



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



Guidelines

For

Applying



RETAIL LICENCES

What is a Retail Licence?

Retail Licences are issued in respect of Petrol Filling Stations/Service Stations/Gas stations AND/OR sites that engage in the sale of gasoil (diesel), mogas (gasoline), kerosene, cooking gas (LPG) and lubricants.

A Retail Licence is the legal document obtained from the Guyana Energy Agency that is issued to a person desirous of operating a retail outlet from where petroleum and petroleum products are **SOLD or OFFERED FOR SALE** to consumers for consumption.



How can a Licence be Obtained?

To ensure timely compliance and efficiency in starting your own retail business, 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:

a) Form of Identification: for example, passport or identification card and, in the case of a non-Caricom national, permanent residence permit or valid work permit

b) Proof of ownership of land intended to occupy for the Retail Outlet: Transport, title, lease or land claim.

c) Shop licence/business registration or incorporation documents where applicable

d) If a first time applicant, approved plans from CH&PA, in case of a Gas Station.

e) If not a first time applicant, approved plans from CH&PA, if any modification(s) done within the last year, in case of a Gas Station.

f) Environmental permit in the case of Gas Stations as obtained from the Environmental Protection Agency. (This document will not apply in the case of shops.)

g) Petroleum Licence from Guyana Fire Service (GFS).

h) Guyana National Bureau of Standards (GNBS) certificate, in case of a Gas station.

i) If not a first time applicant, a tax compliance.

j) If the Retail Outlet is Branded, the dealer appointment letter is required if a first time applicant.

k) Police clearance certificate

l) Signed Declaration of the number of retail outlets already operated by the applicant, if any

m) Revenue licences

4. Pay the appropriate fee required for the issuance of the Licence at the GEA.

5. Once all of the documents have been submitted, your Retail Licence will be issued to you at the GEA.

This Licence Must be Displayed in its Original Format at the Retail Outlet Site.

A display of a copy or scanned version of the Licence is Prohibited!

Remember, this Licence is evidence of YOUR Right to Retail petroleum and petroleum products to the consumers!

6. A Site Inspection is usually conducted by GEA personnel to ensure compliance with all relevant standards.

**DON'T FORGET TO RENEW YOUR
LICENCE EVERY YEAR!**

**ANY BUSINESS CONDUCTED AFTER THE
EXPIRATION OF THE LICENCE MAY BE
SUBJECT TO CLOSURE OR
PROSECUTION.**



Special Circumstances

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