



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex A
 September 2022

**Application for Issuance of License to Operate
 Refiner, Importer, Bulk Distributor, Terminal and/or Depot Owner/Lessor**

Date _____

Oil Industry Management Bureau
 3rd Floor, PNOB Building 5
 Energy Center, Rizal Drive,
 Fort Bonifacio, Taguig City

Attention: _____
 Director

Dear Sir/Madam:

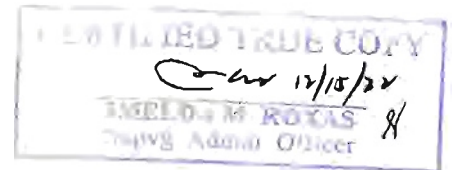
In compliance with the Department Circular No. _____, we wish to inform you of this notice and application with details as follows:

A. Company Details

- 1. Company Name :
- 2. Business Address :
 (Number, Street, Brgy, Mun/City, Province & Region) :
- 3. GPS Coordinates (longitude & latitude) :
- 4. Telephone Number :
- 5. Email Address :

B. Establishment Details

- 1. Establishment Business Name :
- 2. Business Address :
 (Number, Street, Brgy, Mun/City, Province & Region) :
- 3. GPS Coordinates (longitude & latitude) :
- 4. Telephone Number :
- 5. Email Address :



C. Application Details

- 1. LPG industry participant classification :
 Refiner () Importer () Bulk Distributor () Terminal and/or Depot owner/lessor ()
- 2. Type of application : Original () Renewal ()

D. Supporting Documentary Requirements

Please refer to the documentary requirements in Annexes A-1 to A-6 for compliance.

E. Compliance to Standards

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.

Very truly yours,

Name, designation & signature of applicant or
authorized representative

Reminder/ Instructions:

1. This application shall be made per company and/or per establishment - facility, plant or outlet;
2. Submit this application form with complete documentary attachments to OIMB for the issuance of License to operate (LTO) before the start of commercial operation.
3. 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;
4. Issuance of License to operate shall not be later than twenty (20) working days from receipt of application;
5. OIMB may further require a presentation on the details of application in a pre-application conference; and
6. Refer to Section 31 of this Department Circular for 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

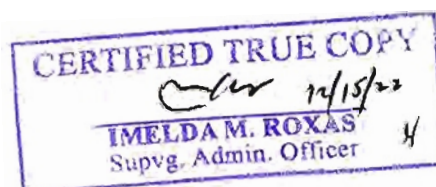
known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

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.

NOTARY PUBLIC

Doc No. _____
Page No. _____
Book No. _____
Series of 20 _____





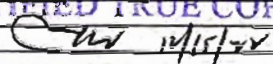
CHECKLIST OF REQUIREMENTS

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL AND/OR DEPOT OWNER/LESSOR, BUNKER TRADER OR OWN USER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)

REQUIREMENTS	SUBMITTED (Y/N)
1. Notarized application form – Annex A;	
2. Checklist of requirements – Annex A-1;	
3. Company profile form – Annex A-2;	
4. Refinery profile form – Annex A-3 (For Refiner only);	
5. Import Terminal/ Depot profile form – Annex A-4;	
6. List of transport motor vehicle per total company basis with supporting documents - Annex A-5;	
7. List of transport marine vessel per total company basis with supporting document - Annex A-6; and	
8. Attached supporting documents:	
8.1. Supporting documents for Refiner, Importer, Bunker Trader or Own User	
8.1.1. Executive briefer of operation;	
8.1.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	
8.1.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
8.1.4. Latest GIS if SEC registered or its equivalent if DTI registered;	
8.1.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
8.1.6. Certificate of accreditation as Importer from the Bureau of Customs;	
8.1.7. Bureau of Internal Revenue (BIR) permits:	
8.1.7.1. BIR registration for the applied business activity;	
8.1.7.2. Permit to import petroleum products subject to Excise Tax; and	
8.1.7.3. Permit to operate storage facility/ies.	
8.1.8. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office;	
8.1.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	
8.1.10. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology;	
8.1.11. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority;	
8.1.12. Chemical Control Order (CCO) for importation of aviation gas from the Environmental Management Bureau; and	
8.1.13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program.	
8.2. Supporting documents for Bulk Distributor	
8.2.1. Executive briefer of operation;	
8.2.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	
8.2.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
8.2.4. Latest GIS if SEC registered;	
8.2.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
8.2.6. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;	
8.2.7. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	
8.2.8. Calibration Certificate per motor vehicle from the Department of Science and Technology;	
8.2.9. Ship Registry and Safety Certificates from MARINA per marine vessel with picture of the name of vessel;	
8.2.10. BIR registration for the applied business activity;	
8.2.11. BIR permit to operate storage facility/ies; and	
8.1.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program.	

