

GUIDANCE TO THE APPLICANTS OF PETROLEUM LICENCES AND CONSTRUCTION APPROVAL.

2022

# INTRODUCTION

In order for the Authority to consider processing petroleum licences or construction approval 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.

# LAWS CONSIDERED

1. The Petroleum Act, Cap 392;
2. The Environment Management Act;
3. The Petroleum Condensate Rules;
4. The Petroleum (Wholesales, Storage Retail and Consumer Installation) Rules;
5. The Petroleum (Lubricant Operations) Rules;
6. The Petroleum (Retail Operations in Townships and Villages) Rules;
7. The Petroleum (Licensing Fees) Rules;
8. Petroleum Products Price Setting (Amendment) Rules;
9. The Petroleum (Liquefied Petroleum Gas Operations) Rules;
10. The Petroleum (Marine Loading and Offloading) Rules;
11. The Petroleum (Refinery Operations) Rules;
12. The Petroleum (Waste Recycling) Rules;
13. The Petroleum (Refinery Operations) Rules;
14. The Petroleum (Pipeline Operations) Rules;
15. The Petroleum (Bitumen and Petcoke Operations) Rules; and
16. The Energy and Water Regulatory Authority (Petroleum Products Price Setting) Rules.

# REQUIREMENTS

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

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| **1. Petroleum Retail Construction Approval (Rural Area and Small Township)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the Tax Identification Number (TIN) certificate;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum retail outlet;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility is to be constructed;
 |
| 1. certified copy of Building Permit;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate or environmental clearance documents issued by the relevant Authority OR a certified copy of a letter from the District Council signed by the District Executive Director stating that the Environmental Expert has inspected the area and found that it is suitable for the development of a petroleum retail outlet;
 |
| 1. An engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications and shall specify:
	1. the location and distances between building structures, facilities and equipment;
	2. entry and exit;
	3. perimeter wall and property boundaries; and
	4. location and identification of dispensing unit/s, offloading points and vent pipes;
 |
| 1. proof of payment of an appropriate application fee **(TZS 50,000/= Rural Area and Small Township);**
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| **2. Petroleum Retail Licence – New (Rural Area and Small Township)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum retail outlet;
 |
| 1. a certified copy lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
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| 1. a certified copy of the Building Permit;
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| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a copy of EWURA Construction Approval (**applicable for petrol stations Constructed after April 2009) OR** Clearance from EWURA allowing construction or existence of retail outlet (**applicable for petrol stations Constructed without Construction Approval from EWURA)**
 |
| 1. a Certified copy of an Environmental Impact Assessment Certificate or environmental clearance documents issued by the relevant Authority OR a certified copy of a letter from the District Council signed by the District Executive Director stating that the Environmental Expert has inspected the area and found that it is suitable for the development of a petroleum retail outlet;
 |
| 1. an engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications and shall specify:
	1. the location and distances between building structures, facilities and equipment;
	2. entry and exit;
	3. perimeter wall and property boundaries; and
	4. location and identification of dispensing unit/s, offloading points and vent pipes;
 |
| 1. a certified copy of the supply agreement with a licensed wholesaler;
 |
| 1. a Certified copy of insurance cover for the facility;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee **(TZS 50,000/=)**
 |
| **3. Petroleum Retail Licence – Renewal (Rural Area and Small Township)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum facility
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a valid certified copy of the Tax clearance certificate;
 |
| 1. a certified copy of the supply agreement with a licensed wholesaler;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a Certified copy of insurance cover for the facility;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee **(TZS 50,000/=)**
 |
| **4. Petroleum Retail Construction Approval (Urban Area)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the Tax Identification Number (TIN) certificate;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum retail outlet;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility is to be constructed;
 |
| 1. e) a certified copy of the Building Permit;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by the relevant Authority;
 |
| 1. An engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications and shall specify:
	1. the location and distances between building structures, facilities and equipment;
	2. entry and exit;
	3. perimeter wall and property boundaries; and
	4. location and identification of dispensing unit/s, offloading points and vent pipes;
 |
| 1. proof of payment of an appropriate application fee **(TZS 500,000/= Urban Areas)**
 |
| **5. Petroleum Retail Licence – New (Urban Area)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the Tax Identification Number (TIN) certificate;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum facility;
 |
| 1. a certified copy lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a certified copy of the Building Permit;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
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| 1. a copy of EWURA Construction Approval (**applicable for petrol stations Constructed after April 2009); Or** Clearance from EWURA allowing construction or existence of retail outlet (**applicable for petrol stations Constructed without Approval from EWURA)**
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate or environmental clearance documents issued by the relevant Authority;
 |
| 1. an engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications and shall specify:
