



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
**(Kagawaran ng Enerhiya)**

**DEPARTMENT CIRCULAR NO. DC 2021-09-0029** <sup>m</sup>

**GUIDELINES ON NOTICES AND REPORTORIAL REQUIREMENTS PURSUANT TO  
THE DOWNSTREAM OIL INDUSTRY DEREGULATION ACT**

Pursuant to Republic Act 8479, otherwise known as the "Downstream Oil Industry Deregulation Act of 1998," and its IRR, and for the consistent and effective monitoring of the activities of the Downstream Oil Participants, the DOE hereby adopts this Guidelines on Notices and Reportorial Requirements for the Philippine Downstream Oil Industry.

**Rule I**  
**General Provisions**

**Section 1. Scope and Application.**

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

**Section 2. Definition of Terms.**

- a. Base Oil - refers to an oil with typical boiling range of 390 degree C to 600 degree C, obtained from petroleum by refining, or of synthetic origin, serving as the raw materials for the blending and production of Lubricating Products;
- b. Basel Convention - refers to the international accord which governs the trade or movement of hazardous and toxic waste across borders;
- c. Blender - refers to any person, natural or juridical, engaged in the importation of Base Oils, production of Lubricating Products and sale of both Lubricating Products and Base Oils to consumers;
- d. Bulk Distributor - refers to any person, natural or juridical, who is a non-importer and non-refiner but engaged in bulk distribution and/or retail of locally purchased Finished Petroleum Products sourced from Importer or Refiner;
- e. Bunker Trader - refers to any person, natural or juridical, engaged in the in bunkering which is the activity of supplying fuel for use by ships and includes the shipboard logistics of loading fuel and distributing it among available bunker tanks;
- f. Crude Oil - refers to the oil in its natural state before the same has been refined or otherwise treated, but excluding water, bottoms, sediments and foreign substances;
- g. DOE - refers to the Department of Energy created under Republic Act No. 7638, as amended;
- h. DOI - refers to Downstream Oil Industry which is engaged in the business of importing and refining Crude Oil as well as exporting, storing, bunkering, hauling, marketing, refilling and retailing of Finished Petroleum Products;

- i. DOI Participant - refers to any person, natural or juridical, engaged in any business activity of the Downstream Oil Industry. Specifically, it refers to any of the following: Refiner, Importer, Bulk Distributor, Terminal Operator/lessor, Bunker Trader, Hauler, Own User of Crude Oil and Finished Petroleum Products as well as Blender, Marketer and Own User of Base Oils and Lubricating Products which shall each notify to OIMB its intended activity for the issuance of acknowledgement as a participant of the Philippine DOI;
- j. Finished Petroleum Product - refers to a product formed in the course of refining crude petroleum through distillation, cracking, solvent refining and chemical treatment coming out as primary stocks from the refinery such as, but not limited to: diesel, gasoline, kerosene, fuel oil, aviation fuel, liquefied petroleum gas (LPG), naphtha, lubricants, solvent, waxes and petrolatums, asphalts, bitumens, coke and refinery sludges, or such refinery petroleum fractions which have not undergone any process or treatment as to produce separate chemically-defined compounds in a pure or commercially pure state and to which various substances may have been added to render them suitable for particular uses: Provided, That the resultant product contains not less than fifty percent (50%) by weight of such petroleum products;
- k. Hauler - refers to any person, natural or juridical, engaged in the transport of finished petroleum products, whether in bulk or packed form, from the Importer, Refiner, and Bulk Distributor down to Retailer through a network of transport facilities;
- l. Importer - refers to any person, natural or juridical, engaged in importing Crude Oil for refining and/or Finished Petroleum Products for the purpose of bulk distribution. An Importer may likewise engage in other business activities of the DOI;
- m. Liquid Petroleum Products – refer to Crude Oil and Finished Petroleum Products except Lubes Products;
- n. Lubes Products – refer to Base Oils and Lubricating Products;
- o. Lubricating Product – refers to any substance that controls friction, heat and wear by the introduction of a friction-reducing film between moving surfaces in contact;
- p. Marketer - refers to any person, natural or juridical, engaged in the importation or local purchase and selling of Lubricating Products to consumers;
- q. OIMB - refers to the Oil Industry Management Bureau of the DOE;
- r. Own User - refers to any person, natural or juridical, engaged in the importation of Crude Oil, Finished Petroleum Products, Base Oils and Lubricating Products for own consumption;
- s. Refiner - refers to a DOI Biofuel Participant engaged in refining Gasoline or Diesel for sale in the Philippines. Refiners may opt to supplement its inventory by directly importing Gasoline or Diesel. It may, in addition, import Bioethanol for sale to other Refiners, Importers or Own Users; and
- t. Terminal Operator/Lessor - refers to any person, natural or juridical, engaged in the business activity of operating for own use or leasing of storage facilities to DOI participants.

**Rule II**  
**Notices and Reportorial Requirements**

**Section 3. Notices.**

The issuance of the OIMB acknowledgment letter to the following notices below shall be consistent with the procedure and timeline reflected in the Citizen's Charter of OIMB and the corresponding required information, documentary requirements and reminders or instructions reflected in the specified annexes below:

- a. Notice to Engage in the Downstream Oil Industry Business - Liquid Petroleum Products (Annexes A, A-1, A-2, A-3 and A-4);
- b. Notice to Engage in the Downstream Oil Industry Business - Hauling Services (Annexes B, B-1 and B-2);
- c. Notice to Engage in the Downstream Oil Industry Business – Lubes Products (Annexes C, C-1 and C-2);
- d. Notice to Import for Sale or Own Use – Liquid Petroleum Products (Annex D);
- e. Notice to Import for Sample Testing – Liquid Petroleum Products and Bioethanol (Annex E); and
- f. Notice to Import for Sale or Own Use – Lubes Products (Annex F).

**Section 4. Reportorial Requirements.**

For proper monitoring and reconciliation of data, each DOI Participant shall submit to the OIMB the enumerated reports below as applicable. The submission of these reports shall be consistent with the procedure and timeline reflected in the Citizen's Charter of OIMB and the corresponding required information, documentary requirements and reminders or instructions reflected in the specified annexes below:

**a. Monthly Reports.**

- a.1. Monthly Report on Finished Petroleum Products Supply and Demand Summary (Annex MR-A SUMM-FPP);
- a.2. Monthly Report on Crude Oil and Finished Petroleum Products Ending Inventory (Annex MR-B);
- a.3. Monthly Report on Finished Petroleum Products Imports (Annex MR-C);
- a.4. Monthly Report on Finished Petroleum Products Exports (Annex MR-D);
- a.5. Monthly Report on Domestic/Local Purchase of Finished Petroleum Products from Importer, Refiner or Bulk Distributor (Annex MR-E);
- a.6. Monthly Report on Crude Oil Supply and Demand Summary (Annex MR-F SUMM-CO);
- a.7. Monthly Report on Crude Oil Imports (Annex MR-G);
- a.8. Monthly Report on Crude Oil Exports (Annex MR-H);
- a.9. Monthly Report on Refining Input and Finished Product Production (Annex MR-I);

- a.10. Monthly Report on Total Domestic/Local Sales by Region, Trade, Sub-sector, Product and Customer (Annex MR-J); and
- a.11. Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary (Annex MR-K SUMM- BOLP).
- b. Quarterly Reports.**
  - b.1. Quarterly Update Report on Terminal and Blending Operations (Annex QR - A).
- c. Annual Reports.**
  - c.1. Annual Update Report on Hydro Skimming Yields (Annex AR-A);
  - c.2. Annual Update Report on Company Profile (Annex AR-B);
  - c.3. Annual Update Report on Refinery Profile (Annex AR-C);
  - c.4. Annual Update Report on Import Terminal/ Depot Profile (Annex AR- D); and
  - c.5. Annual Update Report on Projected Annual Supply and Demand Balance for the Next Five (5) Years (Annex AR-E).
- d. Special Reports.**
  - d.1. Maintenance Shutdown Notification Report (Annex SR-A);
  - d.2. Maintenance Shutdown Monthly Progress Report (Annex SR-A1);
  - d.3. Calamity or Emergency Damage Assessment and Daily Progress Report (Annex SR-B);
  - d.4. Oil Spill Notification Report (Annex SR-C); and
  - d.5. Weekly Oil Spill Progress Report (Annex SR-C1).

**Rule III  
Transitory Provisions**

**Section 5. Transition Period.**

The DOI Participant shall be given the following transition period on the use and submission of the notices and reports:

- a. The use of the new formats for notices and monthly reports shall be implemented on the second month following the month when this Department Circular took effect; and
- b. The use of the new formats for the quarterly reports shall be implemented on the next quarter following the quarter when this Department Circular took effect.

**Section 6. Use of Online and Digitized Platform of Submission.**

The DOI Participant shall comply with the use of an online and digitized submission platform when the OIMB implements the same subject to the conduct of a corresponding training and roll-out program. This transition to the use of an online and digitized platform is consistent with the overall goal of implementing a digitized data management system for the benefit of both the Government and the DOI Sector.

**Rule IV**  
**Final Provisions**

**Section 7. Prohibited Acts, Fines and Penalties.**

1. Failure to comply with the submission of notices and reports in this Circular shall cause both the suspension of the acknowledgement as DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 and the Accreditation as a DOI Biofuel Participant or cancellation for continued non-compliance thereby suspending or cancelling, respectively, the further processing of any application or request to the DOE in relation to its DOI operations;
2. The DOE may further recommend to the Department of Interior and Local Government and the concerned Local Government Unit the suspension or revocation of the business permit of the non-compliant DOI Participant; and
3. The following administrative fines shall be applied, on a per violation basis, for the following:
  - a. Operating without, or with a suspended or cancelled acknowledgement as DOI Participant – Php 100,000.00
  - b. Non-submission of a notice to import – Php 75,000.00
  - c. Late submission of a notice to import – Php 50,000.00
  - d. Non-submission of a report – Php 75,000.00
  - e. Late submission of a report – Php 50,000.00

The initiation of an administrative action and/or the imposition of any administrative fine against any DOI Participant shall be without prejudice to the filing of criminal action against such person or persons responsible pursuant to Republic Act No. 8479.

**Section 8. Separability Clause.**

Should any provision of this Department Circular be subsequently declared invalid or unconstitutional, such parts not affected thereby shall remain in full force and effect.