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



CHECKLIST OF REQUIREMENTS

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL AND/OR DEPOT OWNER/LESSOR, BUNKER TRADER OR OWN USER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)
8.3. Supporting documents for Terminal Operator/Lessor	
8.3.1. Executive briefer of operation;	
8.3.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	
8.3.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
8.3.4. Latest GIS if SEC registered or its equivalent if DTI registered;	
8.3.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
8.3.6. BIR registration for the applied business activity;	
8.3.7. BIR permit to operate storage facility/ies; and	
8.3.8. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program.	
8.4. Additional supporting documents if the office building, storage and blending facility are owned by the applicant	
8.4.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend;	
8.4.2. Fire prevention and response manual;	
8.4.3. Petroleum product onshore (land) spill prevention and response manual;	
8.4.4. Petroleum product offshore (water) spill prevention and response manual;	
8.4.5. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
8.4.6. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
8.4.7. Occupancy permit per establishment from the Local Government Unit; and	
8.4.8. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment.	
8.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant	
8.5.1. Valid lease agreement with the owner/operator of the site, office, storage and blending facilities;	
8.5.2. Valid transport contract with an Independent LPP and/or LPG Hauler;	
8.5.3. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend;	
8.5.4. Fire prevention and response manual;	
8.5.5. Petroleum product and biofuel onshore (land) spill prevention and response manual;	
8.5.6. Petroleum product and biofuel offshore (water) spill prevention and response manual;	
8.5.7. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
8.5.8. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
8.5.9. Occupancy permit per establishment from the Local Government Unit; and	
8.5.10. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment.	
8.6. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	
8.7. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	
8.8. Notarized company secretary's certificate for authorized representative and signatory; and	
8.9. Proof of payment of application fee.	

CERTIFIED TRUE COPY
Carol 12/15/22
AMELDA M. ROXAS
 Supvg. Admin. Officer

Reminder/ Instruction:

1. Submit one (1) Certified True Copy of all the required supporting documents;
2. The Applicant must also apply for the accreditation as Downstream Oil Industry Biofuel Participant under the DOE DC No. 2021-06-0014 if engaged in importation for sale or own use of Gasoline or Diesel in compliance to the Biofuels Act



COMPANY PROFILE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL AND/OR DEPOT OWNER/LESSOR, BUNKER TRADER OR OWN USER
NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

III. FACILITIES

1. Refinery - Attach Annex AR-A-2 - Refiner Profile *(for each facility)*
2. Import Terminal / Depot - Attach Annex AR-A-3 - Terminal/Depot Profile *(for each facility)*
3. LPG Refilling Plant, Marketer, Dealer and Retail Outlets, and Liquid Fuel Retail Outlets

Type of Facility	Name	Location or Address				Certificate of Compliance No. (For Liquid Fuels)	License to Operate No. (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Barangay			
Company Owned and Operated								
LPG Refilling Plant								
LPG Marketer								
LPG Dealer								
LPG Retail Outlet								
Liquid Fuel Retail Outlet								
<i>*add row/s as necessary</i>								
Company Owned but Private Operated								
LPG Refilling Plant								
LPG Marketer								
LPG Dealer								
LPG Retail Outlet								
Liquid Fuel Retail Outlet								
<i>*add row/s as necessary</i>								
Private Owned and Operated								
LPG Refilling Plant								
LPG Marketer								
LPG Dealer								
LPG Retail Outlet								
Liquid Fuel Retail Outlet								
<i>*add row/s as necessary</i>								

IV. COST OF INVESTMENT (COMPANY OWNED)

Details	Cost in Philippine Peso
Refinery	
Import Terminal	
Depot Terminal	
Distribution Facilities	
LPG Refilling Plant	
LPG Marketer	
LPG Retail Outlet	
Liquid Fuel Retail Outlet	
Operational Cost	
TOTAL	

Note: Please attached detailed fact sheet of the individual details of investment and the required manpower. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



COMPANY PROFILE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL AND/OR DEPOT OWNER/LESSOR, BUNKER TRADER OR OWN USER
NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

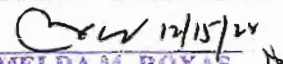
Company Name	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

V. PLANNED INVESTMENT FOR THE NEXT FIVE YEARS (COMPANY OWNED)

Details	Cost in Philippine Peso
Refinery	
Import Terminal	
Depot Terminal	
Distribution Facilities	
LPG Refilling Plant	
LPG Marketer	
LPG Retail Outlet	
Liquid Fuel Retail Outlet	
Operational Cost	
<i>TOTAL</i>	

Note: Please attached detailed fact sheet of the individual details of investment and the required manpower. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOL.

