



MINISTRY OF MINES AND ENERGY

DIRECTORATE OF PETROLEUM AFFAIRS

6, Aviation Road

Private Bag 13297, Windhoek, Namibia, Tel: 061 - 2848111

PETROLEUM PRODUCTS AND ENERGY ACT, 1990

Petroleum Products Regulations, 2000

FORM PP/3

APPLICATION FOR FUEL WHOLESale LICENCE

(Regulation 11(1))

(Please note that where form is completed by hand it must be completed in capital letters and that all documents requested in terms of regulation 11(2) must be certified and attached. Incomplete form will not be accepted.)

1. Full name of applicant

Note: Applicant must either be a Registered Company, Body corporate or a Partnership. Name and capacity of the person who makes the application on behalf of the company, body corporate or partnership must be stated here:

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2. Postal address

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3. Physical address of applicant.....

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4. Telephone No. (including code)

Cell phone No.....

5. E-mail address.....

6. ID No/Passport No/Permanent Residence No/Work permit No/Registration No of body corporate

(Delete whichever is not applicable)

7. In the case of a body corporate or partnership, the following information regarding manager/managing director/CEO must be provided:

Full name:

Position:.....

ID, passport no, citizenship, permanent residence, or work permit no:.....

(Delete whichever is not applicable)

8. In the case of a body corporate or partnership, full details of all directors, nature of shareholding/interest, other partners or members, as the case may be, must be provided as set out in Form PP/3A and must be attached to this application

Nature of shareholding/interest (including percentage of Namibian shareholding/interest)

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9. Address of registered office in Namibia.....

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10. In the case of a body corporate, provide name, registration number and country of registration, of all holding and subsidiary companies as defined in the Namibian Companies Act, 1973 (Act No. 61 of 1973).....

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11. Details of all activities to be undertaken under the wholesale license (specify import, export and or distribution in Namibia only and details of petroleum products intended to be imported, exported, or distributed:

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(If necessary, attach separate list)

12. In case the applicant is to construct a storage facility / plant, attach an Environmental Clearance Certificate.

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13. Please attach a list of valid clients to be supplied with petroleum products.

DECLARATION

I,(full name), hereby declare that I am not subject to any of the disqualifications asset out in Regulation 25 and that the information submitted by me in this application is true and correct.

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Signature

.....
Place

.....
Dat

DETAILS OF DIRECTORS, OTHER PARTNERS OR MEMBERS, AS THE CASE MAY BE, OF APPLICANT

No.	Name	Capacity (e.g. director, partner, etc.)	ID/Pass- port Number	Citizenship	Postal & Residential address	Telephone & Fax numbers
1.						
2.						
3.						
4.						
5.						

Note: Attach further pages if necessary

The following documents or particulars must be attached to this application form:

Check list

- The application **FORM PP/3** must be fully completed.
- Proof of payment (receipt) of prescribed application fees (**N\$100**). Kindly note that the operating hours of the Cashier at the Ministry of Mines and Energy are **08H00 to 12H00** during working days, therefore payments can only be made during the afore-mentioned hours.
- A certified copy of the applicant's identity document must be attached.
- Attach a certified copy of company, body corporation and or partnership registration documents, Inland Revenue and Social Security Commission Good Standing Certificates.
- Details of all retail outlets and consumer installations (including their petroleum license/certificate Numbers) and their respective supply agreements to which they intends to supply with fuel at the time of the application and depot storage hosting agreements in case of importers and or supply agreement if for distribution purposes.
- A list of the ports/borders of entry or exit through where it intends to import or export. Indicate fuel volumes quantity to be imported or exported to which country.
- Submit a comprehensive business plan for your fuel wholesale business.
- A signed and certified declaration that there is sufficient capital available for the operation of a wholesale and a description of the amount and nature of such capital and particulars as regards the terms under which the capital is held or invested.
- A list of all storage facilities intended to be used for uplifting fuel products, including shared storage facilities with specific reference to –
 - ◆ the location¹ of the storage facilities;
 - ◆ the capacity of the storage facilities;
 - ◆ the ownership of the storage facilities (including the ownership of the land on which the storage facilities are situated, if different) and, in the case of shared ownership, the basis of sharing;

- ◆ the names of other wholesalers sharing the same storage facilities.
- In case of storage facilities to be erected, the applicant must submit final designs or construction drawings of buildings, roadworks, structures, and plant, including the location thereof, to be erected. In case of revamping existing storage facilities, the as built or record drawings of buildings, roadworks, structures, and plants, including the location thereof.
- A certified copy of an Environmental Clearance Certificate.

NB: Please note that one of the following information (in the order of preference in which it appears below) must with regard to location be submitted together with the application:

- (a) A surveyor's certificate of the area measure of the relevant premises with an indication of the position of the storage facilities on the premises; or if not available
- (b) An accurate indication of the location of the relevant premises on a map with a scale of 1:50000. A complete map must be attached and not a copy or a segment thereof; or if not available
- (c) Accurate coordinates of the relevant premises and storage facilities as measured by a GPS with an indication of the coordinate system used; or if not available
- (d) An accurate indication of the location of the relevant premises on a map with a scale of 1:250000. The complete map must be attached and not a copy or a segment thereof.