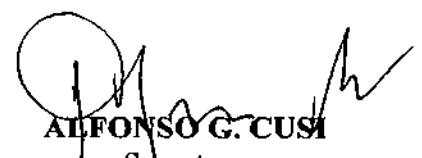
**Section 9. Repealing Clause.**

All other rules and regulations or parts thereof, which are inconsistent with this Circular are hereby repealed or modified accordingly.

**Section 10. Effectivity.**

This Department Circular shall take effect fifteen (15) days following its complete publication in two (2) newspapers of general circulation and submission of a copy to the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR).

Done this \_\_\_\_\_ of SEP 16 2021, 2021 in Bonifacio Global City, Taguig City, Metro Manila.

  
**ALFONSO G. CUSI**  
Secretary



**Notice to Engage in the Downstream Oil Industry Business - Liquid Petroleum Products**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this notice to engage in the Downstream Oil Industry Business with the following details below:

**A. Company Details (Applicant)**

- |                                   |   |                          |     |
|-----------------------------------|---|--------------------------|-----|
| 1. Business Name                  | : |                          |     |
| 2. Address                        | : |                          |     |
| 3. Telephone Number               | : |                          |     |
| 4. Email Address                  | : |                          |     |
| 5. DOI participant classification | : | Refiner                  | ( ) |
|                                   |   | Importer                 | ( ) |
|                                   |   | Bulk Distributor         | ( ) |
|                                   |   | Terminal operator/lessor | ( ) |
|                                   |   | Bunker Trader            | ( ) |
|                                   |   | Own User                 | ( ) |
| 6. Type of Products Involved      | : |                          |     |

**B. Supporting Documentary Requirements**

Please refer to the attached documents in compliance with Annexes A-1, A-2, A-3 and A-4.

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the required acknowledgment before the start of commercial operation;
2. Pay the application fee based on the Order of Payment if submission of application is complete;
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application; and
4. For Notice to Engage in the Downstream Oil Industry Business - Hauling Services, please refer to the requirements in Annex B, B-1, and B-2.

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES** )  
**CITY/MUNICIPALTY 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*:

<b>Name</b>	<b>Competent Evidence of Identity</b>	<b>Date &amp; Place of Issue</b>

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

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUEM PRODUCTS

Company Name / Address:		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. Application Form – Annex A (For all types of business activity)		
2. Checklist of Requirements – Annex A-1 (For all types of business activity)		
3. Company Profile Form – Annex A-2 (For all types of business activity)		
4. Refinery Profile Form – Annex A-3 (For Refiner)		
5. Import Terminal/ Depot Profile Form – Annex A-4 (For all types of business activity)		
6. Attached Supporting Documents:		
6.1. Supporting Documents for Refiner, Importer, Bunker Trader or Own User		
6.1.1. Executive brief of operation:		
6.1.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		
6.1.3. Securities and Exchange Commission Articles of Incorporation (if applicable)		
6.1.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality;		
6.1.5. Certificate of Accreditation as Importer from the Bureau of Customs;		
6.1.6. Bureau of Internal Revenue (BIR) Permits:		
6.1.6.1. BIR Registration for the applied business activity;		
6.1.6.2. Permit to Import Petroleum Products subject to Excise Tax;		
6.1.6.3. Permit to Operate storage facilities;		
6.1.7. Chemical Control Order (CCO) for importation of aviation gas from the Environmental Management Bureau.		
6.2. Supporting documents for Bulk Distributor		
6.2.1. Executive brief of operation:		
6.2.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		
6.2.3. Securities and Exchange Commission Articles of Incorporation (if applicable)		
6.2.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality;		
6.2.5. BIR Registration for the applied business activity; and		
6.2.6. BIR Permit to Operate storage facilities. (if applicable)		
6.3. Supporting documents for Terminal Operator/Lessor		
6.3.1. Executive brief of operation;		
6.3.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		
6.3.3. Securities and Exchange Commission Articles of Incorporation (if applicable)		
6.3.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality; and		
6.3.5. BIR Registration for the applied business activity.		



**CHECKLIST OF REQUIREMENTS**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS**

Company Name / Address:		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)
6.4. Additional supporting documents if the office building, storage and blending facility are constructed by the applicant		
6.4.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend;		
6.4.2. Fire prevention and response manual;		
6.4.3. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual;		
6.4.4. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual;		
6.4.5. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources;		
6.4.6. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection;		
6.4.7. Occupancy Permit for the office building, storage and blending facility from the city or municipality; and		
6.4.8. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment;		
6.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant		
6.5.1. Lease Agreement/Contract with the owner of the site, office, storage and blending facilities;		
6.5.2. Lease Agreement/Contract with the owner of the transport vehicle which is a duly acknowledged DOI participant engaged in hauling services;		
6.5.3. Lease Agreement/Contract with the owner of the transport vessel which is a duly acknowledged DOI participant engaged in hauling services;		
6.5.4. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend;		
6.5.5. Fire prevention and response manual;		
6.5.6. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual;		
6.5.7. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual;		
6.5.8. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources;		
6.5.9. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection;		
6.5.10. Occupancy Permit for the office building, storage and blending facility from the concerned city or municipality; and		
6.5.11. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment;		
6.6. Company Secretary's Certificate for authorized representative and signatory; and		
6.7. Proof of Payment of Application Fee.		

**Reminder/ Instructions:**

1. Submit one (1) Certified True Copy of all the required supporting documents;
2. The Applicant must also apply for the accreditation as Downstream Oil Industry Biofuel Participant under the DOE DC No. 2021-06-0014 if engaged in importation for sale or own use of Gasoline or Diesel in compliance to the Biofuels Act;
3. The Applicant shall be issued likewise with Standards Compliance Certificate if engaged in refining, importation, bulk distribution and terminal operation of Liquefied Petroleum Gas (LPG) in compliance to DOE DC No. 2014 - 01-0001;
4. For Notice to Engage in the Downstream Oil Industry Business - Hauling Services, please refer to the requirements in Annex B, B-1, and B-2; and
5. If the applicant leases a third-party hauling services, the owner operator of the transport vessel and/or vehicle shall be the one to comply with the requirements for Notice to Engage in the Downstream Oil Industry Business - Hauling Services.

COMPANY PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS

Company Name / Address:		Contact Details (email and tel #):	
Prepared By:		Approved By:	
(Position and Signature over Printed Name)		(Position and Signature over Printed Name)	
<b>I. COMPANY BACKGROUND</b>			
Company Name:			
Business Address:			
Landline:		E-mail Address:	
President/CEO:			
Type of Ownership: <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
Registered Partners/Incorporator:			
Name		Nationality	
<i>*add row s as necessary</i>			
Executive Management Organizational Structure:			
Name		Position	
<i>*add row s as necessary</i>			
Description of the Organizational Structure: (attach Organizational Structure and indicate number of staff/ employees)			
<b>II. DESCRIPTION OF BUSINESS PORTFOLIO</b>			
Background			
History of operations and investments in the Philippines			
Expansion Program/s			
Product:			
Product Source: (both local and abroad)			
Name of supplier		Location where the product will be sourced	
<i>*add row s as necessary</i>			
List of Buyers / Market Area (scope or area coverage where the products will be marketed or distributed)			
Name of company		Business Address	
<i>*add row s as necessary</i>			

COMPANY PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS

Company Name / Address:	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

<b>III. FACILITIES</b>									
1. Refinery - Attach Annex A3 - Refiner Profile									
2. Import Terminal / Depot - Attach Annex A4 - Terminal/Depot Profile <i>(for each facility)</i>									
3. LPG Refilling Plant / Marketer/ Dealer/ Retail Outlets and Liquid Fuel Retail Outlets									
Type of Facility	Name	Location or Address					Certificate of Compliance No. (For Liquid Fuels)	Standard Compliance Certificate No. (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Baranggay	Street			
<b>Company Owned and Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									
<b>Company Owned but Private Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									
<b>Private Owned and Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									

**COMPANY PROFILE**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS**

Company Name / Address:	Contact Details (email and tel #):
Prepared By:  (Position and Signature over Printed Name)	Approved By:  (Position and Signature over Printed Name)

<b>IV. COST OF INVESTMENT</b>		
Details	Cost in Philippine Peso	Number of Manpower Requirement
Refinery		
Import Terminal		
Depot Terminal		
Distribution Facilities		
LPG Refilling Plant		
LPG Marketer		
LPG Retail Outlet		
Liquid Fuel Retail Outlet		
Operational Cost		
<i>TOTAL</i>		

Note: Please attached detailed fact sheet of the individual details of investment and the required manpower. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

<b>V. PLANNED INVESTMENT FOR THE NEXT FIVE YEARS</b>		
Details	Cost in Philippine Peso	Number of Manpower Requirement
Refinery		
Import Terminal		
Depot Terminal		
Distribution Facilities		
LPG Refilling Plant		
LPG Marketer		
LPG Retail Outlet		
Liquid Fuel Retail Outlet		
Operational Cost		
<i>TOTAL</i>		

Note: Please attached detailed fact sheet of the individual details of investment and the required manpower. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

Other Observations/Information:
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**REFINERY PROFILE**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS**

Company Name / Address:	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

**I. COMPANY PROFILE**

Facility Name:	
Address/Location:	Longitude:
Date Commissioned:	Latitude:
Date of Start of Operation:	
Cost Of Investment (PhP):	

**II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE**

Name	Position

*\*add rows as necessary*

**III. PROCESS UNITS AND TURNAROUND SCHEDULE**

(a) Units	(b) Capacity** (MBSD)	(c) % Service Factor (excl. turnaround)	(d) Turnaround/Shutdown Schedule*		
			(d1) Date	(d2) No. of Days	(d3) Reason

*\*add rows as necessary*

**IV. PRODUCT PROCESSING CAPABILITY PARTICULARS**

(a) Products/Process Unit	(b) % of Feed**	(c) Product Capacity (MBCD)
1. Product #1 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
2. Product #2 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
3. Product #3 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		

*\*add rows as necessary (per product per process unit)*

**REFINERY PROFILE**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS**

Company Name / Address:	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

**V. REFINERY STORAGE CAPACITIES**

1. CRUDE OIL (KL)		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add rows as necessary</small>		
2. INTERMEDIATE STOCK (KL)		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add rows as necessary</small>		
3. FINISHED PRODUCT (KL)		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add rows as necessary</small>		
Other Observations/Information:		

IMPORT TERMINAL / DEPOT PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUEM PRODUCTS