Other Observations/Information:

CERTIFIED TRUE COPY

 IMELDA M. ROXAS
 Supvg. Admin. Officer



REFINERY PROFILE
REFINER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

CERTIFIED TRUE COPY
 12/15/22
 IMELDA M. ROYAS
 Supvr. Admin. Officer

I. ESTABLISHMENT PROFILE

Establishment Business Name:	
Business Address (Number, Street, Brgy, Mun/City, Province and Region):	
GPS Coordinates: Longitude:	Latitude:
Telephone (landline) No.:	Email Address:
Date Commissioned:	Date of Start of Operation:
Cost of Investment (PbP):	
Executive Management:	
Name	Position

**add row/s as necessary*
Number of employee/s: (attach Organizational Structure and indicate number of staff/employees per position per facility, including outsourced employee/s)

II. CRUDE OIL PROCESS UNITS

(a) Units	(b) Capacity** (KLSD and MBSD)	(c) % Service Factor (excl. turnaround)

**add row/s as necessary*

IV. PRODUCT PROCESSING CAPABILITY PARTICULARS

(a) Products/Process Unit	(b) % of Feed**	(c) Product Capacity (KL and MB)
1. Product #1 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
2. Product #2 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
3. Product #3 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		

**add row/s as necessary (per product per process unit)*

V. REFINERY STORAGE CAPACITIES

1. CRUDE OIL (KL)			
Tank ID	Product	Working Capacity (excl. heels) (KL and MB)	Design Capacity (KL and MB)
<i>*add row/s as necessary</i>			
2. INTERMEDIATE STOCK (KL)			
Tank ID	Product	Working Capacity (excl. heels) (KL and MB)	Design Capacity (KL and MB)
<i>*add row/s as necessary</i>			
3. FINISHED PRODUCT (KL)			
Tank ID	Product	Working Capacity (excl. heels) (KL and MB)	Design Capacity (KL and MB)
<i>*add row/s as necessary</i>			

**add row/s as necessary*
Other Observations/Information:

Disclaimer/ Instruction:
1. Submission of this report shall be on a per establishment basis.



IMPORT TERMINAL / DEPOT PROFILE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL-DEPOT OWNER/LESSOR, BUNKER TRADER AND OWN USER
NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)

I. ESTABLISHMENT PROFILE

Establishment Business Name:

Business Address (Number, Street, Brgy, Mun/City, Province and Region):

GPS Coordinates: Longitude: Latitude:

Total Lot Area (m²): Facility Layout: (pls attach as-built plan)

Type of Facility: () Import Terminal () Depot () Warehouse

Type of Operation: Ownership:

() By its own () Company owned/operated
 () Rationalized () By contract
 with whom: with whom:
 () Joint Operation valid until:
 with whom:

Cost of investment (PhP): Date of Start of Operation:

Date Commissioned

Executive Management: Name: Position:

**add rows as necessary*

Number of employees: (attach Organizational Structure and indicate number of staff/employees per position per facility, including outsourced employee/s)

III. SUPPLY, RECEIVING, MARKETING AND DISTRIBUTION

SUPPLY

a. Importation:

Source	Product	Frequency (daily/weekly/monthly)	Volume (KL)

**add rows as necessary*

b. Local Purchase:

Company	Product	Frequency (daily/weekly/monthly)	Volume (KL)

**add rows as necessary*

AREA COVERAGE

Product	Mode	Frequency (daily/weekly/monthly)	Clients / Area Coverage

**add rows as necessary*

CERTIFIED TRUE COPY
Car 12/15/22
 IMELDA M. ROXAS
 Supvg. Admin. Officer



IMPORT TERMINAL / DEPOT PROFILE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL-DEPOT OWNER/LESSOR, BUNKER TRADER AND OWN USER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

IV. TANK LISTING								
	Tank #1	Tank #2	Tank #3	Tank #4	Tank #5	Tank #6	Tank #7	Tank #8
Tank ID No.								
Product Type								
Capacity (design), KL								
Capacity (working), KL								
Thruput (KLCD)								
Tank Record Maintenance (Y/N)								
Type of Leak Detection System employed								
Type of Corrosion / Cathodic Protection employed								
Type of Over-fill Protection/ Alarm employed								
Tank Grounding (Y/N)								
STATUS	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling / disposal	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /	(Y/N) Operational (Y/N) Back-up tanks (Y/N) For dismantling /
Reason/s:								
Period (indicate specific dates for dismantling):								
Reason/s:	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation
Period (indicate specific dates for repair/rehab):								
Cost of repair, Php:								
Available period (indicate specific dates for lease):	(Y/N) Available for lease	(Y/N) Available for	(Y/N) Available for	(Y/N) Available for	(Y/N) Available for	(Y/N) Available for	(Y/N) Available for	(Y/N) Available for
Cost of leasing, Php:								
Specify:	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use

