



GUYANA ENERGY AGENCY
APPLICATION FOR RETAIL LICENCE

(Please note that where this form is completed by hand it must be completed in capital letters and that all documents requested should be attached)

1. Full name of Applicant

Note: In the event of the application being made by a body corporate or a partnership, the name and capacity of the person who makes the application on behalf of the body or partnership must be stated:.....

2. Postal Address/Address of registered office.....

3. Physical Address/location of retail outlet *(if different)*.....

4. Telephone No. (including code)

5. Facsimile No. (including code).....

6. E-mail (if any)

7. ID No./ Passport No./ Work Permit No./ Business Registration No./ Company Registration No.

*(*Delete which 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, Work Permit No.*:.....

(*Delete which 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 in Form PP/1A and must be attached to this application.

10. In the case of a **body corporate**, provide name, registration number and country of registration, of all holdings and subsidiary companies:

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11. Proposed name/trade name/registered name of Retail outlet

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12. Name of supplying wholesaler.....

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13. If applicant is not owner of proposed retail outlet, provide name and address of owner(s)

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14. The details of all activities to be undertaken under the retail licence (including services to be provided at the proposed retail outlet), facilities to be provided, and buildings, structures and plant to be used or erected (attach separate list if necessary)

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15. Has an environmental impact assessment study been conducted?

Yes No

16. Does applicant hold other retail licences issued by the GEA?

Yes No

If YES, state the Licence Number(s) and Type of Licence (s)

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Declaration

I,

Hereby declare that I am not subject to any of the disqualifications as set out in Regulation 42 and that the information submitted by me in this application is true and correct.

.....

Signature

.....

Date
(day/month/year)

.....

Name in Block Letters

FOR OFFICIAL USE ONLY

MEETS/ DOES NOT MEET minimum requirements for issue of licence.

.....
Head- Legal & Licensing Division

.....
Date

FORM PP/1A

DETAILS OF DIRECTORS, OTHER PARTNERS OR MEMBERS OF APPLICANT

No.	Name	Capacity (e.g. director, partner etc)	ID/Passport No.	Citizenship	Postal & Residential Address	Telephone and Fax Numbers
1.						
2.						
3.						
4.						
5.						
6.						

Note: Attach Further pages if Necessary

APPLICATION FOR NEW RETAIL LICENCE

Documents required:-

1. A certified copy of the applicant's **identity document** and, in the case of a non-Caricom national, a valid work permit [and also proof of residence in Guyana, or proof of domicile in Guyana, as the case may be].
2. A **police clearance certificate** if the applicant is an individual.
3. **Proof of ownership of land** or **evidence of right to occupy same**.
4. A certified copy of **business registration** or **incorporation documents** if the applicant is a company.
5. **Approved plans, final design or construction drawings of all buildings, road works, structures and plant** to be erected on the proposed premises, including the location of the proposed premises and a general layout plan thereof.
6. A certified copy of **environmental permit** from the Environmental Protection Agency (EPA). If an environmental impact assessment study has been conducted, a certified copy of the document setting out the outcome of such study.
7. A list of all storage tanks, capacities and types of products to be stored.
8. A copy of the **Petroleum Licence** from Guyana Fire Service (GFS).
9. A copy of the Guyana National Bureau of Standards (**GNBS**) **certificate** verifying pump accuracy.
10. Copies of **revenue licences** issued by the Guyana Revenue Authority (GRA), if not a first time applicant.
11. Copy of **Tax Compliance Certificate** issued by the Guyana Revenue Authority (GRA).
12. Copies of **NIS compliance** if not a first time applicant.
13. If retail outlet is branded, for example, by Sol/Rubis/Guyoil, written confirmation by supplying wholesaler.
14. A signed declaration of the number of retail outlets already operated by the Applicant.

NOTE WELL

- If applicable, ***authorization to apply/power of attorney/probate/letters of administration***.
- Identification Document of applicant & person authorized to uplift/ transact business.
- Special circumstances- letter with affidavit attached, attesting to special circumstances surrounding inability to furnish requested document(s).

Please feel free to call the Licensing Department on Tel #: 226-0394 ext. 220/234 for further information.