



GEA

GUYANA ENERGY AGENCY

Guyana Energy Agency, 295 Quamina Street, South Cummingsburg, Georgetown.
226-0394 ext 234

Guidelines When Applying for a GEA Licence

The purpose of these guidelines is to assist applicants to correctly complete the relevant forms and ensure all required documents are submitted so as to prevent delays in processing the application.

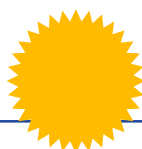
These guidelines should not be used as a substitute for the Petroleum and Petroleum Products Regulations 2004. These Regulations serve as the legal framework on which these guidelines are based to provide ease in application while remaining in full compliance with the law.

If you have any questions in filling out the application, please feel free to contact the GEA Licensing Division at (592) 226-0394 ext 234.

Mission Statement

Reliable energy-
economically,
environmentally and
socially sustainable- for
all in Guyana.

www.gea.gov.gy
226-0394



Wholesale Licences

What is a Wholesale Licence?

Bulk quantities means a single quantity in excess of 2000 litres.

A Wholesale Licence is issued to any person who imports or distributes petroleum and petroleum products for the purpose of sale in bulk quantities.

To ensure timely compliance and efficiency in obtaining a Wholesale Licence, follow the steps below:

1) Obtain/Uplift an Application Form from the GEA Licensing Office at 295 Quamina Street OR download one from our website: www.gea.gov.gy

2) Fill the Application Form, including all relevant information in the spaces provided.

If you are unsure of the requirements, do not hesitate to ask any member of the Licensing Staff.

3) Attach the following documents to the application:

(continued)

How can a Licence be Obtained?

- a) **Form of identification: passport or identification card and, in the case of a non-Caricom national, permanent residence permit or valid work permit**
- b) **Business registration or incorporation documents**
- c) **Environmental permit**
- d) **If not a first time applicant, a tax compliance certificate [or tax receipts]**
- e) **Proof of ownership of the land or evidence of right to occupy same**
- f) **A list of all retail outlets, which at the time of the application the applicant intends to supply with petroleum and petroleum products**
- g) **A police clearance certificate, if applicant is an individual**

h) A list of the ports of entry through which the petroleum and petroleum products will enter Guyana

i) A list of all storage facilities intended to be used, including shared storage facilities with specific reference to –

→ **The location of the storage facilities**

→ **The capacity of the storage facilities**

→ **The ownership of the storage facilities (including the ownership of the land on which the storage facilities are situated, if different) and, in the case of shared ownership, the basis of sharing**

→ **The names of other wholesalers sharing the same storage facilities**

h) (a) If a first time applicant, approved plans, final design or construction drawings of all buildings, roadworks, structures and plant to be erected on the proposed premises, including the location of the proposed premises and a general layout plan thereof.

The following must also be submitted-

- **A sworn land surveyor's certificate of the area showing the measurement of the premises to be licensed, with an indication of the position of the outlet on the premises**
- **An accurate location of the premises to be licensed on a map with a scale of not less than 1:50,000. The complete map must be attached and not a copy or a segment thereof; or if not available –**
- **Accurate coordinates of the premises to be licensed and the position of the retail outlet as measured by a GPS with an indication of the coordinate system used, or if not available.**

(b) If not a first time applicant, approved plans, final design or construction drawings of all buildings, roadworks, structures and plant of any modification(s) done within the last year.

i) any permits required for the facilities: Guyana Fire Service, Guyana National Bureau of Standards and Central Housing and Planning Authority.

NOTE WELL

→ A fee is required for the issuance of licence.

→ 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).