

Annex 1 September 2022

Application for Registration - Prior to Commencement of LPG Facility Construction

		Date
Oil Ind Addre	dustry Management Bureau/Field Office ess	
	Attention:	
	Director	
Dear S	sir/Madam:	
In con	npliance with Department Circular No.	we wish to inform you of this
	ation with the following details below:	we wish to inform you of this
A.	Company Details	
	 Company Name Business Address (Number, Street, Brgy, Mun/City, Province & R GPS Coordinates (longitude & latitude) 	egion) :
	4. Telephone Number	Service Programme
	5. Email Address	Salar plan
В.	Establishment Details	12/15/18
	 Establishment Business Name Business Address (Number, Street, Brgy, Mun/City, Province & R 	egion) :
	 GPS Coordinates (longitude & latitude) Telephone Number 	:
	5. Email Address	:
C.	Application Details	
	 Type of Application Establishment for Construction Refinery () Terminal () Centralized LPG Piping System () 	:() First () Additional : Bulk Depot () Refilling Plant ()
D.	Supporting Documentary Requirements.	
	Certified true copy of the following:	
	 Company profile; Certificate of Registration from the Securities Department of Trade and Industry (DTI) (whiche Articles of Incorporation (SEC) or its equivalent General Information Sheet (SEC) or its equivalent Executive briefer of the facility for construction; Site and facility layout plan with sufficient descri List of reference standards/codes used in the cons Notarized company secretary's certificate of the annual construction. 	ver is applicable); (DTI); It (DTI); ption and legends; struction design; and

E. Compliance to Standards.

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex I - 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 on a per establishment construction;
- 2. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;
- 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. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
- 5. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and 6. Refer to Sections 18 and 31 of this Department Circular on the DOB handling office of this application.

AC	KNOWLEDGMENT	- The	
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF))s.s	The 12/15	
BEFORE ME, a Notary Public for and in day of 20, personally appear	n the City/Municipality of ed presenting his/her identific	, this ation, to wit:	
Name	Competent Evidence of Identity	Date & Place of Issue	
known to me and to me known to be the sa application, which he/she acknowledged be with full authority to sign in that capacity.			
This application consisting ofattachment, duly signed by the applicant.	(_) original copy/ies subm	itted to OIMB with com	plete
IN WITNESS WHEREOF, I have hereto	set my hand on the day, year a	nd place above the written.	

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Annex 2 September 2022

Application for Registration by a Trademark owner or Marketer - Trademark or tradename

				Date
3 rd Floo Energy	or, P Cei	ry Management Bureau PNOC Building 5 Inter, Rizal Drive, Incio, Taguig City		
		Attention:		
Dear S	ir/M	ladam:		
		nce with the Department Circular No	, we	e wish to inform you of this
A.	Co	mpany Details		
В.	 3. 4. 5. 	Company Name Business Address (Number, Street, Brgy, Mun/City, Province & Reg GPS Coordinates (longitude & latitude) Telephone Number Email Address plication Details	; gion) : : : :	Jun 14/10/
	1.	Type of Application	:() First	() Additional
C.	Su	pporting Documentary Requirements.		
	1. 2. 3.	rtified true copy of the following: Company profile; Executive briefer of the Trademark or tradename; IPO certificate of registration; and Notarized company secretary's certificate of the au	thorized represe	entative of the applicant.
		1	ery truly yours	;,
				tion & signature of applicant orized representative

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- 1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before the start of commercial use of the Trademark or tradename;
- 2. 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;

 OIMB may forther require a presentation on the details of application in a pre-application conference;

 Issuance of registration shall not be later than twenty (20) working days from receipt of application; and

 Refer to Sections 19 and 31 of this Department Circular on the DOE handling office of this application.

REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF	fication, to wit:
day of	Tication, to wit:
INDITIE /	Date & Place of Issue
known to me and to me known to be the same person who executed an application, which he/she acknowledged before me as his/her own fre with full authority to sign in that capacity.	
This application consisting of () original copy/ies subattachment, duly signed by the applicant.	omitted to OIMB with complete
IN WITNESS WHEREOF, I have hereto set my hand on the day, year	r and place above the written.

NOTARY PUBLIC



Annex 3 September 2022

N

Application for Registration by a Refiller - Authority to Fill Third-Party Trademark or tradename

	Date
Oil Industry Management Bureau/Field Office Address	Car Med
Attention:	17 VC 1/1-16 U1 J
Director	
Dear Sir/Madam:	
In compliance with the Department Circular Noapplication with the following details below:	, we wish to inform you of this
A. Company Details	
 Company Name Business Address (Number, Street, Brgy, Mun/City, Province & Region) GPS Coordinates (longitude & latitude) Telephone Number Email Address 	: : : :
B. Establishment Details	
 Establishment Business Name Business Address (Number, Street, Brgy, Mun/City, Province & Region) GPS Coordinates (longitude & latitude) Telephone Number Email Address 	: : : :
C. Application Details	
1. Type of Application	:() First () Additional
D. Supporting Documentary Requirements.	
Certified true copy of the following:	
 Notarized certificate of the existence of a refilling contrathe third-party Trademark owner or Marketer; LTO of Refiller; LTO of third-party Trademark owner or Marketer; DOE registration certificate - Trademark or tradename; DOE registration certificate - LPG Seal; and Notarized company secretary's certificate of the authorize 	

	-	nation & signature of applicant thorized representative
1. Submit this application form with complete do start of filling of a Trademark or tradename; 2. Pay the application fee based on the order of pa treasury counter payment payable to the Departs 3. OIMB/FO may further require a presentation on 4. Issuance of registration shall not be later than by 5. Refer to Sections 20 and 31 of this Department.	tyment and via bank transfer, postal mo ment of Energy; I the details of application in a pre-appli venty (20) working days from receipt of	ney order/manager's check or actual DOE cation conference; 'application; and
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF	CNOWLEDGMENT)) S.S	CERTIFIED TRUE
BEFORE ME, a Notary Public for and in day of 20, personally appeared		ation, to wit:
Name	Competent Evidence of Identity	Date & Place of Issue
known to me and to me known to be the sar application, which he/she acknowledged be with full authority to sign in that capacity.		
This application consisting of (attachment, duly signed by the applicant. IN WITNESS WHEREOF, I have hereto s		itted to OIMB with complete and place above the written.
		ARY PUBLIC
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Very truly yours,



Annex 4 September 2022

Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)

		Date
Oii Ind Addre	dustry Management Bureau/Field Office	
234476		
	Attention:	
	Director	
Dear S	Sir/Madam:	
	appliance with the Department Circular Noation with the following details below:	, we wish to inform you of this
A.	Company Details	
	 Company Name Business Address (Number, Street, Brgy, Mun/City, Province & Region) GPS Coordinates (longitude & latitude) Telephone Number Email Address Establishment Details Establishment Business Name Business Address (Number, Street, Brgy, Mun/City, Province & Region) GPS Coordinates (longitude & latitude) Telephone Number Email Address Application Details 	IMELDA M & Supvg. Admis. C
	1. Type of Application	:() First () Additional
D.	Supporting Documentary Requirements.	
	 Notarized certificate of the existence of a contract to a Retailer and the Trademark owner or Marketer; LTO of Dealer or Retailer; LTO of Trademark owner or Marketer; DOE registration certificate - Trademark or tradename; DOE registration certificate - LPG Seal; and Notarized company secretary's certificate of the authorise 	

Very truly yours, Name, designation & signature of applicant or authorized representative Reminder/Instructions: 1. Submit this application form with complete documentary attachments to OIMB/PO for the issuance of registration before the start of sale of an LPG-filled pressure vessel with a Trademark or tradename; 2. 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; 3. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and 4. Refer to Sections 21 and 31 of this Department Circular on the DOE handling office of this application. **ACKNOWLEDGMENT** REPUBLIC OF THE PHILIPPINES Sing Admin Officer) S.S CITY/MUNICIPALITY OF BEFORE ME, a Notary Public for and in the City/Municipality of _____,this ____ day of ______ 20__, personally appeared presenting his/her identification, to wit: Competent Evidence of Date & Place of Issue Name Identity 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.

