



Republic of the Philippines
DEPARTMENT OF ENERGY

Annex C
 September 2022

**Application for Issuance of License to Operate
 Independent Hauler of LPG in Cylinder and/or Cartridge**

Date _____

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

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:

A. Company Details (Applicant)

- | | | |
|---|---|----------------------------|
| 1. Company Name | : | |
| 2. Business Address | : | |
| (Number, Street, Brgy, Mun/City, Province & Region) | : | |
| 3. GPS Coordinates (longitude & latitude) | : | |
| 4. Telephone Number | : | |
| 5. Email Address | : | |
| 6. Type of Application | : | Original () Renewal () |
| 7. Product Involved | : | Cylinder () Cartridge () |



B. Supporting Documentary Requirements

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

C. Compliance to Standards

The motor vehicle and marine vessel 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.

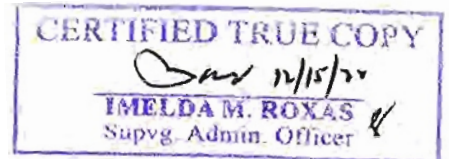
Very truly yours,

 Name, designation & signature of applicant or
 authorized representative

Reminder/ Instructions:

1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the required License to operate before the start of commercial operation;
2. Pay the application fee based on the OIMB/FO 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 License to operate shall not be later than twenty (20) working days from receipt of application;
4. OIMB/FO may further require a presentation on the details of application in a pre-application conference; and
5. 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
INDEPENDENT HAULER OF LPG IN CYLINDER AND/OR CARTRIDGE
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)
1. Notarized application form - Annex C;	
2. Checklist of requirements - Annex C-1;	
3. Company profile form - Annex C-2;	
4. List of motor vehicle per company or establishment basis with supporting documents - Annex C-3;	
5. List of marine vessel per company or establishment basis with supporting document - Annex C-4; and	
6. Attached Supporting Documents:	
6.1. Executive brief of operation;	
6.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	
6.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
6.4. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.5. Business permit for the applied business activity from the Local Government Unit or PFZA Certificate of Registration;	
6.6. Bureau of Internal Revenue registration for the applied business activity;	
6.7. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;	
6.8. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	
6.9. Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel.	
6.10. Fire prevention and response manual for motor vehicle;	
6.11. Fire prevention and response manual for marine vessel;	
6.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.13. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address;	
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.	

Reminder/ Instruction:

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

CERTIFIED TRUE COPY
Caw 11/15/22
EMELDA M. ROXAS
Supvg. Admin. Officer



CERTIFIED TRUE COPY
Can 11/15/22
IMELDA M. ROXAS
 Supvg. Admin. Officer

COMPANY PROFILE

INDEPENDENT HAULER OF LPG IN CYLINDER AND/OR CARTRIDGE

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position 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:			
Authorized Representative/s to transact business with DOE:			
Type of Ownership: () Single Proprietorship () Partnership () Corporation			
Registered Partners/Incorporator:			
Name	Nationality		
<i>*add row/s as necessary</i>			
Executive Management:			
Name	Position		
<i>*add row/s as necessary</i>			
Number of employees: (attach Organizational Structure and indicate number of staff/employees per position per facility, including outsourced employees)			

II. BUSINESS PLAN

Background
History of operations and investments in the Philippines
Expansion Program/s
Product Involved:

III. COST OF INVESTMENT (COMPANY OWNED)

Details	Cost in Philippine Peso
Distribution Facilities (See Annexes C-3 and C-4)	
Operational Cost	
TOTAL	

