



Republic of the Philippines
DEPARTMENT OF ENERGY

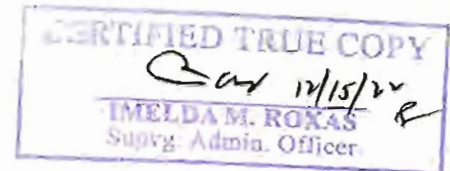
Annex B
September 2022

**License to Operate
Independent Bulk LPG Hauler**

Date _____

Oil Industry Management Bureau
3rd Floor, PNOC Building 5
Energy Center, Rizal Drive,
Fort Bonifacio, Taguig City

Attention: _____
Director



Dear Sir/Madam:

In compliance with the Department Circular No. _____, and _____ we wish to inform you of this notice and application with details as follows:

A. Company Details (Applicant)

1. Company Name :
2. Business Address :
(Number, Street, Brgy, Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :
6. Type of Application : Original () Renewal ()

B. Supporting Documentary Requirements

Please refer to the documentary requirements in Annexes B-1 and B-4 for compliance.

C. Compliance to Standards

The transport motor vehicle and marine vessel 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.

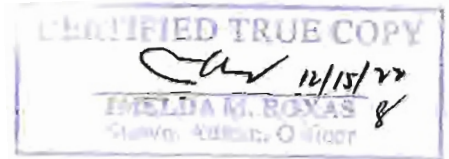
Very truly yours,

Name, designation & signature of applicant or
authorized representative

Reminder/ Instructions:

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the required License to operate before the start of commercial operation;
2. Pay the application fee based on the OIMB order of payment via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;
3. Issuance of License to operate shall not be later than twenty (20) working days from receipt of application;
4. OIMB may further require a presentation on the details of application in a pre-application conference; and
5. 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

INDEPENDENT BULK LPP AND/OR LPG HAULER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (NS) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name	Contact Details (email and tel #)
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

REQUIREMENTS	SUBMITTED (Y/N)
1. Notarized application form - Annex B;	
2. Checklist of requirements - Annex B-1;	
3. Company profile form - Annex B-2;	
4. List of transport motor vehicle per total company basis with supporting documents - Annex B-3;	
5. List of transport marine vessel per total company basis with supporting document - Annex B-4; and	
6. Attached supporting documents:	
6.1. Executive brief of operation;	
6.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	
6.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
6.4. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
6.6. Bureau of Internal Revenue registration for the applied business activity;	
6.7. Official Receipt and Certificate of Registration from the Land Transportation Office (per motor vehicle);	
6.8. Conveyance Permit from the Bureau of Fire Protection (per motor vehicle);	
6.9. Calibration Certificate from the Department of Science and Technology (per motor vehicle);	
6.10. Ship Registry and Safety Certificates from the Maritime Industry Authority (per marine vehicle);	
6.11. Fire prevention and response manual for motor vehicle;	
6.12. Fire prevention and response manual for marine vessel;	
6.13. Petroleum product onshore (land) spill prevention and response manual;	
6.14. Petroleum product offshore (water) spill prevention and response manual;	
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program;	
6.16. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	
6.17. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	
6.18. Notarized company secretary's certificate for authorized representative and signatory; and	
6.19. Proof of payment of application fee.	

Reminder/ Instruction:

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

CERTIFIED TRUE COPY
CMW 12/15/22
IMELDA M. ROXAS
 Supvg. Admin. Officer

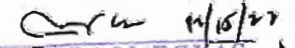


COMPANY PROFILE

INDEPENDENT BULK LPP AND/OR LPG HAULER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (EIS) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name		Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>		Approved By: <small>(Position and Signature over Printed Name)</small>
I. COMPANY BACKGROUND		
Business Address (Number, Street, Brgy., 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:	<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Registered Partners/Incorporator:		
Name		Nationality
<i>*add row/s as necessary</i>		
Executive Management:		
Name		Position
<i>*add row/s as necessary</i>		
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		
Product Involved:		
III. COST OF INVESTMENT (COMPANY OWNED)		
Details		Cost in Philippine Peso
Distribution Facilities		
Operational Cost		
TOTAL		

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



LIST OF TRANSPORT MOTOR VEHICLE
INDEPENDENT BULK LPP AND/OR LPG HAULER

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (HS) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

Land Transportation Office (LTO) Certificate of Registration			Land Transportation Office (LTO) Official Receipt		Bureau of Fire Protection Conveyance Permit		Department of Science and Technology Calibration Certificate		Particulars					
Type of Vehicle	Plate / Motor Vehicle Fite Number	Issued Date	OR Number	Valid Until	Issued Date	Valid Until	Issued Date	Valid Until	Product (LPP or LPG)	Capacity (In KL)	Company- Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler DOE-NTER (LPP) or DOE-LTO (LPG) Number	DOE-LTO (LPG) Validity

- Supporting Documents - Certified true copy of the following:
1. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number;
 2. Bureau of Fire Protection conveyance permit per motor vehicle; and
 3. Calibration certificate for bulk transport motor vehicle (lorry tank) from DOST.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Savg. Admin. Officer



**LIST OF TRANSPORT MARINE VESSEL
INDEPENDENT BULK LPP AND/OR LPG HAULER**

NOTICE TO ENGAGE IN DOWNSTREAM OIL INDUSTRY BUSINESS (BS) / APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
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Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>
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Ship Registry Certificate per transport vessel from the Maritime Industry Authority				Ship Safety Certificate per transport vessel from the Maritime Industry Authority			Particulars					
Name of Vessel	Certificate No.	Issued Date	Valid Until	Certificate No.	Issued Date	Valid Until	Product (LPP or LPG)	Capacity (In KL)	Company-Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler DOE-NTEB (LPP) or DOE-LTO (LPG) Number	DOE-LTO (LPG) Validity

Supporting Documents - Certified true copy of the following:

- 1. Marine vessel registry and safety certificate from MARINA with picture of the vessel showing its registered name.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer