

OIL INDUSTRY MANAGEMENT BUREAU (OIMB)



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SUMMARY OF PROCESSES

External Services

Retail Market Monitoring and Special Concerns Division (RMMSCD)

PROCESSES	DURATION	CLASSIFICATION
1. Application for Registration - Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator)	20 Working Days	Highly Technical
2. Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename	20 Working Days	Highly Technical
3. Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or Tradename	20 Working Days	Highly Technical
4. Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)	20 Working Days	Highly Technical
5. Application for Registration by a Trademark Owner or Marketer – LPG Seal	20 Working Days	Highly Technical
6. Application for Registration – Bulk Consumer	20 Working Days	Highly Technical
7. Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder	20 Working Days	Highly Technical

and/or Cartridge		
8. Issuance of License to Operate (LTO) for Trademark Owner or Marketer	20 Working Days	Highly Technical
9. Issuance of License to Operate (LTO) for LPG Refiller	20 Working Days	Highly Technical
10. Issuance of License to Operate (LTO) for LPG Dealer	20 Working Days	Highly Technical
11. Issuance of License to Operate (LTO) for LPG Retailer	20 Working Days	Highly Technical
12. Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator	20 Working Days	Highly Technical
13. Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator	20 Working Days	Highly Technical
14. Issuance of Certification for Hauler	20 Working Days	Highly Technical
15. Issuance of Permit for Temporary Emergency Retail Outlet (TERO)	7 Working Days	Complex
16. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)	20 Working Days	Highly Technical
17. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation	20 Working Days	Highly Technical
18. Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)	20 Working Days	Highly Technical
19. Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)	20 Working Days	Highly Technical

Retail Market Monitoring and Special Concerns Division / Oil Industry Competition and Monitoring Division

PROCESSES	DURATION	CLASSIFICATION
20. Application for Additional Registration – Authorized Transport Motor Vehicles and Marine Vessels	20 Working Days	Highly Technical

Oil Industry Competition and Monitoring Division (OICMD)

PROCESSES	DURATION	CLASSIFICATION
21. Application for Registration - Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)	20 Working Days	Highly Technical
22. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor	20 Working Days	Highly Technical
23. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler	20 Working Days	Highly Technical
24. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Hauling Services (Bulk Level)	7 Working Days	Complex
25. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products	7 Working Days	Complex
26. Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant	7 Working Days	Complex
27. Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel	7 Working Days	Complex

28. Issuance to Notice to Import for Sale or Own Use – Liquid Petroleum Products	7 Working Days	Complex
29. Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol	7 Working Days	Complex
30. Issuance of Acknowledgement to Notice to Import Bioethanol	7 Working Days	Complex
31. Issuance to Notice to Import for Sample Testing – Liquid Petroleum Products and Bioethanol	7 Working Days	Complex
32. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (<i>ISO Certified</i>)	20 Working Days	Highly Technical
33. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)	20 Working Days	Highly Technical
34. Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479	20 Working Days	Highly Technical

Oil Industry Standards and Monitoring Division (OISMD)

PROCESSES	DURATION	CLASSIFICATION
35. Issuance of Acknowledgement of Notice to Denature Imported Bioethanol	3 Working Days	Simple
36. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Lubes Products	7 Working Days	Complex
37. Issuance of Acknowledgement for the Notice To Import For Sale Or Own Use – Lubes Products	7 Working Days	Complex
38. Issuance of Certificate of Fuel Additive Registration	8 Working Days	Complex

Natural Gas Management Division (NGMD)

PROCESSES	DURATION	CLASSIFICATION
39. Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities	20 Working Days	Highly Technical
40. Issuance of the Acknowledgement to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
41. Issuance of the Accreditation to Import LNG and/or Supply and Transport of Natural Gas	7 Working Days	Complex
42. Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
43. Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical
44. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities	20 Working Days	Highly Technical

Internal Services

PROCESSES	DURATION	CLASSIFICATION
45. Request from other, Bureaus, and Services for Oil Industry Data/Statistics/Information	7 Working Days	Complex Transaction



RETAIL MARKET MONITORING AND SPECIAL CONCERNS DIVISION (RMMSCD)

PROCESSES

1. Application for Registration - Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator)
2. Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename
3. Application for Registration by a Refiller – Authority to Fill Third-Party Trademark or Tradename
4. Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)
5. Application for Registration by a Trademark Owner or Marketer – LPG Seal
6. Application for Registration – Bulk Consumer
7. Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge
8. Issuance of License to Operate (LTO) for Trademark Owner or Marketer
9. Issuance of License to Operate (LTO) for LPG Refiller
10. Issuance of License to Operate (LTO) for LPG Dealer
11. Issuance of License to Operate (LTO) for LPG Retailer
12. Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator
13. Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator
14. Issuance of Certification for Hauler

15. Issuance of Permit for Temporary Emergency Retail Outlet (TERO)
16. Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)
17. Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation
18. Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)
19. Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)
20. Application for Additional Registration – Authorized Transport Motor Vehicles and Marine Vessels



Application for Registration-Prior to Commencement of LPG Facility Construction (Refiller and Centralized LPG Piping System Owner/Operator)

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Refiller and Centralized LPG Piping System Owner/Operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Refiller and Centralized LPG Piping System Owner/Operator
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 1 (1 copy)	RMMSCD Application Form (Annex 1)
2. Company Profile	Provided by applicant
3. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
4. Articles of Incorporation (SEC) or its equivalent (DTI);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
5. General Information Sheet (SEC) or its Equivalent (DTI);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
6. Executive briefer of the facility for construction;	Provided by applicant
7. List of reference standards/codes used in the construction design; and	Provided by applicant
8. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the	Annex J

