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*This **Checklist** should be completed and submitted together with “**Form I – Application Form**”*

Instructions

1. Read Energy Regulation (General) Regulations 2023 before completing this form;
2. Use capital letters and where applicable mark
3. This checklist has ten (10) parts.
 - a. For initial application, applicants must complete parts: **A, B(I), C, D,E, F,I&J**
 - b. For amendment to licence, applicants must complete parts: **A, B(I), D, E, F, G, I&J**
 - c. For renewal application, applicants must complete parts: **A, B(II), C, D, E, G,H, I&J**
4. Use a separate application form for each project.

A. Application Particulars

Name of Applicant _____

Please mark to select type of entity or specify in “other”

- Limited Liability Company
 Partnership
 Sole Trader
 Body Corporate
 Trust
 Other (please specify)

Entity’s Registration Number _____

ZRA Taxpayer Identification Number _____


ERB (application fee) Receipt Number _____

Please mark to choose the type of Licence Activity(ies) being applied for

Distribution
 Import
 Export
 Packaging
 Blending

Please mark to select type of application

Initial
 Amendment
 Renewal

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B. Financial Information

I. Initial Application –Cost of Investment

Please provide the projected total cost of investment in the Lubricants business (including the cost of warehousing)

Amount in Figures	
Amount in Words	

Proof of funds for working capital	Mark <input checked="" type="checkbox"/> where applicable
Line of credit from a financial institution	<input type="checkbox"/>
Letter of sponsorship/financing	<input type="checkbox"/>
Latest Bank statement (Not later than 3 months)	<input type="checkbox"/>
Grants	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

II. Renewal Application – Determination of Net worth - (Use audited financial statements not older than 2 years)

Non-Current Assets (A) (ZMW)	Current Assets(B) (ZMW)	Current Liabilities(C) (ZMW)	Net Worth (D)= A+B-C	Proportion of Licenced Activity to entire Business (%)

C. Blending & Packaging

Global Positioning System (GPS) coordinates of property where operations are/will be carried out

NOTE: Coordinates must be recorded from the centre of the property


Latitude: degrees, minutes, seconds ° ‘ “

Longitude: degrees, minutes, seconds ° ‘ “

1) Manufacturing Facilities

Table 1: Proposed manufacturing capacity to be licenced

Name Manufacturing Unit	Name of Manufacturing Process	Product	Annual Design Capacity

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Table 2: Proposed manufacturing process throughput

Blending Process Unit	Each	Design Capacity M ³ /Day	Type Of Lubricant	Yield Rate M ³ /Hr

2) Storage Facilities

Does the applicant own storage facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify, type of storage facilities	<input type="checkbox"/>

Table 3: Base Oils Storage


Tank No.	Total Capacity (M ³)	Dead Volume (M ³)	Effective Capacity (M ³)

Table 4: Lubricant Storage Tank

Tank No.	Total Capacity (M ³)	Dead Volume (M ³)	Effective Capacity (M ³)

Table 5: Packaging Facilities

Lubricant Type	Year of Installation	Capacity L/Hr	Bulk/Daily	500 MI Can/Daily	1 Litre Can/Daily	5 Litre Can/Daily	200 Litre Drum/Daily

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D. Import Schedule

Table 6: Importation of Lubricants

Product to be Imported	Country of Origin	Quantity per Month, (Q)	Landed Cost (ZMW)

E. Distribution & Export Schedule

Table 7: Monthly Distribution Quantities of Lubricants

Type of Lubricant	Quantity (M ³)	Unit Selling Price	Total Sales

Table 8: Monthly Export Quantities of Lubricants

Product	Country of Export	Quantity Per Month	Unit Selling Price (ZMW)


F. Application for Amendment

Name of facility _____

Licence Number _____

Outline of proposed amendments to Licence,

Attach relevant supporting documents (Including a “Cover Letter” justifying the proposed amendment)

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G. Application for Renewal *(should be submitted at least 3 months before expiry of existing licence)*

Please provide the following details of the current licence	
Current Licence No	
Issue Date	
Expiry Date	


Are there any outstanding liabilities on the current licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify.	

H. DECLARATION BY APPLICANT

I (full name in block letters) _____
 declare that the particulars, details and information given in this checklist are true and correct to the best of my knowledge

Signature

Date

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I. Appendices (Please attach the following to your application where applicable)

Requirement	Y	NA
Valid Fire Certificate (for applicants with storage depots)	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement (if applicant is not the owner of the depot)	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality Agreement (for applicants with without storage depots)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Flow Meter Calibration Certificate (for initial application only)	<input type="checkbox"/>	<input type="checkbox"/>
Certification for personnel (initial applications only for applicants with depots)	<input type="checkbox"/>	<input type="checkbox"/>
SHEQ Plan (initial applications only for applicants with depots)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership of depot	<input type="checkbox"/>	<input type="checkbox"/>
Latest Audited Financial statements prepared by a ZICA registered Firm (Renewal only)	<input type="checkbox"/>	<input type="checkbox"/>

FOR OFFICIAL USE ONLY

Review of the Application

Recommendation Approval Reject Request for additional information

Reason(s) or Condition(s) for the Recommendation

Reviewed by _____ **Sign** _____ **Date** _____

Checked by _____ **Sign** _____ **Date** _____

Approved by _____ **Sign** _____ **Date** _____