

Licence Requirements for Distribution, Import and Export of Liquefied Petroleum Gas

 Doc. Type.
 Form

 Doc. No.
 LN.FM-017

 Issue Date
 2024-01-26

 Revision No.
 00

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Licensing

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 liquefied petroleum gas on the strength of an owned or leased storage facility with a capacity of at least 10 Metric Tonnes

Instructions

- 1. Read Energy Regulation (General) Regulations 2023 before completing this form
- 2. Use capital letters and where applicable mark \boxtimes
- 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),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 Particula						
Name of Applicant						
Please mark \square to select type of	of entity or specify in "other"					
☐ Limited Liability Company ☐ Trust	□ Partnership□ Other (please specify)	□Sole Trader	□Body Corporate			
Company/Entity's Registration Number						
ZRA Taxpayer Identification N	umber					
ERB (application fee) Receipt N	lumber					
Please mark ⊠ choose the type of	of Licence Activity(ies) being ap	plied for				
□Distribution	\Box Import	□Export				
Please mark with \boxtimes to select t	ype of application					
Initial	Amendment		Renewal \square			
Note If the selected type of application is " Amendment " please go to "Part F" If the selected type is " Renewal " please go to "Part G"						
Does the applicant own fuel storage facilities with a minimum capacity of 10 MT Yes \(\subseteq \text{No} \subseteq						



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Note If the answer is "**Yes**" to the above, please complete the next sections. If the answer is "**No**" please go to "Section E"

B. Financial Information

I. Initial Application –Cost of Investment

Please provide the projected total cost of inves	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 ⊠ where applicable				
Line of credit from a financial institution					
Letter of sponsorship/financing					
Latest Bank statement (Not later than 3 months)					
Grants					
Other (specify)					

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. Schedule of Proposed Storage Capacities

Table 1: Proposed Storage Facilities at Depot

No.	Loca	Year Of Construc	GPS Coordin	Liquefied Petroleum Gas		But	tane
tion	tion	tion	ates	Units	Total Capacity	Units	Total Capacity

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

Table 2.11 oposed storage racinities at Commercial Castomer's remises							
No	Produ	Name of	Locati	Owners	Year of	Tank	Licen
INO	ct	Customer	on	hip	Construction	Type	ce



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		Status ¹		Statu s ²

Table 3: Loading and off-Loading Facilities

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

Table 4: Filling Areas

Location	Units	Туре	Year of Installation	Capacity (MT/hour)

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

Requirement	Issue date	Expiry date	Reference No.
Local Authority (Valid Fire Certificate)			
Valid ZMA certification (metering)			
Valid Factories Act Certification			

E. Proposed Schedule of Activity(ies)

Table 5: Proposed Maximum Annual Distribution Schedule

Product	Units	Distribution
Liquefied Petroleum Gas	[Metric Tonnes/year]	
Butane	[Metric Tonnes/year]	

¹ Indicate whether facility is owned by applicant or leased.

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



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Table 6: Proposed Monthly Minimum Import Schedule

•	Unit of	Quantity,	Unit Cost,	Total, [ZMW]
Product	Measure/month	(\boldsymbol{Q})	[ZMW / U nit] (<i>C</i>)	$(\mathbf{Q} * \mathbf{C})$
Liquefied				
Petroleum Gas	[Metric Tonnes]			
Butane	[Metric Tonnes]			
Total				

Table 7: Proposed Monthly Maximum Export Schedule

	Unit of	Quantity,	Unit Cost,	Total, [ZMW]
Product	Measure/month	(\boldsymbol{Q})	[ZMW / U nit] (<i>C</i>)	$(\boldsymbol{Q} * \boldsymbol{C})$
Liquefied				
Petroleum Gas	[Metric Tonnes]			
Butane	[Metric Tonnes]			
Total				

F. Hospitality Agreement (Not applicable to applicants with minimum 10 MT storage capacity)

Please provide the following details of the facility providing Hospitality services				
Name				
ERB Licence No.				
Depot Name				
Please ensure tha	t the Hospitality Agreement is valid for at least 6 months when applying			
Issue Date				
Expiry Date				



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G.	Application for	or Amendment			
Nam	e of facility				
Licen	ice Number				
Outli	ine of proposed a	mendments to Licence	,		
	ch relevant supp ndment)	orting documents (Ir	ncluding a "Cover	Letter" justify	ying the proposed
Н. А	Application for	Renewal (should be su	bmitted at least 3 mo	onths before exp	iry of existing licence)
Plea	se provide the fo	ollowing details of the	current licence		
Curr	ent Licence No				
Issue	Date				
Expir	y Date				
	<u> </u>	ding liabilities on the cu	urrent licence?		Yes 🗌 No 🗌
If yes	, please specify.				
I. [Declaration by A	Applicant			
`	name in block le	·			
	re that the partic of my knowledge	ulars, details and inform	mation given in this	checklist are tr	rue and correct to the
	Signa	ture		D	ate



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

Requirement				Υ	NA		
Valid Fire Certificate (for applicants with storage depots)							
Lease Agreement (if applicant is not the owner of the depot)							
Hospitality Agreement (for applicants with without storage depots)							
Valid Flow Meter Calibration Certificate (for		• •					
Certification for personnel (initial applications only for applicants with depots)							
SHEQ Plan (initial applications only for applic		-	,				
Proof of ownership od depot	•	,					
Latest audited financial statements prep	ared by a	ZICA registe	red firm (Renewal				
application only)							
FOR OFFICIAL USE ONLY							
Review of the Application							
Recommendation ☐ Approval ☐ Reject ☐ Request for information			additic	onal			
Reason(s) or Condition(s) for the Rec	ommenda	tion					
Reviewed by	Sign		Date				
-							
Approved by	_ Sign		Date				