- absence thereof any internationally accepted codes or standards.
2. This application shall be made on a per establishment construction;
 3. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;
 4. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;
 5. OIMB/FO may further require a presentation on the details of application in a pre-application conference;
 6. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and
 7. Refer to Sections 18 and 31 of this Department Circular on the DOE handling office of this application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and			

	prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of the Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval			<i>Division Chief, Respective Division</i>
	3.6 Review and endorse Certificate of Registration for Director's approval			<i>Assistant Director, OIMB-OD</i>
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity		5 Working Days	<i>Director, OIMB-OD</i>
	3.8 Release of signed Certificate of Registration to RMMSCD			<i>Admin Staff, OIMB-OD</i>
4. Receipt of signed Certificate of Registration	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Application for Registration by a Trademark Owner or Marketer - Trademark or Tradename

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business	
Who May Avail:	Entities intending to sell a particular trademark or trade name via LPG filled cylinder.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Registration - Annex 2 (1 copy)		RMMSCD Annex 2
2. Company Profile		Provided by applicant
3. Executive briefer of the trademark or tradename		Provided by applicant
4. IPO Certificate of Registration		Intellectual Property Office (IPO)
5. Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant
Notes:		
1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before the start of commercial use of the Trademark or tradename;		
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;		
3. OIMB may further require a presentation on the details of application in a pre-application conference;		
4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and		
5. Refer to Sections 19 and 31 of this Department Circular on the DOE handling office of this application.		

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Trade mark owner or Marketer (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Certificate of Registration to			<i>Division Chief, Respective Division</i>

	applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i> <i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i>
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			
	3.8 Release of signed Certificate of Registration to RMMSCD			
4	Receipt of signed Certificate of Registration	None		
	4.1 Release of application to client			
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Application for Registration by a Refiller-Authority to Fill Third-Party Trademark or Tradename

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the business of Refilling LPG cylinders for third-party Trademark Owner or Marketer.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 3 (1 copy)	RMMSCD Annex 3
2. Notarized certificate of the existence of a refilling contract duly signed by both the Refiller and the third-party Trademark owner or Marketer;	Provided by applicant
3. LTO of Refiller;	Provided by applicant
4. LTO of third-party Trademark owner or Marketer;	Provided by applicant
5. DOE registration certificate - Trademark or tradename;	Provided by applicant
6. DOE registration certificate - LPG Seal; and	Provided by applicant
7. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filling of a Trademark or tradename;	
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;	
3. OIMB may further require a presentation on the details of application in a pre-application conference;	

4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
5. Refer to Sections 20 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Fill Third-Party Trade mark or Trade name (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i> <i>Supervising SRS, Respective Division</i> <i>Division Chief,</i>

	3.4	Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Respective Division</i>	
	3.5	Review and endorse to OBD for approval of Certificate of Registration to applicant and recommend approval				
	3.6	Review and endorse Certificate of Registration for Director's approval			5 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.7	Review and approval of Certificate of Registration to applicant as a registered entity				<i>Director, OIMB-OD</i>
	3.8	Release of signed Certificate of Registration to RMMSCD				<i>Admin Staff, OIMB-OD</i>
4. Receipt of signed Acknowledgement Letter	4.1	Release of application to client	None		<i>Admin Staff, Respective Division</i>	
	4.2	File copy of the application and action for safekeeping				
Total Number of Days			20 Working Days			



Application for Registration by a Dealer or Retailer-Authority to Sell a Trademark or tradename (via LPG-filled pressure vessel)

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business	
Who May Avail:	Entities intending to engage in the business of selling LPG in cylinder.	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Application for Registration - Annex 4 (1 copy)	RMMSCD Annex 4	
2. Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer;	Provided by applicant	
3. LTO of Dealer or Retailer;	Provided by applicant	
4. LTO of Trademark owner or Marketer;	Provided by applicant	
5. DOE registration certificate - Trademark or tradename;	Provided by applicant	
6. DOE registration certificate - LPG Seal; and	Provided by applicant	
7. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant	
Notes:		
1. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of filling of a Trademark or tradename;		
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;		
3. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and		

4. Refer to Sections 21 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Authority to Sell a Trademark or Trade name (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval of Certificate of			<i>Division Chief, Respective Division</i>

	Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.8 Release of signed Certificate of Registration to RMMSCD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Certificate of Registration	4.1 Release of application to client	None	<i>Admin Staff, Respective Division</i>
		4.2 File copy of the application and action for safekeeping		
Total Number of Days			20 Working Days	



Application for Registration by a Trademark Owner or Marketer - LPG Seal

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the sale of LPG-filled cylinder with an LPG seal intended for a particular trademark or trade name.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 5 (1 copy)	RMMSCD Annex 5
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;	Provided by applicant
3. Certificate of production or certificate of importation of LPG Seal per valve type and per brand from their respective manufacturer or importer;	Provided by applicant
4. Accreditation certificate of LPG Seal manufacturer or importer from the DTI; and	Provided by applicant
5. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
6. Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;	
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;	
3. OIMB may further require a presentation on the details of application in a pre-application conference;	

4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
5. Refer to Sections 22 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for			<i>Division Chief, Respective Division</i>

	approval of Certificate of Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.8 Release of signed Certificate of Registration to RMMSCD			<i>Admin Staff, OIMB-OD</i>
4 Receipt of signed Certificate of Registration	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Application for Registration by a Trademark Owner or Marketer - LPG Seal

