



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

Annex F  
September 2022

**Application for Issuance of License to Operate  
LPG Dealer**

Date \_\_\_\_\_

**Oil Industry Management Bureau / Field Office  
Address**

Attention: \_\_\_\_\_  
Director

Dear Sir/Madam:

In compliance with the Department Circular No. \_\_\_\_\_, please be informed of this application with details as follows:

**A. Company Details**

1. Company Name :
2. Business Address :  
(Number, Street, Brgy, Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

**B. Establishment Details**

1. Establishment Business Name :
2. Business Address :  
(Number, Street, Brgy, Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

**C. Application Details**

1. Type of application : Original ( ) Renewal ( )

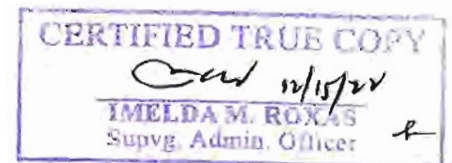
**D. Supporting Documentary Requirements**

Please refer to the documentary requirements in Annexes F-1 to F-4 for compliance.

**E. Compliance to Standards**

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.

Please refer likewise to the Dealer Outlet Layout Design in Annex F-5 and Price Display Board Template in Annex K for compliance.



Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

**Reminders/ Instructions:**

1. This application shall be made per company and/or per establishment - facility, plant or outlet;
2. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the required License to operate (LTO) before the start of commercial operation.
3. Pay the application fee based on the OIMB/FO order of payment via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;
4. Issuance of License to operate shall not be later than twenty (20) working days from receipt of application;
5. OIMB/FO may further require a presentation on the details of application in a pre-application conference; and
6. Refer to Section 31 of this Department Circular for the DOE handling office of this application

**ACKNOWLEDGMENT**



REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S

BEFORE ME, a Notary Public for and in the City/Municipality of \_\_\_\_\_, this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, personally appeared presenting his/her identification, to wit:

Name	Competent Evidence of Identity	Date & Place of Issue

known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

This application consisting of \_\_\_\_\_ ( ) original copy/ies submitted to OIMB with complete attachment, duly signed by the applicant.

**IN WITNESS WHEREOF**, I have hereto set my hand on the day, year and place above the written.

**NOTARY PUBLIC**

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_



**CHECKLIST OF REQUIREMENTS  
LPG DEALER  
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name / Address:	Contact Details (email and tel #):
Prepared By: (Position and Signature over Printed Name)	Approved By: (Position and Signature over Printed Name)
<b>REQUIREMENTS</b>	<b>SUBMITTED (Y/N) / REMARKS</b>
1. Notarized application form – Annex F;	
2. Checklist of requirements - Annex F-1;	
3. Company profile form – Annex F-2;	
4. Outlet profile form - Annex F-3;	
5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4; and	
6. Attached supporting documents:	
6.1. Executive briefer of operation;	
6.2. Scaled layout plan of the establishment;	
6.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry or Cooperative Development Authority ( <i>whichever is applicable</i> );	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	
6.7. Bureau of Internal Revenue registration for the applied business activity;	
6.8. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number;	
6.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection.	
6.9. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.10. Occupancy permit per establishment from the Bureau of Fire Protection;	
6.11. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.12. Latest digital photographs (5R Size with date/time stamp) showing the following:	
6.12.1. Full and front and back views of establishment;	
6.12.2. Price display board;	
6.12.3. Measuring Device/s;	
6.12.4. LPG cylinders; and	
6.12.5. Safety and informational signs; and	
6.12.6. Display board showing the Facility registered business name and address.	
6.13. Fire prevention and response manual;	
6.14. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
6.15. Notarized company secretary's certificate for authorized representative and signatory; and	
6.16. Proof of payment of application fee.	

**CERTIFIED TRUE COPY**  
  
**IMELDA M. ROXAS**  
 Supvg. Admin. Officer

**Reminder/ Instruction:**

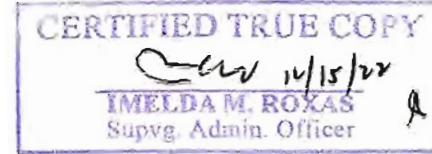
1. Submit one (1) Certified True Copy of all the required supporting documents.