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Annex 5 September 2022

Application for Registration by a Trademark owner or Marketer - LPG Seal

		Date
3 rd Floo Energy	dustry Management Bureau or, PNOC Building 5 Center, Rizal Drive, onifacio, Taguig City	
	Attention:	
Dear S	Director ir/Madam:	
In com	upliance with the Department Circular No ution with the following details below:	, we wish to inform you of this
Α.	Company Details	- 1
	 Company Name Business Address (Number, Street, Brgy, Mun/City, Province & Reg GPS Coordinates (longitude & latitude) Telephone Number Email Address 	certified True Copy with the copy imelda M. Roxas Supvg. Admin. Officer
B.	Application Details	
	1. Type of Application	:() First () Additional
C.	Supporting Documentary Requirements.	
	Certified true copy of the following:	
	 Company profile; Executive briefer with pictures of LPG Seal per vand their respective manufacturer or importer; Certificate of production or certificate of importation from their respective manufacturer or importer; Accreditation certificate of LPG Seal manufacturer Notarized company secretary's certificate of the au 	on of LPG Seal per valve type and per brand or importer from the DTI; and
D.	LPG Seal Sample.	
	Submission of six (6) pieces of LPG Seal samples per	valve type and per Trademark or tradename.
	•	Very truly yours,
		Name, designation & signature of applicant or authorized representative
	Control Contar Direl Drive our 34th Street Banifor	sin Global Ciny Tamin City Philippines

- 1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of
- Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;
 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;
 OIMB may further require a presentation on the details of application in a pre-application conference;
 Issuance of registration which shall not be later than twenty (20) working days from receipt of application; and
 Refer to Sections 22 and 31 of this Department Circular on the DOE handling office of this application.

	ACKNOWLEDGMENT	CORFIFIED TRU
REPUBLIC OF THE PHILIPPINE CITY/MUNICIPALITY OF	•	IMELDAM, RO Supre Admia, O
BEFORE ME, a Notary Public for a day of 20, personally a		
Name	Competent Evidence of Identity	Date & Place of Issue
application, which he/she acknowledge with full authority to sign in that capacity the application consisting of attachment, duly signed by the application witness whereof, I have he	city () original copy/ies submant.	nitted to OIMB with comple
	NOT	ARY PUBLIC
Doc No. Page No. Book No.		



Annex 6 September 2022

Application for Registration - Bulk Consumer

		Date
	dustry Management Bureau/Field Office	
Addre	SS	
	Attention:	
	Director	
Dear S	ir/Madam:	
	npliance with the Department Circular Noation with the following details below:	we wish to inform you of this
A.	Company Details (Applicant).	
	Establishment Business Name Business Address	Cow m/s/n
	(Number, Street, Brgy, Mun/City, Province & Region) 3. GPS coordinates (longitude & latitude) 4. Telephone Number	TARE DA 32 8
	5. Email Address	· :
	6. Type of Application	:() First () Update
В.	Supporting Documentary Requirements.	
	Certified true copy of the following:	
	 Company profile; Executive briefer on the operation of the Bulk Consumer Site and facility layout plan with sufficient description and List of reference standards/codes used in the LPG facility Notarized company secretary's certificate of the authorized 	d legends; ; and
C.	. Criteria to be considered as a Bulk consumer.	
	Refer to Annex 6-A.	
D.	Compliance to Standards.	
	The LPG product, actual construction of an LPG facility an Annex I - List of reference standards/codes based on the thereof any internationally accepted codes or standards.	
	Very	truly yours,
	Nar	ne, designation & signature of applicant or
		authorized representative

- 1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the
- Submit this application form with complete documentary attachments to Onvisor O for the Issuance of LPG;
 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;
 OIMB/FO may further require a presentation on the details of application in a pre-application conference;
 Issuance of registration which shall not be later than twenty (20) working days from receipt of application;
 Refer to Annex 6-A for the criteria to be considered as a Bulk consumer; and
 Postate Sentions 22 and 21 of this Department Circular on the DOE handling office of this application.