2. the location and distances between building structures, facilities and equipment;
3. entry and exit;
4. perimeter wall and property boundaries; and
5. location and identification of dispensing unit/s, offloading points and vent pipes;
 |
| 1. a certified copy of the supply agreement with a licensed wholesaler;
 |
| 1. a Certified copy of insurance cover for the facility;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee (**TZS 500,000/=)**
 |
| **6. Petroleum Retail Licence – Renewal (Urban Area)** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum facility;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a valid certified copy of the Tax clearance certificate;
 |
| 1. a certified copy of the supply agreement with a licensed wholesaler;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a Certified copy of insurance cover for the facility;
 |
| 1. a duly signed integrity pledge; and
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| 1. proof of payment of an appropriate application fee (TZS 500,000/=)
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|  **7. Petroleum Wholesale Licence - New** |
| 1. a Certified copy of Certificates of Business Registrations which include
2. Certificate of Incorporation;
3. Memorandum of Association and Article of Association; and
4. Business Licence;
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a project or business plan describing the scope of the proposed business activity;
 |
| 1. curriculum Vitae of at least two key personnel and proof of their relevant qualifications and experience in the petroleum business;
 |
| 1. proof of ownership of a depot at the entry points (i.e., Dar es Salaam, Tanga and Mtwara) or certified copy of the hospitality agreement to use a depot located at entry points (i.e., Dar es Salaam, Tanga and Mtwara) if the applicant is not the owner of the depot;
 |
| 1. proof of financial capability which is either:
	1. 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
	2. a bank guarantee or a credit facility of not less than one billion and five hundred million Tanzania Shillings or equivalent in convertible currency; or
	3. 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
	4. 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
	5. proof of support from a parent company which shall include:
		* an approval of the Board of Directors of such parent company; and
		* proof of the 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.
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
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|  **8. Petroleum Wholesale Licence - Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
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| * 1. Memorandum of Association and Article of Association; and
	2. Business Licence;
 |
| 1. a Certified copy of the TIN certificate;
 |
| 1. Petroleum products Importation records within previous licence term;
 |
| 1. Certified copy of the Hospitality agreement (if the licensee is not the owner of the depot);
 |
| 1. Certified copy of valid Tax clearance certificate;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
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| **9. Petroleum Storage Construction approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum of Association and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of the petroleum bulk storage facility;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility is to be constructed;
 |
| 1. a certified copy of the Building Permit from the relevant local Authority;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by the relevant Authority;
 |
| 1. an engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications that shall specify;
	1. the number of tanks and loading gantries;
	2. the location and distances between building structures, facilities and equipment;
	3. entry and exit;
	4. perimeter wall and property boundaries; and
	5. location and identification of loading gantries.
 |
| 1. a project or business plan describing the scope of the proposed business activity;
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| 1. proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
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| **10. Petroleum Storage Licence – New** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum of Association and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority that approves the plot for the development of a petroleum bulk storage facility;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a certified copy of the Building Permit from the relevant local Authority;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. curriculum vitae of at least three key personnel with engineering degree and experience in petroleum handling operations;
 |
| 1. a depot Emergency Response Plan;
 |
| 1. a copy of EWURA Construction Approval (applicable for depots Constructed after April 2009) Or Clearance from EWURA allowing construction of existing facility (**applicable for depots Constructed without an Approval from EWURA)**;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by the relevant Authority;
 |
| 1. an engineering layout plan duly signed by a registered engineer which shows the regulated facility constructed meets the approved specifications that shall specify;
	1. the number of tanks and loading gantries;
	2. the location and distances between building structures, facilities and equipment;
	3. entry and exit;
	4. perimeter wall and property boundaries; and
	5. location and identification of loading gantries.
 |
| 1. a project or business plan describing the scope of the proposed business activity;
 |
| 1. a Certified copy of insurance cover for the facility;
 |
| 1. a duly filled integrity pledge form; and
 |
| 1. proof of payment of an appropriate application fee (**TZS 1,000,000/=)**
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| **11. Petroleum Storage Licence - Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
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| 1. Memorandum of Association and Article of Association; and
2. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the Tax clearance certificate;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a certified copy of the compliance certificates including the OSHA Certificate and NEMC Certificate/clearance;
