<input type="text"/>
One Product - One Nozzle (Single) - Tatsuno	<input type="text"/>

Storage Tanks :

15,000 Litres	<input type="text"/>	(a)DG Set 40 KVA	<input type="text"/>
25,000 Litres	<input type="text"/>	(b)DG Set 30 KVA	<input type="text"/>
50,000 Litres	<input type="text"/>	(c)DG Set 15 KVA	<input type="text"/>

5 Applicants applying as **Individual/Sole Proprietor, Partnership or Institutional/Organizational** for the case types; **Conversion (C), Remodeling (RM)** needs to fill out the *Existing Site Profile & Information* section in the above picture. Fields marked with asterisk (*) in the above form are mandatory and needs to be filled prior to form submission.

6

Note

Are you an existing PSO Dealer?*

Yes No

Do you have any other business relationship with PSO?*

Yes No

Do you have a relative in PSO?*

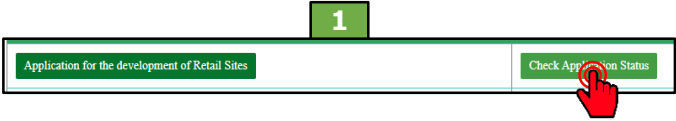
Yes No

I certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that if any information submitted is found incorrect, my application will be liable for rejection.

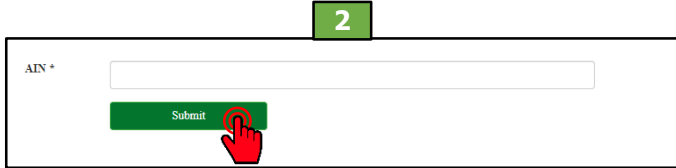
6 Applicant has to answer the above questions, if applicant selects **yes** then **Name** and **SAP Code** fields need to be filled prior to submit the form.

Check Application Status

- Click on **Check Application Status**



- Enter your **Application's AIN**
- Click on **Submit** button
- Application status (image 3)



Once application has been approved by CFT then applicant has to submit final documents mentioned link given in email.

- Click on **Final Documents Sent to PSO**

