



Guidance to the Applicants for Petroleum Licences and Construction Approval.

INTRODUCTION

In order for the Authority to consider processing Petroleum Licences or construction approvals applications, the applicant should submit the complete applications accompanied with appropriate supporting documents.

This guideline provides minimum requirements for the supporting documents to be accompanied for each type of application. Any application submitted without being accompanied with appropriate support documents shall not be processed. Therefore, all applicants are urged to ensure that they submit complete applications accompanied with appropriate supporting documents.

Below are the requirements for the supporting documents to be accompanied for each type of application:

1. Petroleum Retail Licence
a) Certified copy of Certificates of Business Registrations which include (i) Certificate of Incorporation; or (ii) Business Licence
b) TIN and VAT certificates
c) Certified copy of Certificate of Occupancy (Title Deed) or any authorization from relevant land authority that approves the plot for development of petroleum facility;
d) Lease agreement in case the applicant is not the owner of the land on which a regulated facility has been be constructed;
e) certified copy of Building Permit
f) certified copy of a valid Fire Certificate from the Fire Department
g) Copy of EWURA Construction Approval (applicable for petrol stations Constructed after April 2009)
h) Certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority
i) An engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications and shall specify: (i) the location and distances between building structures, facilities and equipment; (ii) entry and exit; (iii) perimeter wall and property boundaries; and (iv) location and identification of dispensing unit/s, offloading points and vent pipes;
j) A project or business plan describing the scope of the proposed business activity; and
k) a proof of payment of an appropriate application fee

2. Consumer Installation Licence

- a) Certified copy of Certificates of Business Registrations which include
 - i. Certificate of Incorporation;
 - ii. Business Licence
- b) TIN and VAT certificates;
- c) Certified copy of proof of ownership of land on which the consumer installation facility has been constructed
- d) Lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
- e) certified copy of Building Permit;
- f) certified copy of a valid Fire Certificate from the Fire Department; and
- g) Certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority
- h) An engineering layout plan which shows the regulated facility constructed meets the approved specifications. The layout plan should be duly signed by a registered engineer
- i) Details of the applicant's operations and the expected petroleum product requirements per month;
- j) The proof that, due to the nature of applicant's operations or equipment its facilities cannot easily access petroleum retail outlet; and
- k) a proof of payment of an appropriate application fee

3. LPG Distribution (Super dealer) Licence

- a) Certified copy of Certificates of Business Registrations which include
 - i. Certificate of Incorporation;
 - ii. Memorandum and Article of Association; or
 - iii. Business Licence
- b) TIN and VAT certificates;
- c) dealership agreement with the LPG Wholesaler;
- d) a business plan describing the scope of a licensed activity;
- e) Proof of ownership of the filling plant and storage depot that conforms to the petroleum Industry best practices or Hospitality agreement (**applicable for Super dealers operating a bulk storage and filling plant**);
- f) Certified copy of Fire Safety Certificate;
- g) Certified copy of OSHA certificate;
- h) List of LPG dealers that the Super dealer has dealership agreement with for supply of LPG;
- i) Proof possession of adequate skilled personnel;
- j) Environmental Impact Assessment certificate (**applicable for bulk storage and filling plant owners**); and
- k) a proof of payment of an appropriate application fee

4. LPG Wholesale Licence

- a) Certified copy of Certificates of Business Registrations which include
 - (i) Certificate of Incorporation;
 - (ii) Memorandum and Article of Association; and
 - (iii) Business Licence
- b) TIN and VAT certificates
- c) a business plan describing the scope of a licensed activity;
- d) Proof of possession of a storage depot with capacity of receiving at least Seven Hundred and Fifty metric tonnes and a filling plant that complies with approved specification and petroleum industry best practices or hospitality agreement with another licensee who has storage facility with at least five thousand metric tonnes;
- e) Proof of possession of LPG cylinders with a combined minimum capacity of twenty-five metric tonnes and shall have distinguishable mark;
- f) a list of facilities and proof of availability of such facilities to support the proposed business (i.e. **state the capacity and location of each LPG storage and filling Plant**);
- g) Proof of possession of adequate skilled personnel;
- h) Proof of financial capability being either
 - (i) an audited financial statement showing annual gross turnover of not less than one billion shillings or it is equivalent in convertible currency; or
 - (ii) a bank statement showing a balance of not less than one billion shillings; or
 - (iii) bank guarantee or credit facility of not less than one billion Tanzania Shillings from a bank or financial institution licensed by the Bank of Tanzania; or
 - (iv) a letter of comfort from a financial institution or a bank licenced by the Bank of Tanzania that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount not less than one billion Tanzania Shillings, provided the letter shall be signed by the chief executive officer or an authorized signatory of the institution or the bank; or
 - (v) proof of support from parent company supported by a written consent or guarantee from such parent company accompanied with a proof of financial capability of the parent company which shall be either-
 - an audited financial statement showing annual gross turnover of not less than three billion and six hundred million Tanzania Shillings or equivalent in convertible currency; or
 - a bank statement of not more than three months to the date of application showing a credit balance of not less than one billion and five hundred million Tanzania Shillings or its equivalent in convertible currency
- i) a proof of payment of an appropriate application fee

5. Lubricant Blending Plant Licence

- a) Certified copy of Certificates of Business Registrations which include
 - (i) Certificate of Incorporation;
 - (ii) Memorandum and Article of Association; and
 - (iii) Business Licence

b) TIN and VAT certificates
c) a business plan describing the scope of a licensed activity;
d) OSHA certificate;
e) Certified copy of Certificate of Occupancy (Title Deed) or any authorization from relevant land authority that approves the plot for development of petroleum facility;
f) Lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed
g) a written proof of ownership of a lubricant blending plant that complies with petroleum industry best practices;
h) Oil and Lubricant handling permit from the relevant Authority;
i) Curriculum vitae of at least two key personnel and proof of their relevant qualifications and experience in petroleum lubricants handling operations;
j) an Environmental Impact Assessment Certificate from the relevant Authority
k) proof of financial capability which is either: <ul style="list-style-type: none"> (i) previous year's audited financial statements showing annual gross turnover of not less than five hundred million Tanzania Shillings and a good business track record; or (ii) a bank statement showing a credit balance of not less than five hundred million Tanzania Shillings; or (iii) a bank guarantee or a credit facility of not less than five hundred million Tanzania Shillings from a bank or financial institution licensed by the Bank of Tanzania; or (iv) a letter of comfort from a financial institution or a bank that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount not less than five hundred million Tanzania Shillings, provided that the letter shall be signed by the chief executive officer or an authorized signatory of the institution or the bank.
l) a proof of payment of an appropriate application fee

6. Lubricants Distribution Licence

a) Certified copy of Certificates of Business Registrations which is either <ul style="list-style-type: none"> (i) Certificate of Incorporation; or (ii) Business Licence
b) TIN certificate.
c) Proof of possession of adequate skilled personnel;
d) a written proof of ownership or lease of a lubricants warehousing that complies with petroleum industry best practices including: (i) an emergency exit, (ii) sufficient ventilation; (iv) spillage containment; and (v) adequate firefighting equipment;
e) oil and lubricants handling permit from the relevant authority;
f) List of wholesalers and retailers that the applicant has entered into dealership agreements with;
g) a proof of payment of an appropriate application fee

7. Lubricants Wholesale

- b) Certified copy of Certificates of Business Registrations which include:
- (i) Certificate of Incorporation;
 - (ii) Memorandum and Article of Association; or
 - (iii) Business Licence
- c) TIN and VAT certificates;
- d) a business plan describing the scope of a licensed activity;
- e) curriculum vitae of at least two key personnel and proof of their relevant qualifications and experience in in petroleum lubricants business;
- f) a written proof of ownership or lease of a lubricants warehousing that complies with petroleum industry best practices including: (i) an emergency exit, (ii) sufficient ventilation; (iv) spillage containment; and (v) adequate firefighting equipment;
- g) oil and lubricants handling permit from the relevant Authority;
- h) proof of financial capability which is either:
- (i) an audited financial statement showing annual gross turnover of not less than two hundred million Tanzania Shillings and a good business track record; or
 - (ii) a bank statement showing a credit balance of not less than two hundred million Tanzania Shillings; or
 - (iii) a bank guarantee or a credit facility of not less than two hundred million Tanzania Shillings from a bank or financial institution licensed by the Bank of Tanzania; or
 - (iv) a letter of comfort from a financial institution or a bank licensed by the Bank of Tanzania that confirms that the bank or the financial institution shall extend a loan to the applicant for the amount not less than two hundred million Tanzania Shillings, provided that the letter shall be signed by the chief executive officer or an authorized signatory of the institution or the bank; or
 - (v) proof of support from parent company supported by a written consent or guarantee from such parent company accompanied with a proof of financial capability of the parent company which shall be either-
 - an audited financial statement showing annual gross turnover of not less than one billion Tanzania Shillings; or
 - a bank statement of not more than three months to the date of application showing a credit balance of not less than one billion Tanzania Shillings or its equivalent in convertible currency
- i) oil and lubricants handling permit from the relevant Authority;

8. Petroleum Storage Licence

- a) Certified copy of Certificates of Business Registrations which include
- i. Certificate of Incorporation;
 - ii. Memorandum of Association and Article of Association; and
 - iii. Business Licence

b) TIN and VAT certificates
c) Joint Venture (JV) contract (if applicable)
d) Certified copy of Certificate of Occupancy (Title Deed) or any authorization from relevant land authority that approves the plot for development of petroleum facility;
e) Lease agreement in case the applicant is not the owner of the land on which a regulated facility has been be constructed;
f) certified copy of Building Permit from relevant local Authority;
g) certified copy of a valid Fire Certificate from the Fire Department
h) Resume of at least three personnel with adequate skills in petroleum depot operations
i) Depot Emergency Response Plan;
j) Copy of EWURA Construction Approval (applicable for depot Constructed after April 2009)
k) Certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority
l) An engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications that shall specify; <ul style="list-style-type: none"> (i) the number of tanks and loading gantries; (ii) the location and distances between building structures, facilities and equipment; (iii) entry and exit; (iv) perimeter wall and property boundaries; and (v) location and identification of loading gantries.
m) A project or business plan describing the scope of the proposed business activity;
n) a proof of payment of an appropriate application fee