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant authority that approves the plot for the development of a petroleum bulk storage facility;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee (**TZS 1,000,000/=)**
 |
| **12. Petroleum Consumer Installation Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum of Association/ Article of Association (where applicable); and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. registration documents from relevant authorities showing ownership of at least one hundred trucks of which at least fifty trucks are for transporting transit cargo (***applicable for transporter only***);
 |
| 1. a certified copy of proof of ownership of land on which the consumer installation is to be constructed;
 |
| 1. a certified copy of proof of ownership of land approved by the relevant land authority approving the development of a petroleum facility located on an open area along a major road, not enclosed within a yard and with at least 1000 square meters (***applicable for transporter only***);
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility is to be constructed;
 |
| 1. Certified copy of a building permit (***applicable for transporter only***);
 |
| 1. a Certified copy of an Environmental Impact Assessment Certificate or an environmental clearance document issued by the relevant Authority;
 |
| 1. an engineering layout plan that shows the regulated facility to be constructed meets the approved specifications. The layout plan should be duly signed by a registered engineer;
 |
| 1. details of the applicant’s operations and the expected petroleum product requirements per month;
 |
| 1. the proof that due to the nature of the applicant’s operations or equipment its facilities cannot easily access the petroleum retail outlet;
 |
| 1. proof that the applicant shall consume at least three hundred thousand litres per month (**applicable for transporter only**);
 |
| 1. proof of registration by the Tanzania Revenue Authority as an Authorised Economic Operator (**applicable for transporter only**);
 |
| 1. proof of payment of an appropriate application fee (Agriculture, Transportation & Small-Scale Industries **(TZS 2,000,000/=);** Mining, Power Generation and Large-Scale Industries **(TZS 20,000,000/=)**)
 |
| **13. Petroleum Consumer Installation Licence - New** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. registration documents from relevant authorities showing ownership of at least one hundred trucks of which at least fifty trucks are for transporting transit cargo (***applicable for transporter only***);
 |
| 1. a certified copy of proof of ownership of land on which the consumer installation facility has been constructed;
 |
| 1. a certified copy of proof of ownership of land approved by the relevant land authority approving the development of a petroleum facility located on an open area along a major road, not enclosed within a yard and with at least 1000 square meters (***applicable for transporter only***);
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. Certified copy of a building permit (***applicable for transporter only***);
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by the relevant Authority;
 |
| 1. an engineering layout plan that shows the regulated facility constructed meets the approved specifications. The layout plan should be duly signed by a registered engineer;
 |
| 1. details of the applicant’s operations and the expected petroleum product requirements per month;
 |
| 1. the proof that due to the nature of the applicant’s operations or equipment its facilities cannot easily access the petroleum retail outlet;
 |
| 1. proof that the applicant shall consume at least three hundred thousand litres per month (**applicable for transporter only**);
 |
| 1. proof of registration by the Tanzania Revenue Authority as an Authorised Economic Operator (**applicable for transporter only**);
 |
| 1. a duly filled integrity pledge form; and
 |
| 1. proof of payment of an appropriate application fee (Agriculture, Transportation & Small-Scale Industries **(TZS 500,000/=);** Mining, Power Generation and Large-Scale Industries **(TZS 2,000,000/=)**)
 |
| **14. Petroleum Consumer Installation Licence – Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation; and
	2. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of proof of ownership of land on which the consumer installation facility has been constructed;
 |
| 1. lease agreement in case the applicant is not the owner of the land on which a regulated facility has been constructed;
 |
| 1. a Certified copy of a valid Tax clearance certificate;
 |
| 1. a certified copy of a valid Fire Certificate or a letter from the Fire Department verifying that the inspection is completed and the facility meets fire safety requirements;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. proof of payment of an appropriate application fee (Agriculture, Transportation and Small-Scale Industries **(TZS 500,000/=);** mining, Generation and Large-Scale Industries **(TZS 2,000,000/=)**)
 |
| **15. LPG Storage and Filling Plant Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum of Association/ Article of Association (where applicable); and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the Certificate of compliance for foreign companies (where applicable);
 |
| 1. a certified copy of the certificate from Tanzania Investment Centre (where applicable);
 |
| 1. a certified copy of the Certificate of Occupancy (Title Deed) or any authorization from the relevant land authority approving the use of land for bulk petroleum business operations
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which a regulated facility is to be constructed;
 |
| 1. a certified copy of the Building Permit;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by the relevant Authority;
 |
| 1. 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;
	1. the number of storage tanks and LPG refilling area;
	2. the location and distances between building structures and facilities and equipment;
	3. entry and exit;
	4. perimeter wall and property boundaries;
	5. location and identification of loading gantries; and
	6. that the engineering and design has been done in accordance with approved specifications
 |
| 1. a project or business plan describing the scope of the proposed business activity; and
 |
| 1. proof of payment of an appropriate application fee (**TZS 2,000,000)**
 |
| **16. LPG Wholesale Licence - New** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. proof of possession of an LPG storage depot with a capacity of receiving at least Seven Hundred and Fifty metric tons of LPG and a filling plant that complies with approved specifications and petroleum industry best practices or hospitality agreement with another licensee;
 |
| 1. proof of possession of LPG cylinders with a combined minimum capacity of twenty- five metric tons and proposed distinguishing colour and mark of its cylinders;
 |
| 1. Curriculum Vitae of at least two key personnel and proof of their relevant qualifications and experience in LPG business
 |
| 1. Request for approval of applicant’s LPG cylinders distinguishing colour and mark;
 |
| 1. proof of financial capability being either
	1. an audited financial statement showing annual gross turnover of not less than one billion shillings or it is equivalent in convertible currency; or
	2. a bank statement showing a balance of not less than one billion shillings; or
	3. 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
	4. 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
	5. A proof of support from the parent company which shall include;
		1. written consent or guarantee from such parent company; and
		2. proof of the 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.
 |
| 1. a duly filled integrity pledge form; and
 |
| 1. a proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
 |
| **17. LPG Wholesale Licence – Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. proof of possession of an LPG storage depot with a capacity of receiving at least Seven Hundred and Fifty metric tons of LPG and a filling plant that complies with approved specifications and petroleum industry best practices or hospitality agreement with another licensee;
 |
| 1. a certified copy of valid the tax clearance certificate;
 |
| 1. an LPG Importation records within previous licence term;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
 |
| **18. LPG Distribution Licence - New** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; or
	3. Business Licence
 |
| b) certified copy of TIN certificate; |
| c) proof of possession of LPG cylinder storage area that complies with petroleum industry best practices; |
| d) certified copy of dealership agreement with the LPG Wholesaler; |
| e) certified copy of Fire Safety Certificate; |
| f) certified copy of OSHA certificate; |
| g) list of LPG dealers that the LPG Distributor has dealership agreement with for supply of LPG; |
| h) Curriculum Vitae of at least two key personnel and proof of their relevant qualifications and experience in LPG business |
| i) Environmental Impact Assessment certificate **(applicable for Distributors with bulk storage and filling plant);** |
| j) a duly filled integrity pledge; and |
| k) a proof of payment of an appropriate application fee **(TZS 500,000/=).** |
| **19. LPG Distribution Licence - Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include:
2. Certificate of Incorporation;
3. Memorandum and Article of Association; or
4. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the lease agreement in case the applicant is not the owner of the land on which LPG cylinder storage area has been constructed;
 |
| 1. a certified copy of valid tax clearance certificate;
 |
| 1. a certified copy of the valid dealership agreement with a licensed wholesaler;
 |
| 1. a certified copy of Fire Safety Certificate;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee **(TZS 500,000/=).**
 |
| **20. Lubricant Blending Plant Construction approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation;
	2. Memorandum of Association/ Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of certificate from Tanzania Investment Centre (where applicable);
 |
| 1. a certified copy of Certificate of Occupancy (Title Deed) or any authorization from relevant land authority that provide proof of use of land;
 |
| 1. a certified copy of lease agreement in case the applicant is not the owner of the land on which a regulated facility to be constructed;
 |
| 1. a certified copy of the Building Permit;
 |
| 1. a certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority;
 |
| 1. 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 and shows:
2. the tank farm area for base oil storage;
3. the location and distances between building structures and facilities and equipment;
4. entry and exit;
5. perimeter wall and property boundaries; and
6. that the engineering and design has been done in accordance with approved specifications.
 |
| 1. Proof of approvals and Consents by relevant authorities; and
 |
| 1. proof of payment of an appropriate application fee (**TZS 2,000,000**)
 |
| **21. Lubricant Wholesale – New** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of the OSHA certificate;
 |
| 1. a certified copy of a valid Fire Certificate from the Fire Department;
 |
| 1. a business plan describing the scope of a licensed activity;
 |
| 1. a curriculum vitae of at least two key personnel and proof of their relevant qualifications and experience in petroleum lubricant business;
 |
| 1. a certified copy of a written proof of ownership or lease of a lubricant warehousing that complies with Best International Petroleum Industry Practices including: (i) an emergency exit, (ii) sufficient ventilation; (iii) spillage containment; and (iv) adequate firefighting equipment;
 |
| 1. oil and lubricant handling permit from the relevant Authority (current certified copy of GCLA certificate);
 |
| 1. certified copy of a written proof of ownership of a lubricant blending plant that complies with Best International Petroleum Industry Practices (applicable to the applicant intends to undertake blending activity);
 |
| 1. proof of financial capability which is either:
	1. an audited financial statement showing annual gross turnover of not less than two hundred million Tanzania Shillings and a good business track record; or
	2. a bank statement showing a credit balance of not less than two hundred million Tanzania Shillings; or
	3. 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
	4. 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
	5. A proof of support from parent company which shall include;
		* written consent or guarantee from such parent company; and
 |

