



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex D
September 2022

**Application for Issuance of License to Operate
Trademark owner or Marketer**

Date _____

Oil Industry Management Bureau / Field Office
Address

Attention: _____
Director

Dear Sir/Madam:

In compliance with the Department Circular No. _____, please be informed of this 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. Type of application : Original () Renewal ()

D. Supporting Documentary Requirements

Please refer to the documentary requirement in Annexes D-1 to D-5 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,

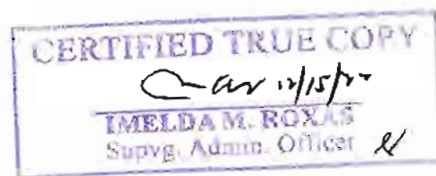
Name, designation & signature of applicant or
authorized representative

Reminders/ 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/FO for the issuance of the required License to operate (LTO) before the start of commercial operation.
3. Pay the application fee based on the OIMB/FO 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/FO 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
TRADEMARK OWNER OR MARKETER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):
Prepared By:	Approved By:
Bureau of Fire Protection conveyance permit per motor vehicle;	(Position and Signature over Printed Name)
REQUIREMENTS	SUBMITTED (Y/N)/REMARKS
1. Notarized application form – Annex D;	
2. Checklist of requirements - Annex D-1;	
3. Company profile form – Annex D-2;	
4. Establishment profile form – Annex D-3;	
5. Inventory of LPG cylinders - Annex D-4;	
6. List of transport motor vehicle - Annex D-5; and	
7. Attached Supporting Documents:	
7.1. Executive brief of operation;	
7.2. Scaled layout plan of the establishment;	
7.3 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (whichever is applicable);	
7.4 IPO certificate of registration	
7.5. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
7.6. Latest GIS if SEC registered or its equivalent if DTI registered;	
7.7. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
7.8. Bureau of Internal Revenue registration for the applied business activity;	
7.9. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number.	
7.10. Bureau of Fire Protection conveyance permit per motor vehicle;	
7.11. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	
7.12. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
7.13. Occupancy permit per establishment from the Bureau of Fire Protection;	
7.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
7.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
7.16. Latest digital photographs (5R Size with date/time stamp) showing the following:	
7.16.1. Full and front and back views of establishment;	
7.16.2. Measuring Device/s;	
7.16.3. LPG cylinders;	
7.16.4. Safety and informational signs; and	
7.16.4. Display board showing the Facility registered business name and address.	
7.17. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
7.18. Notarized company secretary's certificate for authorized representative and signatory; and	
7.19. Proof of payment of application fee.	

CERTIFIED TRUE COPY

EMILDA M. ROYAS
 Supervising Office

Reminder/ Instruction:

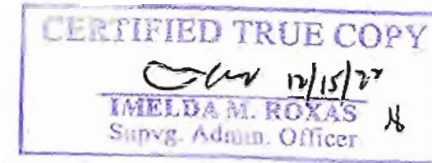
1. Submit one (1) Certified True Copy of all the required supporting documents:
 Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Philippines 1632 Tel. No. (Trunkline) (632)8479-2900;
 Website: <http://www.doe.gov.ph>; E-mail: info@doe.gov.ph



COMPANY PROFILE

TRADEMARK OWNER OR MARKETER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)



Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
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Prepared By: <small>(Designation and Signature over Printed Name)</small>	Approved By: <small>(Designation and Signature over Printed Name)</small>
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I. COMPANY BACKGROUND

Business Address (Number, street, barangay, municipality/city, province and region):	
Landline:	E-mail Address:
President/CEO:	
Authorized Representative/s to transact business with DOE:	
Type of Ownership:	() Single Proprietorship () Partnership () Corporation () Cooperative
Registered Owner / Partners / Incorporator / Board of Directors:	
Name	Nationality

**add row/s as necessary*

Executive Management Organizational Structure:	
Name	Designation/Position

**add row/s as necessary*

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

II. DESCRIPTION OF BUSINESS PORTFOLIO (IF APPLICABLE)

Background
History of operations and investments in the Philippines
Expansion Program/s
LPG Trademark or tradename/s and Size/s (Owned):

