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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 wholesaling and bulk importation of petroleum products on the strength of owned or leased storage facilities with a capacity of at least 100,000 m<sup>3</sup> and has bulk transportation arrangements for petroleum products, including the mode of transportation (such as trucks, trains or pipelines)

### 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. For initial application, applicants must complete parts: **A,B(I),C,D,E, F,G,J&K**
  - b. For amendment to licence, applicants must complete parts: **A, D,H, J&K**
  - c. For renewal application, applicants must complete parts: **A,B(II), C,D,E,F,G,I, J&K**
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  to select type of application

Initial     Amendment     Renewal

**Note** If the selected type of application is **“Amendment”** please complete **“Part B(I), “Parts D,E,F,G”** and go to **“Part H”**  
 If the selected type is **“Renewal”** please **“Part B(II), “part C”, “Part D,E,F,G,”** and go to **“Part I”**

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## B. Financial Information

### I. Initial Application –Cost of Investment

**Please provide the projected total cost of investment in the wholesale marketing business**

Amount in Figures

Amount in Words

<b>Proof of funds for working capital</b>	Mark <input checked="" type="checkbox"/> where applicable
Line of credit from a financial institution	<input type="checkbox"/>
Letter of sponsorship/financing	<input type="checkbox"/>
Bank statement	<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 (%)

## C. Key Technical Personnel for Operations and Maintenance

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 <sup>1</sup>	Certification No.	Certification Board	Expiry Date

<sup>1</sup> Indicate respective responsibility e.g Project supervisor, SHEQ, site foreman, etc

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Director General

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**D. Schedule of Proposed Storage Capacities**

1) **Storage Facilities**

*Table 2: Proposed Capacities per product*

No	Location	Coordinates	Year of Construction	Capacity (M <sup>3</sup> )						Capacity (MT)		
				Diesel	Petrol	Kerosene	Jet A1	Avgas	others (Specify)	HFO	LPG	Other (Specify)
1												
2												
3												
4												
5												
6												
7												
8												
<b>Total</b>												

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**Table 3: Proposed Loading and Off-Loading Facilities**

Type of Carrier	Units	Loading Capacity per Day (M <sup>3</sup> )	Average Time per Carrier (Min)

**Table 4: Proposed tanks and capacities for Storage of Petroleum Products**

Product	Tank No.	Total Capacity (M <sup>3</sup> )	Dead Stock (M <sup>3</sup> )	Ullage (M <sup>3</sup> )

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### E. Schedule of Licensed of Licenced Activity

**Table 5: Maximum Wholesaling Capacity being applied for**


Product	Units	Wholesale
Avgas	[m <sup>3</sup> /year]	
Bitumen	[tonnes/year]	
Gasoil	[m <sup>3</sup> /year]	
HFO	[tonnes/year]	
Jet A1	[m <sup>3</sup> /year]	
Kerosene	[MT/year]	
Light Fuel Oil	[m <sup>3</sup> /year]	
Petrol	[m <sup>3</sup> /year]	

**Table 6: Average Monthly Throughput being applied for**

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

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Director General

**Signature & Date**

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## F. Transportation Arrangements

Please indicate the mode of transporting bulk petroleum products to be arranged.

Road Tank vehicles     
 Railway wagons     
 Pipeline     
 Other (specify) \_\_\_\_\_

Indicate total throughput Capacities for the mode of transportation.

**Table 7: Total Capacities for mode of transportation**

Mode of Transportation	Product	Throughput Design Capacity/Year	Percentage Allowable Losses	Average Daily Deliveries	Effective Annual Throughput
Road Tank vehicles					
Railway Wagons					
Pipeline					
Other (Specify)					

## G. 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)			

## H. Application for Amendment

Name of Licencee \_\_\_\_\_

Licence Number \_\_\_\_\_

Outline of proposed amendments to Licence,

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

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Director General

**Signature & Date**

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amendment)

**I. 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.	

**J. 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**

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 Director General

**Signature & Date**

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

Requirement	Y	N	NA
Valid Fire Certificate <i>(for applicants with storage depots)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lease Agreement <i>(if applicant is not the owner of the depot)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid Flow Meter Calibration Certificate <i>(for initial application only)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification for personnel <i>applicants with depots)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHEQ Plan <i>(initial applications only for applicants with depots)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proof of ownership of depot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of ability to mobilise bulk transportation of petroleum products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR OFFICIAL USE ONLY**

<b>Review of the Application</b>

**Recommendation**     Approval                       Reject                       Request for additional information

<b>Reason(s) or Condition(s) for the Recommendation</b>

**Reviewed by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Checked by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Approved By : Yohane Mukabe</b> Director General	<b>Signature &amp; Date</b>
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