**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:

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. Type of application : Original ( ) Renewal ( )

1. **Supporting Documentary Requirements**

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

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.

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**NOTARY PUBLIC**

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