



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:

**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 :

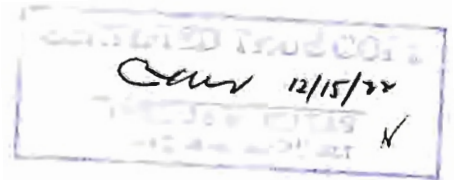
**C. Application Details**

1. Type of Application : ( ) First ( ) Additional
2. Establishment for Construction :  
Refinery ( ) Terminal ( ) Bulk Depot ( ) Refilling Plant ( )  
Centralized LPG Piping System ( )

**D. 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.



**E. Compliance to Standards.**

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex I - 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,

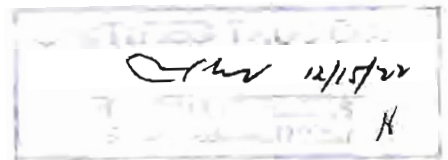
\_\_\_\_\_  
Name, designation & signature of applicant  
or authorized representative

**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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Republic of the Philippines  
**DEPARTMENT OF ENERGY**

Annex 2  
 September 2022

**Application for Registration by a Trademark owner or Marketer - Trademark or tradename**

Date \_\_\_\_\_

**Oil Industry Management Bureau**  
 3<sup>rd</sup> Floor, PNOB Building 5  
 Energy Center, Rizal Drive,  
 Fort Bonifacio, Taguig City

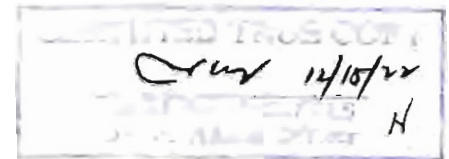
Attention: \_\_\_\_\_  
 Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**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. Application Details**

- 1. Type of Application : ( ) First ( ) Additional

**C. Supporting Documentary Requirements.**

**Certified true copy of the following:**

- 1. Company profile;
- 2. Executive briefer of the Trademark or tradename;
- 3. IPO certificate of registration; and
- 4. Notarized company secretary's certificate of the authorized representative of the applicant.

Very truly yours,

\_\_\_\_\_  
 Name, designation & signature of applicant  
 or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before the start of commercial use of the Trademark or tradename;
2. 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;
3. OIMB may further require a presentation on the details of application in a pre-application conference;
4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
5. Refer to Sections 19 and 31 of this Department Circular on the DOE handling office of this application.

**ACKNOWLEDGMENT**

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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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**DEPARTMENT OF ENERGY**

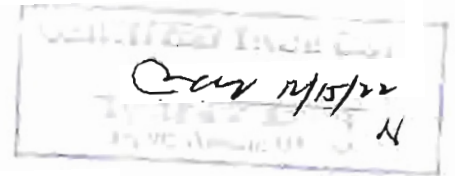
**Annex 3**  
September 2022

**Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or tradename**

Date \_\_\_\_\_

**Oil Industry Management Bureau/Field Office**  
**Address**

Attention: \_\_\_\_\_  
Director



Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**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 : ( ) First ( ) Additional

**D. Supporting Documentary Requirements.**

**Certified true copy of the following:**

1. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer;
2. LTO of Refiller;
3. LTO of third-party Trademark owner or Marketer;
4. DOE registration certificate - Trademark or tradename;
5. DOE registration certificate - LPG Seal; and
6. Notarized company secretary's certificate of the authorized representative of the applicant.

Very truly yours,

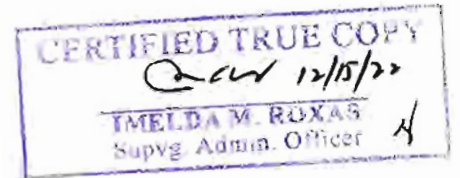
\_\_\_\_\_  
Name, designation & signature of applicant  
or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filing of a Trademark or tradename;
2. 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;
3. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
5. Refer to Sections 20 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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Republic of the Philippines  
**DEPARTMENT OF ENERGY**

**Annex 4**  
 September 2022

**Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename  
 (via LPG-filled pressure vessel)**

Date \_\_\_\_\_

**Oil Industry Management Bureau/Field Office**  
**Address**

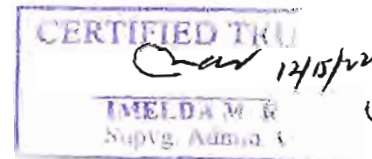
Attention: \_\_\_\_\_  
 Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**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 : ( ) First ( ) Additional

**D. Supporting Documentary Requirements.**

**Certified true copy of the following:**

1. Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer;
2. LTO of Dealer or Retailer;
3. LTO of Trademark owner or Marketer;
4. DOE registration certificate - Trademark or tradename;
5. DOE registration certificate – LPG Seal; and
6. Notarized company secretary's certificate of the authorized representative of the applicant.

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant  
or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB/PO for the issuance of registration before the start of sale of an LPG-filled pressure vessel with a Trademark or tradename;
2. 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;
3. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
4. Refer to Sections 21 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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Republic of the Philippines  
**DEPARTMENT OF ENERGY**

**Annex 5**  
 September 2022

**Application for Registration by a Trademark owner or Marketer - LPG Seal**

Date \_\_\_\_\_

**Oil Industry Management Bureau**  
 3<sup>rd</sup> Floor, PNOC Building 5  
 Energy Center, Rizal Drive,  
 Fort Bonifacio, Taguig City

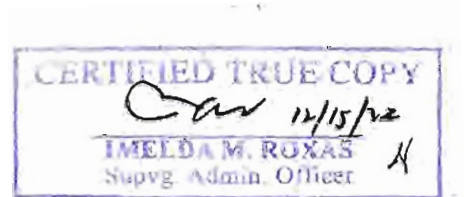
Attention: \_\_\_\_\_  
 Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**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. Application Details**

1. Type of Application : ( ) First ( ) Additional

**C. Supporting Documentary Requirements.**

**Certified true copy of the following:**

1. Company profile;
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;
3. Certificate of production or certificate of importation of LPG Seal per valve type and per brand from their respective manufacturer or importer;
4. Accreditation certificate of LPG Seal manufacturer or importer from the DTI; and
5. Notarized company secretary's certificate of the authorized representative of the applicant.

