

 Doc. Type.
 Form

 Doc. No.
 LN.FM-022

 Issue Date
 2024-01-26

 Revision No.
 00

 Page No.
 Page I of 6

Licensing

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 \boxtimes
- 3. This checklist has nine (9) parts.
 - a. For initial application, applicants must complete parts: A,B,C,D,G&H
 - b. For amendment to licence, applicants must complete parts: A, C,E,G&H
 - c. For renewal application, applicants must complete parts: A,B(II), C,D,F,G&H
- 4. Use a separate application form for each project.

A. Application Particula	ars		
Name of Applicant			
Please mark $oxtimes$ to select type o	f entity or specify in "other'	,	
□ Limited Liability Company □ Trust	□ Partnership □ Other (please specify)	□Sole Trader	□Body Corporate
Company/Entity's Registration I	Number		
ZRA Taxpayer Identification Nu	umber		
ERB (application fee) Receipt N	umber		
Please mark ⊠ to select type o	f application		
Initial	Amendment \Box	R	enewal \square
		"D . D C D"	

Note If the selected type of application is "**Amendment**" please complete "Part B,C,D" and go to "Part E" If the selected type is "**Renewal**" please "Part B,C,D" and go to "Part F"



 Doc. Type.
 Form

 Doc. No.
 LN.FM-022

 Issue Date
 2024-01-26

 Revision No.
 00

 Page No.
 Page 2 of 6

Licensing

B. Financial Information

I. Initial Application -Cost of Investment

Please provide the projected total cost of inve	stment in the refinery
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 (%)



Licensing

Doc. Type.	Form
Doc. No.	LN.FM-022
Issue Date	2024-01-26
Revision No.	00
Page No.	Page 3 of 6

C. Refinery Process Units and facilities to be licenced

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 ° '

Table 1: Refinery design capacity

Detail	Units	Quantity
Design Capacity	[Metric Tonnes/year]	
Refinery Process Units	Number	

Table 2: Refinery Throughput

rubic 2. Refinery Through	F			
Refinery Process Unit	Each	Design Capacity M³/Hr	Product	Yield M³/Hr

Table 3: Schedule of petroleum Feedstock storage Tanks to be licenced

rubic 3. 30	Table 5. Schedule of petroleum reedstock storage ranks to be incenced					
Tank No.	Location	GPS	Total Capacity	Dead Volume	Effective Capacity	
Talik 140.	Location	Coordinates	(MT)	(MT)	(MT)	



 Doc. Type.
 Form

 Doc. No.
 LN.FM-022

 Issue Date
 2024-01-26

 Revision No.
 00

 Page No.
 Page 4 of 6

Table 4: Schedule of intermediate petroleum products storage Tanks to be licenced

Licensing

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Tank No.	Location	GPS	Total Capacity		Effective Capacity
		Coordinates	(MT)	(MT)	(MT)

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

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

Table 6: Schedule of loading and offloading facilities

Туре	Units	Year of Installation	Capacity (M³/Hr)

D. 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)			
Valid Factories Act Certification			



Signature

Licence Requirements for Refining of Petroleum Products

Licensing

 Doc. Type.
 Form

 Doc. No.
 LN.FM-022

 Issue Date
 2024-01-26

 Revision No.
 00

 Page No.
 Page 5 of 6

Date

E. **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 amendment) **F. 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. G. 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



Approved by

Licence Requirements for Refining of Petroleum Products

 Doc. Type.
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 LN.FM-022

 Issue Date
 2024-01-26

 Revision No.
 00

 Page No.
 Page 6 of 6

Licensing

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

Requirement		Y	NA
Valid Fire Certificate (for applicants with st	torage depots)		
Cost of construction the facility/Latest va	luation report		
SHEQ Plan (initial applications only for appli	icants with depots)		
Latest Audited Financial statements prepa	ared by a ZICA registe	ered Firm	
Valid ZMA certification (metering)			
Valid ZCSA Certification (for probes)			
Valid Factories Act Certification			
Proof of ownership of depot			
FOR O	FFICIAL USE ONI	LY	
Review of the Application			
Recommendation	☐ Reject	☐ Request for	· additional
		information	
Reason(s) or Condition(s) for the Re	ecommendation		
Reviewed by	Sign	Date	
Checked by	Sign	Date	

Sign _____ Date ____