



MINISTRY OF MINES AND ENERGY

DIRECTORATE OF PETROLEUM AFFAIRS

6, Aviation Road

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

FORM PP/1

PETROLEUM PRODUCTS AND ENERGY ACT, 1990

Petroleum Products Regulations, 2000

APPLICATION FOR FUEL RETAIL LICENCE

(Regulation 4(1))

(Please note that where this form is completed by hand it must be completed in capital letters and that all documents requested in terms of regulation 4(2) must be 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.....

2. Postal address

3. Physical address

4. Telephone No. (including code)

5. Cell phone No. (including code).....

6. E-mail address:.....

7. Certified ID No/Passport No/Permanent Residence No/Work permit No/Registration No of body corporate:

(Delete whichever is not applicable)

8. 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)

9. 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/1A and must be attached to this application.

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

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10. Address of registered office in Namibia.....

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11. 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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12. Proposed name/trade name/registered name of Fuel Retail Outlet

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13. Name of supplying wholesaler:

14. Physical address of location of proposed retail outlet and accurate GPS coordinates.

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15. In the case of application being made by a wholesaler who does not intend to operate the proposed retail outlet itself, the period which the applicant intends to operate the retail outlet itself before entering into agreement with another person in terms of which such other person will operate the proposed retail outlet.....

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

FORM PP/1

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

Check List:

A certified copy of the applicant's identity documents must be attached.

- A letter (certified copy) that indicate site viability by MME
- A certified copy of a company, body corporate or partnership registration documents must be attached.
- A proof of payment of applicable application fees (N\$ 100). Kindly take note that the Ministry Cashier only open from 08H00 to 12H00 hours during working days. Payment can only be done during that period. No other staff member is allowed to receive payment.
- A certified copy of an Environmental Clearance Certificate or Letter by Environmental Commissioner setting out the outcome of an environmental study of the location.
- A written confirmation by the supplying wholesaler that it agrees to supply fuel to the applicant, stating maintenance responsibility if any, and a list of all buildings, structures and plant and any other item or assistance such wholesaler agrees to supply to the applicant in the event of a successful application.
- A signed declaration by the applicant that there is sufficient capital available for the operation of a retail outlet 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.
- Attach **three (3)** sets of final approved designs or construction drawings of all buildings, roadworks, structures, and outlet to be erected on the proposed premise(s), including the location₁ and a general emergency layout plan thereof.
- In the case of an applicant being a wholesaler, a written confirmation whether the applicant intends to operate the proposed retail outlet itself or whether the applicant intends to enter into an agreement with another person in terms of which such other person will operate such retail outlet.

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

- a) A surveyor's certificate of the area measure of the licensed premises with an indication of the position of the outlet on the premises; or if not available.
- b) An accurate indication of the location of the premises on a map with a scale of 1:50 000. The complete map must be attached and not a copy or a segment thereof; or if not available
- c) Accurate coordinates of the premise(s) and the position of the retail outlet 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 licensed premises on a map with a scale of 1:250 000. The complete map must be attached and not a copy or a