**D. LPG Seal Sample.**

Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename.

Very truly yours,

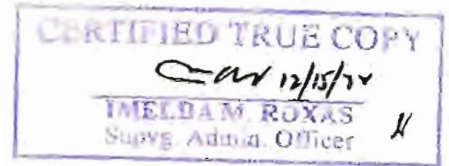
\_\_\_\_\_  
 Name, designation & signature of applicant  
 or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;
2. 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;
3. OIMB may further require a presentation on the details of application in a pre-application conference;
4. Issuance of registration which shall not be later than twenty (20) working days from receipt of application; and
5. Refer to Sections 22 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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Republic of the Philippines  
**DEPARTMENT OF ENERGY**

Annex 6  
 September 2022

**Application for Registration - Bulk Consumer**

Date \_\_\_\_\_

**Oil Industry Management Bureau/Field Office**  
**Address**

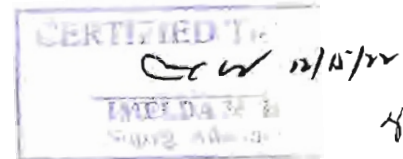
Attention: \_\_\_\_\_  
 Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**A. Company Details (Applicant).**

- |  |   |                      |
|--|---|----------------------|
| 1. Establishment Business Name   | : |                      |
| 2. Business Address<br>(Number, Street, Brgy, Mun/City, Province & Region) | : |                      |
| 3. GPS coordinates (longitude & latitude)                                  | : |                      |
| 4. Telephone Number  | : |                      |
| 5. Email Address   | : |                      |
| 6. Type of Application   | : | ( ) First ( ) Update |



**B. Supporting Documentary Requirements.**

**Certified true copy of the following:**

1. Company profile;
2. Executive briefer on the operation of the Bulk Consumer;
3. Site and facility layout plan with sufficient description and legends;
4. List of reference standards/codes used in the LPG facility; and
5. Notarized company secretary's certificate of the authorized representative of the applicant.

**C. Criteria to be considered as a Bulk consumer.**

Refer to Annex 6-A.

**D. Compliance to Standards.**

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

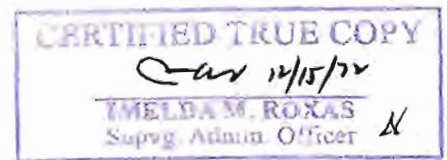
Very truly yours,

\_\_\_\_\_  
 Name, designation & signature of applicant or  
 authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of commercial use of LPG;
2. 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;
3. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
4. Issuance of registration which shall not be later than twenty (20) working days from receipt of application;
5. Refer to Annex 6-A for the criteria to be considered as a Bulk consumer, and
6. Refer to Sections 23 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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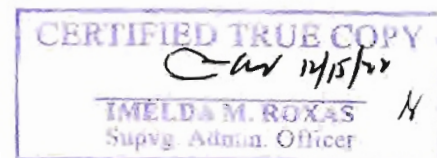


Republic of the Philippines  
**DEPARTMENT OF ENERGY**

**Annex 6-A**  
September 2022

**Criteria to be Considered a Bulk Consumer**

1. Purchases LPG in large quantities for its own use, requires bulk storage and does not in any way engage in the sale of LPG to End-consumers;
2. LPG use is considered “from bulk storage to LPG appliances or LPG-fed equipment”;
3. LPG consumption is for single End-consumer; and
4. In the case of multiple LPG End-consumers, LPG consumption is a part of utility expenses (e.g., electricity, water, etc.).





Republic of the Philippines  
**DEPARTMENT OF ENERGY**

Annex 7  
 September 2022

**Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels**

Date \_\_\_\_\_

**Oil Industry Management Bureau/Field Office  
 Address**

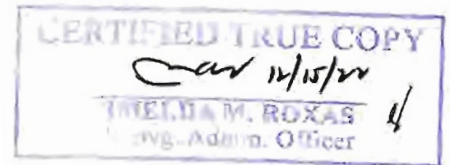
Attention: \_\_\_\_\_  
 Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this application with the following details below:

**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. Application Details**

- 1. Type of Application : ( ) First ( ) Additional

**C. Supporting Documentary Requirements.**

**Certified true copy of the following:**

- 1. Company profile;
- 2. List of motor vehicles and/or marine vessels (Attached as Annexes 7-A and 7-B respectively);
- 3. Certificate of registration and official receipt per motor vehicle from Land Transportation Office;
- 4. Conveyance permit per motor vehicle from the BFP;
- 5. Calibration certificate for bulk motor vehicle (lorry tank) from DOST;
- 6. Marine vessel registry and safety certificate from MARINA; and
- 7. Notarized company secretary's certificate of the authorized representative of the applicant.

Very truly yours,

\_\_\_\_\_  
 Name, designation & signature of applicant  
 or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before using the motor vehicles and marine vessels;
2. 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;
3. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
5. Refer to Sections 24 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.

**NOTARY PUBLIC**

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