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the sale of LPG-filled cylinder with an LPG seal intended for a particular trademark or trade name.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 5 (1 copy)	RMMSCD Annex 5
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;	Provided by applicant
3. Certificate of production or certificate of importation of LPG Seal per valve type and per brand from their respective manufacturer or importer;	Provided by applicant
4. Accreditation certificate of LPG Seal manufacturer or importer from the DTI; and	Provided by applicant
5. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
6. Submission of six (6) pieces of LPG Seal samples per valve type and per Trademark or tradename.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB for the issuance of registration before the start of LPG Seal commercial use;	
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;	
3. OIMB may further require a presentation on the details of application in a pre-application conference;	

4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
5. Refer to Sections 22 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	3.5 Review and endorse to OBD for approval			<i>Division Chief, Respective Division</i>

	of Certificate of Registration to applicant and recommend approval			
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i> <i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i>
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			
	3.8 Release of signed Certificate of Registration to RMMSCD			
4	Receipt of signed Certificate of Registration	None		
	4.1 Release of application to client			
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Application for Registration-Bulk Consumer

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to purchase LPG at large quantities for its own use, requires bulk storage of LPG, and does not, in any way, engage in the distribution or sale of LPG to the End Consumer.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 6 (1 copy)	RMMSCD Annex 6
2. Company profile;	Provided by applicant
3. Executive briefer on the operation of the Bulk Consumer;	Provided by applicant
4. Site and facility layout plan with sufficient description and legends;	Provided by applicant
5. List of reference standards/codes used in the LPG facility; and	Provided by applicant
6. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. The LPG product, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	Annex J
2. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of registration before the start of commercial use of LPG;	
3. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;	
4. OIMB may further require a presentation on the details of application in a pre-application conference;	

5. Issuance of registration shall not be later than twenty (20) working days from receipt of application;				
6. Refer to Annex 6-A for the criteria to be considered as a Bulk consumer; and				
7. Refer to Sections 23 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Bulk Consumer (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to respective division		15 Working Days	<i>Science Research Specialist, Respective Division</i>
	3.2 Receive application and assign to respective section/ personnel			
	3.3. Evaluate/process application and prepare Acknowledgement letter as a registered entity			
	3.4. Review and recommend approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
				<i>Supervising SRS, Respective Division</i>
				<i>Division Chief, Respective Division</i>

	3.5. Review and endorse to OBD for approval of the evaluated application/ Acknowledgment letter to applicant and recommend approval			
	3.6. Review and endorse application for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.7. Review and approval of Acknowledgment letter to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.8. Release of signed Acknowledgment letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
4 Receipt of signed Acknowledgement Letter	4.1 Release of application to client	None		
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as independent hauler of LPG in cylinder and/or cartridge.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex C (1 copy)	RMMSCD Application Form (Annex C)	
2. Checklist of Requirements – Annex C-1 (1 copy)	RMMSCD Checklist of Requirements (C1 – C4)	
3. Company Profile Form – Annex C-2 (1 copy)		
4. List of motor vehicle per company or establishment basis with supporting documents - Annex C-3		
5. List of marine vessel per company or establishment basis with supporting document - Annex C-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;	Provided by applicant	
6.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.4. Latest GIS if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.6. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)	
6.7. Certificate of registration and official receipt per motor vehicle from LTO with	Land Transportation Office (LTO)	

picture of the front of vehicle with plate number;				
6.8. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)		
6.9. Ship Registry and Safety Certificates per marine vessel from MARINA with picture of the name of vessel.		Maritime Industry Authority (MARINA)		
6.10. Fire prevention and response manual for motor vehicle;		Provided by applicant		
6.11. Fire prevention and response manual for marine vessel;		Provided by applicant		
6.12. Notarized certification on the supplier's contract/agreement;		Provided by applicant		
6.13. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;		Provided by applicant		
6.14. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name and address;		Provided by applicant		
6.15. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;		DOE – Office of the Legal Services		
6.16. Notarized company secretary's certificate for authorized representative and signatory; and		Provided by applicant		
6.17. Proof of payment of application fee.		Provided by applicant		
Notes:				
1. Submit one (1) Certified True Copy of all the required supporting documents;		Provided by applicant		
2. Submission of Annual Reportorial Requirements as Independent Hauler of LPG in cylinder or in Cartridge;		RMMSCD Section 29.2 - Annexes ARB4 to 7 Annual Reports - Independent Hauler of LPG in Cylinder and/or Cartridge		
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.		RMMSCD Annex J		
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management	1.1 Review of completeness of	None		<i>Officer of the day/Assigned Processor</i>

Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	documents against checklist of requirement			<i>Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, Respective Division</i>
	4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>
	4.4 Review and recommend approval of the LTO application, evaluation sheet,			

	and transmittal letter to applicant			
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
	4.6			
	4.7 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	None	5 Working days	<i>Division Chief Respective Division</i>
	4.8 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Assistant Director, OIMB-OD</i>
	4.9 Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Director, OIMB-OD</i>
5. Receipt of signed LTO and transmittal letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number of Days		20 Working Days		



Issuance of License to Operate (LTO) for Trademark Owner or Marketer

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as Trademark Owner or Marketer.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex D (1 copy)		RMMSCD Application Form (Annex D)
2. Checklist of Requirements – Annex D-1 (1 copy)		RMMSCD Checklist of Requirements (D1 – D5)
3. Company Profile Form – Annex D-2 (1 copy)		
4. Establishment Profile Form - Annex D-3		
5. Inventory of LPG Cylinders - Annex D-4		
6. List of Transport Motor Vehicle – Annex D-5		
7. Attached Supporting Documents:		
7.1. Executive briefer of operation;		Provided by applicant
7.2. Scaled layout plan of the establishment;		Provided by applicant
7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.4. IPO certificate of registration;		Intellectual Property Office (IPO) Provided by applicant
7.5. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.6. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.7. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
7.8. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)
7.9. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)
7.10. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)