|  |
| --- |
| * + - 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
 |
| 1. request for registration of lubricants to be imported/blended in Tanzania;
 |
| 1. a duly filled integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee (**TZS 1,000,000/=**)
 |
| **22. Lubricant Wholesale – Renewal** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a certified copy of a valid Fire Certificate from the Fire Department;
 |
| 1. a certified copy of tax clearance certificate;
 |
| 1. a certified copy of a written proof of ownership or lease of a lubricant warehousing that complies with Best International Petroleum Industry Practices including: (i) an emergency exit, (ii) sufficient ventilation; (iii) spillage containment; and (iv) adequate firefighting equipment;
 |
| 1. Proof of registration of Lubricants imported or blended in Tanzania;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee **(TZS 1,000,000/=)**
 |
| **23. Lubricant Distribution Licence - New** |
| 1. Certified copy of Certificates of Business Registrations which is either
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a Certified copy of the TIN certificate;
 |
| 1. curriculum vitae of at least two key personnel and proof of their relevant qualifications and experience in petroleum lubricant business;
 |
| 1. a Certified copy of a written proof of ownership or lease of a lubricant warehousing that complies with petroleum industry best practices including: (i) an emergency exit, (ii) sufficient ventilation; (iv) spillage containment; and (v) adequate firefighting equipment;
 |
| 1. oil and lubricant handling permit from the relevant authority (current certified copy of GCLA certificate);
 |
| 1. certified copy of a valid Fire Certificate from the Fire Department;
 |
| 1. dealership agreement with a licensed wholesaler;
 |
| 1. list of wholesalers and retailers that the applicant has entered into dealership agreements with;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee **(TZS 200,000/=)**
 |
| **24. Lubricant Distribution Licence – Renewal** |
| 1. Certified copy of Certificates of Business Registrations which is either
	1. Certificate of Incorporation; or
	2. Business Licence.
 |
| 1. a Certified copy of the TIN certificate;
 |
| 1. certified copy of valid tax clearance certificate;
 |
| 1. Certified copy of a written proof of ownership or lease of a lubricant warehousing that complies with petroleum industry best practices including: (i) an emergency exit, (ii) sufficient ventilation; (iv) spillage containment; and (v) adequate firefighting equipment;
 |
| 1. a certified copy of a valid Fire Certificate from the Fire Department;
 |
| 1. a certified copy of the valid dealership agreement with a licensed wholesaler;
 |
| 1. a duly signed integrity pledge; and
 |
| 1. a proof of payment of an appropriate application fee (**TZS 200,000/=**)
 |
| **25. Pipeline Transportation Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation or
	2. Business Licence
 |
| 1. a Certified copy of the TIN certificate;
 |
| 1. Details of the pipeline which includes: details of the proposed route or corridor of the pipeline; the length of the pipeline; the proposed maximum allowable operating pressure of the pipeline, operating temperature, details of above ground facilities and details of the marine jetty;
 |
| 1. engineering layout plan and design specifications of the proposed pipeline including metering stations, aboveground and underground facilities;
 |
| 1. the proposed dates for commencement and completion of construction of the facility;
 |
| 1. Proof of land ownership and right of use for the land through which the proposed pipeline route or corridor is to be constructed;
 |
| 1. a business plan describing the scope of the regulated activity;
 |
| 1. financial closure of the facility;
 |
| 1. Certified copy of an Environmental Impact Assessment Certificate issued by relevant Authority;
 |
| 1. Summary of any environmental impacts of the Proposed pipeline and the proposed measures to Eliminate or minimize those impacts;
 |
| 1. A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least three personnel and their respective certificates); and
 |
| 1. a proof of payment of an appropriate application fee (**up to 100km TZS 2,000,000**) and (**above 100km TZS 10,000,000**)
 |
| **26. Pipeline Transportation Licence** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation or
	2. Business Licence;
 |
| 1. a certified copy of the TIN certificate;
 |
| 1. a business plan describing the scope of a licensed activity;
 |
| 1. a written description and map of the route of the pipeline;
 |
| 1. proof of ownership of the pipeline wayleave;
 |
| 1. project brief 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);
 |
| 1. A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least three personnel and their respective certificates); and;
 |
| 1. a certified copy of an environmental assessment certificate;
 |
| 1. description of the proposed tariff to be applied to the pipeline;
 |
| 1. a list of facilities available; and
 |
| 1. proof of payment of an appropriate application fee (**up to 100km TZS10,000,000**) and (**above 100km TZS 60,000,000**)
 |
| **27. Petroleum Petcoke Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation or
	2. Business Licence;
 |
| b) a project or business plan describing the scope of the regulated activity; |
| c) certified copy of an environmental impact assessment certificate from relevant authorities; |
| d) proof of land ownership and right of use; |
| e) certified copy of a building permit; |
| f) a list of blending units and storage tanks with its corresponding certificate of approval or any other similar documents as provided by the equipment supplier or manufacturer (where applicable); |
| 1. an engineering layout plan duly signed by a registered engineer which shall specify:
	1. the number of tanks and type of installation where applicable;
	2. the location and distances between building structures and amenities and equipment;
	3. entry and exit;
	4. perimeter wall and property boundaries; and
	5. that the engineering, design and construction shall be carried out in accordance with approved specifications; and
 |
| h) details of environmental protection measures to be employed to prevent harmful environmental impacts resulting from the regulated activity; and |
| i) a proof of payment of an appropriate application fee (**TZS 1,000,000/=)** |
| **28. Petroleum Petcoke Wholesale Licence** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence
 |
| b) certified copy of TIN certificate; |
| c) business plan of the regulated activity; |
| 1. certified copy of a written proof of ownership or lease of a petcoke storage area that complies with Good Petroleum Industry Practices including;