Company Name / Address:		Contact Details (email and tel #):	
Prepared By <small>(Position and Signature over Printed Name)</small>		Approved By: <small>(Position and Signature over Printed Name)</small>	
<b>I. COMPANY PROFILE</b>			
Facility Name:			
Address / Location:			
Longitude:		Latitude:	
Total Lot Area (m <sup>2</sup> ):			
Facility Layout: <i>(pls attach as-built plan)</i>			
Type of Facility:		<input type="checkbox"/> Import Terminal <input type="checkbox"/> Depot <input type="checkbox"/> Warehouse	
Type of Operation: <input type="checkbox"/> By its own <input type="checkbox"/> Rationalized with whom: _____ <input type="checkbox"/> Joint Operation with whom: _____		Ownership: <input type="checkbox"/> Company owned/operated <input type="checkbox"/> By contract with whom: _____ valid until: _____	
Cost of investment (Php):		Date of Start of Operation:	
Date Commissioned			
<b>II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE</b>			
Name:		Position	
<i>*add rows as necessary*</i>			
<b>III. SUPPLY, RECEIVING, MARKETING AND DISTRIBUTION</b>			
<b>SUPPLY</b>			
<b>a. Importation:</b>			
Source	Product	Frequency (daily/weekly/monthly)	Volume (KL)
<i>*add rows as necessary*</i>			
<b>b. Local Purchase:</b>			
Company	Product	Frequency (daily/weekly/monthly)	Volume (KL)
<i>*add rows as necessary*</i>			
<b>REPLENISHMENT</b>			
Product	Mode	Frequency (daily/weekly/monthly)	Volume (KL)
<i>*add rows as necessary*</i>			
<b>AREA COVERAGE</b>			
Product	Mode	Frequency (daily/weekly/monthly)	Clients / Area Coverage
<i>*add rows as necessary*</i>			

IMPORT TERMINAL / DEPOT PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLUUM PRODUCTS

Company Name / Address:	Contact Details (email and tel #):
Prepared By  (Position and Signature over Printed Name)	Approved By:  (Position and Signature over Printed Name)

IV. TANK LISTING				
	Tank #1	Tank #2	Tank #3	Tank #4
Tank ID No.				
Product Type				
Capacity (design), KL				
Capacity (working), KL				
Thruput (KLCD)				
Date last cleaned (dd/mm/yyyy)				
Date due for repainting (dd/mm/yyyy)				
Type of Leak Detection System employed				
Type of Corrosion / Cathodic Protection employed				
Type of Over-fill Protection/ Alarm employed				
Tank Grounding (Y/N)				
<b>STATUS</b>	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational
	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks
	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal
Reason/s:				
Period (indicate specific dates for dismantling):				
	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation
Reason/s:				
Period (indicate specific dates for repair/rehab):				
Cost of repair, Php:				
	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease
Available period (indicate specific dates for lease):				
Cost of leasing, Php:				
	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use
Specify:				

\*If there are more than four (4) storage tanks, please use another sheet



IMPORT TERMINAL / DEPOT PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LIQUID PETROLEUM PRODUCTS

Company Name / Address:	Contact Details (email and tel #):
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

V. FACILITIES			
Particulars	Findings		Remarks
	Yes	No	
Blending ( ) E10 ( ) B2 ( ) Both			
Manual			
In-Line			
Provision of port or receiving line			
Tank truck loading rack (TTLR) or Gantry			
Tank truck grounding			
Oil Water Separator			
Generator Set			
for Back-up Power			
for Fire pump			
Fire Protection / prevention			
Water Tank Capacity:			
Extinguisher			
Safety Shower and Eye Wash Station (3m-15m from the hazard)			
Emergency Shutdown System			
Emergency Evacuation Area			
Oil Spill Containment Apparatus*			

\*Only applicable to depots located in coastal areas

Other Observations/Information:

**Notice to Engage in the Downstream Oil Industry Business - Hauling Services**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you that our company would like to submit our notice to engage in the Downstream Oil Industry as Hauling Services with the following details below:

**A. Company Details (Applicant)**

1. Business Name :
2. Address :
3. Telephone Number :
4. Email Address :

**B. Supporting Documentary Requirements**

Please refer to the attached documents in compliance with Annexes B-1 and B-2.

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the required acknowledgment before the start of commercial operation;
2. Pay the application fee based on the Order of Payment if submission of application is complete; and
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application.

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES** )  
**CITY/MUNICIPALTY 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**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - HAULING SERVICES**

Company Name / Address:		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. Application Form - Annex B			
2. Checklist of Requirements - Annex B-1			
3. Company Profile Form - Annex B-2			
4. Attached Supporting Documents:			
4.1. Executive brief of operation;			
4.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);			
4.3. Securities and Exchange Commission Articles of Incorporation (if applicable);			
4.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality;			
4.5. Bureau of Internal Revenue Registration for the applied business activity;			
4.6. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office;			
4.7. Conveyance Permit per transport vehicle from the Bureau of Fire Protection;			
4.8. Calibration Certificate per transport vehicle from the Department of Science and Technology;			
4.9. Registry and Safety Certificates per transport vessel from the Maritime Industry Authority;			
4.10. Accreditation Certificate per transport vessel from the Philippine Ports Authority;			
4.11. Fire prevention and response manual for transport vehicle;			
4.12. Fire prevention and response manual for transport vessel;			
4.13. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual;			
4.14. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan;			
4.15. Company Secretary's Certificate for Authorized Representative and Signatory; and			
4.16. Proof of Payment of Application Fee.			

**Reminder/ Instructions:**

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

COMPANY PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - HAULING SERVICES

Company Name / Address:	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>
<b>I. COMPANY BACKGROUND</b>	
Company Name:	
Business Address:	
Landline:	E-mail Address:
President/CEO:	
Type of Ownership: <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Registered Partners/Incorporator:	
Name	Nationality
<small>*add rows as necessary</small>	
Description of the Organizational Structure: (attach Organizational Structure and indicate number of staff/ employees)	
<b>II. BUSINESS PLAN</b>	
Background	
History of operations and investments in the Philippines	
Expansion Programs	
Product:	
Product Source: (both local and abroad)	
Name of supplier	Location where the product will be sourced
<small>*add rows as necessary</small>	
List of Buyers / Market Area (scope or area coverage where the products will be marketed or distributed)	
Name of company	Business Address
<small>*add rows as necessary</small>	

COMPANY PROFILE

NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - HAULING SERVICES

Company Name / Address:	Contact Details (email and tel #):
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>

**III. DISTRIBUTION FACILITY/IES**

Land Transport										
Vehicle Type <small>(i.e. tank truck/ lorry/trailer)</small>	Product	Capacity <small>(in KL)</small>	Land Transportation Office Registration				Bureau of Fire Protection Conveyance Permit		Department of Science and Technology Calibration Certificate	
			Certificate Registration No.	Official Receipt No.	Issued Date	Valid Until	Issued Date	Valid Until	Issued Date	Valid Until

\*add rows as necessary

Maritime Transport								
Name of Vessel	Product	Capacity <small>(In KL)</small>	Maritime Industry Authority				Philippine Ports Authority Accreditation	
			Registration Certificate No	Safety Certificate No.	Issued Date	Valid Until	Issued Date	Valid Until

\*add rows as necessary

IV. COST OF INVESTMENT	
Details	Cost in Philippine Peso
Distribution Facilities	
Operational Cost	
<b>TOTAL</b>	

**Notice to Engage in the Downstream Oil Industry Business – Lubes Products**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, we wish to inform you of this notice to engage in the lubes business with the following details below:

**A. Company Details (Applicant)**

1. Business Name :
2. Address :
3. Telephone Number :
4. Email Address :
5. Lube Business Activity  
(Blender, Marketer or Own User) :

**B. Supporting Documentary Requirements**

Please refer to the attached documents in compliance with Annexes C-1 and C-2.

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB for the issuance of the required acknowledgment before the start of commercial operation;
2. Pay the application fee based on the Order of Payment if submission of application is complete; and
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application.

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES** )  
**CITY/MUNICIPALTY 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**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LUBES PRODUCTS**

Company Name / Address:	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. Application Form - Annex C	
2. Checklist of Requirements - Annex C-1	
3. Company Profile Form - Annex C-2	
4. Attached Supporting Documents:	
4.1. Executive brief of operation;	
4.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry ( <i>whichever is applicable</i> );	
4.3. Securities and Exchange Commission Articles of Incorporation ( <i>if applicable</i> );	
4.4. Business/Mayor's Permit for the applied business activity from the concerned city or municipality;	
4.5. Certificate of Accreditation as Importer from the Bureau of Customs; and	
4.6. BIR Registration for the Applied Business Activity;	
4.7. Additional supporting documents if the production plant and storage facility are constructed by the applicant	
4.7.1. Site, plant and storage facility layout plan with sufficient description and supported by blueprint copy with legend;	
4.7.2. Fire prevention and response manual;	
4.7.3. Lubes onshore (land) spill prevention and response manual;	
4.7.4. Lubes offshore (water) spill prevention and response manual;	
4.7.5. Occupancy Permit for the production plant and storage facility from the City or Municipality;	
4.7.6. Fire Safety Inspection Certificate for the production plant and storage facility from the Bureau of Fire Protection;	
4.7.7. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment	
4.8. Additional Supporting Documents if the Production Plant and Storage are leased by the Applicant	
4.8.1. Lease Agreement/Contract with the owner of the site, office building, plant and storage facility;	
4.8.2. Site, plant and storage facility layout plan with sufficient description and supported by blueprint copy with legend;	
4.8.3. Fire prevention and response manual;	
4.8.4. Lubes onshore (land) spill prevention and response manual;	
4.8.5. Lubes offshore (water) spill prevention and response manual;	
4.8.6. Occupancy Permit for the production plant and storage facility from the City or Municipality;	
4.8.7. Fire Safety Inspection Certificate for the production plant and storage facility from the Bureau of Fire Protection;	
4.8.8. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment	
4.9. Company Secretary's Certificate for Authorized Representative and Signatory; and	
4.10. Proof of Payment of Application Fee.	