7.11. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
7.12. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.13. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
7.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
7.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
7.16 Latest digital photographs (5R Size with date/time stamp) showing the following: 7.16.1 Full and front and back views of establishment; 7.16.2 Measuring Device/s; 7.16.3 LPG cylinders; 7.16.4 Safety and informational signs; and 7.16.5 Display board showing the Facility registered business name and address.	Provided by applicant
7.17 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.18 Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
7.19 Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;	RMMSCD Section 29.3 - Annexes ARC 1 to 6 - Annual Reports - Trademark owner or Marketer
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	RMMSCD Annex J
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			
	4.4 Review and recommend approval of the			

	LTO application, evaluation sheet, and transmittal letter to applicant			<i>Respective Division</i>
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>
				<i>Division Chief Respective Section</i>
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant	None		<i>Director, OIMB-OD</i>
	4.8 Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and transmittal letter	5.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for LPG Refiller

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as LPG Refiller.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex E (1 copy)	RMMSCD Application Form (Annex E)	
2. Checklist of Requirements – Annex E-1 (1 copy)	RMMSCD Checklist of Requirements (E1 – E4)	
3. Company Profile Form – Annex E-2 (1 copy)		
4. Establishment Profile Form - Annex E-3		
5. Inventory of LPG Cylinders - Annex E-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;	Provided by applicant	
6.2. Scaled layout plan of the establishment;	Provided by applicant	
6.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)	
6.8. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;	Land Transportation Office (LTO)	
6.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)	
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)	

6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
6.12. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
6.13. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
6.14. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
6.15. Notarized certification on the supplier's contract/agreement;	Provided by applicant
6.16. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
6.17 Latest digital photographs (5R Size with date/time stamp) showing the following: 6.17.1 Full and front and back views of establishment; 6.17.2 Measuring Device/s; 6.17.3 LPG cylinders; 6.17.4 Safety and informational signs; and 6.17.5 Display board showing the Facility registered business name and address.	Provided by applicant
6.17. Fire prevention and response manual;	Provided by applicant
6.18. LPG spill prevention and response manual;	Provided by applicant
6.19. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
6.20. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
6.21. Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as LPG Refiller;	RMMSCD Section 29.4 - Annexes ARD 1 to 5 - Annual Reports – Refilling Plant
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	RMMSCD Annex J
4. Prohibited Acts and Penalties for Registration and LTO	RMMSCD Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3. If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	<i>Science Research Specialist, Respective Division</i>

	4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief, Respective Division</i>
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant	None		<i>Director, OIMB-OD</i>
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and transmittal letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for LPG Dealer

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division		
Classification:	Highly Technical		
Type of Transaction:	Government to Business		
Who may avail:	Entities intending to engage as LPG Dealer.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application Form – Annex F (1 copy)		RMMSCD Application Form (Annex F)	
2. Checklist of Requirements – Annex F-1 (1 copy)		RMMSCD Checklist of Requirements (F1 – F5)	
3. Company Profile Form – Annex F-2 (1 copy)			
4. Outlet Profile Form - Annex F-3			
5. List of transport motor vehicle per total company basis with supporting documents - Annex F-4			
6. Typical Dealer's Warehouse Layout – Annex F-5			
7. Attached Supporting Documents:			
7.1. Executive briefer of operation;		Provided by applicant	
7.2. Scaled layout plan of the establishment;		Provided by applicant	
7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
7.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
7.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
7.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)	
7.8. Certificate of registration and official receipt per motor vehicle from LTO with		Land Transportation Office (LTO)	

picture of the front of vehicle with plate number;	
7.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.10. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.11. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
7.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
7.13 Latest digital photographs (5R Size with date/time stamp) showing the following: 7.13.1 Full and front and back views of establishment; 7.13.2 Price Display Board; 7.13.3 Measuring device/s; 7.13.4 LPG cylinders; 7.13.5 Safety and informational signs; and 7.13.6 Display board showing the Facility registered business name and address.	Provided by applicant
7.13. Fire prevention and response manual;	Provided by applicant
7.14. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.15. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
7.16. Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;	RMMSCD Section 29.5 - Annexes ARE 1 to 5 - Annual Reports – LPG Dealer
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	RMMSCD Annex J
4. Price Display Board Template	RMMSCD Annex K

5. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective			<i>Admin Staff Respective Division</i>

	section/ personnel			
	4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	<i>Science Research Specialist, Respective Division</i>
	4.4 Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief Respective Division</i>
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	None	5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Director, OIMB-OD</i>
	4.8 Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5	Receipt of signed LTO and	5.1. Release of application to client	None	<i>Admin Staff,</i>

Acknowledgement Letter	5.2. File copy of the application and action for safekeeping			<i>Respective Division</i>
Total Number of Days		20 Working Days		



Issuance of License to Operate (LTO) for LPG Retailer

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as LPG Retailer.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex G (1 copy)		RMMSCD Application Form (Annex G)
2. Checklist of Requirements – Annex G-1 (1 copy)		RMMSCD Checklist of Requirements (G1 – G5)
3. Company Profile Form – Annex G-2 (1 copy)		
4. Outlet Profile Form - Annex G-3		
5. List of transport motor vehicle per total company basis with supporting documents - Annex G-4		
6. Typical Retail Outlet Layout Design – Annex G-5		
7. Attached Supporting Documents:		
7.1. Executive briefer of operation;		Provided by applicant
7.2. Scaled layout plan of the establishment;		Provided by applicant
7.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
7.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
7.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)
7.8. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)
7.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;		Bureau of Fire Protection (BFP)

