

Annex D
September 2022

Application for Issuance of License to Operate Trademark owner or Marketer

	Date
Oil Industry Management Bureau / Field Office Address	
Attention:	
Dear Sir/Madam:	
In compliance with the Department Circular Noapplication with details as follows:	, please be informed 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 C. Application Details 	CERTIFIED TRUE COPY CAN MISTON IMELDA M. ROXAS Supvy. Admin. Officer
1. Type of application	: Original () Renewal ()
D. Supporting Documentary Requirements	
Please refer to the documentary requirement in Annexes I	D-1 to D-5 for compliance.
E. Compliance to Standards	
The LPG product, Ancillary equipment, actual construction practice shall comply with Annex J - List of reference promulgated PNS or in the absence thereof any internation	ce standards/codes based on the latest

	Name, designa authorized repr	tion & signature of applica	int or
Reminders/Instructions: 1. This application shall be made per company and/o	or per establishment - facility, plant or o	outlet;	
 Submit this application form with complete documentation operate (LTO) before the start of commercial operate (LTO) before the start of commercial operate on the application fee based on the OIMB/FO actual DOE treasury counter payment payable to actual DOE treasury counter payment payable to 4. Issuance of License to operate shall not be later the SolMB/FO may further require a presentation on the Refer to Section 31 of this Department Circular for the section of the s	umentary attachments to OIMB/FO fo ration. order of payment and via bank transfer the Department of Energy; han twenty (20) working days from rec- the details of application in a pre-applic	r the issuance of the required Lice r, postal money order/manager's ch eipt of application; eation conference; and	
ACKI	NOWLEDGMENT	CERTIFIED TR	UE C
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF) _) \$.\$	IMELDA M. I Supvg. Admin.	ROXA:
BEFORE ME, a Notary Public for and in the of 20, personally appeared pre		, to wit:	_ day
Name	Competent Evidence of Identity	Date & Place of Issue	
cnown to me and to me known to be the same application, which he/she acknowledged before with full authority to sign in that capacity. This application consisting of(ore me as his/her own free a	nd voluntary act and deed	I, and
attachment, duly signed by the applicant. IN WITNESS WHEREOF, I have hereto se	et my hand on the day, year ar	nd place above the written.	
	NOTA	RY PUBLIC	
Doc No. Page No. Book No. Series of 20			

Very truly yours,

Annex D-1 September 2022

CHECKLIST OF REQUIREMENTS TRADEMARK OWNER OR MARKETER APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
Prepared By:	A
герисо ву.	Approved By:
Bureau of Fire Protection conveyance permit per motor vehicle;	(Position and Signature over Printed Name)
REQUIREMENTS	SUBMITTED (Y/N)/REMARKS
1. Notarized application form - Annex D;	
2. Checklist of requirements - Annex D-1;	
3. Company profile form - Annex D-2;	
4. Establishment profile form - Annex D-3;	
5. Inventory of LPG cylinders - Annex D-4;	
6. List of transport motor vehicle - Annex D-5; and	
7. Attached Supporting Documents:	
7.1. Executive briefer of operation;	
7.2. Scaled layout plan of the establishment,	
7.3 Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry	
or Cooperative Development Authority (whichever is applicable);	
7.4 IPO certificate of registration	
7.5. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
7.6. Latest GIS if SEC registered or its equivalent if DTI registered;	
7.5. Latest Ols It Sec registered of its equivalent in DTI registered, 7.7. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
7.7. Business permit for the applied outsides activity from the Local Government out of FEZA Certificate of Registration, 7.8. Bureau of Internal Revenue registration for the applied business activity;	
7.9. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number	
7.10. Bureau of Fire Protection conveyance permit per motor vehicle;	ar,
7.10. Bureau of the Holection conveyance period per motor venicle, 7.11. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	CERTIFIED IRVE COPY
7.11. Cambration certificate per outs motor ventree (torry tank) from DOS1. 7.12. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	CERTIFICATION IN 18/19
7.12. Pire safety inspection certificate per establishment from the Bureau of Fire Protection; 7.13. Occupancy permit per establishment from the Bureau of Fire Protection;	- CM
7.13. Occupancy permit per establishment from the Bureau of Fire Frotection; 7.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	-MELDA TO Office
	SIDVE Address Officet
7.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Supve
7.16. Latest digital photographs (5R Size with date/time stamp) showing the following:	
7.16.1. Full and front and back views of establishment;	
7.16.2. Measuring Device/s;	
7.16.3. LPG cylinders;	
7.16.4. Safety and informational signs; and	
7.16.4. Display board showing the Facility registered business name and address.	
7.17. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
7.18. Notarized company secretary's certificate for authorized representative and signatory, and	
7.19. Proof of payment of application fee.	

Reminder/Instruction:

Annex D-2 September 2022

CERTIFIED TRUE COPY COV MISTO IMELDA M. ROXAS Supvg. Admin. Officer

TRADEMARK OWNER OR MARKETER 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)	
1. COMPANY BACKGROUND		(Designation and Signature over Printed traine)	
Business Address (Number, street, barangay, municipality/city, province and region):			
Landline:		E-mail Address:	
President/CEO:			
Authorized Representative/s to transact business with DOE:			
Type of Ownership:	() Single Proprietorship ()	Partnership () Corporation	() Cooperative
Registered Owner / Parmers / Incorporator / Board of Directors:			
Name		Nationality	
add row's as necessary			
Executive Management Organizational Structure: Name		Designation/Position	
Native		Designation	
*add row/s as necessory			
Number of employee/s: (attach Organizational Structure and indicate number of staff/em	ployees per position per facility, including oursourced employee/s)		
II. DESCRIPTION OF BUSINESS PORTFOLIO (IF APPLICABLE)			
Background			
History of operations and investments in the Philippines			
Expansion Program/s			
expansion riograms			
LPG Trademark or tradename/s and Size/s (Owned):			
LPG Source:			
Name of supplier		Location where the product will be sourced	
add row/s as necessary			
List of Clients / Buyers		During Address	
Name of company		Business Address	
add row's as necessary			

