



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

FOR OFFICIAL USE ONLY

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

.....

Head- Legal & Licensing Division

.....

Date

FORM PP/5A

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

Document	Description
Identity Document	<p>Identification Card, Passport or Driver's Licence</p> <p>For non-Caricom nationals, a valid work permit</p>
Business Registration or Incorporation Documents	<p>Full incorporation documents must be submitted</p>
Environmental Permit	<p>Not required for LPG or lubricants.</p> <p>Not required for fuel under 2000 litres.</p> <p>If an environmental impact assessment study has been conducted, a certified copy of the document setting out the outcome of such study must also be submitted</p>
Petroleum License	<p>Petroleum Licence from the Guyana Fire Service (GFS)</p>
GNBS Certificates	<p>Guyana National Bureau of Standards (GNBS) certificate verifying pump accuracy</p>
A List of all Storage Facilities	<ol style="list-style-type: none"> 1. The location of the storage facilities; 2. The capacity of the storage facilities; 3. 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; 4. The names of other wholesalers sharing the same storage facilities.
Approved/Construction Designs	<p>Plans approved by the Central Housing and Planning Authority or the relevant NDC or other authorized body</p> <p>For export of diesel, gasoline, LPG, natural gas, LNG</p>
List of the Ports of Entry	<p>The ports of entry through which the applicant intends to import petroleum or petroleum products</p>
Written Confirmation from the supplier	<p>A letter from the proposed supplier of the petroleum products confirming their ability to provide the relevant products for import into Guyana</p>
Specifications of the products to be imported	<p>Detailed list of the chemical properties of the fuel to be imported</p> <p>Specifications should be consistent with the relevant approved national Standard.</p>

Document	Description
	Not required for lubricants
Estimates of quantity of products to be imported	Estimate should be stated per product, per month or per annum
Proof of Ownership of Land	<p>Transport or Certificate of Title</p> <p>If proof of ownership is not available evidence of right to occupy (e.g. lease) same can also be utilized</p>
Details of financing the business venture	State from where financing of the project/business will come
Audited Financial Statements	To be submitted for the applicant company or business for the five years preceding the application
Business Proposal	Including the following: business' structure, market analysis, minimum of five years' sales projections, cash flow projections, expected assets and liabilities, plans for expansion, SWOT analysis

Importing Wholesale Licence

Document	Description
Identity Document	<p>Identification Card, Passport or Driver's Licence</p> <p>For non-Caricom nationals, a valid work permit</p>
Business Registration or Incorporation Documents	<p>Full incorporation documents must be submitted</p>
Environmental Permit	<p>Not required for LPG or lubricants.</p> <p>Not required for fuel under 2000 litres.</p> <p>If an environmental impact assessment study has been conducted, a certified copy of the document setting out the outcome of such study must also be submitted</p>
Petroleum License	<p>Petroleum Licence from the Guyana Fire Service (GFS)</p>
GNBS Certificates	<p>Guyana National Bureau of Standards (GNBS) certificate verifying pump accuracy</p>
A List of all Storage Facilities	<ol style="list-style-type: none"> 1. The location of the storage facilities; 2. The capacity of the storage facilities; 3. 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; 4. The names of other wholesalers sharing the same storage facilities.
Approved/Construction Designs	<p>Plans approved by the Central Housing and Planning Authority or the relevant NDC or other authorized body</p> <p>For import of diesel, gasoline, LPG, natural gas, LNG</p>
List of the Ports of Entry	<p>The ports of entry through which the applicant intends to import petroleum or petroleum products</p>
Written Confirmation from the supplier	<p>A letter from the proposed supplier of the petroleum products confirming their ability to provide the relevant products for import into Guyana</p>

Importing Wholesale Licence

Document	Description
Specifications of the products to be imported	Detailed list of the chemical properties of the fuel to be imported Specifications should be consistent with the relevant approved national Standard. Not required for lubricants
Estimates of quantity of products to be imported	Estimate should be stated per product, per month or per annum
Proof of Ownership of Land	Transport or Certificate of Title If proof of ownership is not available evidence of right to occupy (e.g. lease) same can also be utilized
Details of financing the business venture	State from where financing of the project/business will come
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Approved/Construction Designs	<p>Plans approved by the Central Housing and Planning Authority or the relevant NDC or other authorized body</p> <p>For the sale of gasoline, diesel, LNG, natural gas</p>
Proof of Ownership of Land	<p>Transport or Certificate of Title</p> <p>If proof of ownership is not available evidence of right to occupy (e.g. lease) same can also be utilized</p>