7.10 Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
7.11 Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
7.12 List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
7.13 Latest digital photographs (5R Size with date/time stamp) showing the following: 7.13.1 Full and front and back views of establishment; 7.13.2 Price Display Board; 7.13.3 Measuring device/s; 7.13.4 LPG cylinders; 7.13.5 Safety and informational signs; and 7.13.6 Display board showing the Facility registered business name and address.	Provided by applicant
7.14 Fire prevention and response manual;	Provided by applicant
7.15 Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
7.16 Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
7.17 Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;	RMMSCD - Section 29.6 - Annexes ARF 1 to 5 - Annual Reports – LPG Retailer
3. Retail Outlet Classification and Maximum Floor Stock Requirement	RMMSCD Annex G-6
4. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	RMMSCD Annex J
5. Price Display Board Template	RMMSCD Annex K
6. Prohibited Acts and Penalties for Registration and LTO	RMMSCD Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division		15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>
	4.4. Review and recommend			<i>Supervising SRS</i>

	approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Respective Division</i>
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief Respective Division</i>
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval	None	5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Director, OIMB-OD</i>
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as Auto-LPG Dispensing Station Owner/Operator.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex H (1 copy)		RMMSCD Application Form (Annex H)
2. Checklist of Requirements – Annex H-1 (1 copy)		RMMSCD Checklist of Requirements (H1 – H4)
3. Company Profile Form – Annex H-2 (1 copy)		
4. Establishment Profile Form - Annex H-3		
5. List of motor vehicle per total company basis with supporting documents - Annex H-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;		Provided by applicant
6.2. Scaled layout plan of the establishment;		Provided by applicant
6.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
6.7. Bureau of Internal Revenue registration for the applied business activity;		Bureau of Internal Revenue (BIR)
6.8. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;		Land Transportation Office (LTO)

6.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
6.10. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
6.11. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
6.12. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
6.13. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
6.14. Notarized certification on the supplier's contract/agreement;	Provided by applicant
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
6.16. Latest digital photographs (5R Size with date/time stamp) showing the following: 6.16.1. Full and front and back views of establishment; 6.16.2. Price Display Board; 6.16.3. Safety and informational signs; and 6.16.4. Display board showing the Facility registered business name and address.	Provided by applicant
6.17. Fire prevention and response manual;	Provided by applicant
6.18. LPG spill prevention and response manual;	Provided by applicant
6.19. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
6.20. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
6.21. Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;	RMMSCD Section 29.4 - Annexes ARG 1 to 4 - Annual Reports – Auto-LPG
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence	RMMSCD Annex J

thereof any internationally accepted codes or standards.				
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee;			<i>Office of the Legal Services</i>
	2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division			
	2.3 Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division	None		<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>
	4.3. Evaluate/process application and prepare evaluation			<i>Science Research Specialist,</i>

	sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	<i>Respective Division</i>
	4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief Respective Division</i>
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval			<i>Assistant Director, OIMB-OD</i>
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant		5 Working days	<i>Director, OIMB-OD</i>
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special Concerns Division	
Classification:	Highly Technical	
Type of Transaction:	Government to Business	
Who may avail:	Entities intending to engage as Centralized LPG Piping System Owner/Operator.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex I (1 copy)	RMMSCD Application Form (Annex I)	
2. Checklist of Requirements – Annex I-1 (1 copy)	RMMSCD Checklist of Requirements (I1 – I4)	
3. Company Profile Form – Annex I-2 (1 copy)		
4. Establishment Profile Form - Annex H-3		
5. List of motor vehicle per total company basis with supporting documents - Annex I-4		
6. Attached Supporting Documents:		
6.1. Executive briefer of operation;	Provided by applicant	
6.2. Scaled layout plan of the establishment;	Provided by applicant	
6.3. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable);	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.4. Articles of Incorporation if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.5. Latest GIS if SEC registered or its equivalent if DTI registered;	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
6.6. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration;	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)	
6.7. Bureau of Internal Revenue registration for the applied business activity;	Bureau of Internal Revenue (BIR)	
a. Certificate of registration and official receipt per motor vehicle from LTO with picture of the front of vehicle with plate number;	Land Transportation Office (LTO)	
b. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)	

c. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
d. Fire safety inspection certificate per establishment from the Bureau of Fire Protection;	Bureau of Fire Protection (BFP)
e. Occupancy permit per establishment from the Local Government Unit	Local Government Unit (LGU)
f. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources;	Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)
g. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
h. Notarized certification on the supplier's contract/agreement;	Provided by applicant
i. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;	Provided by applicant
j. Latest digital photographs (5R Size with date/time stamp) showing the following: i. Full and front and back views of establishment; ii. Safety and informational signs; and iii. Display board showing the Facility registered business name and address.	Provided by applicant
k. Fire prevention and response manual;	Provided by applicant
l. LPG spill prevention and response manual;	Provided by applicant
m. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in the LPG Activity;	DOE – Office of the Legal Services
n. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
o. Proof of payment of application fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Trademark Owner or Marketer;	RMMSCD Section 29.4 - Annexes ARH 1 to 4 - Annual Reports – Centralized LPG Piping System Owner/Operator
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence	RMMSCD Annex J

thereof any internationally accepted codes or standards.				
4. Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee;			<i>Office of the Legal Services</i>
	2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division			
	2.3 Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1. Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2. Receive application and assign to respective section/ personnel			<i>Admin Staff Respective Division</i>