**Reminder/ Instructions:**

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

**COMPANY PROFILE**

**NOTICE TO ENGAGE IN THE DOWNSTREAM OIL INDUSTRY BUSINESS - LUBES PRODUCTS**

Company Name / Address:		Contact Details (email and tel #):	
Prepared By:  (Position and Signature over Printed Name)		Approved By:  (Position and Signature over Printed Name)	
<b>I. COMPANY BACKGROUND</b>			
Company Name:			
Business Address:			
Landline:		E-mail Address:	
President/CEO:			
Type of Ownership: <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation			
<b>II. BUSINESS PLAN</b>			
1. Description:			
a. Proposed Activities related to lubes business:			
b. Product Types			
c. Product Source			
Name of supplier/s		Location where the product will be sourced/imported	
*add rows as necessary			
<b>III. FACILITIES</b>			
1. Production Plant			
Regional / Location or Address		Process Units	Capacity in Thousand Liters (KL)
*add rows as necessary			
2. Storage			
Regional/Location or Address		Product/s to be stored	
*add rows as necessary			
<b>V. COST OF INVESTMENT</b>			
Details		Cost in Philippine Peso	Number of Manpower Requirement
Blending Facility			
Storage Tanks			
Warehouse			
Other Ancillary Facilities			
Operational Cost			
<i>TOTAL</i>			

Note: Please attached detailed fact sheet of the individual details of investment and the required manpower. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

**Notice to Import for Sale or Own Use – Liquid Petroleum Products**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, please be informed of this notice to import with details as follows:

**A. Company Details (Applicant)**

1. Company Name/ Business Name :
2. Address :
3. Contact Number :
4. Email Address :

**B. Details of Shipment**

1. Purpose (For Sale or Own Use) :
2. Type of Product :
3. Description (if applicable) :
4. Quantity :
5. Unit :
6. Percent Tolerance :
7. Name of Supplier :
8. Source :
9. Loadport :
10. Estimated Loading Date  
From :  
To :
11. Estimated Arrival Date  
From :  
To :
12. Discharge Port  
Region :  
Province :  
Municipality :  
Address :
13. Vessel Name :

**C. Estimated Price**

1. FOB (\$/KL or \$/CBM) :
2. Insurance cost (\$/KL or \$/CBM) :
3. Freight cost (\$/KL or \$/CBM) :

**D. Attached Documentary Requirements**

1. Certified true copy of the Proforma Invoice;
2. Certified True Copy of Certificate of Quality;
3. EMB/DENR clearance pursuant to RA 6969, otherwise known as "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" in accordance with the Basel Convention, if importing the following products:
  - a. Aviation Gas
  - b. Slop/used water, sludges and similar petroleum products/by-products
4. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents.

Very truly yours,

---

Name, designation & signature of applicant or  
authorized representative

**Reminders/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB before date of arrival;
2. Pay the application fee based on the Order of Payment if submission of application is complete; and
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application.

**Notice to Import for Sample Testing – Liquid Petroleum Products and Bioethanol**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, please be informed of this notice to import with details as follows:

**A. Company Details (Applicant)**

1. Business Name :
2. Address :
3. Telephone Number :
4. Email Address :

**B. Details of Shipment**

1. Type of Product :
2. Quantity of cargo (in KL) :
3. Supplier :
4. Loadport :
5. Estimated Date of Loading (ETL) :
6. Estimated Date of Arrival (ETA) :
7. Disport :
8. Name of Transporter :

**C. Estimated Price**

1. FOB (\$/KL or \$/CBM) :
2. Insurance cost (\$/KL or \$/CBM) :
3. Freight cost (\$/KL or \$/CBM) :

**D. Attached Documentary Requirements**

1. Certified true copy of the Proforma Invoice;
2. Certified True Copy of Certificate of Quality;
3. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents; and
4. Airway Bill/Bill of Lading.

Very truly yours,

---

Name, designation & signature of applicant or  
authorized representative

**Reminders/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB before date of arrival;
2. Pay the application fee based on the Order of Payment if submission of application is complete; and
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application.

**Notice to Import for Sale or Own Use – Lubes Products**

Date \_\_\_\_\_

**OIL INDUSTRY MANAGEMENT BUREAU**  
**DEPARTMENT OF ENERGY**  
3<sup>rd</sup> Floor, PNOB Building 5  
Energy Center, Rizal Drive,  
Fort Bonifacio, Taguig City

Attention: \_\_\_\_\_

Director

Dear Sir/Madam

In compliance with the Department Circular No. \_\_\_\_\_, please be informed that we are notifying our application for importation as follows:

**A. Company Details (Applicant)**

1. Business Name :
2. Address :
3. Telephone Number :
4. Email Address :
5. Lube Business Activity  
(Blender, Marketer or Own User) :

**B. Details of Shipment**

1. Purpose (For Sale or Own Use) :
2. Type of Product (Base Oil or  
Lubricating Product) :
3. Name of Product :
4. Packaging per product :
5. Quantity of cargo  
a. Lube oils in liters :  
b. Greases in kilograms :  
c. Other lubricating products :
6. Supplier :
7. Loadport :
8. Estimated Loading Date (ELD) :
9. Estimated Arrival Date (EAD) :
10. Discharge Port :
11. Vessel Name :
12. Voyage Number :

**C. Estimated Price**

1. Estimated Price per Unit (\$/li, \$/kg) :
2. Pricing Term (CFR, FOB, etc.) :

**D. Attached Documentary Requirements**

1. Proforma Invoice or Commercial Invoice;
2. Product brochure/ bulletin; and
3. Material Safety Data Sheet (MSDS).

Very truly yours,

---

Name, designation & signature of applicant or  
authorized representative

**Reminders/ Instructions:**

1. Submit this application form with complete documentary attachments to OIMB before date of arrival;
2. Pay the application fee based on the Order of Payment if submission of application is complete; and
3. Issuance of acknowledgement shall be not later than seven (7) working days from receipt of application.



**REFINER, IMPORTER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER**  
**MONTHLY REPORT ON FINISHED PETROLEUM PRODUCTS SUPPLY AND DEMAND SUMMARY**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Not later than the 20th calendar day of the succeeding month</small>

PETROLEUM PRODUCTS (KL)	A	B	SUPPLY			F	WITHDRAWAL			ENDING INVENTORY (E - I)
	BEGINNING INVENTORY <small>(On Hand or In-Country Ending Inventory in ANNEX MR-B- previous month)</small>	IMPORTS <small>(Actual Quantity in ANNEX MR-C)</small>	DOMESTIC/LOCAL PURCHASE <small>(Actual Quantity in ANNEX MR-E)</small>	REFINERY PRODUCTION <small>(Net Refinery Output Per Product in ANNEX MR-I)</small>	TOTAL AVAILABLE SUPPLY <small>(A+B+C+D)</small>	EXPORT <small>(Actual Quantity in ANNEX MR-D)</small>	DOMESTIC/LOCAL SALES <small>(Actual Sales in ANNEX MR-J)</small>	OWN USE CONSUMPTION	TOTAL WITHDRAWAL <small>(F+G+H)</small>	
GASOLINE										
Gasoline unblended with biofuel										
Gasoline blended with biofuel										
DIESEL										
Diesel unblended with biofuel										
Diesel blended with biofuel										
FUEL OIL										
AVTURBO/JET-A1										
KEROSENE										
LPG										
AVIATION GAS										
NAPHTHA/TOPS										
ASPHALTS/BITUMEN										
HYDRO SOLVENT										
MIXED XYLENE										
PROPYLENE										
TOLUENE										
BENZENE										
PETCOKE										
SULPHUR										
CME										
ETHANOL										
OTHER PRODUCTS (pls. specify)										

**IMPORTER, REFINER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER**  
**MONTHLY REPORT ON CRUDE OIL AND FINISHED PETROLEUM PRODUCTS ENDING INVENTORY**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Not later than the 20th calendar day of the succeeding month</small>

Depot Location				Finished Petroleum Product	Storage Capacity Vol (KL)	Individual Finished Product Ave. Daily Demand for the past six months  (A)	ON HAND OR IN-COUNTRY ENDING INVENTORY (Basis for MIR Compliance)		IN TRANSIT INVENTORY (Already loaded within the covered month)					TOTAL AVAILABLE INVENTORY		Supply Coverage Areas
Name	Region	Province	City / Municipality				Vol (KL)	Days Supply	Vol (KL)	Days Supply	ETL	ETA	Vessel	Vol (KL)	Total Days Supply (D/A)	
							(B)	(B/A)	(C)	(C/A)			(D)	(D/A)		
				GASOLINE												
				Gasoline unblended with biofuel												
				Gasoline blended with biofuel												
				DIESEL												
				Diesel unblended with biofuel												
				Diesel blended with biofuel												
				FUEL OIL												
				A/TURBOJET-A1												
				KEROSENE												
				LPG												
				AVIATION GAS												
				NAPHTHA/TOPS												
				ASPHALTS/BITUMEN												
				HYDRO SOLVENT												
				MIXED XYLENE												
				PROPYLENE												
				TOLUENE												
				BENZENE												
				PETCOKE												
				SULPHUR												
				CME												
				ETHANOL												
				OTHER PRODUCTS (pls. specify)												

**IMPORTER, REFINER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER**  
**MONTHLY REPORT ON CRUDE OIL AND FINISHED PETROLEUM PRODUCTS ENDING INVENTORY**

Company Name / Address:				Contact Details (email and tel #):				Covered Month:						
Prepared By: <small>(Position and Signature over Printed Name)</small>				Approved By: <small>(Position and Signature over Printed Name)</small>				Deadline of Submission: <small>Not later than the 20th calendar day of the succeeding month</small>						
Depot Location				Crude Type	Storage Capacity Vol (KL)	Weighted Ave. of Individual Finished Product Daily Demand for the past six months (A)	ON HAND OR IN- COUNTRY ENDING INVENTORY (Basis for MIR Compliance)		IN TRANSIT INVENTORY (Already loaded within the covered month)				TOTAL AVAILABLE INVENTORY	
Name	Region	Province	City / Municipality				Vol (KL) (B)	Days Supply (B/A)	Vol (KL) (C)	Days Supply (C/A)	ETL	ETA	Vessel	Vol (KL) (D)

**Reminder/Instruction:**

1. Covered Inventory - refers to the following inventory as of end of the month on a per depot, per location, and per product basis: (a) On hand or In- country stocks and (b) import in-transit volume already loaded within the covered period;
2. Average Daily Demand - refers to the average daily sales for the past six (6) months in thousand liters per calendar day (KLCD); and
3. Days Supply - refers to the equivalent number of days of in-country ending inventory and/or in transit inventory divided by the average daily demand.