	1. an entrance and an exit;
	2. leaching containment; and
	3. adequate firefighting equipment;
 |
| e) a certified copy of an Environmental Impact Assessment Certificate from the relevant Authority; |
| f) a certified copy of Occupational Safety and Health Certificate from the relevant Authority; |
| g) a lay out plan of the site duly signed by a registered engineer showing storage piles, conveyors and all traffic patterns; |
| h) Proof of possession of adequate skilled personnel; |
| i) curriculum vitae of at least two key personnel and proof of their relevant qualifications and experience in petroleum petcoke business |
| 1. sufficient methods to control emission of fugitive particulate matter including:
	1. protective cover or a surfactant solution or water sprayed on regular basis; and
	2. methods to reduce dust in conveyor loading operations;
 |
| k) appropriate storm water drainage provisions; |
| 1. proof of financial capability which is either:
	1. a balance of not less than five hundred million shillings or equivalent in a convertible currency at a bank or financial institution licensed by the Bank of Tanzania to act as such
	2. a bank guarantee of not less than five hundred million shillings or equivalent in a convertible currency; or
	3. an unequivocal 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 shillings or equivalent in a convertible currency, provided that the letter shall be signed by the chief executive officer of the institution or the bank; and
 |
| k) a proof of payment of an appropriate application fee (**TZS 1,000,000/=)** |
| **29. Petroleum Bitumen Manufacturing Plant Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence;
 |
| b) a project or business plan describing the scope of the regulated activity; |
| c) certified copy an environmental impact assessment certificate from relevant authorities; |
| d) proof of land ownership and right of use; |
| e) certified copy of a building permit; |
| f) a list of blending units and storage tanks with its corresponding certificate of approval or any other similar documents as provided by the equipment supplier or manufacturer; |
| 1. an engineering layout plan duly signed by a registered engineer which shall specify:
	1. the number of tanks and type of installation where applicable;
	2. the location and distances between building structures and amenities and equipment;
	3. entry and exit;
	4. perimeter wall and property boundaries; and
	5. that the engineering, design and construction shall be carried out in accordance with approved specifications; and
 |
| h) details of environmental protection measures to be employed to prevent harmful environmental impacts resulting from the regulated activity; and |
| i) a proof of payment of an appropriate application fee (**TZS 2,000,000)** |
| **30. Petroleum Bitumen Wholesale Licence** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence;
 |
| b) certified copy of TIN certificate; |
| c) a business plan describing the scope of a regulated activity; |
| 1. written proof of ownership or lease of a bitumen storage area that complies with Good Petroleum Industry Practices including:
	1. an entrance and an exit;
	2. sufficient ventilation;
	3. spillage containment; and
	4. adequate firefighting equipment;
 |
| e) a certified copy of an Environmental Impact Assessment Certificate from the relevant Authority |
| m) certified copy of Occupational Safety and Health Certificate from the relevantAuthority; |
| f) a layout plan of the site duly signed by a registered engineer showing storage area, blending units and all traffic patterns, where applicable; |
| g) curriculum vitae of at least two key personnel and proof of their relevant qualifications and requisite knowledge in the respective field |
| h) certified copy of a written proof of land use right and ownership of a bitumen blending plant, that complies with approved specifications and Good Petroleum Industry Practices, where applicable; |
| i) proof of possession of a valid certificate of correctness of a measuring instrument from the Certification Authority |
| 1. proof of financial capability which is either:
	1. a balance of not less than five hundred million shillings or equivalent in a convertible currency at a bank or financial institution licensed by the Bank of Tanzania to act as such;
	2. a bank guarantee of not less than five hundred million shillings or equivalent in a convertible currency; or
	3. an unequivocal 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 shillings or equivalent in a convertible currency, provided that the letter shall be signed by the chief executive officer of the institution or the bank.
 |
| k) a proof of payment of an appropriate application fee **(TZS 1,000,000/=)** |
| **31. Condensate Storage Construction Approval** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation or
	2. Business Licence
 |
| b) certified copy of proof of ownership of land on which the condensate storage facility to be constructed; |
| c) certified copy of lease agreement in case the applicant is not the owner of the land on which a regulated facility to be constructed; |
| d) certified copy of a building permit; |
| e) A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least three personnel and their respective certificates); and; |
| f) a list of facilities to be constructed |
| g) certified copy building permit from the Local Government Authority; |
| h) a list of storage tanks; |
| i) details on environmental protection measures to be employed to prevent harmful environmental impacts resulting from the regulated activity. |
| j) proof of an application fee (**TZS 50,000/=).** |
| **32. Condensate Dealership Licence** |
| 1. Certified copy of Certificates of Business Registrations which include
	1. Certificate of Incorporation or
	2. Business Licence
 |
| b) proof of possession of a storage facility or hospitality agreement with an existing licensee; |
| c) sales agreement/contract between your company and the supplier of condensate (Natural gas processor). The contract should spell the obligations of your company in terms of monitoring movement of condensate; |
| d) details or/and an agreement between your company and your intended consumer or end-use of the condensate detailing requirements for each customer or market segment; |
| e) a duly signed integrity pledge as a commitment to abide with ethical business practices; |
| f) A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least one (1) personnel and their respective certificates); and |
| g) proof of an application fee (**TZS 50,000/=).** |
| **33. Petroleum Waste Oil Recycling Plant Construction Approval** |
