



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex G
September 2022

**Application for Issuance of License to Operate
LPG Retailer**

Date _____

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

Attention: _____
Director

Dear Sir/Madam:

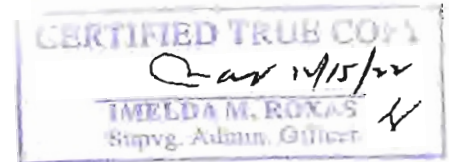
In compliance with the Department Circular No. _____, please be informed of this application with details as follows:

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

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

E. 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.

Please refer likewise to the Retail Outlet Layout Design in Annex G-5, Retail Outlet Classification and Maximum Floor Stock Requirement in Annex G-6 and Price Display Board Template in Annex K for compliance.

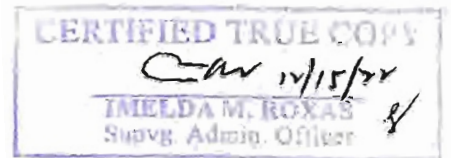
Very truly yours,

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
LPG RETAILER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)
REQUIREMENTS	SUBMITTED (Y/N) / REMARKS
1. Notarized application form - Annex G;	
2. Checklist of requirements - Annex G-1;	
3. Company profile form - Annex G-2;	
4. Outlet profile form - Annex G-3;	
5. List of transport motor vehicle on per total company basis with supporting documents - Annex G-4; 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. Conveyance Permit per motor vehicle from the Bureau of Fire Protection.	
6.9. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.10. Occupancy permit per establishment from the Local Government Unit;	
6.11. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.12. Latest digital photographs (5R Size with date/time stamp) showing the following:	
6.12.1. Full and front and back views of the establishment;	
6.12.2. Price display board;	
6.12.3. Measuring device/s;	
6.12.4. LPG cylinders; and	
6.12.5. Safety and informational signs; and	
6.12.6. Display board showing the Facility registered business name and address.	
6.13. Fire prevention and response manual;	
6.14. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
6.15. Notarized company secretary's certificate for authorized representative and signatory; and	
6.16. Proof of payment of application fee.	

CERTIFIED TRUE COPY

 IMELDA M. BONTAS
 Supv. Admin. Officer

Reminder/ Instruction:

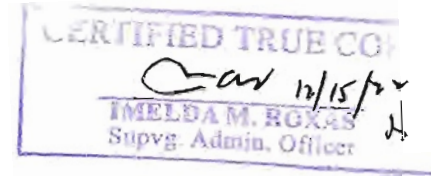
1. Submit one (1) Certified True Copy of all the required supporting documents.



COMPANY PROFILE

LPG RETAILER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)



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

I COMPANY BACKGROUND

Business Address (Number, Street, Brgy., Mun/City, Province and Region):	GPS Coordinates:	Longitude:	Latitude:
Telephone (landline) No.:	E-mail Address:		
President/CEO/Owner:	Authorized Representative/s to transact business with DOE:		
Type of Ownership:	<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative
Registered Owner / Partners / Incorporator / Board of Directors:	Name	Nationality	
<i>*add rows as necessary</i>			
Executive Management Organizational Structure:	Name	Designation/Position	
<i>*add rows as necessary</i>			
Number of employees: (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	
LPG Brand/s and Size/s:	
LPG Source:	
Name of supplier	Address of Supplier
<i>*add rows as necessary</i>	



COMPANY PROFILE

LPG RETAILER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

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

III. FACILITIES - Outlet and Warehouse

Type of Facility	Name	Location or Address					License to Operate No. (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Barangay	Street		
A. Company Owned and Operated								
<i>*add row/s as necessary</i>								
B. Company Owned but Privately Operated								
<i>*add row/s as necessary</i>								
C. Privately Owned and Operated								
<i>*add row/s as necessary</i>								

IV. COST OF INVESTMENT (Company Owned)

Details	Cost in Philippine Peso	Number of Manpower Requirement per facility
A. Outlet		
B. Warehouse		
C. Total Operational Cost		
TOTAL		

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg. Admin. Officer



OUTLET PROFILE

LPG RETAILER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
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Prepared By: <small>(Designation and Signature over Printed Name)</small>	Approved By: <small>(Designation and Signature over Printed Name)</small>
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Retail Outlet Classification: Pure LPG Retailer With other merchandise

I. ESTABLISHMENT PROFILE:

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

II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE

Name	Designation

**add row/s as necessary*

III. RETAIL OUTLET FACILITIES

Floor area (sq.m) for filled and empty LPG cylinders	Storage Area/ Showroom		
	Size/s	Quantity	LPG Brand/s
	Less than 1kg		
	2.7kg		
	5kg		
	7kg		
	11kg		
	22kg		
	50kg		

**Refer to Annex F-4 on Retail Outlet Classification and Annex for Facility Standard Requirements*

IV. FIRE FIGHTING SYSTEM

	No. of Units	Type / Class	Location
A. No. Fire Extinguisher			
B. Water Sprinkler			
C. Gas Detector			
D. Water Supply Source			
E. Safety and Informational Signs			
Other Observations/Information:			

Reminder/ Instruction:
1. Submission of this report shall be on a per establishment basis.

