



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex E
September 2022

**Application for Issuance of License to Operate
LPG Refiller**

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

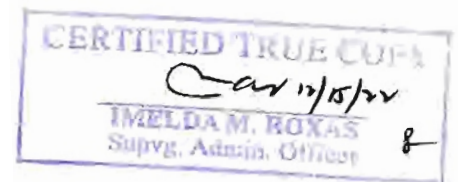
1. Type of application : Original () Renewal ()

D. Supporting Documentary Requirements

Please refer to the documentary requirement in Annexes E-1 to E-4 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
LPG REFILLER
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)/REMARKS
1. Notarized application form – Annex E;	
2. Checklist of requirements - Annex E-1;	
3. Company profile form - Annex E-2;	
4. Refilling plant profile form – Annex E-3;	
5. List of transport motor vehicle per total company basis with supporting documents - Annex E-4; and	
6. Attached supporting documents:	
6.1. Executive brief of operation;	
6.2. Scaled layout plan per establishment;	
6.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority (<i>whichever is applicable</i>);	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
6.7. Bureau of Internal Revenue registration for the applied business activity;	
6.7. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number;	
6.8. Bureau of Fire Protection conveyance permit per motor vehicle;	
6.9. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	
6.10. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.11. Occupancy permit per establishment from the Local Government Unit;	
6.12. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (DOLE);	
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
6.14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.15. Latest digital photographs (SR Size with date/time stamp) showing the following:	
6.15.1. Full and front and back views of the establishment;	
6.15.2. Weighing scale device/s;	
6.15.3. LPG cylinders;	
6.15.4. Safety and informational signs; and	
6.15.5. Display board showing the Facility registered business name and address.	
6.16. Fire prevention and response manual;	
6.17. LPG spill prevention and response manual;	
6.18. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	
6.19. Notarized company secretary's certificate for authorized representative and signatory; and	
6.20. Proof of payment of application fee.	

CERTIFIED TRUE COPY

 OFFICIAL COPY
 OIMB OFFICE

Reminder/ Instruction:

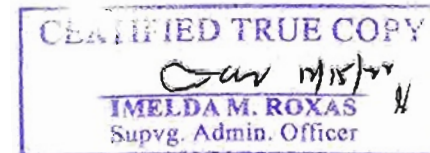
1. Submit one (1) Certified True Copy of all the required supporting documents.



COMPANY PROFILE

LPG REFILLER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATER (LPG)



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

Business Address (Number, street, barangay, municipality/city, province and region):	GPS Coordinates: Longitude: Latitude:
Telephone (landline) No.:	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	Nabonality

*add row/s as necessary

Executive Management Organizational Structure:	
Name	Designation/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. DESCRIPTION OF BUSINESS PORTFOLIO

Background

History of operations and investments in the Philippines

Expansion Program/s

LPG Brand/s and Size/s (Owned):

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

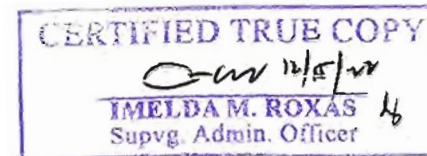
*add row/s as necessary



COMPANY PROFILE

LPG REFILLER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATER (LPG)



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

III. FACILITIES - Refilling Plants and Authorized Dealers and Retailers 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

**add row/s as necessary*

B. Company Owned but Privately Operated

**add row/s as necessary*

C. Privately Owned and Operated

**add row/s as necessary*

IV. COST OF INVESTMENT (Company Owned)

Details	Cost in Philippine Peso	Number of Manpower Requirement per plant/facility
A. Refilling Plants		
B. Dealer Outlets		
C. Retailer Outlets		
C. Total Operational Cost		
<i>*add row/s as necessary</i>		
TOTAL		



REFILLING PLANT PROFILE
LPG REFILLER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATOR (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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V. GENERATOR SET						
A. For backup power						
B. For fire pump						

VI. LIST OF QUALIFIED SERVICE PERSONNEL						
Name	Designation	Professional Competence				

Other Observations/Information:

Remarks/ Instructions:
1. Submission of this report shall be on a per establishment basis.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer

