



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

Document	Description
Identity Document	<p>Identification Card, Passport or Driver's Licence</p> <p>For non-Caricom nationals, a valid work permit</p>
Proof of Ownership of Land	<p>Transfer 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>
Business Registration or Incorporation Documents	<p>Full incorporation documents must be submitted</p>
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 diesel, gasoline, natural gas, LNG</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 Licence	<p>Petroleum Licence from the Guyana Fire Service (GFS)</p>
GNBS Certificate	<p>Guyana National Bureau of Standards (GNBS) certificate verifying pump accuracy</p>
Revenue Licences	<p>Revenue licences issued by the Guyana Revenue Authority (GRA), if not a first time applicant</p>
Supplying Wholesaler Confirmation	<p>If retail outlet is branded, written confirmation by supplying wholesaler</p>

Document	Description
Number of Ready Retail Outlets	A signed declaration of the number of retail outlets already operated by the Applicant