



**GUYANA ENERGY AGENCY**

**APPLICATION FOR IMPORT LICENCE OR IMPORTING WHOLESALE 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 .....

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*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 :*

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2. Postal Address/Address of Registered Office.....

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3. Physical Address of Storage Site of petroleum and petroleum products.....

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.....

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 and 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. Holder of Other Licences issued by the GEA: **YES**\_\_\_\_ **NO**\_\_\_\_

If **YES**, state Licence Number and Type of Licence .....

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12. Provide names of companies from which petroleum and petroleum products will be imported (*\*letter/document of company's intention to supply applicant for import purposes to Guyana must also be attached*) .....

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13. The details of all activities to be undertaken under the import/ importing wholesale licence (including areas of distribution to potential customers in Guyana).....

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*(If necessary, attach separate list)*

14. Provide details of specifications of petroleum and petroleum products intended to be imported and distributed:.....

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15. Has an environmental impact assessment study been conducted?

Yes  No

**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

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**FOR OFFICIAL USE ONLY**

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

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**Head- Legal & Licensing Division**

.....

**Date**

**FORM PP/5A**

**DETAILS OF DIRECTORS, OTHER PARTNERS OR MEMBERS OF APPLICANT**

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

*Note: Attach Further pages if Necessary*

**APPLICATION FOR  
IMPORTING WHOLESALE LICENCE OR IMPORT 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 certified copy of **business registration** or **incorporation documents** if the applicant is a company.
3. 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.
4. A **police clearance certificate**, if the applicant is an individual.
5. **Petroleum Licence** from Guyana Fire Service (GFS) in the case of wholesale and importing wholesale application.
6. A **list of all storage facilities** intended to be used, including shared storage facilities with specific reference to –
  - a. The location of the storage facilities;
  - b. The capacity of the storage facilities;
  - c. 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;
  - d. The names of other wholesalers sharing the same storage facilities.
7. **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.
8. A list of the ports of entry from where it intends to import petroleum or petroleum products.
9. A Certificate of Compliance issued by the Guyana Revenue Authority (GRA), if the applicant is not a first time applicant.
10. Copies of **NIS compliance**, if not a first time applicants
11. A list of all retail outlets which at the time of the application the applicant intends to supply with petroleum and petroleum products. (does not apply to applicants for Import Licence)
12. Proof of ownership of land or evidence of right to occupy same.
13. Specifications and Estimates of volumes of petroleum and petroleum products to be imported.

**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 #: 225-8671 for further information.*