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	Transportation of Petroleum	Doc. No.	LN.FM-020
	Products	Issue Date	2024-01-26
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This Checklist should be completed and submitted together with "Form I – Application Form"

Instructions

- I. 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. For initial application, applicants must complete parts: A,B(I),C,D,E,H&I
 - b. For amendment to licence, applicants must complete parts: A,D,F, H&I
 - c. For renewal application, applicants must complete parts: A,B(II), C,D,E,G, H&I
- 4. Use a separate application form for each project.

A. Application Particulars

Name of Applicant Please mark \boxtimes to select type of entity or specify in "other" □ Limited Liability Company **Partnership** □Sole Trader Body Corporate \Box Other (please specify) Company/Entity's Registration Number ZRA Taxpayer Identification Number ERB (application fee) Receipt Number Please mark \boxtimes to select type of application Amendment Renewal Initial If the selected type of application is "Amendment" please complete "Part B&D" and go to "Part E" Note

If the selected type is "Renewal" please "Part B,C,D" and go to "Part F"

B. Financial Information

I. Initial Application –Cost of Investment

Please provide the projected total cost of investment in the pipeline				
Amount in Figures				
Amount in Words				

Proof of funds for working capital	Mark \boxtimes where applicable
Line of credit from a financial institution	
Letter of sponsorship/financing	
Bank statement	
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. Key Technical Personnel for Operations and Maintenance (Renewal application only)

Key project personnel that are expected to provide expertise should cover areas of Regulatory Compliance, Occupational Safety, Health & Environment, and Quality Assurance

Table 1: Key Technical Personnel

No	Name	Responsibility ¹	Certification No.	Certification Board	Expiry Date

¹ Indicate respective responsibility e.g Project supervisor, SHEQ, site foreman, etc

D. Delivery line and facilities to be licenced

Table 2: Pipeline design capacity

Detail	Units	Quantity
Throughput Design Capacity	Metric Tonnes/year	
Average delivery Rate	Metric Tonnes/day	

Table 3: Pipeline parameters

Name of Line		Pipe Diameter (m)	Line Length (km)	Starting point	End point

Table 4: Schedule of Pump Stations

Name of Pump Station	Location	No, of Pumps	Designed effective Head (M)

Table 5: Schedule of petroleum products storage Tanks to be licenced

Tank No.	Location	Total (MT)	Capacity	Dead (MT)	Volume	Effective (MT)	Capacity

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Table 6: Proposed Loading Facilities

Type of Carrier	Units	Loading Capacity per day (M ³)	Average Time per Carrier(Min)

Table 7: Proposed Tanks to be licensed for storage of petroleum Products

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

E. Permission from other Authorities

Requirement	Issue date	Expiry date	Reference No.
Local Authority (Valid Fire Certificate)			
Valid ZMA certification (metering)			
Valid ZCSA Certification (for probes)			

F. Application for Amendment

Name of facility

Licence Number

Outline of proposed amendments to permit,

Attach relevant supporting documents (Including a "Cover Letter" justifying the proposed

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amendment)

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 🗌 No 🗌
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

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

Requirement	Y	NA
Valid Fire Certificate (for applicants with storage depots)		
Cost of construction the facility/Latest valuation report		
Certification for personnel (initial applications only for applicants with depots)		
SHEQ Plan (initial applications only for applicants with depots)		
Latest Audited Financial statements prepared by a ZICA registered Firm		
Proof of ownership of depot		

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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