	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.	None	15 Working Days	<i>Science Research Specialist, Respective Division</i>
	4.4. Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5. Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief Respective Division</i>
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	<i>Assistant Director, OIMB-OD</i>
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Director, OIMB-OD</i>
	4.8. Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			<i>Admin Staff, OIMB-OD</i>
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client	None		<i>Admin Staff, Respective Division</i>
	5.2. File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of Certification for Hauler

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certification for Hauler (Retail Outlet-Owned and Retail Outlet-Supplied Other Forms of Conveyance) pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Prior Notice		
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant <ul style="list-style-type: none"> • Hauler Application Form (Revised).pdf
a. Business name, address, telephone number, fax number and e-mail address of the business office;		
b. Location and complete address of the establishment; and		
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
II. Supporting Documents (Certified True Copies)		
1. LTO OR/CR of Tank Truck/s		LTO
2. DOST Calibration Certificate for the Tank Truck/s		DOST
3. Permit to Transport Flammable Liquid by Tank Truck or Conveyance Permit		BFP
4. COC of Retail Outlet/s		Provided by applicant
5. Payment of fee		Provided by applicant
Notes:		
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized		

to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issuance of order of payment for fees (treasury) 1.3 If incomplete, return to client.	None		<i>Officer of the day</i> Oil Industry Management Bureau
2. Payment of applicable fees	2.1 Processing of payment and issuance of Official Receipt	Php 1,050.00		<i>Cashier</i> Treasury
3. Submission of application to Oil Industry Management Bureau	3.1 Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	3.2 Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	3.3 Receipt of application and assignment to respective personnel	None		<i>Admin Staff</i> Office of the Division Chief
	3.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	3.5 Review and endorsement of application for Director's approval	None	5 Working days	<i>Assistant Director</i> Office of the Bureau Director
	3.6 Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
4 Receipt of Certification	4.1 Release of approved application to respective division	None		<i>Admin Staff</i> Office of the Bureau Director

	4.2 Encoding of Certification	None		<i>Admin Staff Respective Division</i>
	4.3 Release of application to client a. File copy of the application and action for safekeeping	None		<i>Admin Staff Respective Division</i>
Total Number of Days		20 Working Days		



Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Permit to persons engaged or intending to engage in the business of retailing Liquid Fuels as Temporary Retail Outlet pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Complex Transaction	
Type of Transaction:	G2B	
Who may avail:	Entities intending to engage in retailing of Liquid Fuels in areas declared as under a state of calamity/emergency and where no retail outlet can serve as a result of calamity/emergency	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For 1st Issuance (Initial 15 days of operation)		Provided by applicant 7 TERO Application Form (Revised).pdf
1.1 Filled-out and notarized application form complete with the following information: (1 copy)		
1.1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.1.2 Location and complete address of the Retail Outlet; and		
1.1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. Written notice to OIMB with endorsement from LGU or LDRRMC (1 copy)		LGU or LDRRMC
3. Notarized Certification of Compliance to Addendum to Rule IV of DC2017-11-0011 or "Revised Retail Rules" by the Engineering Procurement Installation/Construction Contractor and dealer/retailer		Engineering Procurement Construction Contractor
4. For Extension		
4.1 Justification for extension of operation (1 copy)		Provided by Applicant
5. Endorsement from LGU or LDRRMC (1 copy)		LGU or LDRRMC
Notes		
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirements	None		Staff, Oil Industry Management Bureau
	1.2. If incomplete, return to client.			
2. Submission of application to OIMB	2.1 Official Acceptance of application		5 Working Days	Admin Staff, OIMB
	2.2 Endorsement of application to OIMB			
	2.3 Receipt of application and assignment to respective division	None		Admin Staff, OIMB
	2.4 Receipt of application and assignment to respective section/ personnel			Admin Staff, OIMB
	2.5 Processing, review and endorsement to Office of the Bureau Director			Division Chief
	2.6 Review and endorsement of application for Director's approval		2 Working days	Assistant Director, OIMB-OD
	2.7 Review and approval of endorsed application			Director Office of the Bureau Director
3. Receipt of Permit	3.1 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director
	3.2 Encoding of Permit	None		Admin Staff Respective Division
	a. Release of application to client b. File copy of the application and action for safekeeping	None		Admin Staff Respective Division
Total Number of Days			7 Working Days	



Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Prior Notice		
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant (see Application Form) <ul style="list-style-type: none"> • COC Application Form (Revised).pdf
a. Business name, address, telephone number, fax number and e-mail address of the business office;		
b. Location and complete address of the Retail Outlet; and		
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant (see Undertaking Form) <ul style="list-style-type: none"> • COC Undertaking Form.pdf
II. Supporting Documents for 1 st Issuance		
1. Authenticated copy of the valid Supply Agreement or original Supplier’s Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)		OIMB-registered distributor/ supplier
2. Notarized Statement that the facility design and operation of the Retail Outlet is PNS-compliant signed by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by a copy of valid PRC ID and/or Basic Occupational Safety and Health Certificate (1 copy)		Engineering Procurement Construction Contractor
3. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)		Provided by applicant

4. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
6. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
7. Payment of fee – Official Receipt or Bank Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
a. Business name, address, telephone number, fax number and e-mail address of the business office;	
b. Location and complete address of the Retail Outlet; and	
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
6. Photocopy of previous COC	Provided by applicant
7. Payment of Fee - Official Receipt or Bank Transaction Slip	Provided by applicant
IV. Reportorial Requirements (Under oath; submitted every 30 th day of January)	