COMPANY PROFILE

LPG DEALER

APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)



Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By:  (Designation and Signature over Printed Name)	Approved By:  (Designation and Signature over Printed Name)	

I. COMPANY BACKGROUND

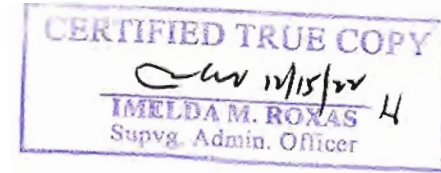
Business Address (Number, Street, Brgy., Mun/city, Province and Region):	GPS Coordinates:	Longitude:	Latitude:
Telephone (landline) No.:	E-mail Address:		
President/CEO/Owner:	Authorized Representative/s to transact business with DOE:		
Type of Ownership:	<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative
Registered Owner / Partners / Incorporator / Board of Directors:			
Name	Nationality		
<i>*add row/s as necessary</i>			
Executive Management Organizational Structure:			
Name	Designation/Position		
<i>*add row/s as necessary</i>			
Number of employees: (attach Organizational Structure and indicate number of staff/employees per position per facility, including outsourced employee/s):			

II. DESCRIPTION OF BUSINESS PORTFOLIO (IF APPLICABLE)

Background	
History of operations and investments in the Philippines	
Expansion Program/s	
LPG Brand/s and Size/s:	
LPG Source:	
Name of supplier	Location where the product will be sourced
<i>*add row/s as necessary</i>	



COMPANY PROFILE  
LPG DEALER



APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By:  (Designation and Signature over Printed Name)	Approved By:  (Designation and Signature over Printed Name)	

III. FACILITIES - Outlet and Warehouse

Type of Facility	Name	Location or Address					License to Operate No. (For LPG)	Valid Until (dd/mm/yyyy)
		Region	Province	Municipality/City	Barangay	Street		
<b>A. Company Owned and Operated</b>								
<i>*add row/s as necessary</i>								
<b>B. Company Owned but Privately Operated</b>								
<i>*add row/s as necessary</i>								
<b>C. Privately Owned and Operated</b>								
<i>*add row/s as necessary</i>								

IV. BRAND

Brand Classification: Name of Brand/s:	<input type="checkbox"/> Exclusive	<input type="checkbox"/> Multi-Brand	<input type="checkbox"/> With other merchandise
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V. COST OF INVESTMENT (Company Owned)

Details	Cost in Philippine Peso	Number of Manpower Requirement per facility
A. Outlet		
B. Warehouse		
C. Total Operational Cost		
<b>TOTAL</b>		



**OUTLET PROFILE  
LPG DEALER  
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	Contact Details (email and tel #):	As of (mm/dd/yyyy):
Prepared By:  (Designation and Signature over Printed Name)	Approved By:  (Designation and Signature over Printed Name)	

**I. ESTABLISHMENT PROFILE**

Establishment Business Name:	GPS Coordinates:
Business Address (Number, Street, Brgy., Mun/City, Province and Region):	Longitude:                      Latitude:
Telephone (landline) No.:	Email Address:
Date of Start of Operation:	
Cost of Investment (Php):	
Type of Ownership:	<input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative
Total Number of Personnel in the Facility:	

**II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE**

Name	Designation

*\*add rows as necessary*

**III. DEALER FACILITIES**

Warehouse				Show Room		
Area (sq.m)	Capacity (No. of Cylinders)	Mode of Stacking (Palletize / Non-Palletize)	LPG Brand/s	Area (sq.m)	Capacity (No. of Cylinders)	LPG Brand/s

*\*add rows as necessary*

**IV. FIRE PROTECTION/PREVENTION**

	No. of Units	Type / Class	Location
A. Fire Extinguisher			
B. Water Sprinkler			
C. Gas Detector			
D. Emergency Evacuation Area			
E. Safety and Informational Signs			
F. Personal Protective Equipment			

Other Observations/Information:

**Reminder/ Instruction:**

- Submission of this report shall be on a per establishment basis.

