

ON MACHINERY AND EQUIPMENT:

- Affidavit of ownership & non-encumbrance of machineries & equipment with complete machine specification
- Supplier's quotation of machinery and equipment with complete technical specifications for machinery to be acquired
- Contract to sell for machinery and equipment to be acquired
- Copy of Certificate of Registration with LTO for transportation equipment



DEPARTMENT OF ENERGY

Consumer Welfare and Promotion Office
Ground Floor, Annex Building
Energy Center, Fort Bonifacio, Taguig City
Hotline: (02) 840-2267
Trunkline: (02) 479-2900 loc. 329
www.doe.gov.ph

You may also text in your suggestions, comments, queries and complaints.

Just type DOE<space><message> and send to 2920

*for Globe and Smart subscribers ONLY

Checklist of Requirements for Gasoline Station Training and Loan Fund Application



DOCUMENTARY REQUIREMENTS FOR LOAN APPLICATION

DOE REQUIREMENTS:

- Application Fee
- Certificate of Completion of the Two-fold Training Program
- Certificate of Non-Affiliation
- Supply Agreement
- Certificate from the Oil Industry Management Bureau (OIMB) that the Supplier is duly registered

The DOE will process said application within fifteen (15) working days upon receipt . Any application not acted upon within the said period is automatically endorsed for processing by the Government Financial Institution (GFI).

Notice Requirements as embodied in the DC No. 2003-11-010 Rule II Section. 7

- Fully Complied

DBP REQUIREMENTS:

- DBP processing fee
- Bio-data of Applicant/Major Stockholders/Officers
- Certificate of Registration of Business/Articles of Partnership or Incorporation/By-Laws
- Feasibility Study (including proposed location of gasoline station, proposed suppliers)
- Board Resolution (Corporation) authorizing the borrowing & designating Authorized Signatories for the Loan
- Certified List of Stockholders
- Contact Person & telephone no./address/authority to inspect (proforma)
- Income Tax Return for the last 4 years including 3 years Financial

Statement

ON LOT/BUILDING:

- Two (2) copies of lot plan certified by a Geodetic Engineer
- Location/Vicinity Map
- Two (2) photo copies of TCT/OCT authenticated by the Registry of Deeds
- Latest Real Estate Tax Declaration & Tax Receipts
- Bill of Materials, Building Plans and Specifications/Construction contracts