1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant (see Reportorial Form)			
2. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1 copy)	OIMB-registered distributor/ supplier			
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes				
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement 1.2. If complete, provide DOE COC Clearance of No Pending Case to be filed on Legal Services 1.3. If incomplete, return to client.	None		<i>Officer of the day</i> Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	2.2 Checking of database if LFRO has record of pending case 2.3 If no pending case, indicate continue processing of COC 2.4 If with pending case, indicate hold in abeyance processing of COC	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i> Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php3,100.00		<i>Cashier</i> Treasury

		Renewal – Php3,000. 00		
5. Submission of application to Oil Industry Management Bureau	5.1. Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	5.2. Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		<i>Admin Staff</i> Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	<i>Assistant Director</i> Office of the Bureau Director
	5.6 Review and approval of endorsed application	None		<i>Director</i> Office of the Bureau Director
6. Receipt of approved COC	6.1. Release of approved application to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	6.2 Encoding of COC	None		<i>Admin Staff</i> Respective Division
	6.3 Release of application to client a. File copy of the application and action for safekeeping	None		<i>Admin Staff</i> Respective Division
Total Number of Days			20 Working Days	



Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Non-coverage (CNC) to all persons engaged for own-use operation pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical Transaction	
Type of Transaction:	G2B	
Who may avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. OIMB/FO duly acknowledged format letter-request containing the following information: (1 copy)		Provided by applicant
1.1 Business name, address, telephone number, fax number and e-mail address of the business office;		
1.2 Location and complete address of the establishment; and		
1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1 copy)		Provided by Applicant
3. Valid Membership Agreement of the fleet (1 copy)		Provided by Applicant
4. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier (1 copy)		OIMB-registered distributor/ supplier
5. LTO/LTFRB/LGU documents confirming the fleet of vehicles		LGU
6. Memorandum of Agreement with the fleet operator accepting the following obligations if the applicant is the facility provider containing, among others, the following provisions:		Provided by applicant
6.1 To submit the above documentary requirements for and in-behalf of the fleet operator		
6.2 To operate the facility to exclusively serve the fleet		

6.3 To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator				
7. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant			
8. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor			
9. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant			
10. Latest photographs (in 5R size) showing: Provided by applicant	Provided by applicant			
10.1 Full/front, right, and left side views of the facility 10.2 Required stickers/labels for RON, E10 and B2, among others 10.3 Safety and informational signs				
11. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services			
12. Payment of fee – Official Receipt or Bank Transaction Slip	Provided by applicant			
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes				
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirement 1. 2 If complete, issuance of order of payment for fees (treasury) 1. 3 If incomplete, return to client.	None		<i>Officer of the day</i> Oil Industry Management Bureau

2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of COC 2.3 If with pending case, note hold in abeyance processing of COC	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1. Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i> Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	Acknowledgement of Notice Php 3,100.00		<i>Cashier</i> Treasury
5. Submission of application to Oil Industry Management Bureau	5.1 Official Acceptance of application	None	2.5 Working days	<i>Admin Staff</i> Office of the Bureau Director
	5.2 Receipt of application and assignment to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		<i>Admin Staff</i> Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	<i>Division Chief</i>
	a. Review and endorsement of application for	None	5 Working days	Assistant Director, OIMB-OD

	Director's approval			
	a. Review and approval of endorsed application	None		<i>Director Office of the Bureau Director</i>
6. Receipt of CNC	6.1 Release of approved application to respective division	None		<i>Admin Staff Office of the Bureau Director</i>
	6.2 Encoding of CNC	None		<i>Admin Staff Respective Division</i>
	6.3 Release of application to client	None		<i>Admin Staff Respective Division</i>
	6.4 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serve the fuel requirements of marine vessels	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Prior Notice		
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant (see Application Form) <ul style="list-style-type: none"> MRO Application Form (Revised).pdf
a. Business name, address, telephone number, fax number and e-mail address of the business office;		
b. Location and complete address of the Retail Outlet; and		
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant (see Undertaking Form) <ul style="list-style-type: none"> MRO Undertaking Form.pdf
II. Supporting Documents for 1st Issuance		
1. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy)		OIMB-registered distributor/ supplier
2. Notarized certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves on the issued by the Engineering Procurement Construction Contractor and dealer/owner of the Retail Outlet supported by a copy of valid PRC ID and/or Basic Occupational Safety and Health Certificate (1 copy)		Engineering Procurement Construction Contractor
3. Manufacturer's safety certification on the storage tank (1 copy)		Manufacturer

4. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
5. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
6. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
7. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
8. Payment of fee – Official Receipt or Bank Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
a. Business name, address, telephone number, fax number and e-mail address of the business office;	
b. Location and complete address of the Retail Outlet; and	
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
6. Photocopy of previous COC	Provided by applicant
7. Payment of Fee – Official Receipt or Bank Transaction Slip	Provided by applicant

IV. Reportorial Requirements (Under oath; submitted every 30th day of January)				
1. Data on Purchase, Sales and Inventory in Volume (1 copy)		Provided by applicant • Data on Running Inventory for the Year.pdf		
2. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy)		OIMB-registered distributor/ supplier		
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes				
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1. Review of completeness of documents against checklist of requirement 1.2 If complete, provide DOE COC Clearance of No Pending Case to be filed on Legal Services 1.3 If incomplete, return to client.	None		<i>Officer of the day</i> Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, indicate continue processing of COC 2.3 If with pending case, indicate hold in abeyance processing of COC	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry	3.1 Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i>