CERTIFIED TRUE COPY

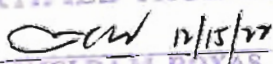
IMELDA M. ROXAS
 Supvg. Admin. Officer

LIST OF TRANSPORT MOTOR VEHICLE
LPG RETAILER
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATER (LPG)

Company Name:			Contact Details (email and tel #):				As of (mm/dd/yyyy):				
Prepared By:			Approved By:								
(Position and Signature over Printed Name)			(Position and Signature over Printed Name)								
Land Transportation Office (LTO) Certificate of Registration			Land Transportation Office (LTO) Official Receipt		Bureau of Fire Protection Conveyance Permit		Particulars				
Type of Vehicle	Plate / Motor Vehicle File Number	Issued Date	OR Number	Valid Until	Issued Date	Valid Until	Bulk Transport or In Cylinder or Cartridge	Company-Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler LTO Number	LTO Validity

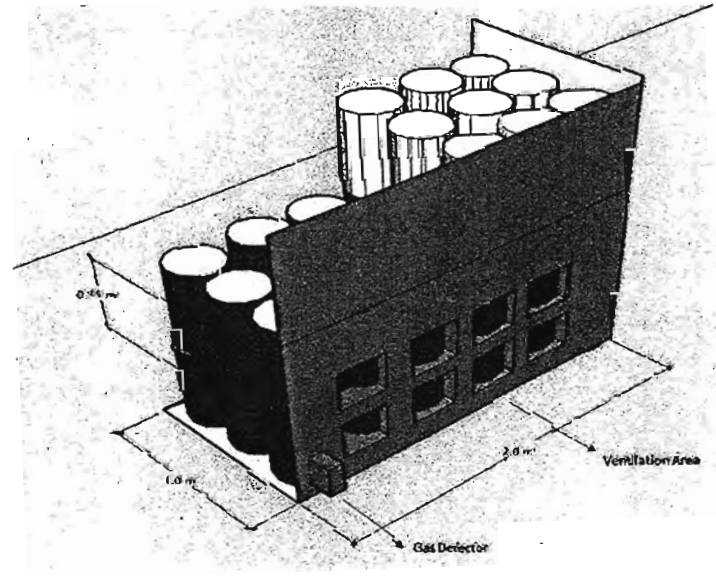
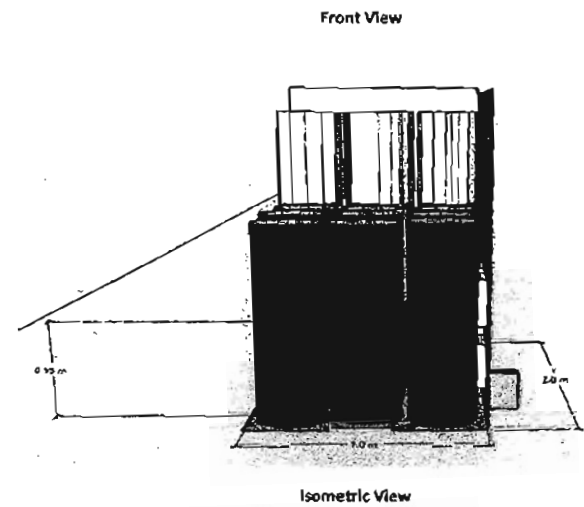
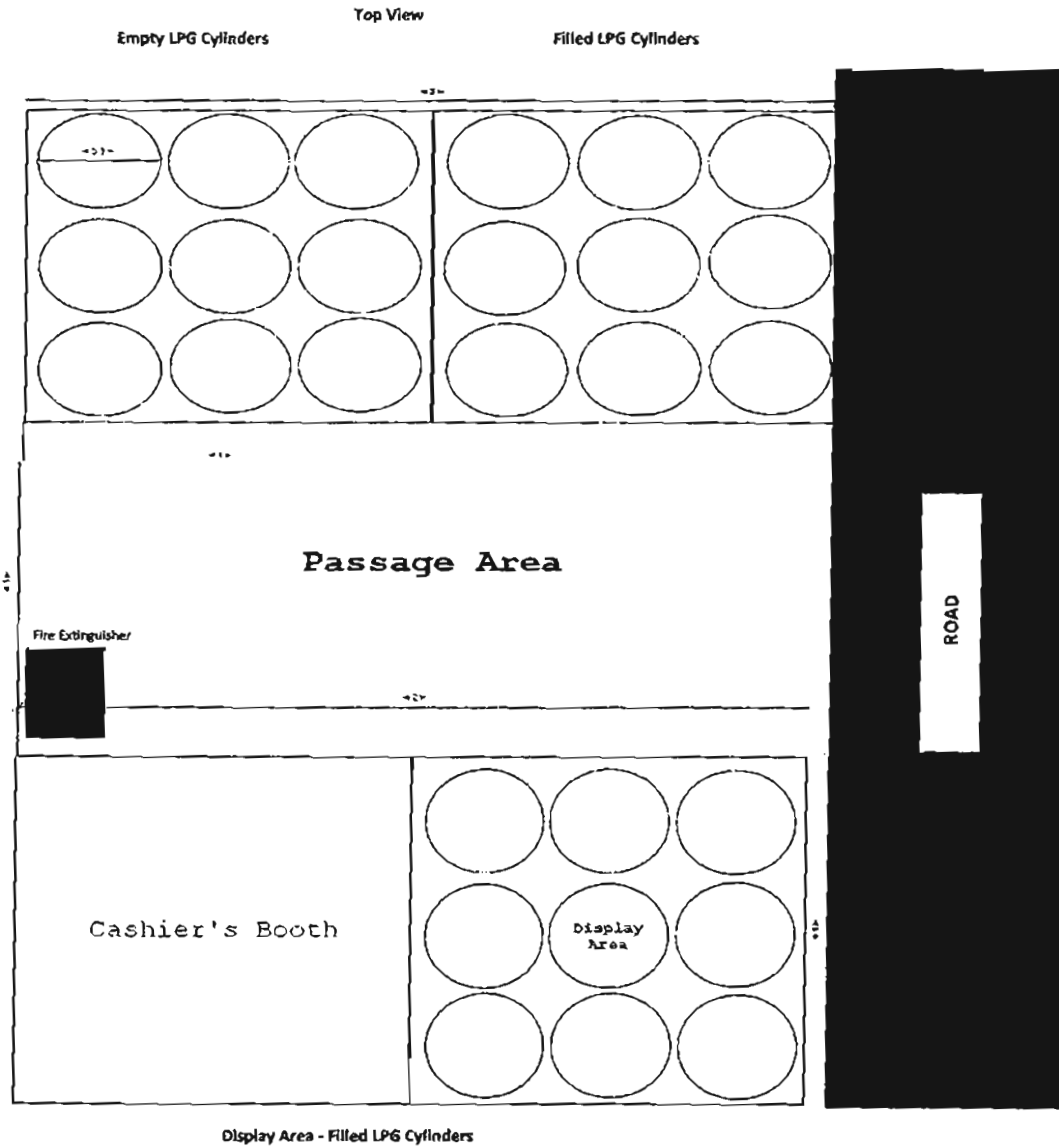
Supporting Documents - Certified true copy of the following:

1. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number; and
2. Conveyance Permit per motor vehicle from the Bureau of Fire Protection.

CERTIFIED TRUE COPY

IMELDA M. ROXAS
 Supvg Admin Officer



Typical Retail Outlet Layout Design



Structural Requirements:

- 1.) Building shall be made up of predominantly non-combustible material (Concrete/Steel);
- 2.) Building should not be part of a Theatre, School, Hotel, Supermarket or a place of worship;
- 3.) Store should be well ventilated;

- 4.) Minimum floor area for filled and empty LPG cylinders is two (2) square meters. (excluding area for cashier's booth and display area);
- 5.) The gas leak detector must be mounted (0.5 to 1.0m - to be verified) from the floor; and
- 6.) No Drains or opening shall be allowed in the floor of the building.

CERTIFIED TRUE COPY
Imelda M. Roxas
 IMELDA M. ROXAS
 Group Admin. Officer



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex G-6
September 2022

Retail Outlet Classification and Maximum Floor Stock Requirement.

Classification	Maximum Floor Stock Requirement	Definition
1. Pure LPG Retail Outlets	Maximum aggregate quantity of LPG stored inside the establishment is 350 kgs for all brands and sizes.	<i>Refers to a natural or juridical person involved in the sale of LPG in cylinders directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is 350 kgs for all brands and sizes.</i>
2. Retail Outlets with other merchandise	Maximum aggregate quantity of LPG stored inside the establishment is 110 kgs for all brands and sizes.	<i>Refers to a natural or juridical person involved in the sale of LPG in cylinders directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is 110 kgs for all brands and sizes.</i>
	Maximum aggregate quantity of LPG less than 1kg stored inside the establishment is 110 kgs for all brands.	<i>Refers to a natural or juridical person involved in the sale of LPG less than 1kg directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is 110 kgs for all brands (40 crates of 12 pcs).</i>

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Caw n/15/22
INELDA M. ROXAS
Supvg. Admin. Officer