| a) The applicant's name, business address, e-mail address, telephone and fax number; |
| b) the location and full address of the proposed facility; |
| c) proof of land ownership and right of use; |
| d) the project feasibility study report which includes, among other things, demonstration of technical and financial capability to implement, operate and maintain the project; |
| e) a certified copy of building permit; |
| f) a certified copy of a memorandum of understanding or any project implementation agreement between the applicant and the Government or any third part, if any; |
| g) certified copy of an environmental impact assessment certificate issued by relevant Authority; |
| h) a list of process technologies and relevant licensors; |
| i) the proposed feedstock supply and product evaluation scheme; |
| j) A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least three personnel and their respective certificates) |
| 1. detailed engineering drawings duly signed by a registered engineer which shall specify:
2. process flow diagrams of the processing units;
3. the number of tanks for storing feedstock and petroleum products;
4. the location, layout and design of the laboratory;
5. the location and distances between building structures and facilities and equipment;
6. entry and exit; and
7. the perimeter wall and property boundaries.
 |
| k) the manner and place in which feedstock shall be delivered to the facility; |
| l) report from the Fire and Rescue Department evidencing that the arrangements proposed for the prevention and firefighting coupled with good housekeeping at the site are satisfactory; |
| m) environmental protection measures to be employed to prevent harmful environmental impacts resulting from a regulated activity; |
| n) proof of payment of the application fee **(TZS 2,000,000).** |
| **34. Waste Recycling Operations Licence** |
| a) Certified copy of Certificates of Business Registrations which include |
| 1. Certificate of Incorporation or
2. Business Licence;
 |
| b) a certified copy of TIN certificate; |
| a) feed stock supply agreement; |
| b) petroleum products sale agreement; |
| c) a business plan describing the scope of a regulated activity; |
| d) certified copy of an environmental impact assessment certificate issued by relevant Authority |
| e) a list of process technologies and relevant licensors; |
| f) a list of facilities and proof of such facilities to support the proposed business; and |
| g) A list of personnel and proof of training and qualification (Attach curriculum vitae (CV) of at least three personnel and their respective certificates); |
| h) proof of financial capability to maintain and operate the facility; |
| i) copy of EWURA Construction Approval (applicable facility Constructed after April 2009); **OR** Clearance from EWURA allowing construction or existence of retail outlet (**applicable for Petroleum Waste Oil Recycling Plant Constructed without Construction Approval from EWURA)** |
| 1. detailed engineering drawings duly signed by a registered engineer which shall specify:
	1. process flow diagrams of the processing units;
	2. the number of tanks for storing feedstock and petroleum products;
	3. the location, layout and design of the laboratory;
	4. the location and distances between building structures and facilities and equipment;
	5. entry and exit; and
	6. the perimeter wall and property boundaries
 |
| p) a duly signed integrity pledge; |
| 1. proof of payment of an appropriate application fee **(TZS 2,000,000/=)**
 |
| **35. Petroleum Marine Loading and Offloading facility Construction Approval.** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence.
 |
| b) the applicant’s name, business address, telephone number and fax number and email address; |
| c) the location and complete address of the proposed facility; |
| d) details of the proposed facility clearly showing the lay out plan and the coordinates of the proposed facility which shall include the proposed pipeline route and length; |
| e) the proposed dates for commencement and completion of the facility; |
| f) proof of land ownership and right of use of the land through which the proposed facility is to be constructed onshore; |
| g) a permit from a relevant authority including the Ministry responsible for Land affairs, Tanzania Port Authority, the Maritime Authority and the Local Authority approving the construction of the proposed facility offshore; |
| h) a business plan describing the scope of the regulated activity; |
| i) financial closure of the facility; |
| j) plans and design specifications of the proposed facility; |
| k) a certified copy of an environmental impact assessment certificate issued by the responsible minister; |
| l) details of any environmental impacts of the proposed facility and the proposed measures to eliminate or minimize those impacts; and |
| m) any other information as shall be required by the Authority. |
| 1. proof of payment of an appropriate application fee **(TZS 20,000,000/=)**
 |
| **36. Petroleum Marine Loading and Offloading Operations Licence.** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence.
 |
| b) details of the facility showing clearly the layout plan and the coordinates of the facility which shall include the pipeline route; |
| c) if an environmental assessment study has been conducted, a certified copy of the certificate; |
| d) a business plan describing the scope of the regulated activity; |
| e) a description of the proposed tariff to be applied to the facility; |
| f) a certified copy of tax identification number certificate; |
| g) proof of land ownership and right of use of the land through which the proposed facility is to be constructed onshore; |
| h) permit from the relevant authority approving the construction of the facility offshore; |
| i) a dully signed integrity pledge |
| j) tax clearance certificate; |
| k) proof of payment of an appropriate application fee **(TZS 2,000,000/=)** |
| **37. Petroleum Independent Marine Surveyor Registration.** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Business Licence.
 |
| b) Certified copy of proof of certification or accreditation by the international certification Organizations; |
| c) Certified copy of Tax payer Identification Number Certificate; |
| d) Certified copy of Weight and Measures Authority certificate or permit; |
| 1. Curriculum Vitae of key personnel and proof of their relevant qualifications from recognized institutions which shall be either:
	1. Bachelor of Science (General); or
	2. Bachelor of Science in Engineering (Mechanical, Chemical and Process, Petroleum, Industrial, Mineral Processing, Electromechanical or Geoscience Engineering).

