



Shell MRPL Aviation



FF-102, PRESTIGE SIGMA, VITTAL MALLYA ROAD
BANGALORE-560001, PH NO: 080-42526900

Note 1: If the property is not wholly owned the extent of share also be indicated

Note 2: For the purpose of Col. 4 the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year of reserve yearly rent. When, however, the lease of immovable property is obtained from a person having official dealing with the employee, such a lease should in this column irrespective of the term of the lease whether it is short term or long term, and the periodicity of the payment of rent.

Note 3: In col. 6 should be shown:

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- (b) Where it has been acquired by lease the total annual rent thereof also and
- (c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.

Note 4: The annual return in respect of immovable property may also be submitted in this form as on 1st January.

Note 5: Name of District, Division, Taluka & Village in which the property is situated and its distinctive number etc. will given in Col.2

Note 6: Whether by purchase, mortgage, lease inheritance, gift or otherwise & name with details of person/persons from whom acquired. Address & connection, if any with the person/persons concerned are also to be given in column.



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INTIMATION FOR MOVABLE/PERMISSION FOR IMMOVABLE PROPERTY TRANSACTION

Name:
Employee Code:
Designation:
Date of Joining:
Basic Pay:

Details of transaction or property to be purchased/ disposed off/Constructed	
Name & Address of the Seller	
Name & Address of the Buyer	
Estimated Sale Price	
Estimated Purchase Price	
Date of Transaction (if applicable)	
Details of source of fund (with documentary proof)	
Relationship with the Seller	
Relationship with the Buyer	
Whether the Seller/Buyer has any official dealing with the employee or his subordinate (if yes, provide details)	
Remarks, if any	

In case of immovable property transaction, I hereby declare that

- (a) I shall furnish details of transaction letter after finalization of the same
- (b) Perusal/permission of this transaction shall not be contured as a commitment for sanction of loan from Shell MRPL

Date:

Signature of Employee

Remarks:

Date:

Signature of Controlling Officer.



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Guidelines

- 1: Employee of the Company shall, except with the previous sanction of the Competent Authority enter into any transaction concerning any movable/immovable property with a person or a firm having official dealing with the Employee or his subordinate.
2. Every Employee of the Company shall report to the Competent Authority every transaction concerning movable/immovable property owned or held by him in his own name or in the name of a member of his family within one month of every transaction if the value of such property exceeds the amount as mentioned at-Note 3 below.

Note: 1

- (i) For the purpose of this sub-rule, the expression, #every transaction concerning movable property owned or held by him # includes all transactions of sales or purchase of such property#;
- (ii) #movable property# shall, inter-alia, include :-
 - (a) jewellery, insurance policies, shares, securities and debentures etc.; the value of which exceeds Rs.20,000/-
 - (b) loans advanced by such Employee whether secured or not;
 - (c) motor cars, motor cycles, horses or any other means of conveyance; and
 - (d) refrigerator, radio, radiogram and television set, VCP / VCR, domestic satellite receivers, Video Camera Micro-oven, Disc-players, Electronic accessories etc.

Note:2

The Capitation fee paid by the Employees while admitting their wards in Educational/Technical/Professional/ institutions etc., for securing admissions of their ward, shall also be treated a financial transaction and should be informed to the concerned authority like any other financial transaction.

Note:3

Transactions entered into by the spouse or any other member of the family of an Employee of the Company out of his own funds (including sridhan, gifts, inheritance, etc) as distinct from the funds of the Employee of the Company himself, in his own name and in his own rights, would not attract the provision of this sub-rule.

Accordingly, Board level; below Board level executives and non-unionised supervisory staff has to report each transaction within one month of such transaction, concerning movable/immovable property owned by them or in the name of any family member if the value of such property exceeds Rs.20,000/-.



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Group D staff has to report each transaction within one month of such transaction, concerning movable property owned by them or in the name of any family member if the value of such property exceeds Rs.15,000/-.



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STATEMENT SHOWING DETAILS OF ASSETS (OTHER THAN IMMOVABLE PROPERTY) & LIABILITIES FOR THE YEAR 2019

Name:

Employee Code:

Designation:

Organisation Unit:

Date of Joining:

Basic pay:

ASSETS

A. Liquid Assets & Investments

Sl.No.	Description	Total Value	Remarks
001	SHARES		
002	DEBENTURES		
003	MUTUAL FUNDS		
004	SECURITY DEPOSITS		
005	INSURANCE POLICIES (REFER POINT B)		
006	FIXED / TERM DEPOSIT		
007	OTHER		

B. Movable Properties

Sl.No.	Description	Amount / Original Price	Held in the name of & Relationship	How acquired	When acquired	Annual Income Derived



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C. Liabilities

Sl. No.	Description	Total value	Remarks
001	TOTAL OUTSTANDING LOANS AS ON 01 JAN, 2019		

Date:

Signature:

Place:

Designation:



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a) Shares / Debentures / Mutual Funds / Securitas:

- Employees have to mention the total value of the Shares, Mutual Funds, Debentures, Securities held in their name & their dependents name.
- Only total value of each type of securities as on 1st Jan, 2019 to be mentioned and details like name of the company, number of shares held, date of purchase etc. are not required to be mentioned,

b) Insurance Policies:

- Total annual premium paid during the calendar year towards various insurance policies held in the name of the employee & dependents to be indicated. Please note that type of insurance policy, maturity value & date etc. are not required to be indicated.

c) Movable Items:

- Employees are required to declare movable items such as jewelries, precious metals like gold / silver coins, vehicles, white electronic goods, furniture, precious stones and other articles purchased during the calendar year where purchase value of individual item is more than Rs 20,000.
- The details of the movable items declared in the previous annual property return need not be repeated in the current Annual Property Return.
- If movable items are gifted, the details are to be furnished.
- If any income is derived from these, such items may please be furnished.
- Movable items acquired under Furniture/Mobile/Laptop/Desktop Purchase scheme of company are not to be included

d) Loans / Liabilities

- Employees shall declare the total outstanding loans as on 1st Jan,2019
- The loan taken from the employer for furniture, mobile, laptop/desktop need not be included.
- The outstanding amount of loan taken from employer for vehicle & HBA to be included in the total outstanding loan amount.