- 6. Refer to Sections 23 and 31 of this Department Circular on the DOE handling office of this application.

		l d
AC	CKNOWLEDGMENT	CERTIFIED TRUE
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF)) S.S	YMELDAM, ROS Supreg. Admin. Off
BEFORE ME, a Notary Public for and day of 20, personally appear		ation, to wit:
Name	Competent Evidence of Identity	Date & Place of Issue
application, which he/she acknowledged by with full authority to sign in that capacity. This application consisting ofattachment, duly signed by the applicant. IN WITNESS WHEREOF, I have hereto	original copy/ies subm	litted to OIMB with complete
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Annex 6-A September 2022

Criteria to be Considered a Bulk Consumer

- 1. Purchases LPG in large quantities for its own use, requires bulk storage and does not in any way engage in the sale of LPG to End-consumers;
- 2. LPG use is considered "from bulk storage to LPG appliances or LPG-fed equipment";
- 3. LPG consumption is for single End-consumer; and
- 4. In the case of multiple LPG End-consumers, LPG consumption is a part of utility expenses (e.g., electricity, water, etc.).





Annex 7 September 2022

Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

]	Date	
Oil Ind Addre		ry Management Bureau/Field Office			
		Attention: Director			
Dear S	ir/M	(adam:			
		nce with the Department Circular No	, we	wish to inform you of this	
A.	Co	mpany Details			
	 3. 4. 	Company Name Business Address (Number, Street, Brgy, Mun/City, Province & Region GPS Coordinates (longitude & latitude) Telephone Number Email Address	: on) : : :	CERTIFIED TRUE CO	
B.	Αp	plication Details			
	1.	Type of Application	: () First	() Additional	
C.	Su	pporting Documentary Requirements.			
	Ce	rtified true copy of the following:			
	 2. 3. 4. 6. 	Company profile; List of motor vehicles and/or marine vessels (Attache Certificate of registration and official receipt per Office; Conveyance permit per motor vehicle from the BFP; Calibration certificate for bulk motor vehicle (lorry to Marine vessel registry and safety certificate from Marine vessel registry and safety certificate of the auth	motor vehicle ank) from DOS ARINA; and	from Land Transportation T;	
	Very truly yours,				
		ž	_	on & signature of applicant rized representative	

- 1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before using the motor vehicles and marine vessels;
- 2. 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;

 OIMB/FO may further require a presentation on the details of application in a pre-application conference;

 Issuance of registration shall not be later than twenty (20) working days from receipt of application; and

 Refer to Sections 24 and 31 of this Department Circular on the DOE handling office of this application.

ACKNOWLEDGMENT

	F THE PHILIPPINES PALITY OF) S.S	
		nd in the City/Municipality of peared presenting his/her identification	
	Name	Competent Evidence of Identity	Date & Place of Issue
plication, wh		ne same person who executed and vol ed before me as his/her own free and	
is application	on consisting of	() original copy/ies submitte	ed to OIMB with com
nis application achment, dul	on consisting ofy signed by the applican	() original copy/ies submitte	
nis application tachment, dul	on consisting ofy signed by the applican	() original copy/ies submitte	
his application	on consisting ofy signed by the applican	() original copy/ies submittent. reto set my hand on the day, year and	
his application	on consisting ofy signed by the applican	() original copy/ies submittent. reto set my hand on the day, year and	place above the written.

IMELDA M. ROXAS Supreg: Admin. Officer A