



Republic of the Philippines  
**DEPARTMENT OF ENERGY**

Annex H  
 September 2022

**Application for Issuance of License to Operate  
 Auto - LPG Dispensing Station**

Date \_\_\_\_\_

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

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

Dear Sir/Madam:

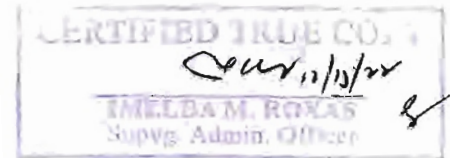
In compliance with the Department Circular No. \_\_\_\_\_, please be informed of this application with details as follows:

**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 attached Annexes H-1 to H-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 I - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.

Very truly yours,

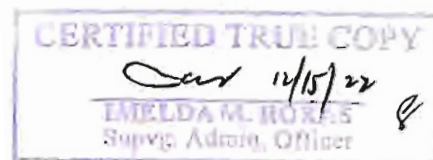
\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

**Reminder/ 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.

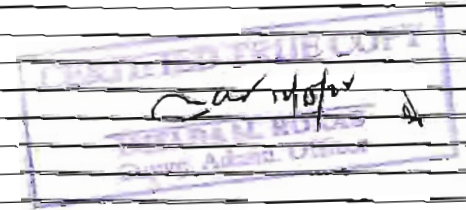
**NOTARY PUBLIC**

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



**CHECKLIST OF REQUIREMENTS  
AUTO-LPG DISPENSING STATION OWNER/OPERATOR  
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**

Company Name:	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 H;	
2. Checklist of requirements - Annex H-1;	
3. Company profile form - Annex H-2;	
4. Establishment profile form – Annex H-3;	
5. List of motor vehicle per total company basis with supporting documents - Annex H-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. Bureau of Fire Protection conveyance permit per motor vehicle;	
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST.	
6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	
6.12. Occupancy permit per establishment from the Local Government Unit;	
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	
6.14. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	
6.15. Latest digital photographs (5R Size with date/time stamp) showing the following:	
6.15.1. Full and front and back views of the establishment;	
6.15.2. Price display board; and	
6.15.3. Safety and informational signs; and	
6.15.4. Display board showing the Facility registered business name and address.	
6.16. Fire prevention and response manual;	
6.17. LPG spill prevention and response manual;	
6.18. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	
6.19. Notarized Company Secretary's Certificate for authorized representative and signatory; and	
7.20. Proof of payment of application fee.	



**Reminder/ Instructions:**

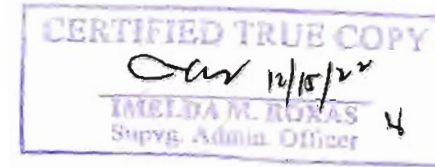
1. Submit one (1) Certified True Copy of all the required supporting documents.



**COMPANY PROFILE**

**AUTO-LPG DISPENSING STATION OWNER/OPERATOR**

**APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)**



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

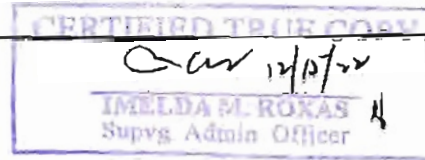
**I. COMPANY BACKGROUND**

Business Address (number, street, barangay, municipality/city, province and region):	GPS Coordinates:	Longitude:	Latitude:
Telephone (landline) No.:	E-mail Address:		
President/CEO:			
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		
*add row/s as necessary			
Executive Management Organizational Structure:			
Name	Designation/Position		
*add row/s as necessary			
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**

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





ESTABLISHMENT PROFILE  
AUTO-LPG DISPENSING STATION  
APPLICATION FOR ISSUANCE OF LICENSE TO OPERATE (LPG)

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

I. GENERAL INFORMATION

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

II. EXECUTIVE MANAGEMENT ORGANIZATIONAL STRUCTURE

Name	Designation

*\*add rows as necessary*

III. AUTO-LPG FACILITIES

Type of Activity:       Stand Alone       With other LF Products

List of Station/s	Location	Dispensing Station/s Number of Pump/s and Nozzle/s	Storage Tank	
			Type (underground/above ground/mounded)	Capacity (liters)

*\*add rows as necessary*

IV. OTHER STRUCTURES/ FACILITIES

A. Repair Facilities	<input type="checkbox"/> with facility/ structure	<input type="checkbox"/> without facility/ structure	
B. Comfort Room/s	<input type="checkbox"/> with facility/ structure	<input type="checkbox"/> without facility/ structure	
C. Price Display Board	<input type="checkbox"/> with facility/ structure	<input type="checkbox"/> without facility/ structure	
D. Office	<input type="checkbox"/> with facility/ structure	<input type="checkbox"/> without facility/ structure	

V. FIRE FIGHTING SYSTEM

	No. of Units	Type / Class	Location
A. No. Fire Extinguisher			
B. Water Sprinkler			
C. Gas Detector			
D. Water Supply Source			
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.

