



Ministry of Energy

APPLICATION FOR LICENCE PETROLEUM BULK DISTRIBUTOR (Marketing Company) APPLICATION FORM

(Please tick appropriate circle)

Type of Application
New Renewal

Type of Application : Bulk Distributor

Type of Product: Gasoline (leaded/Unleaded) Kerosene LPG
 Asphalt Other.....

APPLICATION # (for Official use only)	APPLICATION DATE	Telephone Number:
Name of Business:		
Address of Business:	Fax #:	Email Address:
Address of Production facility (i.e. if different from above)		
Location of storage (i.e. if different from above)		
Source of Supply:	Number of Pump Attendants	Number of Employees

Total Storage Capacity (Litres)

Gasoline		Diesel		Black Oil		Kerosene		LPG		Asphalt		Other	
# of tanks	Capacity	# tanks	Capacity	# of tanks	Capacity	# of tanks	Capacity	# of tank	Capacity	# of tanks	Capacity	# of tanks	Capacity

Total daily Throughput (Litres)

Gasoline	Diesel	Black Oil	Kerosene	LPG	Asphalt	Other (Specify)

The following should be submitted where applicable

Certificate of Incorporation from the Registrar of Companies	Indication of supplier / Haulage Contractor Agreement	Tax Compliance Certificate	Pump/Tank Calibration Certificate (if applicable) (Not for special bulk distributor)
NEPA's approval Certificate (Not for special bulk distributor)	Approval from the Parish Council (Not for special bulk distributor)	Approval from Health Authorities. (Not for special bulk user)	Proposed Franchise Agreement if applicable
Public Liability Insurance	Clearance from the Jamaica Bureau of Standards for MC who wish to establish a LPG Filling Plant Facility	Specification of how the project will be financed (for companies whom are not yet established);	Statement of the class or classes of petroleum products stored/to be stored or the manner in which the product will be stored or distributed to buyers
Fire Brigade Safety Certificate. (Not for special bulk distributor)			

Name of Managing Director/General Manager: (specify)

Signature:

Date:



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REQUIREMENTS FOR REGISTRATION

NORMAL BULK DISTRIBUTOR (Marketing Company)

Bulk Distributor Information

1. Name, address and contact number;
2. Name of Affiliate Marketing Company (ies);
3. Name and contact # for Haulage Contractor;
4. Address of Marketing Company (supplier);
5. Contact number for Marketing Company

REQUIREMENTS/FILE DOCUMENTS

- Contractual Agreement from Marketing Company (Supplier);
- Insurance to cover loss of life and property for accidents directly related to the sale, distribution or conveyance of petroleum product;
- Contractual Agreement from Haulage Company;
- Indication of the location and capacity of the Storage Facility;
- Proposal of proposed target market;
- Copy of Driver's Licence (IF SOLE TRADER);
- Copy of another I.D. i.e. Passport, Voters I.D. etc (IF SOLE TRADER).
- Police Record (If Sole Trader);
- NEPA's approval permit (this includes approval from Town Planning and Work Agency approvals);
- Approval from Parish Council (this includes initial approval from the Ja. Fire Brigade);
- Fire Safety Certificate (This is issued after the facility is built)
- Occupational Health Certificate from the Ministry of Health;
- Letter of recommendation from Superintendent of Police in your area;
- Certificate from the Registrar of Companies;
- TRN Card;
- NIS Compliance Clearance;
- Tax Compliance Certificate