



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex I
 September 2022

**Application for Issuance of License to Operate
 Centralized LPG Piping System**

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

Refer to the documentary requirements in Annexes I-1 to I-4 for compliance.

E. Criteria to be considered as a Centralized LPG Piping System.

Refer to Annex I-5.

F. Compliance to Facility Standards.

The LPG product, 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 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 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 _____

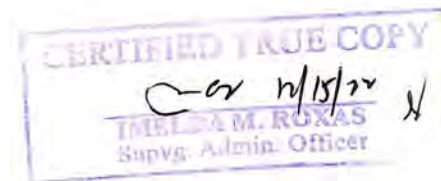


**CHECKLIST OF REQUIREMENTS
CENTRALIZED PIPING SYSTEM OWNER/OPERATOR
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

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)/REMARKS
1. Notarized application form – Annex I;	
2. Checklist of requirements - Annex I-1;	
3. Company profile form - Annex I-2;	
4. Establishment profile form – Annex I-3;	
5. Certification of the list of motor vehicle per company basis with supporting documents; and	
6. Attached supporting documents:	
6.1. Executive briefer of operation;	
6.2. Scaled layout plan of the 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;	
6.8. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number;	
6.9. Bureau of Fire Protection conveyance permit per motor vehicle;	
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	
6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.12. Occupancy permit per establishment from the Local Government Unit;	
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
6.14. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);	
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.16. Latest digital photographs (5R Size with date/time stamp) showing the following:	
6.16.1. Full and front and back views of the establishment;	
6.16.2. Safety and informational signs; and	
6.16.3. Display board showing the Facility registered business name and address.	
6.17. Fire prevention and response manual;	
6.18. LPG spill prevention and response manual;	
6.19. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
6.20. Notarized company secretary's certificate for authorized representative and signatory; and	
6.21. Proof of payment of application fee.	

Reminder/ Instruction:

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





**ESTABLISHMENT PROFILE
CENTRALIZED LPG PIPING SYSTEM OWNER/OPERATOR
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

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

I. ESTABLISHMENT PROFILE:

Establishment Business Name:	
Business Address (Number, Street, Brgy., Mun/City, Province and Region):	GPS Coordinates:
Telephone (landline) No.:	Longitude:
Date Commissioned:	Latitude:
Date of Start of Operation:	Email Address:
Cost of Investment (PhP):	
Type of Ownership:	<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative
Total Number of Personnel in the Facility:	

II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE

Name	Designation

**add row/s as necessary*

III. FACILITIES

Lot Area (sq. m)	
Specifications:	

Number	Storage Tank		Piping System			Total Vol. Thruput (kg/month)
	Capacity (MT)	Type of Pipe (e.g. steel, PVC, etc.)	No. of receiving and distribution pipes	Vol. Thruput (kg/day)		

**add row/s as necessary*

IV. FIRE PROTECTION/PREVENTION

	No. of Units	Type / Class	Location
A. Water Tank Capacity:			
B. Fire Extinguisher			
C. Emergency Shutdown System			
D. Emergency Evacuation Area			
E. Gas Detector			
F. Safety and Informational Signs			
G. Personal Protective Equipment			

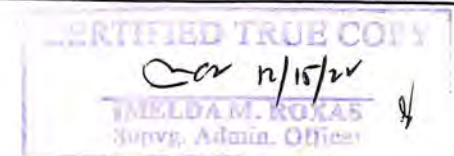
V. GENERATOR SET

A. For backup power	
B. For fire pump	

Other Observations/Information:

Reminder/ Instruction:

- Submission of this report shall be on a per establishment basis.





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Annex I-5
September 2022

Criteria to be Considered a Centralized LPG Piping System

1. Distribution of LPG through a closed system of pipelines within a building from locally installed LPG pressure vessels;
2. The LPG supply can either be operated using multi-cylinder installation or centralized bulk installation; and
3. The sale of LPG to each of the multiple End-consumers is determined through a meter or similar instruments which measures the amount of gas actually used by each consumer. These metering instruments shall be regularly calibrated.