**IMPORTER, REFINER, BUNKER TRADER OR OWN USER**  
**MONTHLY REPORT ON FINISHED PETROLEUM PRODUCTS IMPORTS**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Not later than the 20th calendar day of the succeeding month</small>

Importer Depot Location			OIMB TRACKING CODE		DETAILS AS STATED IN APPLIED IMPORT NOTICE												DETAILS AS SEEN IN SUBMITTED POST-IMPORTATION DOCUMENTS																				
Name	Region	Province	City / Municipality	OIMB Ref. No.	PRODUCT		Estimated Qty. (KL)	Estimated Price per unit (US\$ / KL or MT)				Country Source	Supplier	DISPORT			Vessel	Loading Date	Arrival Date	Actual Qty. (KL)	ACTUAL PRICE (US\$ / KL or MT)				Country Source	Supplier	DISPORT			Vessel	Loading Date	Bill of Lading No.	Arrival Date	SAD No.			
					Major Type	Specific Type		FOB	Freight	Insurance	Total			Proforma Invoice No.	City / Municipality	Province					Region	FOB	Freight	Insurance			Total	Commercial Invoice No.	City / Municipality						Province	Region	
					GASOLINE																																
					DIESEL																																
					FUEL OIL																																
					AVTURBO/JET-A1																																
					KEROSENE																																
					LPG																																
					AVIATION GAS																																
					NAPHTHA/TOPS																																
					ASPHALTS/BITUMEN																																
					HYDRO SOLVENT																																
					MIXED XYLENE																																
					PROPYLENE																																
					TOLUENE																																
					BENZENE																																
					PETCOKE																																
					SULPHUR																																
					CME																																
					ETHANOL																																
					OTHER PRODUCTS (pls. specify)																																

**Reminder/Instruction:**

- This report shall have the following attachments:
1. Certified true copy of Bill of Lading;
  2. Certified true copy of Commercial Invoice;
  3. Certified true copy of fully processed BOC Single Administrative Document or SAD; and
  4. Certified true copy of the Certificate of Quality tested at the loadport/source tank in compliance with the Philippine National Standards and submitted by the seller.

IMPORTER, REFINER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER  
MONTHLY REPORT ON FINISHED PETROLEUM PRODUCTS EXPORTS

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission Not later than the 20th calendar day of the succeeding month

SHIPMENT PARTICULARS

Exporter Depot Location				Product	Actual Quantity (KL)	FOB Price (US\$ /KL or MT)	Country of Destination	Buyer	Vessel	Date Loaded	Loadport
Name	Region	Province	City/Municipality								
				GASOLINE							
				DIESEL							
				FUEL OIL							
				AVTURBO/JET-A1							
				KEROSENE							
				LPG							
				AVIATION GAS							
				NAPHTHA-TOPS							
				ASPHALTS/BITUMEN							
				HYDRO SOLVENT							
				MIXED XYLENE							
				PROPYLENE							
				TOLUENE							
				BENZENE							
				PETCOKE							
				SULPHUR							
				OTHER PRODUCTS (pls. specify)							

Reminder/Instruction:

- This report shall have the following attachments:  
1. Certified true copy of Bill of Lading; and  
2. Certified true copy of Commercial Invoice.

**IMPORTER, REFINER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER**

**MONTHLY REPORT ON DOMESTIC/LOCAL PURCHASE OF FINISHED PETROLEUM PRODUCTS FROM IMPORTER, REFINER OR BULK DISTRIBUTOR**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By	Approved By:	Deadline of Submission:
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

Buyer Depot Location				Supplier Depot Location				Commercial Invoice No.	GASOLINE (KL)				DIESEL (KL)				KEROSENE (KL)	AVTURBO/JET-A1 (KL)	LPG (KL)		AVGAS (KL)	HYDRO/SOLVENTS (KL)	ASPHALTS (KL)	NAPHTHA/REFORMATE (KL)	OTHERS Pq. Specifly						
Name	Region	Province	City / Municipality	Name	Region	Province	City / Municipality		Blended with Biofuel				Blended with Biofuel		Unblended with Biofuel				Automotive	Non Automotive											
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.										0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur		
TOTAL																															

**Reminder/Instruction:**  
This report shall have the following attachment:  
1. Certified true copy of Commercial Invoice.

REFINER

MONTHLY REPORT ON CRUDE OIL SUPPLY AND DEMAND SUMMARY

Company Name / Address:				Contact Details (email and tel #):			Covered Month:				
Prepared By: (Position and Signature over Printed Name)				Approved By: (Position and Signature over Printed Name)			Deadline of Submission Not later than the 20th calendar day of the succeeding month				
				A	B		C	D	E	F	G
Depot Location				Crude Type	SUPPLY			WITHDRAWAL			
Name	Region	Province	City/Municipality		Beginning Inventory (On Hand or In-Country Ending Inventory in ANNEX MR-B- previous month)	Crude Oil Import (Actual Quantity in Annex MR-G)	Total Crude Oil Supply (A +B)	Refining Input (Actual Quantity in Annex MR-I)	Export (Actual Quantity in Annex MR-H)	TOTAL WITHDRAWAL (D+E)	Ending Inventory (C-F)

**REFINER**  
**MONTHLY REPORT ON CRUDE OIL IMPORTS**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By:	Approved By:	Deadline of Submission:
<small>(Position and Signature over Printed Name)</small>	<small>(Position and Signature over Printed Name)</small>	<small>Not later than the 20th calendar day of the succeeding month</small>

Importer Depot Location				OIMB TRACKING CODE		DETAILS AS STATED IN APPLIED IMPORT NOTICE											DETAILS AS SEEN IN SUBMITTED POST-IMPORTATION DOCUMENTS																					
Name	Region	Province	City/Municipality	OIMB Ref. No.	Crude Type		Estimated Qty. (KL)	Estimated Price per unit (US\$ / KL)				Country	Supplier	Disport (Municipality / Province)	Region	Vessel	Loading Date	Arrival Date	Actual Qty. (KL)	ACTUAL PRICE (US\$ / KL)				Country	Supplier	Disport (Municipality / Province)	Region	Vessel	Loading Date	Bill No.	Arrival Date	SAD No.						
					Major Type	Specific Type		FOB	Freight	Insurance	Ocean Loss									Total	FOB	Freight	Insurance										Ocean Loss	Total	Commercial Invoice No.			

**Reminder/Instruction:**

- This report shall have the following attachments:  
 1. Certified true copy of Bill of Lading;  
 2. Certified true copy of Commercial Invoice; and  
 3. Copy of fully processed BOC Single Administrative Document or SAD.



**REFINER  
MONTHLY REPORT ON CRUDE OIL EXPORTS**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission Not later than the 20th calendar day of the succeeding month

SHIPMENT PARTICULARS

Exporter Depot Location				Crude Type	Actual Quantity (KL)	FOB Price (US\$/KL)	Country of Destination	Buyer	Vessel	Date Loaded	Loadport
Name	Region	Province	City/Municipality								
TOTAL											

**Reminder/ Instruction:**

- This report shall have the following attachments for each shipment:
1. Bill of Lading; and
  2. Commercial Invoice.

REFINER

MONTHLY REPORT ON REFINING INPUT AND FINISHED PRODUCT PRODUCTION

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By:	Approved By:	Deadline of Submission:
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding

I. INPUT				
A. REFINING INPUT				
Crude Input per Type	Actual Volume utilized (KL)	Projection for the first following month (KL)	Projection for the second following month (KL)	Projection for the third following month (KL)
Sub-Total				
B. IMPORTED FEEDSTOCK AND BIOFUEL BLENDING COMPONENT INPUT				
Imported Feedstock/Ethanol/CME Blending Components	Actual Volume utilized	Projection for the first following month	Projection for the second following month	Projection for the third following month
Sub-Total				
<b>TOTAL INPUT = (A + B)</b>				
II. REFINING PRODUCTION				
C. Finished Petroleum Product	Actual Volume Produced	Projection for the first following month	Projection for the second following month	Projection for the third following month
Sub-Total				
D. Intermediate Components	Actual Volume Produced	Projection for the first following month	Projection for the second following month	Projection for the third following month
Sub-Total				
<b>TOTAL PRODUCTION (C+D)</b>				
III. REFINERY FUEL OWN USE & LOSS/GAIN PER PRODUCT				
E. Refinery Own Used Fuel	Actual Volume utilized	Projection for the first following month	Projection for the second following month	Projection for the third following month
Sub-Total				
F. Refinery Loss/Gain	Actual Volume of (Loss)/Gain	Projection for the first following month	Projection for the second following month	Projection for the third following month
Sub-Total				
IV. NET REFINERY OUTPUT PER PRODUCT (Total Refining Production +/- Total Refinery Use & Loss/Gain)				

**IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER**

**MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER**

Company Name / Address:				Contact Details (email and tel #)				Covered Month:																						
Prepared By:				Approved By:				Deadline of Submission																						
(Position and Signature over Printed Name)				(Position and Signature over Printed Name)				Not later than the 20th calendar day of the succeeding month																						
TRADE SALES	DEPOT SOURCE				BUYER DETAILS				VOLUME OF PRODUCT SOLD (KL)																					
	NAME	REGION	PROVINCE	MUNICIPALITY/ CITY	NAME	REGION	PROVINCE	MUNICIPALITY/ CITY	GASOLINE				DIESEL				KEROSENE	AVTURBO/ JET-A1	FUEL OIL	LPG		AVGAS	HYDRO/ SOLVENTS	ASPHALTS	NAPHTHA/ REFORMATE	OTHERS Pls. Specify				
									Blended with Biofuel				Unblended with Biofuel							Blended with Biofuel							Unblended with Biofuel		Non Automotive	Automotive
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.				0.005% Sulfur	0.3% Sulfur						0.005% Sulfur	0.3% Sulfur		
1. Transportation and storage (Liquid Petroleum Products : Auto-LPG)																														
1.1. Railway Transport																														
1.2. Road Transport																														
1.2.1. Liquid Petroleum Products Retail Outlet - Company Brand																														
1.2.2. Liquid Petroleum Products Retail Outlet - Independent/White Station																														
1.2.3. Liquid Petroleum Products Retail Outlet - Garage based (Enduser)																														
1.3. Water Transport																														
1.4. Air Transport (Domestic)																														
1.5. Warehousing/Storage																														
2. Industrial (Liquid Petroleum Products : LPG)																														
2.1. Manufacturing																														
2.1.1. Manufacture of Food Products																														
2.1.2. Manufacture of Beverages																														
2.1.3. Manufacture of Tobacco Products																														

IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER

MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER

Company Name / Address:	Contact Details (email and tel #)	Covered Month:
Prepared By:	Approved By:	Deadline of Submission
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

