

Application Procedures for Liquefied Petroleum Gas Business License (Type F)

1. LPG Business License (Type F) covers construction and application of LPG distribution network in an industrial or commercial building. In order to acquire this license, proposal must be submitted to Petroleum Products Regulatory Department together with the following documents -

- (a) Endorsement or no objection letter from the relevant State and Region Government
- (b) Name of the Applicant, Copy of national registration card
- (c) Contact Address, Phone, E-mail and Fax
- (d) Project Area and Location
- (e) Layout Plan and Detail Design Drawings
- (f) Type of LPG Storage (cylinder or storage tank), total storage capacity and daily average consumption
- (g) Schematic and Isometric Drawing of LPG storage and piping systems
- (h) Isometric drawing of water spray system
- (i) Standards & Codes used for storage tank fabrication and pipeline installation and detail specifications
- (j) Material lists and Certificates
- (k) Profile and track record of construction and installation companies
- (l) Maintenance schedule
- (m) Document proofing land ownership or rights to use
- (n) Copy of Land record form (105)/(106)
- (o) License issued by relevant City Development Committee
- (p) Endorsement letter of the relevant Fire Services Department
- (q) Endorsement letter from Internal Revenue Department
- (r) Other relevant documents

2. Petroleum Products Regulatory Department will review the complete proposal and design layout according to the relevant standards and specification. After receiving the confirmation on proposed layout, applicant can start project development phase.

3. Upon the completion of construction works, the applicant must have to submit completion report altogether with the following documents;

- (a) Completion certificate
- (b) Complete Inspection Report for LPG storage tank and piping system
- (c) Profile and Track Record of Third Party Inspection Company
- (d) Petroleum Storage License issued by the Ministry of Natural Resources and Environmental Conservation
- (e) License issued by relevant City Development Committee
- (f) Endorsement letter of the relevant Fire Services Department
- (g) Endorsement letter from Internal Revenue Department
- (h) Emergency Response Plan (ERP) and Fire Prevention Plan

4. Accordingly, PPRD will conduct on ground inspection and then proceeding to license awarding procedures. Licensee shall receive LPG Business License (Type F) for the period of one year.

Procedures for License Renewal

5. The licensee must apply to the Petroleum Products Regulatory Department in order to extend the license term and the following documents must be enclosed along with formal application letter,

- (a) Copy of National Registration Card and company registration certificate
- (b) License issued by relevant City Development Committee
- (c) Endorsement letter of the relevant Fire Services Department
- (d) Endorsement letter from Internal Revenue Department
- (e) LPG Business License (originals and copy)
- (f) Petroleum Storage License issued by the Ministry of Natural Resources and Environmental Conservation