


| | | | |
|---|--|---------------------|-------------|
|  | Licence Requirements for Transportation of Petroleum Products | Doc. Type. | Form |
| | | Doc. No. | LN.FM-021 |
| | | Issue Date | 2024-01-26 |
| | | Revision No. | 00 |
| | | Page No. | Page 1 of 6 |
| Licensing | | | |

This **Checklist** should be completed and submitted together with **“Form XI – Construction Permit”**

A. PARTICULARS OF THE APPLICATION

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)

Entity’s Registration Number _____

ZRA Taxpayer Identification Number _____

ERB (application fee) Receipt Number _____

Please mark to select type of application

Please select the type of licence activity:

- Initial
Renewal
Inclusion
Exclusion
Combination

B. Financial Information


I. Initial Application – Cost of Investment

| | |
|---|-------|
| Please state the total cost of investment (Cost of Road Tank Vehicles) | |
| Amount in Figures | _____ |
| Amount in Words | _____ |

C. CERTIFICATION DETAILS *(Particulars of professional or firm issuing electrical certificates)*

| Name | Certification No. | Certification Board | Expiry Date |
|------|-------------------|---------------------|-------------|
| | | | |
| | | | |

| Application | Requirements |
|------------------|--|
| Initial | Please provide all the information required in Table 1 |
| Renewal | Please provide all the information Table 1 in except for Motor Vehicle Value, Model, and ZMA Certification, and complete “Section D” below |
| Inclusion | Please provide all the information required in Table 1 |
| Exclusion | Please provide only the Vehicle Registration Number in Table 1 and provide the requirements in “Section C” below |

| | | | |
|---|--|---------------------|-------------|
|  | Licence Requirements for Transportation of Petroleum Products | Doc. Type. | Form |
| | | Doc. No. | LN.FM-021 |
| | | Issue Date | 2024-01-26 |
| | | Revision No. | 00 |
| | Licensing | Page No. | Page 2 of 6 |

| | |
|--------------------|---|
| Combination | Please provide all the information required in Table 1 |
|--------------------|---|

D. EXCLUSION OF ROAD TANK VEHICLE FROM A LICENCE

| Requirements | Yes | No |
|---|--------------------------|--------------------------|
| Please provide a signed record of Shareholders or Directors Meeting with a resolution to remove the road tank vehicle(s) from the licence | <input type="checkbox"/> | <input type="checkbox"/> |
| Please provide a PACRA printout indicating the shareholders and directors in the Company which should within 30 days preceding the application | <input type="checkbox"/> | <input type="checkbox"/> |

E. APPLICATION FOR RENEWAL OF LICENCE (only applicable for renewals)

| | | | |
|--|--|-------------|--|
| 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"/> |

| | |
|---|--|
| Are there any outstanding liabilities on the current licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

| | |
|--|--|
| State the "Net Worth¹ of the Enterprise" at the time of renewing the application (Use audited financial statements not older than 2 years) | |
| Amount in words | |
| Amount in figures | |


¹ Net Worth = Non-Current Assets (A) + Current Assets(B) - Current Liabilities(C) [D = A+B-C]



Licence Requirements for Transportation of
Petroleum Products

Licensing

| | |
|---------------------|-------------|
| Doc. Type. | Form |
| Doc. No. | LN.FM-021 |
| Issue Date | 2024-01-26 |
| Revision No. | 00 |
| Page No. | Page 4 of 6 |

| | | | |
|---|--|---------------------|-------------|
|  | Licence requirements for Road Transportation of Petroleum Products | Doc. Type. | Form |
| | | Doc. No. | LN.FM-030 |
| | | Issue Date | 2024-01-26 |
| | | Revision No. | 00 |
| | | Page No. | Page 5 of 6 |
| Licensing | | | |

Note: To ensure a smooth transition and compliance with regulatory requirements, we require that the application for the **change of ownership** of road tank vehicles should be submitted simultaneously by both parties (**seller** to initiate “**exclusion**” from licence schedule, and **buyer** to apply for either “**initial**” licence or “**inclusion**” to licence schedule) involved in the transaction. This requirement will help expedite the process and avoid any potential delays in updating the official records

G. DECLARATION BY APPLICANT

I (full name in block letters) _____
declare that the particulars, details and information given in this Application Form 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 | N | NA |
|---|--------------------------|--------------------------|--------------------------|
| Attach White Book for both horse and trailer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Attach Zambia Revenue Authority Asycuda Form C20 for both horse and trailer (if vehicle was imported) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Letter of sale showing purchase price and signed by both seller and buyer (if vehicle was locally purchased) or valuation report or insurance cover indicating the value of the tanker(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid certification of conformity for each tanker issued by Zambia Compulsory Standards Agency (ZCSA) for road transportation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid Electrical Wiring Certificate for the tanker(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid Road Service Licence from the Road Transport & Safety Agency (RTSA) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Valid Practicing ID/Certificate issued by Engineering Institution of Zambia (EIZ) for the professional / firm that conducted the electrical wiring inspection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

