

	Licence Requirements for Retail of Liquefied Petroleum Gas	Doc. Type.	Form
		Doc. No.	LN.FM-013
		Issue Date	2024-01-26
		Revision No.	00
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B. Financial Information

I. Initial Application –Cost of Investment

Please provide the projected total cost of investment in the LPG retail business

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 Retail Sites

Table 2: Retail Facilities to be licenced

No.	Location	Year of Construction	Cost of Retail Facility	Liquefied Petroleum Gas		Butane	
				Units	Total Capacity	Units	Total Capacity
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

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D. Permission from other Authorities

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

E. Application for Amendment

Name of facility _____

Construction Permit Number _____


Outline of proposed amendments to licence,

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 <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify.	

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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

Signature **Date**

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

Requirement	Y	NA
Letter stating cost of investment <ul style="list-style-type: none"> • Bill of Quantity signed by qualified engineering professional. • Cost of purchase and/or cost of rebranding 	<input type="checkbox"/>	<input type="checkbox"/>
Valid fire certificate from a local authority	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership or lease of retail site	<input type="checkbox"/>	<input type="checkbox"/>
Latest Audited Financial statements prepared by a ZICA registered Firm	<input type="checkbox"/>	<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** _____