Without prejudice to Requirement 3(d), the key personnel shall:1. have attended any training in petroleum handling operations; and
2. in case of an engineer, be registered with the Engineers Registration Board (ERB)

i.e., Attach curriculum vitae (CV), respective certified copies of Academic certificates, proof of training in petroleum handling operations and proof of ERB registration (***applicable for Engineers***) |
| f) Curriculum Vitae and respective certified copies of Academic certificates of the support staff who has at least technician certificate from a recognized institution supported with marine operations training |
| g) Proof of possession of adequate equipment for marine surveying for petroleum cargo; |
| h) Certified copy of accreditation by the international certification organizations. This accreditation shall include but not limited to IFIA, ISO9001 and ISO 17020 and 1725; |
| i) Proof of possession of a laboratory in Tanzania capable of performing every relevant test as specified by TBS or proof of permitted access thereof; |
| j) Standard Operating Procedures (SOPs). |
| **38. Petroleum Refinery Plant Construction Approval.** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation;
	2. Memorandum and Article of Association; and
	3. Business Licence.;
 |
| b) joint Venture contract; (where applicable) |
| c) extracts of the Certified Audited Accounts/ Financial statement; |
| d) design and As-built Drawings; |
| e) feasibility study; |
| f) list of process technologies and relevant licensors |
| g) proposed feedstock supply and product evaluation scheme; |
| h) applicant proposal with respect to the procurement of goods and services obtainable in Tanzania; |
| i) local content plan; |
| j) certified copy of a valid Fire Certificate from the Fire Department; |
| k) a description on the manner and place in which crude oil or raw gas shall be delivered to the facility |
| l) certified copy of building permit |
| m) certified copy of title deed or any other authorization approving use of land |
| n) certified copy of environmental Impact Assessment Certificate |
| o) Business or project plan |
| 1. Engineering layout plan duly signed by a registered engineer shall specify the following:
	1. Process flow diagrams of the processing units;
	2. Major refinery units;
	3. The number of tanks for storing feedstock and petroleum products;
	4. The location, layout and design of the laboratory;
	5. the location and distances between building structures and facilities and equipment;
	6. entry and exit;
	7. perimeter wall and property boundaries; and
	8. that the engineering and design has been done in accordance with approved specifications
 |
| q) proof of payment of an appropriate application fee **(TZS 20,000,000/=)** |
| **39. Petroleum Refinery Operation Licence** |
| a) Certified copy of Certificates of Business Registrations which include: |
| 1. Certificate of Incorporation;
2. Memorandum of Association and Article of Association; and
3. Business Licence.
 |
| b) certified copy of TIN certificate; |
| c) feedstock supply agreement; |
| d) petroleum products sale agreement (if any); |
| e) certified copy of Occupational Safety and Health Certificate from the relevant Authority; |
| f) certified copy of a valid Fire Certificate from the Fire Department; |
| g) business plan describing the scope of a regulated activity; |
| h) proof of possession of adequate skilled personnel with requisite knowledge in the respective field; |
| i) proof of Possession of a facility; |
| j) proof of financial capability to operate and maintain a facility; |
| k) A dully signed integrity pledge; |
| l) proof of payment of an appropriate application fee (**TZS 10,000,000/=)** |
| **40. Bunkering Licence** |
| 1. Certified copy of Certificates of Business Registrations which include:
	1. Certificate of Incorporation; or
	2. Business Licence.;
 |
| b) certified copy of TIN certificate; |
| c) a certified copy of an Environmental Impact Assessment Certificate from the relevant Authority; |
| d) Petroleum Product Supply Agreement with Oil Marketing Company; |
| e) Approval from TASAC to conduct business (Bunker barge or bunker ship and its sea worthiness certificate from TASAC or land if vehicle is to be used, then should be certified and approved by LATRA |
| f) proof of payment of the application fee **(TZS 1,000,000).** |

**N.B:** Application fees are subject to changes.

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

**Director General**

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