TRADE SALES	DEPOT SOURCE				BUYER DETAILS				VOLUME OF PRODUCT SOLD (KL)																					
	NAME	REGION	PROVINCE	MUNICIPALITY/CITY	NAME	REGION	PROVINCE	MUNICIPALITY/CITY	GASOLINE								DIESEL				KEROSENE	AVTURBO / JET-A1	FUEL OIL	LPG		AVGAS	HYDRO / SOLVENTS	ASPHALTS	NAPHTHA / REFORMATE	OTHERS Pls. Specify
									Blended with Biofuel				Unblended with Biofuel				Blended with Biofuel		Unblended with Biofuel					Non Automotive	Automotive					
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.	0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur										
2.1.4. Manufacture of Textiles																														
2.1.5. Manufacture of Wearing Apparel																														
2.1.6. Manufacture of Leather and Related Products																														
2.1.7. Manufacture of Wood and of Products of Wood and Cork. Except Furniture: Manufacture of Articles of Bamboo, cane, Rattan and the Like; Manufacture of Articles of Straw and Plaiting Materials																														
2.1.8. Manufacture of Paper and Paper Products																														
2.1.9. Printing and Reproduction of Recorded Media																														
2.1.10. Manufacture of Coke and Refined Petroleum Products																														
2.1.11. Manufacture of Chemicals and Chemical Products																														
2.1.12. Manufacture of Basic Pharmaceutical Products and Pharmaceutical Preparations																														
2.1.13. Manufacture of Rubber and Plastic Products																														
2.1.14. Manufacture of Other Non-metallic Mineral Products																														

**IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER**  
**MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER**

Company Name / Address:	Contact Details (email and tel #)	Covered Month:
Prepared By:	Approved By:	Deadline of Submission
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

TRADE SALES	DEPOT SOURCE				BUYER DETAILS				VOLUME OF PRODUCT SOLD (KL)																					
	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	GASOLINE								DIESEL				KEROSENE	AVTURBO / JET-A1	FUEL OIL	LPG		AVGAS	HYDRO / SOLVENTS	ASPHALTS	NAPHTHA / REFORMATE	OTHERS Pls. Specify
									Blended with Biofuel				Unblended with Biofuel				Blended with Biofuel		Unblended with Biofuel					Non Automotive	Automotive					
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.	0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur										
2.1.15. Manufacture of Basic Metals																														
2.1.16. Manufacture of Fabricated Metal Products, Except Machinery and Equipment																														
2.1.17. Manufacture of Computer, Electronic and Optical Products																														
2.1.18. Manufacture of Electrical Equipment																														
2.1.19. Manufacture of Machinery and Equipment, N.e.c.																														
2.1.20. Manufacture of Motor Vehicles, Trailers and Semi-trailers																														
2.1.21. Manufacture of Other Transport Equipment																														
2.1.22. Manufacture of Furniture																														
2.1.23. Other Manufacturing																														
2.2. Mining and Quarrying																														
2.3. Construction																														
2.3.1. Construction of Buildings																														

**IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER**  
**MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER**

Company Name / Address:	Contact Details (email and tel #)	Covered Month:
Prepared By:	Approved By:	Deadline of Submission
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

TRADE SALES	DEPOT SOURCE				BUYER DETAILS				VOLUME OF PRODUCT SOLD (KL)																					
	NAME	REGION	PROVINCE	MUNICIPALITY/ CITY	NAME	REGION	PROVINCE	MUNICIPALITY/ CITY	GASOLINE								DIESEL				KEROSENE	AVTURBO/ JET-A1	FUEL OIL	LPG		AVGAS	HYDRO/ SOLVENTS	ASPHALTS	NAPHTHA/ REFORMATE	OTHERS Pis. Specify
									Blended with Biofuel				Unblended with Biofuel				Blended with Biofuel		Unblended with Biofuel					Non Automotive	Automotive					
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.	0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur										
<b>2.3.2. Construction of Roads</b>																														
<b>2.3.3. Other Construction</b>																														
<b>2.4. Water Supply</b>																														
<b>2.5. Sewerage</b>																														
<b>2.6. Waste Management</b>																														
<b>2.7. Power Generation</b>																														
<b>2.7.1. National Power Corporation</b>																														
<b>2.7.2. Private Power Plants</b>																														
<b>2.7.3. Others</b>																														
<b>3. Commercial (Liquid Petroleum Products - LPG)</b>																														
<b>3.1. LPG for household use (LPG)</b>																														
<b>3.1.1. LPG Retail Outlet - Company Brand</b>																														
<b>3.1.2. LPG Refiller - Independent</b>																														

IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER

MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER

Company Name / Address:	Contact Details (email and tel #)	Covered Month:
Prepared By:	Approved By:	Deadline of Submission
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

TRADE SALES	DEPOT SOURCE				BUYER DETAILS				VOLUME OF PRODUCT SOLD (KL)																					
	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	GASOLINE								DIESEL				KEROSENE	AVTURBO / JET-A1	FUEL OIL	LPG		AVGAS	HYDRO / SOLVENTS	ASPHALTS	MAPIITIA / REFORMATE	OTHERS Pls. Specify
									Blended with Biofuel				Unblended with Biofuel				Blended with Biofuel		Unblended with Biofuel					Non Automotive	Automotive					
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.	0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur										
3.2. Wholesale Trade/Bulk Sales																														
3.2.1. Seller of Goods																														
3.2.2. Seller of Services																														
3.2.2.1. Accommodation and Food Service Activities																														
3.2.2.2. Information and Communication																														
3.2.2.3. Financial and Insurance Activities																														
3.2.2.4. Real Estate Activities																														
3.2.2.5. Professional, Scientific and Technical Activities																														
3.2.2.6. Administrative and Support Service Activities																														
3.2.2.7. Education																														
3.2.2.8. Human Health and Social Work Activities																														
3.2.2.9. Arts, Entertainment and Recreation																														
3.2.2.10. Other Service Activities																														

IMPORTER, REFINER, BULK DISTRIBUTOR OR BUNKER TRADER

MONTHLY REPORT ON TOTAL DOMESTIC/LOCAL SALES BY REGION, TRADE, SUB-SECTOR, PRODUCT AND CUSTOMER

Company Name / Address:				Contact Details (email and tel #)				Covered Month:																						
Prepared By:				Approved By:				Deadline of Submission																						
(Position and Signature over Printed Name)				(Position and Signature over Printed Name)				Not later than the 20th calendar day of the succeeding month																						
TRADE SALES	DEPOT SOURCE				BUYER DETAILS				GASOLINE								DIESEL				KEROSENE	AVTURBO / JET-A1	FUEL OIL	LPG		AVGAS	HYDRO / SOLVENTS	ASPHALTS	NAPHTHA / REFORMATE	OTHERS Pls. Specify
	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	NAME	REGION	PROVINCE	MUNICIPALITY / CITY	Blended with Biofuel				Unblended with Biofuel				Blended with Biofuel		Unblended with Biofuel					Non Automotive	Automotive					
									above 97 RON	97 RON min.	95 RON min.	91 RON min.	above 97 RON	97 RON min.	95 RON min.	91 RON min.	0.005% Sulfur	0.3% Sulfur	0.005% Sulfur	0.3% Sulfur										

3.3. Philippine Government Agencies and GOCCs

3.4. Foreign Embassies

4. Agriculture, Forestry and Fishing - (Liquid Petroleum Products / LPG)

4.1. Fishing and Aquaculture

4.2. Agricultural Crops Production

4.3. Livestock and Poultry Production

4.4. Forestry and Logging

5. International Sales (Liquid Petroleum Products)

5.1. Water Transport/Bunkering (International)

5.2. Air Transport (International)

TOTAL (NET OF SUPPLY SALES)

6. Sales to another Refiner or Importer (Liquid Petroleum Products / LPG)

GRAND TOTAL

\*add row s as necessary

Reminder/Instruction:

1. For detailed definition and description of the trade/sales classification, please refer to the PSA- Philippine Standard Industrial Classification (PSIC) - <https://psa.gov.ph/classification/psic/>



**BLENDER, MARKETER OR OWN-USER**  
**MONTHLY REPORT ON BASE OILS AND LUBRICATING PRODUCTS SUPPLY AND DEMAND SUMMARY**

Company Name / Address:	Contact Details (email and tel #):	Covered Month:
Prepared By:	Approved By:	Deadline of Submission:
(Position and Signature over Printed Name)	(Position and Signature over Printed Name)	Not later than the 20th calendar day of the succeeding month

Product Type	SUPPLY					WITHDRAWAL				Ending Inventory	
	A	B	C	D	E	F	G	H	I		J
	Beginning Inventory (Ending Inventory in Annex MR-K (SUMM- BOLP) of previous month)	Importation	Production (Blending)	Domestic/Local Purchase	TOTAL AVAILABLE SUPPLY	Domestic/Local Sales	Export	Own Use Consumption	TOTAL WITHDRAWAL		
(Liter or KG)	(Liter or KG)	(Liter or KG)	(Liter or KG)	(A + B + C + D)	(Liter or KG)	(Liter or KG)	(Liter or KG)	(F + G + H)	(E-I)		
A. Automotive Lube Oil											
Engine Motor Oil											
Gear/Transmission Oil											
Motorcycle Oil											
Other Automotive Oils											
B. Industrial Lube Oil											
Hydraulic Oil											
Circulating Oil											
Turbine Oil											
Gear Oil											
Cutting Machine Oil											
Compressor Oil											
Transformer Oil											
Other Industrial Oils											
C. Aviation Lube Oil											
D. Marine Lube Oil											
E. Base Oil											
Solvent Neutral (SN)											
Bright Stock (BS)											
Other Base Oils											
F. Grease											
Automotive Grease											
Industrial Grease											
G. Other Lubricating Products											

**TERMINAL OPERATOR/LESSOR  
QUARTERLY UPDATE REPORT ON TERMINAL AND BLENDING OPERATIONS**

Company Name / Address:	Contact Details (email and tel #):	Covered Quarter:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Not later than the 20th calendar day of the month after the covered quarter</small>

Lessee		Capacity Details				Duration of Lease Contract (mm/dd/yyyy)		Cost of leasing the storage tank per liter (Thousand PhP)	With Blending Contract for Biofuel (Yes/No)	Duration of Blending Contract (mm/dd/yyyy)		Cost of blending per liter (Thousand PhP)	Facisheet of the Repair or Rehabilitation Status (What, Why, When, How and Cost)
Company Name	Address	Tank Number	Product Stored	Status (On lease/ For Repair/ For Dismantling/etc.)	Volume (KL)	Start	End			Start	End		

**Reminder/ Instruction:**

- 1. Capacity Details should be on a per storage tank and per product basis.

**REFINER**  
**ANNUAL UPDATE REPORT ON HYDROSKIMMING YIELDS**

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Not later than the 20th calendar day of January of the succeeding year</small>

Crude Type	API Gravity	YIELDS (%)							
		Naphtha		Kerosene	Diesel	Fuel Oil (Reduced Crude)	Off Gases	Refinery Fuel Loss/Gain	
		Heavy Virgin Naphtha	Light Virgin Naphtha						

IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR OR OWN USER

ANNUAL UPDATE REPORT ON COMPANY PROFILE

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission <small>Not later than the 20th calendar day of January of the succeeding year</small>

**I. COMPANY BACKGROUND**

Company Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Landline: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
 President/CEO: \_\_\_\_\_  
 Type of Ownership:       Single Proprietorship       Partnership       Corporation  
 Registered Partners/Incorporator:

Name	Nationality

*\*add rows as necessary*

Executive Management Organizational Structure:

Name	Position

*\*add rows as necessary*

**II. DESCRIPTION OF BUSINESS PORTFOLIO**

Background *(write a brief description of LMJ business activity 1st)*

History of operations and investments in the Philippines *(from start of operations to present)*

Expansion Programs

**III. FACILITIES**

1. Refinery - Attach Annex AR-C *(per facility)*

2. Import Terminal / Depot - Attach Annex AR - D *(per facility)*

3. Distribution Facilities

3.a. Land Transport

Vehicle Type (i.e. tank truck, lorry/trailer)	Plate Number	Product	Capacity in Kl	Land Transportation Office Registration				Bureau of Fire Protection Conveyance Permit		Department of Science and Technology	
				Certificate of Registration No.	Official Receipt No.	Issued Date	Valid Until	Issued Date	Valid Until	Issued Date	Valid Until

*\*add rows as necessary*

**IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR OR OWN USER**

**ANNUAL UPDATE REPORT ON COMPANY PROFILE**

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission Not later than the 20th calendar day of January of the succeeding year

**3. b. Maritime Transport**

Name of Vessel	Product	Capacity in KL	Charterer	MARINA Registration				Philippine Ports Authority (Accreditation)	
				Registration Certificate No.	Safety Certificate No	Issued Date	Valid Until	Issued Date	Valid Until
<i>White:</i>									
<i>Black:</i>									
<i>LPG:</i>									

*\*add rows as necessary*

**4. LPG Refilling Plant / Marketer/ Dealer/ Retail Outlets and Liquid Fuel Retail Outlets**

Type of Facility	Name	Location or Address					Certificate of Compliance No. (For Liquid Fuels)	Standard Compliance Certificate No (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Baranggay	Street			
<b>Company Owned and Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									
<b>Company Owned but Private Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									
<b>Private Owned and Operated</b>									
LPG Refilling Plant									
LPG Marketer									
LPG Dealer									
LPG Retail Outlet									
Liquid Fuel Retail Outlet									
<i>*add rows as necessary</i>									

**IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR OR OWN USER**

**ANNUAL UPDATE REPORT ON COMPANY PROFILE**

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission Not later than the 20th calendar day of January of the succeeding year

IV. ACCUMULATED COST OF EXISTING INVESTMENT		
Details	Cost in Philippine Peso	Number of Manpower Requirement
Refinery		
Import Terminal		
Depot Terminal		
Distribution Facilities		
LPG Refilling Plant		
LPG Marketer		
LPG Retail Outlet		
Liquid Fuel Retail Outlet		
Operational Cost		
<b>TOTAL</b>		

Note: Please attached detailed fact sheet of the individual details of investment above. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

V. PLANNED INVESTMENT FOR THE NEXT FIVE YEARS		
Details	Cost in Philippine Peso	Number of Manpower Requirement
Refinery		
Import Terminal		
Depot Terminal		
Distribution Facilities		
LPG Refilling Plant		
LPG Marketer		
LPG Retail Outlet		
Liquid Fuel Retail Outlet		
Operational Cost		
<b>TOTAL</b>		

Note: Please attached detailed fact sheet of the individual details of investment above. The information in this matrix is a requirement for the preparation of the DOI investment data sheet in the Philippine Energy Plan and the subsequent endorsement to the BOI.

**Reminder / Instruction: Supporting Documents**

- Updated executive brief of operation;
- Updated site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend;
- Updated Business/Mayor's Permit for the applied business activity from the City or Municipality;
- Updated Certificate of Accreditation as importer from the Bureau of Customs;
- Updated permits from BIR;
- Updated Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office;
- Updated Conveyance Permit per transport vehicle from the Bureau of Fire Protection;
- Updated Calibration Certificate per transport vehicle from the Department of Science and Technology;
- Updated Registry Certificate per transport vessel from Maritime Industry Authority;
- Updated Accreditation Certificate per transport vessel from the Philippine Ports Authority;
- Updated Fire Safety Inspection Certificate for the Office Building, Storage and Blending Facilities from the concerned Bureau of Fire Protection;
- Updated Permit to Operate unfired pressure vessel per tank for LPG Business from the Department of Labor and Employment;
- Updated Environmental Compliance Certificate of the site, office building, storage and blending facility from the DENR;
- Updated fire prevention and response manual;
- Updated Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual;
- Updated Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response manual; and
- Updated Company Secretary's Certificate for authorized representative and signatory

**REFINER**  
**ANNUAL UPDATE REPORT ON REFINERY PROFILE**

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission  Not later than the 20th calendar day of January of the succeeding year

**I. COMPANY PROFILE**

Facility Name:	
Address/Location:	Longitude:
Date Commissioned:	Latitude:
Date of Start of Operation:	
Cost of Investment (PhP):	

**II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE**

Name	Position

*\*add rows as necessary*

**III. PROCESS UNITS AND TURNAROUND SCHEDULE**

(a) Units	(b) Capacity** (MBSD)	(c) % Service Factor (excl. turnaround)	(d) Turnaround/Shutdown Schedule*		
			(d1) Date	(d2) No. of Days	(d3) Reason

*\*add rows as necessary*

**IV. PRODUCT PROCESSING CAPABILITY PARTICULARS**

(a) Products/Process Unit	(b) % of Feed**	(c) Product Capacity (MBCD)
1. Product #1 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
2. Product #2 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		
3. Product #3 (pls. specify)		
Process Unit #1 (pls. specify)		
Process Unit #2 (pls. specify)		
Process Unit #3 (pls. specify)		

*\*add rows as necessary (per product per process unit)*

**REFINER**  
**ANNUAL UPDATE REPORT ON REFINERY PROFILE**

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission  <small>Not later than the 20th calendar day of January of the succeeding year</small>
<b>V. REFINERY STORAGE CAPACITIES</b>		
<b>1. CRUDE OIL (KL)</b>		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add row s as necessary</small>		
<b>2. INTERMEDIATE STOCK (KL)</b>		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add row s as necessary</small>		
<b>3. FINISHED PRODUCT (KL)</b>		
Products	Working Capacity (excl. heels)	Design Capacity
<small>*add row s as necessary</small>		
Other Observations/Information:		



IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

ANNUAL UPDATE REPORT ON IMPORT TERMINAL / DEPOT PROFILE

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission <small>Not later than the 20th calendar day of January of the succeeding year</small>

**I. COMPANY PROFILE**

Facility Name:	
Address / Location:	
Longitude:	Latitude:
Total Lot Area (m <sup>2</sup> ):	Facility Layout: <i>(pls attach as-built plan)</i>
Type of Facility: <input type="checkbox"/> Import Terminal <input type="checkbox"/> Depot <input type="checkbox"/> Warehouse	
Type of Operation: <input type="checkbox"/> By its own <input type="checkbox"/> Rationalized with whom: _____ <input type="checkbox"/> Joint Operation with whom: _____	Ownership: <input type="checkbox"/> Company owned/operated <input type="checkbox"/> By contract with whom: _____ valid until: _____
Cost of investment (Php):	Longitude:
Date Commissioned:	Latitude:
Date of Start of Operation:	

**II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE**

Name:	Position

*\*add rows as necessary\**

**III. SUPPLY, RECEIVING, MARKETING AND DISTRIBUTION**

**SUPPLY**

a. Importation:

Source	Product	Frequency (daily/weekly/monthly)	Volume (KL)

*\*add rows as necessary\**

b. Local Purchase:

Company	Product	Frequency (daily/weekly/monthly)	Volume (KL)

*\*add rows as necessary\**

**REPLENISHMENT**

Product	Mode	Frequency (daily/weekly/monthly)	Volume (KL)

*\*add rows as necessary\**

**AREA COVERAGE**

Product	Mode	Frequency (daily/weekly/monthly)	Clients / Area Coverage

*\*add rows as necessary\**

IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

ANNUAL UPDATE REPORT ON IMPORT TERMINAL / DEPOT PROFILE

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission Not later than the 20th calendar day of January of the succeeding year

IV. TANK LISTING								
	Tank #1	Tank #2	Tank #3	Tank #4	Tank #5	Tank #6	Tank #7	Tank #8
Tank ID No.								
Product Type								
Capacity (design), KL								
Capacity (working), KL								
Throughput (KLCD)								
Date last cleaned (dd/mm/yyyy)								
Date due for repainting (dd/mm/yyyy)								
Type of Leak Detection System employed								
Type of Corrosion / Cathodic Protection employed								
Type of Over-fill Protection / Alarm employed								
Tank Grounding (Y/N)								
STATUS								
	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational	(Y/N) Operational
	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks	(Y/N) Back-up tanks
	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal	(Y/N) For dismantling / disposal
Reason/s:								
Period (indicate specific dates for dismantling):								
	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation	(Y/N) For repair / rehabilitation
Reason/s:								
Period (indicate specific dates for repair/rehab):								
Cost of repair, Php:								
	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease	(Y/N) Available for lease
Available period (indicate specific dates for lease):								
Cost of leasing, Php:								
	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use	(Y/N) For other use
Specify:								

\*If there are more than eight (8) storage tanks, please use another sheet

IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER

ANNUAL UPDATE REPORT ON IMPORT TERMINAL / DEPOT PROFILE

Company Name / Address:	Contact Details (email and tel #):	Covered Year:
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission <small>Not later than the 20th calendar day of January of the succeeding year</small>

V. FACILITIES

Particulars	Findings		Remarks
	Yes	No	
Blending ( ) E10 ( ) B2 ( ) Both			
Manual			
In-Line			
Provision of port or receiving line			
Tank truck loading rack (TTLR) or Gantry			
Tank truck grounding			
Oil Water Separator			
Generator Set			
for Back-up Power			
for Fire pump			
Fire Protection / prevention			
Water Tank Capacity:			
Extinguisher			
Safety Shower and Eye Wash Station (3m-15m from the hazard)			
Emergency Shutdown System			
Emergency Evacuation Area			
Oil Spill Containment Apparatus*			

*\*Only applicable to depots located in coastal areas*

Other Observations/Information:

**IMPORTER, REFINER, BULK DISTRIBUTOR, BUNKER TRADER OR OWN USER**  
**ANNUAL UPDATE REPORT ON PROJECTED ANNUAL SUPPLY AND DEMAND BALANCE FOR THE NEXT FIVE (5) YEARS**

Company Name / Address:										Contact Details (email and tel #):										Covered Year:									
Prepared By <small>(Position and Signature over Printed Name)</small>										Approved By: <small>(Position and Signature over Printed Name)</small>										Deadline of Submission <small>Not later than the 20th calendar day of January of the succeeding year</small>									
<b>I. DEMAND</b>	(a) 1. DEMAND DETAILS	(b) Crude (KL)					(c) Finished Petroleum Product 1 ( in KL)					(d) Finished Petroleum Product 2 ( in KL)					(e) Ethanol (KL)					(f) CME ( in KL)							
		1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year			
	1a. Crude Run: Product Sales																												
	1b. Export																												
	1c. Total Demand = (1a)+(1b)																												
<b>II. SUPPLY</b>	2. SUPPLY DETAILS	(b) Crude					(c) Product Type 1					(d) Product Type 2					(e) Ethanol					(f) CME							
		1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year			
	2a. Production																												
	2b. Import																												
	2c. Local Purchase																												
	2d. Total Supply = (2a)+(2b)+(2c)																												
<b>III. INV. BUILD-UP/(DRAWDOWN)</b>	3. INVENTORY Details	(b) Crude					(c) Product Type 1					(d) Product Type 2					(e) Ethanol					(f) CME							
		1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year	1st Year	2nd Year	3rd Year	4th Year	5th Year			
	3a. Opening																												
	3b. Ending = (3a) + (2d) - (1c)																												

**IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER**

**MAINTENANCE SHUTDOWN NOTIFICATION REPORT**

Company Name / Address:				Contact Details (email and tel #):						Reporting Date:							
Prepared By: <small>(Position and Signature over Printed Name)</small>				Approved By: <small>(Position and Signature over Printed Name)</small>						Deadline of Submission: Not later than 15th calendar day from the scheduled maintenance start date or within 24 hours from occurrence of an emergency shutdown.							
Name	LOCATION			Affected Product	Non-Operational Storage Capacity of the Facility Vol (KL)	Affected Part of the Facility	Description the Maintenance Requirement	Planned Maintenance Start Date	Target Completion / Start-Up Date	No. of Days	Contingency Measures Being Implemented To Secure Continuous Supply of Fuel	Individual Finished Product Ave. Daily Demand (A)	Weekly Inventory Status for Operational Storage Capacity				
	Region	Province	City Municipality										On Hand/ In-Country		Replenishment		
	Vol (KL) (B)	Number of Days Supply (B/A)	Vol (KL) (C)	Number of Days Supply (C/A)													
<b>I. LIST OF REFINERY</b>																	
<i>*add rows as necessary</i>																	
<b>II. LIST OF IMPORT TERMINAL</b>																	
<i>*add rows as necessary</i>																	
<b>III. LIST OF STORAGE DEPOT</b>																	
<i>*add rows as necessary</i>																	

**IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER**  
**MAINTENANCE SHUTDOWN MONTHLY PROGRESS REPORT**

Company Name / Address:				Contact Details (email and tel #):						Reporting Date:								
Prepared By:				Approved By:						Deadline of Submission:								
<small>(Position and Signature over Printed Name)</small>				<small>(Position and Signature over Printed Name)</small>						<small>Not later than the end of every month:</small>								
Name	LOCATION			Affected Product	Non-Operational Storage Capacity of the Facility Vol (KL)	Affected Part of the Facility	Description of the Maintenance Requirement	Progress Report on the Maintenance Requirement	Rate of Completion (%)	Actual Maintenance Start Date	Completion/Start-Up Date	No. of Days	Individual Finished Product Ave. Daily Demand (A)	Weekly Inventory Status for Operational Storage Capacity				
	Region	Province	City / Municipality											On Hand/ In-Country		Replenishment		
													Vol (KL) (B)	Number of Days Supply (B/A)	Vol (KL) (C)	Number of Days Supply (C/A)		
<b>I. LIST OF REFINERY</b>																		
<small>*add rows as necessary</small>																		
<b>II. LIST OF IMPORT TERMINAL</b>																		
<small>*add rows as necessary</small>																		
<b>III. LIST OF STORAGE DEPOT</b>																		
<small>*add rows as necessary</small>																		

**IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER OR OWN USER**  
**CALAMITY OR EMERGENCY DAMAGE ASSESSMENT AND DAILY PROGRESS REPORT**

Company Name / Address:	Contact Details (email and tel #):	Reporting Date:
Prepared By: <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission: <small>Every day, not later than 5:00 in the afternoon.</small>

Name	LOCATION			Affected Part of the Facility	Non-Operational Storage Capacity of the Facility (in KL)	Contingency Measures Being Implemented to Contain the Damage and Secure Continuous Supply of Fuel	Repair Plan of the Facility				Actual Repair Implementation				Individual Finished Product Ave. Daily Demand (Based on previous month and in KL/day) (A)	Inventory Status for Operational Storage capacity					
	Region	Province	City / Municipality				Description of Repair Requirements	Planned Repair Start Date	Target Completion/Operational Date	No. of Days	Progress Report on the Repair Requirement	Rate of Completion (%)	Actual Repair Start Date	Completion Date		No. of Days	On hand/ In- country		Replenishment		
																	Vol (in KL) (B)	Number of Days Supply (Volume/ Ave. Daily Demand) (B/C)	Vol (in KL) (C)	Number of Days Supply (Volume/ Ave. Daily Demand) (C/B)	ETA
<b>I. LIST OF OPERATIONAL FACILITY</b>																					
A. List of Refinery																					
B. List of Import Terminal																					
C. List of Storage Depot																					
D. List of LPG Refilling Plant																					
E. List of Liquid Fuel Retail Outlets																					
F. List of LPG Dealer																					
<b>II. LIST OF NON-OPERATIONAL/ DAMAGED FACILITY</b>																					
A. List of Refinery																					
B. List of Import Terminal																					
C. List of Storage Depot																					
D. List of LPG Refilling Plant																					
E. List of Liquid Fuel Retail Outlets																					
F. List of LPG Dealer																					
<i>*add rows as necessary</i>																					

**Reminder/Instruction:**

1. Please provide "NA" for fields not applicable

IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER, HAULER OR OWN USER

OIL SPILL NOTIFICATION REPORT

Company Name / Address:	Contact Details (email and tel #):	Reporting Date:
Prepared By <small>(Position and Signature over Printed Name)</small>	Approved By: <small>(Position and Signature over Printed Name)</small>	Deadline of Submission <small>Within twelve hours (12) from occurrence or discovery of the spill.</small>

**PARTICULARS OF THE AFFECTED FACILITY** *(accomplish one report per affected facility)*

Facility Name:	
Address/Location:	Longitude:
Name of health & safety officer:	Latitude:
Contact Details of health & safety officer:	Date and Time of spill:
Location of the incident (Describe Details Below):	
Initial assessment of possible source and cause of the Spill (Describe Details Below)	
Type of fuel spilled and estimated quantity (Describe Details Below):	
Initial assessment affected facilities, areas, damages, and human injuries (Describe Details Below):	
Initial mitigating and containment measures implemented (Describe Details Below):	
Initial evacuation measures implemented (Describe Details Below):	
Spill Containment Response Contractor and other Assisting Parties from both private and Government (Describe Details Below):	



IMPORTER, REFINER, BULK DISTRIBUTOR, TERMINAL OPERATOR/LESSOR, BUNKER TRADER, HAULER OR OWN USER

WEEKLY OIL SPILL PROGRESS REPORT

Company Name / Address:	Contact Details (email and tel #):	Reporting Date:
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)	Deadline of Submission: On or before the end of every Friday

I. REHABILITATION/ REPAIR OF NON-OPERATIONAL/ DAMAGED FACILITY

Name	LOCATION			Affected Part of the Facility	Description of Calamity/ Emergency	Non-Operational Storage Capacity of the Facility (KL)	Contingency Measures Being Implemented to Contain the Damage and Secure Continuous Supply of Fuel	Repair Plan of the Facility				Actual Repair Implementation				Individual Finished Product Ave. Daily Demand (Based on previous month and in KL/day) (A)	Weekly Inventory Status for Operational Storage capacity						
	Region	Province	City / Municipality					Description of Repair Requirements	Planned Repair Start Date	Target Completion/ Operational Date	No. of Days	Progress Report on the Repair Requirement	Rate of Completion (%)	Actual Repair Start Date	Completion Date		No. of Days	On hand/ In- country		Replenishment			
																		Vol (KL) (B)	Number of Days Supply (Volume/ Ave. Daily Demand) (B/C)	Vol (KL) (C)	Number of Days Supply (Volume/ Ave. Daily Demand) (C/B)	ETA	Vessel
A. List of Refinery																							
B. List of Import Terminal																							
C. List of Storage Depot																							
D. List of LPG Refilling Plant																							
E. List of Liquid Fuel Retail Outlets																							
F. List of Vessel																							
G. List of Transport Vehicle																							

\*add rows as necessary

II. REHABILITATION/ REPAIR OF DAMAGE TO PROPERTY OR ENVIRONMENT

Affected Property/ Environment	Region	Province	City / Municipality	Owner of Property	Description of Damage	Estimated Cost of Damage (PhP)	Contingency Measures Being Implemented To Contain the Spill and Damage	Description of Rehabilitation/ Repair Requirements for each Contingency Measure	Planned Rehabilitation/ Repair Start Date	Target Completion /Operational Date	No. of Days	Estimated Cost of Rehabilitation/ Repair (PhP)	Progress Report on the Repair Req't	Rate of Completion (%)	Actual Rehabilitation/ Repair Start Date	Actual Completion Date	No. of Days

\*add rows as necessary