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|  | **Annex A** |
|  | September 2022 |

**Application for Issuance of License to Operate**

**Refiner, Importer, Bulk Distributor, Terminal and/or Depot Owner/Lessor**

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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we wish to inform you of this notice and application with details as follows:

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. LPG industry participant classification :

Refiner ( ) Importer ( ) Bulk Distributor ( ) Terminal and/or Depot owner/lessor ( )

* 1. Type of application : Original ( ) Renewal ( )

1. **Supporting Documentary Requirements**

Please refer to the documentary requirements in Annexes A-1 to A-6 for compliance.

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 per company and/or per establishment - facility, plant or outlet;
  2. Submit this application form with complete documentary attachments to OIMB for the issuance of License to operate (LTO) before the start of commercial operation.
  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. Issuance of License to operate shall not be later than twenty (20) working days from receipt of application;
  5. OIMB 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.

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**NOTARY PUBLIC**

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