LPG Source:	
Name of supplier	Location where the product will be sourced

**add row/s as necessary*

List of Clients / Buyers	
Name of company	Business Address

**add row/s as necessary*



COMPANY PROFILE
TRADEMARK OWNER OR MARKETER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By: <small>(Designation and Signature over Printed Name)</small>	Approved By: <small>(Designation and Signature over Printed Name)</small>	

III. FACILITIES - Refilling Plant, Warehouse, Dealer or Retailer Outlets								
Type of Facility	Name	Location or Address					License to Operate No. (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Barangay	Street		
A. Company Owned and Operated								
<i>*add row/s as necessary</i>								
B. Company Owned but Privately Operated								
<i>*add row/s as necessary</i>								
C. Privately Owned and Operated								
<i>*add row/s as necessary</i>								

IV. COST OF INVESTMENT		
Details	Cost in Philippine Peso	Number of Manpower Requirement per facility
A. Refilling Plant		
B. Warehouse		
C. Dealer Outlet		
D. Retailer Outlet		
E. Other LPG Establishments		
TOTAL		

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



Department of Energy
Oil Industry Management Bureau

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Row M15/22
IMELDA M. ROXAS
Supvg. Admin. Officer

Annex D-4
September 2022

**INVENTORY OF LPG CYLINDERS
TRADEMARK OWNER OR MARKETER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
---------------	------------------------------------	---------------------

Prepared By (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)
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PARTICULARS	Sizes in kilograms																		
	50 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	22 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	11 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	
A. POPULATION OF SERVICEABLE AND CERTIFIED LPG CYLINDERS																			
1 ON CIRCULATION																			
2 ON HAND																			
B. POPULATION OF NON-SERVICABLE LPG CYLINDER																			
4 GENERIC DUE FOR REQUALIFICATION																			
5 CERTIFIED BUT DUE FOR REQUALIFICATION																			
6 CERTIFIED BUT DUE FOR REPAIR																			
7 FOR SCRAPPAGE																			

Reminder/ Instruction:
1. Submit this inventory report on per total company but per brand basis.



Department of Energy
Oil Industry Management Bureau

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12/15/22
THELDA M. ROXAS
Supvg Admin Officer

Annex D-4
September 2022

**INVENTORY OF LPG CYLINDERS
TRADEMARK OWNER OR MARKETER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy)
---------------	------------------------------------	--------------------

Prepared By (Position and Signature over Printed Name)	Approved By (Position and Signature over Printed Name)
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PARTICULARS	Sizes in kilograms																		
	9 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	7 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	5 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	
A. POPULATION OF SERVICEABLE LPG CYLINDERS																			
1 ON CIRCULATION																			
2 ON HAND																			
B. POPULATION OF NON-SERVICEABLE LPG CYLINDER																			
4 GENERIC DUE FOR REQUALIFICATION																			
5 CERTIFIED BUT DUE FOR REQUALIFICATION																			
6 CERTIFIED BUT DUE FOR REPAIR																			
7 FOR SCRAPPAGE																			

Reminder/ Instruction:
1. Submit this inventory report on per total company but per brand basis.



Department of Energy
Oil Industry Management Bureau

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IMELDA M. ROXAS
Supvg. Admin. Officer

Annex D-4
September 2022

**INVENTORY OF LPG CYLINDERS
TRADEMARK OWNER OR MARKETER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By	Approved By:	
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	

PARTICULARS	Sizes in kilograms																	
	2.7 Kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	less than 1 kg	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier	Others (Pls. indicate size)	Serial/ Code Number	Date of Purchase	Date of Manufacture	Date of Next Requalification (MM/YY)	Name of Supplier
A. POPULATION OF SERVICEABLE LPG CYLINDERS																		
1 ON CIRCULATION																		
2 ON HAND																		
B. POPULATION OF NON-SERVICABLE LPG CYLINDER																		
4 GENERIC DUE FOR REQUALIFICATION																		
5 CERTIFIED BUT DUE FOR REQUALIFICATION																		
6 CERTIFIED BUT DUE FOR REPAIR																		
7 FOR SCRAPPAGE																		

Reminder/ Instruction:
1. Submit this inventory report on per total company but per brand basis.