9. Petroleum Wholesale Licence

a) Certified copy of Certificates of Business Registrations which include <ul style="list-style-type: none"> i. Certificate of Incorporation; and ii. Memorandum of Association and Article of Association; or iii. Business Licence;
b) TIN and VAT certificates;
c) Joint Venture (JV) contract (if applicable);
d) A project or business plan describing the scope of the proposed business activity;
e) Resume of at least three personnel with adequate skills in petroleum industry business operations;
f) Proof of ownership of a depot at the entry points (i.e. Dar es Salaam, Tanga and Mtwara) or hospitality agreement to use a depot located at entry points (i.e. Dar es salaam, Tanga and Mtwara) of five years if the applicant is not the owner of the depot;

<p>g) proof of financial capability which is either:</p> <ul style="list-style-type: none"> (i) an audited financial statement showing annual gross turnover of not less than three billion and six hundred million Tanzania Shillings or equivalent in convertible currency; (ii) a bank guarantee or a credit facility of not less than one billion and five hundred million Tanzania Shillings or equivalent in convertible currency; (iii) a bank statement of not more than three months to the date of application showing a credit balance of not less than one billion and five hundred million Tanzania Shillings or equivalent in convertible currency at a bank or financial institution licensed by the Bank of Tanzania to act as such; or (iv) a letter of comfort from a financial institution or a bank licensed by the Bank of Tanzania that confirms that the bank or the financial institution shall extend a facility to the applicant for the amount of not less than one billion and five hundred million Tanzania Shillings or equivalent in convertible currency provided that the letter shall be signed by the chief executive officer or an authorized signatory of the financial institution or a bank; or (v) a proof of a support from a parent company which shall include an approval of the Board of Directors of such parent company accompanied with a proof of financial capability of the parent company which shall be either; <ul style="list-style-type: none"> • an audited financial statement showing annual gross turnover of not less than three billion and six hundred million Tanzania Shillings or equivalent in convertible currency; or • a bank statement of not more than three months to the date of application showing a credit balance of not less than one billion and five hundred million Tanzania Shillings or its equivalent in convertible currency.
<p>h) a proof of payment of an appropriate application fee</p>

10. Pipeline Transportation Licence
a) certified copies of the applicant's registration documents;
b) a business plan describing the scope of a licensed activity
c) A written description and map of the route of the pipeline
d) Proof of ownership of the pipeline wayleave
e) the particulars of the pipeline including the use to which the pipeline will be put (Attach the documents providing the technical details of all parts of the pipeline including pump stations)
f) proof of possession of adequate skilled personnel;
g) a certified copy of an environmental assessment certificate
h) Description of the proposed tariff to be applied to the pipeline
i) certified copy of tax identification number
j) a list of facilities available
k) a proof of payment of an appropriate application fee

11. Construction Approval for any type of the facility

b) Certified copy of Certificates of Business Registrations which include (i) Certificate of Incorporation; (ii) Memorandum of Association/ Article of Association (where applicable); or (iii) Business Licence
c) TIN and VAT certificates;
d) Certificate from Tanzania Investment Centre (where applicable);
e) Certified copy of Certificate of Occupancy (Title Deed) or any authorization from relevant land authority that approves the plot for development of petroleum facility (Not applicable for entity applying to construct a consumer installation) ;
f) Certified copy of proof of ownership of land on which the consumer installation to be constructed (Applicable for consumer installation only);
g) Lease agreement in case the applicant is not the owner of the land on which a regulated facility to be constructed;
h) certified copy of Building Permit;
i) Certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority;
j) An engineering layout plan which shows the regulated facility to be constructed meets the approved specifications. The layout plan should be duly signed by a registered engineer;
k) A project or business plan describing the scope of the proposed business activity (Not applicable for entity applying to construct a consumer installation)
l) In case of the consumer installation facility, a consumer shall submit the following i. Details of the applicant's operations and the expected petroleum product requirements per month; and ii. The proof that, due to the nature of applicant's operations or equipment its facilities cannot easily access petroleum retail outlet.
m) plans and design specifications of the proposed pipeline including metering stations, aboveground and underground facilities (applicable for pipeline operations)
n) environmental protection measures to be employed to prevent harmful environmental impacts resulting from the business activity (applicable for pipeline operations)
o) details of the proposed route or corridor of the pipeline (applicable for pipeline operations)
p) the length of the pipeline (applicable for pipeline operations)
q) the proposed maximum allowable operating pressure of the pipeline (applicable for pipeline operations)
r) the proposed dates for commencement and completion of construction of the facility (applicable for pipeline operations)
s) details of any environmental impacts of the proposed pipeline and the proposed measures to eliminate or minimize those impacts (applicable for pipeline operations)

N.B: All documents should be certified.

We hope that you will find this Guidance more helpful to you. For any further enquiries, please contact:

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