**Annex 1**

September 2022

**Application for Registration - Prior to Commencement of LPG Facility Construction**

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

**Oil Industry Management Bureau/Field Office**

**Address**

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

Director

Dear Sir/Madam:

In compliance with 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. Establishment for Construction :

Refinery ( ) Terminal ( ) Bulk Depot ( ) Refilling Plant ( ) Centralized LPG Piping System ( ) Bulk Consumer ( )

1. **Supporting Documentary Requirements.**

**Certified true copy of the following:**

* 1. Company profile;
  2. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable);
  3. Articles of Incorporation (SEC) or its equivalent (DTI);
  4. General Information Sheet (SEC) or its equivalent (DTI);
  5. Executive briefer of the facility for construction;
  6. Site and facility layout plan with sufficient description and legends;
  7. List of reference standards/codes used in the construction design; and
  8. Notarized company secretary’s certificate of the authorized representative of the applicant.

1. **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 on a per establishment construction;
  2. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;
  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. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
  5. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
  6. Refer to Sections 18 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**

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