**Annex 3**

September 2022

**Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or tradename**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Oil Industry Management Bureau/Field Office**

**Address**

Attention: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we wish to inform you of this application with the following details below:

1. **Company Details** 
   1. Company Name :
   2. Business Address

(Number, Street, Brgy, Mun/City, Province & Region) :

* 1. GPS Coordinates (longitude & latitude) :
  2. Telephone Number :
  3. Email Address :

1. **Establishment Details**

* 1. Establishment Business Name :
  2. Business Address

(Number, Street, Brgy, Mun/City, Province & Region) :

* 1. GPS Coordinates (longitude & latitude) :
  2. Telephone Number :
  3. Email Address :

1. **Application Details** 
   1. Type of Application : ( ) First ( ) Additional
2. **Supporting Documentary Requirements.**

**Certified true copy of the following:**

* 1. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer;
  2. LTO of Refiller;
  3. LTO of third-party Trademark owner or Marketer;
  4. DOE registration certificate - Trademark or tradename;
  5. DOE registration certificate - LPG Seal; and
  6. Notarized ­company secretary’s certificate of the authorized representative of the applicant.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_

Name, designation & signature of applicant or authorized representative

**Reminder/ Instructions:**

* 1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filling of a Trademark or tradename;
  2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;
  3. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
  4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
  5. Refer to Sections 20 and 31 of this Department Circular on the DOE handling office of this application.

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES )**

**CITY/MUNICIPALITY OF \_\_\_\_\_\_\_\_\_\_\_\_\_ ) S.S**

**BEFORE ME**, a Notary Public for and in the City/Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_ 20\_\_, personally appeared presenting his/her identification, *to wit*:

|  |  |  |
| --- | --- | --- |
| **Name** | **Competent Evidence of Identity** | **Date & Place of Issue** |
|  |  |  |

known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

This application consisting of \_\_\_\_\_\_\_ (\_\_) original copy/ies submitted to OIMB with complete attachment, duly signed by the applicant.

**IN WITNESS WHEREOF**, I have hereto set my hand on the day, year and place above the written.

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**NOTARY PUBLIC**

Doc No. \_\_\_\_\_\_

Page No. \_\_\_\_\_\_

Book No. \_\_\_\_\_\_

Series of 20 \_\_\_\_\_\_