	Licence Requirements for Production of Biofuel	Doc. Type.	Form
		Doc. No.	LN.FM-027
		Issue Date	2024-01-26
		Revision No.	00
		Licensing	Page No.

This **Checklist** should be completed and submitted together with **“Form I – Application Form”**

This Checklist is to be completed by applicants and licensees intending to engage in the production of liquid biofuels meeting the quality standards for blending with petroleum products. The biofuel shall meet the requirements specified in ZS 702 (Automotive Biodiesel – Specification) and ZS 706 (Denatured Fuel Ethanol for Blending with Gasoline for Use as Automotive Spark – Ignition Engine Fuel) quality standards

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,C,D,G&H**
 - b. For amendment to licence, applicants must complete parts: **A, E,G&H**
 - c. For renewal application, applicants must complete parts: **A, C,D,E,F,G&H**
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)

Entity’s Registration Number _____

ZRA Taxpayer Identification Number _____

ERB (application fee) Receipt Number _____

Initial Amendment¹ Renewal²


Please chose the type of Licenced Activity(ies) being applied for:

Bioethanol	<input type="checkbox"/>	Biodiesel	<input type="checkbox"/>	Both	<input type="checkbox"/>
------------	--------------------------	-----------	--------------------------	------	--------------------------

¹ Please go to “**Section E**” to provide a schedule of amended licensed capacity.

² Please go to “**Section F**” to complete the information required for renewal.

Approved By : Yohane Mukabe Director General	Signature & Date
--	-----------------------------

	Licence Requirements for Production of Biofuel	Doc. Type.	Form
		Doc. No.	LN.FM-027
		Issue Date	2024-01-26
		Revision No.	00
		Licensing	Page No.

B. Financial Information

Please provide the projected total cost of investment

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"/>

C. Operational Details and Requirements

Location of the plant (Please provide detailed project location, including a topographical map of appropriate scale with GPS coordinates)

--

Type of Processing (Please describe the process / method being used to produce the biofuels including key plant design parameters and provide a diagrammatic representation (flow) of the process)

--

Mark	Intended use of the biofuels
<input type="checkbox"/>	Produce and wholesale biofuels
<input type="checkbox"/>	Produce and blend (applicant also needs a mandatory petroleum licence)
<input type="checkbox"/>	Distribute biofuels (applicant also needs a licence to distribute biofuels)
<input type="checkbox"/>	Produce biofuels for own use


Please describe the projected distribution of biofuels by market share (percentage)

Mark	Biofuel	Owns use	Local market	Export
<input type="checkbox"/>	Bioethanol			
<input type="checkbox"/>	Biodiesel			

Operating parameter	Bioethanol	Biodiesel
Maximum production capacity (litres per hour)		
Design throughput (cubic metres per annum)		

D. Permits from other Authorities

Approved By : Yohane Mukabe Director General	Signature & Date
--	-----------------------------

	Licence Requirements for Production of Biofuel	Doc. Type.	Form
		Doc. No.	LN.FM-027
		Issue Date	2024-01-26
		Revision No.	00
		Page No.	Page 3 of 6
Licensing			

Requirement	Issue date	Expiry date	Reference No.
Environmental clearance			
Local Authority (<i>Zoning Approval</i>)			
Ministry of Agriculture ³			

<i>Quality Assurance (Please provide details of relevant procedures and equipment available in relation to the quality of the product or details of third-party testing laboratories to ensure conformity of product)</i>

³ Alignment with policy directive that certain food crops like maize may not be used for biofuel feedstock.

Approved By : Yohane Mukabe Director General	Signature & Date
--	-----------------------------

	Distribution, Importation and Exportation of Biofuels	Doc. Type.	Form
		Doc. No.	LN.FM-001
		Issue Date	2023-01-31
		Revision No.	00
		Page No.	Page 4 of 6
Licensing			

E. Schedule of Total Installed Storage Capacities of Licensed Distribution Facilities

1) Storage Facilities

No	Location	Year of Construction	Capacity (L)	
			Biodiesel	Bioethanol
1				
2				
3				


2) Loading and Off-Loading Facilities

Location	Units	Type	Year of Installation

3) Licensed Storage Facilities at Commercial Customer's Premises

No	Product	Name of Customer	Location	Year of Construction	Tank Type (Surface / Underground)	Configuration (Vertical / Horizontal)	Mounting (Fixed / Mobile)
1	Biodiesel						
2	Bioethanol						

Approved By : Yohane Mukabe Director General	Signature & Date
--	-----------------------------

	Distribution, Importation and Exportation of Biofuels	Doc. Type.	Form
		Doc. No.	LN.FM-001
		Issue Date	2023-01-31
		Revision No.	00
		Licensing	Page No.

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

State the “Net Worth⁴ 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	

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
Valid Fire Certificate (for initial applications only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry of Agriculture (for initial applications only if feedstock is human food)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid Flow Meter Calibration Certificate (for initial application only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification for integrity of storage tanks (for initial application only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product Conformity Certificate (for initial application only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification for personnel (initial applications only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHEQ Plan (initial applications only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⁴ Net Worth = Non-Current Assets (A) + Current Assets(B) - Current Liabilities(C) [D = A+B-C]

Approved By : Yohane Mukabe
Director General

Signature & Date

	Distribution, Importation and Exportation of Biofuels	Doc. Type.	Form
		Doc. No.	LN.FM-001
		Issue Date	2023-01-31
		Revision No.	00
		Page No.	Page 6 of 6
Licensing			

FOR OFFICIAL USE ONLY

Review of the Application

Recommendation Approval Reject Request for information

Reason(s) or Condition(s) for the Recommendation

Reviewed by _____ **Sign** _____ **Date** _____

Checked by _____ **Sign** _____ **Date** _____

Approved by _____ **Sign** _____ **Date** _____

Approved By : Yohane Mukabe Director General	Signature & Date
--	-----------------------------