

Annex H September 2022

Application for Issuance of License to Operate Auto - LPG Dispensing Station

20 I - J J M	
Oil Industry Management Bureau / Field Office Address	
Attention:Director	
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 	CERTIFIED TRUE CO. A CONTROL OF THE SUPPLY Admin. Officer
C. Application Details	
1. Type of application	: Original () Renewal ()
D. Supporting Documentary Requirements	
Please refer to the attached Annexes H-1 to H-4 for complia	ance.
E. Compliance to Standards.	
The LPG product, Ancillary equipment, actual construction practice shall comply with Annex I - List of reference promulgated PNS or in the absence thereof any international	standards/codes based on the latest

	. •	ion & signature of applicant
	authorized repr	esentative
Reminder/Instructions: 1. This application shalf be made per company and 2. Submit this application form with complete doc	/or per establishment - facility, plant or o	outlet;
operate (LTO) before the start of commercial op Pay the application fee based on the OIMB/FO of DOE treasury counter payment payable to the D streasury counter payment payable to the D Streasure of License to operate shall not be later OIMB/FO may further require a presentation on Refer to Section 31 of this Department Circular	eration. order of payment via bank transfer, posta epartment of Energy; than twenty (20) working days from rece the details of application in a pre-applica	Il money order/manager's check or acti ipt of application; ation conference; and
ACK	NOWLEDGMENT	CERTIFIED TRA
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF)) S.S	EMELDA M. Ri Bapvg, Admin, C
BEFORE ME, a Notary Public for and in the of 20, personally appeared pr	e City/Municipality of esenting his/her identification,	, this d
Name	Competent Evidence of Identity	Date & Place of Issue
known to me and to me known to be the san application, which he/she acknowledged be with full authority to sign in that capacity.		
This application consisting of (attachment, duly signed by the applicant.	original copy/ies submit	ted to OIMB with comple
IN WITNESS WHEREOF, I have hereto s	et my hand on the day, year an	d place above the written.
	NOTA	RY PUBLIC
Doc No.		
Page No. Book No. Series of 20		

Very truly yours,

CHECKLIST OF REQUIREMENTS AUTO-LPG DISPENSING STATION OWNER/OPERATOR APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):
Prepared By:	Approved By:
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)
REQUIREMENTS	SUBMITTED (Y/N)/REMARKS
1. Notarized application form – Annex H;	
2. Checklist of requirements - Annex H-1;	
3. Company profile form - Annex H-2;	
4. Establishment profile form – Annex H-3;	
5. List of motor vehicle per total company basis with supporting documents - Annex H-4; and	
6. Attached supporting documents:	
6.1. Executive briefer of operation;	
6.2. Scaled layout plan of the establishment;	
6.3. 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);	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
6.7. Bureau of Internal Revenue registration for the applied business activity;	
6.8. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number.	
6.9. Bureau of Fire Protection conveyance permit per motor vehicle;	
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	
6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.12. Occupancy permit per establishment from the Local Government Unit;	
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	TELLE TELLET
6.14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.15. Latest digital photographs (5R Size with date/time stamp) showing the following:	and sold of
6.15.1. Full and front and back views of the establishment;	1 85 A5
6.15.2. Price display board; and	Adequ Utime
6.15.3. Safety and informational signs, and	
6.15.4. Display board showing the Facility registered business name and address.	
6.16. Fire prevention and response manual;	
6.17. LPG spill prevention and response manual;	
6.18. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
6.19. Notarized Company Secretary's Certificate for authorized representative and signatory, and	
7.20. Proof of payment of application fee.	

Reminder/ Instructions:

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

COMPANY PROFILE

AUTO-LPG DISPENSING STATION OWNER/OPERATOR



LINEAU INCLE	COPY
Car 12/10	-122
IMELDA M. ROY	AS U
	Car pla

Company Name:			Contact Details (email and te	I #);		As of (mm/dd/yyyy):
			}			
						•
Prepared By:			Approved By:			
			ſ			
(Designation and Signature over Printed Name)			(Designation and Signature o	ver Printed Name)		
(Designated and Signature over 1717/00 [1ano)			(Octobration and Organical C	10111/11/100		
L COMPANY BACKGROUND						
Business Address (number, street, barangay, municipality/city, province a	and region):		GPS Coordinates: L	ongitude: Latitu	ide:	
Telephone (landline) No.:			E-mail Address:			
President/CEO:						
Authorized Representative/s to transact business with DOE;						
Type of Ownership:	() Single Proprietorship	(_)	Partnership	() Corpo	oration	() Cooperative
Registered Owner / Partners / Incorporator / Board of Directors:						
Name	:			Nationality		
*add row/s as necessary						
Executive Management Organizational Structure:				75 (1 - 1) 75 (1		
Name				Designation/Posi	don	
*add row/s as necessary						
Number of employee/s: (attach Organizational Structure and indicate num	her of dall'employees per position per facility includ	ing outcoursed emr	Invents V			
Number of employeers, (stracti Organizational Structure and moteate num	see of standed proyects per position per facility, including	ing oneomoca chiq	noycos).			
II. DESCRIPTION OF BUSINESS PORTFOLIO						
Background						
History of operations and investments in the Philippines						
rustory of operations and investments in the Philippines						
Expansion Program/s						
LPG Source:						
Name of su	polier			Location where the product	will be sourced	
*add row/s as necessary						

B. Total Operational Cost

TOTAL

Annex H-2 September 2022

COMPANY PROFILE

AUTO-LPG DISPENSING STATION OWNER/OPERATOR

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	Car 10/10/20	
	Surve Admin, Officer	al

			APPLICATION FO	R ISSUANCE OF LICENSE	TO OPERATE (LPG)	Salve Ade	ing. Othear	
Сотралу Наше:				Contact Details (email and		As of (mm/dd/yyyy):		
						•		
Prepared By:					Approved By:			
(Designation and Signatu	re over Printed Name)				(Designation and Signature	e over Printed Name)		
UL FACILITIES								
Type of Activity:	Stand Alone	With other LF P	roducts					
				Location or Address			Ti and Orange No.	Valid Until
Type of Facility	Name	Region	Province	Municipality/City	Barangay	Street	License to Operate No. (For LPG)	(dd/wm/yyyy)
A. Company Owned and	Operated							
				_				<u> </u>
	-							
add row/s as necessary	-L							
B. Company Owned but	Privately Operated							
add row/s as necessary	0							
C. Privately Owned and	Operated							
								
add row/s as necessary								
IV. COST OF INVESTM	MENT (Company Owned)							
	Details			Cost in Phil	ippine Peso		Number of Manpower	Requirement per facility
A. Auto- LPG Dispensing	Station							

A. A.	Department of Energy
*	Oil Industry Management Bureau (OIMB)

IMELDA M. ROXAS A Supvis Admin Officer

Annex H-J September 2022

ESTABLISHMENT PROFILE AUTO-LPG DISPENSING STATION APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

		APPLICATION FOR 1850	ANCE OF CICERSE (O OFERATE (CFG)				
Сотралу Нате:			Contact Details (email and tel #);	As of (mm/dd/yyyy):			
Prepared By:			Approved By:				
Рерагеа бу.			Approved by				
(Designation and Signature over Printed Name)			(Designation and Signature over Printed Nam	ne)			
I. GENERAL INFORMATION							
Establishment Business Name:			OP3 Coordinates:				
Business Address (Number, Street, Brgy., Mun/City, Province and Region):			Longiaude:				
Telephone (landline) No.:			Latitudo:				
Date of Start of Operation:			Email Address:				
Cost of Investment (PhP):							
Type of Ownership:	() Single Proprietorship	() Partnership	() Corporation	() Cooperative			
Total Number of Personnel in the Facility:							
IL EXECUTIVE MANAGEMENT ORGANIZATION	AL STRUCTURE						
	Name			Designation			
"add row's as necessary							
IIL AUTO-LPG FACILITIES							
Type of Activity:	Stand Alone	With other LF Products			_		
		Di	spensing Station/s				
List of Station/s	Location		Number of Pump/s and Nozzle/s	Storag	go Tank		
List of Signoles	- L	Caton	Trustoer of 7 wiles and 11022003	Type (underground/above ground/mounded)	Capacity (litera)		
*add rows as necessary							
IV. OTHER STRUCTURES/ FACILITIES							
A. Ropair Pacilities	with facility/ structure	without facility/ structure					
B. Comfort Room/s	with facility/structure	without facility/ structure					
C. Price Display Board	with facility/structure	without facility/ structure					
D. Office	with facility/ structure	without facility/ structure					
V. FIRE FIGHTING SYSTEM							
	No. of Units	Tyr	pe / Class	Loc	ation		
A. No. Fire Excinguisher							
8. Water Sprinkler							
C. Gas Dotector							
D. Water Supply Source							
E. Safety and Informational Signs							
F. Personal Protective Equipment							
Other Observations/Information:							

Reminder/Instruction:

^{1.} Submission of this report shall be on a per establishment basis.

Disputational of Zarrags (ii) (is hardly Management By-man (CA(B))											Annez HI September 2022		
list of transport motor vehicle													
agto-lpc dispensing station owner/operator													
	application for issuance of license to operater (LPC)												
Company Name			Contact Details (email)	rod tel #):								As of (mm/dd/yyyy)	
Propered By			Approval By:										
(Position and Signature over Pri	inted Name)		(Position and Signature	over Printed Name)									
La	d Yesusportation Office (LTO) Certificate of Registration		Land Transports	dios Office (LTO) Receipt	Beccus of Fire Protect	iou Conveynare Permitr		ad Trobnology Calibration	Particulars				
Type of Vehicle	Plate / Motor Vahlele File Number	Essard Dute	OR Number	Valid Undi	Issued Date	Valid Until	Essued Date	Velid গ্ৰহণা	Bulk Transport or In Cylinder or Cartridge	Company-Ormed or Contracted	ff Contracted, Company Name of the Endopendent Manter	If Contracted, Independent Backer LTQ Number	LTO Validity
													=
								 -					
							1						

Supporting Documents - Certified true copy of the followings

1. Certificate of registration and official readps per motor vehicle from LTO with corresponding picture of the freel of vehicle with plate aumbor;
2. Conveyance Permit per motor vehicle from the Bureau of Fire Protection; and
3. Calibration certificate per boilt motor vehicle (long tank) from DOST.