

	Licence Requirements for Distribution, Import and Export of Petroleum Products	Doc. Type.	Form
		Doc. No.	LN.FM-016
		Issue Date	2024-01-26
		Revision No.	00
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This **Checklist** should be completed and submitted together with **“Form I – Application Form”**

This licence involves engaging in entrepreneurial activities relating to bulk distribution, import, and export of petroleum products on the strength of an owned or leased storage facility with a capacity of at least 250 m³ or based on a hospitality agreement with a duly licenced entity

Instructions

1. Read Energy Regulation (General) Regulations 2023 before completing this form
2. Use capital letters and where applicable mark
3. This checklist has nine (9) parts.
 - a. Applicants who own or lease a depot must complete parts: **A,B(I),C,D,E,I&J**
 - b. Applicants with hospitality arrangements must complete parts: **A,B(I),E, F, I&J**
 - c. For amendment to applicants must complete parts: **A,B, E, G I&J**
 - d. For renewal, applicants with hospitality, complete parts: **A,B(II), C,D,F, I&J**
 - e. For renewal, applicants with own or leased depot must complete parts: **A,B(II),C,D,E,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)

Company/Entity’s Registration Number _____

ZRA Taxpayer Identification Number _____

ERB (application fee) Receipt Number _____

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

- Distribution
 Import
 Export

Please mark to select type of application

Initial Amendment Renewal

Does the applicant own fuel storage facilities with a minimum capacity of 250 m³ Yes No

Note If the answer is “No” please complete Part B and E and go to “Part F”

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B. Financial Information

I. Initial Application –Cost of Investment

Please provide the projected total cost of investment in the activities to be Licenced

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 (%)

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C. Schedule of Proposed Storage Capacities

Table 1: Proposed Storage Facilities at Depot

No	Location	GPS Coordinates	Year of Construction	Capacity (M ³)						
				Gasoil	Petrol	Kerosene	HFO	LFO	Avgas	Jet A1
1										
2										
3										
4										
5										
Total										

Table 2: 2) Proposed Storage Facilities at Commercial Customer's Premises

No	Product	Name of Customer	Location/GPS Coordinates	Ownership Status ¹	Year of Construction	Tank Type (Surface / Underground)	Configuration (Vertical / Horizontal)	Mounting (Fixed / Mobile)	Licence Status ²
1	Avgas								
2	Gasoil								
3	HFO								

¹ Indicate whether facility is owned by applicant or customer.

² Indicate whether the commercial customer storage facilities are licensee or not

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4	Jet A1								
5	Kerosene								
6	LFO								
7	Petrol								

Table 3: Loading and off-Loading Facilities

Location	Units	Type	Year of Installation	Capacity (Litres/hour)

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D. Permission from other Authorities (Not applicable to applicants without storage facility)

Requirement	Issue date	Expiry date	Reference No.
Local Authority (Valid Fire Certificate)			

E. Schedule of Licensed Activity

Table 4: Proposed Maximum Annual Distribution Capacity

Product	Units	Distribution Quantities
Avgas	[m ³ /year]	
Bitumen	[tonnes/year]	
Gasoil	[m ³ /year]	
HFO	[tonnes/year]	
Jet A1	[m ³ /year]	
Kerosene	[m ³ /year]	
Light Fuel Oil	[m ³ /year]	
Petrol	[m ³ /year]	

Table 5: Proposed Monthly Minimum Importation Schedule

Product	Unit of Measure/month	Quantity, (Q)	Unit Cost, [ZMW/Unit] (C)	Total, [ZMW] (Q * C)
Avgas	m ³			
Bitumen	tonnes			
Gasoil	m ³			
HFO	tonnes			
Jet A1	m ³			
Kerosene	m ³			
Light Fuel Oil	m ³			
Petrol	m ³			
Total				


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Table 6: Proposed Monthly Maximum Export Schedule

Product	Units	Exportation
Avgas	[m ³ /month]	
Bitumen	[tonnes/month]	
Gasoil	[m ³ /month]	
HFO	[tonnes/month]	
Jet A1	[m ³ /month]	
Kerosene	[m ³ /month]	
Light Fuel Oil	[m ³ /month]	
Petrol	[m ³ /month]	

F. Hospitality Agreement (Not applicable to applicants with minimum 250 m³ storage capacity)

Please provide the following details of the facility providing Hospitality services

Name	
ERB Licence No.	
Depot Name	

Please ensure that the Hospitality Agreement is valid for at least 6 months

Issue Date	
Expiry Date	


G. Application for Amendment

Name of Licensee _____

Licence Number _____

Outline of proposed amendments to Licence,

I

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

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H. 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.	


I. 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**

J. 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"/>
Proof of ownership of depot	<input type="checkbox"/>	<input type="checkbox"/>
Latest audited financial statements prepared by a ZICA registered firm (Renewal application only)	<input type="checkbox"/>	

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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** _____