COMPANY PROFILE

TRADEMARK OWNER OR MARKETER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Соторапу Name:					Contact Details (email ar	nd tel #):		As of (mm/dd/yyyy):				
Prepared By:					Approved By:							
ſ												
(Designation and Signature	over Printed Name)				(Designation and Signatu	re over Printed Name)						
IIL FACILITIES - Refili	ing Plant, Warehouse, Deale	er or Retailer Outlets										
				Location or Address			ti o o o o o o o o o o o o o o o o o o o	Valid Until				
Type of Facility	Name	Region	Province	Municipality/City	Barrangay	Street	License to Operate No. (For LPG)	(dd/mm/yyyy)				
A. Company Owned and O	perated											
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*add row/s as necessary												
B. Company Owned but Pri	ivately Operated											
			 									
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add row/s as necessary												
C. Privately Owned and Op	perated											
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A. Refilling Plant	Details			COST IN FINA	Number of Manipowa	Regulation per tacinty						
B. Warehouse	-											
C. Dealer Outlet												
D. Retailer Outlet							+					
E. Other LPG Establishm	nents											
	TOTAL		i									



ESTABLISHMENT PROFILE

TRADEMARK OWNER OR MARKETER 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 I	vame)						
L ESTABLISHMENT PROFILE											
Establisment Business Name:				GPS Coordinates:							
Business Address (Number, Street, Brgy., Mun/City, Province and Region):				Longitude:	Latitude:						
Telephone (landline) No.:				Email Address:							
Date of Start of Operation:											
Cost of Investment (PhP):											
Type of Ownership:	() Single Proprietorship	() Partnership		() Согрогатіоз	() Cooperative						
Total Number of Personnel in the Facility:											
IL EXECUTIVE MANAGEMENT ORGANIZ	LATIONAL STRUCTURE										
	Name				Designation						
				Designativii							
*add row/s as necessary				10	ERTIFIED TRUE COPY	7					
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					IMELDAM ROXAS						
Number of employee/s: (attach Organizationa)	Structure and indicate apparer of sta	eff/employees per position per facility	v. including outsonreed employee/s):		Supvg. Admin. Officer						
III. DEALER FACILITIES											
	Warehouse				Show Room						
Azea (sq.m)	Capacity (No. of Cylinders)	Mode of Stacking (Palletize / Non- Palletize)	LPG Brand/s	Area (sq.m)	Capacity (No. of Cylinders)	LPG Brand/s					
					 						
add row/s as necessary											
- 10 m/2 m (meaning)											
IV. FIRE PROTECTION/PREVENTION											
	No. of Units		Type / Class		Loca	nti on					
A. Fire Extinguisher											
B. Water Sprinkler											
C. Gas Detector		-									
D. Emergency Evacuation Area					 						
E. Safety and Informational Signs											
F. Personal Protective Equipment											
Other Observations/Information:											



Department of Energy Oil Industry Management Bureau

Annex D-4 September 2022

INVENTORY OF LPG CYLINDERS TRADEMARK OWNER OR MARKETER APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Con	npany Name:							Contact Details (email and tel #):								As of (mm/dd/yyyy):				
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Prq	pared By							Ар	Approved By:											
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		Kg	Number	Purchase	Manufacture	(MM/YY)	Supplier	Kg	Number	Purchase	Manufacture	(MM/YY)	Supplier	Kg	Number	Purchase	Manufacture	(MM/YY)	Supplier	
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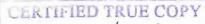
Department of Energy
Oil Industry Management Bureau

Sulve Admin Officer &

Annex D-4 September 2022

INVENTORY OF LPG CYLINDERS TRADEMARK OWNER OR MARKETER APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Co	mpany Name:					Contact Details (email and tel #):									As of (wm/dd/yyyy)				
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2	ON HAND																		
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Department of Energy Oil Industry Management Bureau IMELDA M. ROXAS Supvg. Admin. Officer

Annex D-4 September 2022

INVENTORY OF LPG CYLINDERS TRADEMARK OWNER OR MARKETER APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name: Contact Details (email and tel #); As of (mm/dd/yyyy):																				
Com	oany Name:							Cont	act Details	(conail and t	d #):					As of (mm/dd/yyyy):				
Prepa	red By							Approved By:												
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LIST OF TRANSPORT MOTOR VEHICLE

TRADEMARK OWNER OR MARKETER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATER (LPG)

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Prepared By									Аруго год Ву:											
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Type of Vehicle	Plate / Motor Vehicle File Number	Lived Date	OR Number	Valid Until	Luved Days	Valid Varit	Listed Date	Valld Until	Bulk Transport or in Cylinder or Cartridge	Company-Owned or Contracted	If Contracted, Company Name of the Independent Haster	If Contracted, Independent Hauter LTO Number	LTO Validity							
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Supporting Documents - Certified true copy of the following:

Certificate of registration and official receipt per motor whicle from LTO with corresponding picture of the front of whicle with plate number:
 Conveyance Permit per motor vehicle from the Bureau of Fire Protection, and
 Calibration certificate per built motor vehicle (terry tank) from DOST.