*If there are more than eight (8) storage tanks, please use another sheet

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



IMPORT TERMINAL / DEPOT PROFILE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL-DEPOT OWNER/LESSOR, BUNKER TRADER AND OWN USER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #):
Prepared By:	Approved By:
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)

V. FACILITIES

Particulars	Manual		In-line	Remarks
	YES	NO		
1. Blending				
E10	<input type="checkbox"/>	<input type="checkbox"/>		
B2	<input type="checkbox"/>	<input type="checkbox"/>		
2. Facility for receiving product				
via Tank truck	<input type="checkbox"/>	<input type="checkbox"/>		
via Jetty	<input type="checkbox"/>	<input type="checkbox"/>		
via Receiving Line	<input type="checkbox"/>	<input type="checkbox"/>		
via Port	<input type="checkbox"/>	<input type="checkbox"/>		
5. Oil Water Separator	<input type="checkbox"/>	<input type="checkbox"/>		
6. Generator Set	<input type="checkbox"/>	<input type="checkbox"/>		
7. Fire Protection / prevention				
-Water Tank; Capacity:	<input type="checkbox"/>	<input type="checkbox"/>		
-Water canon/ Fixed Monitor/ Hydrants	<input type="checkbox"/>	<input type="checkbox"/>		
-Portable Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>		
8. Safety Shower or Eye Wash Station (must meet both criteria)				
-3-15m from hazard (TTLR and receiving area)	<input type="checkbox"/>	<input type="checkbox"/>		
-Functioning	<input type="checkbox"/>	<input type="checkbox"/>		
9. Emergency Shutdown System	<input type="checkbox"/>	<input type="checkbox"/>		
10. Emergency Evacuation Area (Code of Safety Practices LPP Depot)	<input type="checkbox"/>	<input type="checkbox"/>		
11. Oil Spill Containment Apparatus*	<input type="checkbox"/>	<input type="checkbox"/>		
*Only applicable to depots located in coastal areas				

Other Conditions:

- A. Conduct of Safety Briefing for every non-facility personnel/visitors
- B. Practice good housekeeping
- C. Provision and wearing of appropriate personal protective equipment (PPE) by plant personnel
- D. Tank truck entry checklist template.
- E. Calibration records of gauges and meters

Reminder/ Instruction:

- 1. Submission of this report shall be on a per establishment basis.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



LIST OF TRANSPORT MOTOR VEHICLE

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL-DEPOT OWNER/LESSOR, BUNKER TRADER AND OWN USER
NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

Land Transportation Office (LTO) Certificate of Registration			Land Transportation Office (LTO) Official Receipt		Bureau of Fire Protection Conveyance Permit		Department of Science and Technology Calibration Certificate		Particulars					
Type of Vehicle	Plate / Motor Vehicle File Number	Issued Date	OR Number	Valid Until	Issued Date	Valid Until	Issued Date	Valid Until	Product (LPP or LPG)	Capacity (In KL)	Company- Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler DOE-NTEB (LPP) or DOE-LTO (LPG) Number	DOE-LTO (LPG) Validity

- Supporting Documents - Certified true copy of the following:
1. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;
 2. Conveyance Permit per motor vehicle from the Bureau of Fire Protection; and
 3. Calibration certificate per bulk motor vehicle (torry tank) from DOST.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



LIST OF TRANSPORT MARINE VESSEL

REFINER, IMPORTER, BULK DISTRIBUTOR, TERMINAL-DEPOT OWNER/LESSOR, BUNKER TRADER AND OWN USER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (LPP) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:		Contact Details (email and tel #):	
Prepared By (Position and Signature over Printed Name)		Approved By: (Position and Signature over Printed Name)	

Ship Registry Certificate per transport vessel from the Maritime Industry Authority			Ship Safety Certificate per transport vessel from the Maritime Industry Authority			Particulars						
Name of Vessel	Certificate No.	Issued Date	Valid Until	Certificate No.	Issued Date	Valid Until	Product (LPP or LPG)	Capacity (In KL)	Company-Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler DOE-NTEB (LPP) or DOE-LTO (LPG) Number	DOE-LTO (LPG) Validity

Supporting Documents - Certified true copy of the following:
1. Ship Registry and Safety Certificates from MARINA per marine vessel with picture of the name of vessel.

CERTIFIED TRUE COPY
[Signature] 10/15/22
 IMELDA M. ROXAS
 Supvg. Admin. Officer