**CERTIFIED TRUE COPY**  
  
**IMELDA M. ROXAS** H  
 Supvg. Admin. Officer



**LIST OF TRANSPORT MOTOR VEHICLE**  
**LPG DEALER**  
**APPLICATION FOR ISSUANCE OF LICENSE TO OPERATOR (LPG)**

Company Name:					Contact Details (email and tel #):					As of (mm/dd/yyyy):	
Prepared By:					Approved By:						
(Position and Signature over Printed Name)					(Position and Signature over Printed Name)						
Land Transportation Office (LTO) Certificate of Registration			Land Transportation Office (LTO) Official Receipt		Bureau of Fire Protection Conveyance Permit		Particulars				
Type of Vehicle	Plate / Motor Vehicle File Number	Issued Date	OR Number	Valid Until	Issued Date	Valid Until	Bulk Transport or In Cylinder or Cartridge	Company-Owned or Contracted	If Contracted, Company Name of the Independent Hauler	If Contracted, Independent Hauler LTO Number	LTO Validity

Supporting Documents - Certified True copy of the following:  
1. Certificate of registration and official receipt per motor vehicle from LTO with corresponding picture of the front of vehicle with plate number, and  
2. Conveyance Permit per motor vehicle from the Bureau of Fire Protection.

CERTIFIED TRUE COPY  
*[Signature]*  
IMELDA M. ROXAS  
Supvg. Admin. Officer



Typical Dealer's Warehouse Layout



CERTIFIED TRUE COPY  
*[Signature]* 12/15/22  
 IMELDA M. ROSAS  
 Supvg. Admin. Officer

- Structural Requirements:**
- 1.) Building shall be made up of predominantly non-combustible material (Concrete/Steel);
  - 2.) Building should not be part of a Theatre, School, Hotel, Supermarket or a place of worship;
  - 3.) LPG cylinders should preferably be stored in a well-ventilated or open air and ground level location;
  - 4.) The storage area should be protected by an adequate security fence to prevent trespassing and vandalism or unauthorized person. Recommended minimum height of 1.8 meters;
  - 5.) In cases storage cannot comply for separation distances, a firewall may be considered to reduce separation distances;
  - 6.) Fire walls must be imperforate and substantially constructed from brick, reinforced concrete, or such other materials so that they have a standard of fire resistance of not less than 30 minutes. They shall be at least as high as the height of the highest stack of cylinders stored, but should be not more than 2.5 meters high. They shall be of such a length that the distance from any cylinder to boundary or fixed ignition source measured around the end of the wall is not less than the separation distances specified in Table 9 of PHN/DOE FS 2:2018 Amd. 1:2020;
  - 7.) The floor of the storage area should be level, free from depressions and compacted or paved with suitable materials and design to carry the expected load;
  - 8.) The position chosen for storage shall be at ground level and never below it in cellars or basement and be readily accessible;
  - 9.) The fire wall may be a wall of a building, in which case the following additional requirements must be met:
    - a. There must be no openings in the wall above the cylinders stored or within 2 meters horizontally.
    - b. There must be no overhanging eaves or similar projections constructed from combustible materials above any stored cylinder.
    - c. No external stairway or fire escape shall be positioned above cylinders or allowed to terminate in the storage area.
  - 10.) Any loading platform, and any roof provided over a storage place, shall be predominantly constructed from non-combustible materials.
  - 11.) The gas leak detector must be mounted (0.5 to 1.0m - to be verified) from the floor.

Total LPG Kg	Minimum separation distance storage to boundary or fixed ignition source from the nearest cylinder (where no fire wall is provided) M	Minimum separation distance to boundary or fixed ignition source from radiation wall (where provided) m	Size of stack Kg
Up to 400	1	Nil	400
400 - 1,000	3	1.0	1,000
1,000 - 3,000	4	1.0	1,000
4,000 - 6,000	5	1.5	3,000
6,000 - 12,000	6	2.0	3,000
12,000 - 20,000	7	2.5	7,000
20,000 - 30,000	8	3.0	9,000
30,000 - 50,000	9	3.5	9,000
50,000 - 60,000	10	4.0	10,000
60,000 - 100,000	11	4.5	10,000
100,000 - 150,000	12	5.0	20,000
150,000 - 250,000	15	6.0	30,000
Above 250,000	20	7.0	30,000

Minimum Separation Distance for Open Air Storage