Management Bureau				Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php 3,100.00 Renewal – Php 3,000.00		Cashier Treasury
5. Submission of application to Oil Industry Management Bureau	5.1 Official Acceptance of application	None	2.5 Working days	Admin Staff Office of the Bureau Director
	5.2 Receipt of application and assignment to respective division	None		Admin Staff Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	5.6 Review and approval of endorsed application	None		Director Office of the Bureau Director
	5.7 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director
		5.8 Encoding of COC	None	
6. Receipt of approved COC	6.1. Release of application to client	None		Admin Staff Respective Division

	6.2. File copy of the application and action for safekeeping			
Total Number of Days		20 Working Days		



Issuance of Certificate of Compliance (COC) for Technology Solution Retail Outlet (TSRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or “Revised Retail Rules”

Office or Division:	Oil Industry Management Bureau	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) which is a result of emerging technologies that address the proliferation of “bote-bote”.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Prior Notice		
1. Filled-out and notarized application form complete with the following information: (1 copy)		Provided by applicant <ul style="list-style-type: none"> • TSRO Application Form (Revised).pdf
a. Business name, address, telephone number, fax number and e-mail address of the business office;		
b. Location and complete address of the Retail Outlet; and		
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative		
2. A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant <ul style="list-style-type: none"> • TSRO Undertaking Form.pdf
II. Supporting Documents for 1st Issuance		
1. Authenticated copy of the valid Supply Agreement or original Supplier’s Certificate from an OIMB-registered distributor/supplier with validity (1 copy)		OIMB-registered distributor/ supplier
2. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of “bote-bote” retailing in the area and 1-km. radius distance from another Retail Outlet (1 copy)		Local Government Unit
3. Certification that the materials are manufactured in accordance to the facilities and product safety certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks,		Facilities and product safety certifying bodies

e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (1 copy)	
4. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
5. Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)	Engineering Procurement Construction Contractor
6. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	
c. Price display board	
d. Safety and informational signs	
7. DOE COC/LTO Clearance of No Pending Case (1 copy)	Legal Services
8. Payment of fee – Official Receipt or Bank Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
1. Filled-out and notarized application form complete with the following information: (1 copy)	Provided by applicant
a. Business name, address, telephone number, fax number and e-mail address of the business office;	
b. Location and complete address of the Retail Outlet; and	
c. Name of dealer/retailer or authorized representative if partnership/corporation/cooperative	
2. Accomplished DOE Form on Undertaking (1 copy)	Provided by applicant
3. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	OIMB-registered distributor/ supplier
4. DOE COC/LTO Clearance of No Pending Case, as applicable (1 copy)	Legal Services
5. Latest photographs (in 5R size) showing:	Provided by applicant
a. Full/front, right, and left side views of the Retail Outlet	
b. Required stickers/labels for RON, E10 and B2, among others	

c. Price display board				
d. Safety and informational signs				
6. Photocopy of previous COC	Provided by applicant			
7. Payment of Fee – Official Receipt or Bank Transaction Slip	Provided by applicant			
IV. Reportorial Requirements (Under oath; submitted every 30th day of January)				
1. Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant <ul style="list-style-type: none"> • Data on Running Inventory for the Year.pdf 			
2. Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity (1 copy)	OIMB-registered distributor/ supplier			
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes				
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, provide DOE COC/LTO Clearance of No Pending Case to be filed on Legal Services 1.3 If incomplete, return to client.	None		<i>Officer of the day</i> Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	2.1 Checking of database if LFRO has record of pending case 2.2 If no pending case, note continue processing of COC 2.3 If with pending case, note hold in abeyance processing of COC	Administrative Fine, if applicable		<i>Division Chief or Director</i> Legal Services
3. Filing of application to Oil Industry	3.1 Issuance of order of payment for fees (treasury)	None		<i>Officer of the day</i>

Management Bureau				Oil Industry Management Bureau
4. Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php 3,100.00 Renewal – Php 3,000.00		Cashier Treasury
5. Submission of application to Oil Industry Management Bureau	5.1 Official Acceptance of application	None	2.5 Working days	Admin Staff Office of the Bureau Director
	5.2 Receipt of application and assignment to respective division	None		Admin Staff Office of the Bureau Director
	5.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	5.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	5.5 Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	5.6 Review and approval of endorsed application	None		Director Office of the Bureau Director
	5.7 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director
	5.8 Encoding of COC	None		Admin Staff Respective Division
6. Receipt of approved COC	6.1 Release of application to client 6.2 File copy of the application and action for safekeeping	None		Admin Staff Respective Division
Total Number of Days			20 Working Days	



Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 7 (1 copy)	RMMSCD/OICMD Annex 7
2. Company profile;	Provided by applicant
3. List of motor vehicles and/or marine vessels;	Provided by applicant
4. Certificate of Registration and official receipt per motor vehicle from Land Transportation Office;	Land Transportation Office (LTO)
5. Conveyance permit per motor vehicle from the BFP;	Bureau of Fire Protection (BFP)
6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST;	Department of Science and Technology (DOST)
7. Marine vessel registry and safety certificate from MARINA; and	Maritime Industry Authority (MARINA)
8. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. Submit this application form with complete documentary attachments to OIMB for the issuance of the registration before using the motor vehicles and marine vessels;	
2. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;	
3. OIMB may further require a presentation on the details of application in a pre-application conference;	
4. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and	

5. Refer to Sections 24 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate - Authorized Transport Motor Vehicles and Marine Vessels (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1 Receive application and assign to respective division		15 Working Days	<i>Science Research Specialist, Respective Division</i>
	3.2 Receive application and assign to respective section/ personnel			
	3.3 Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity			

	3.4 Review and recommend approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			<i>Supervising SRS, Respective Division</i>	
	3.5 Review and endorse to OBD for approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			<i>Division Chief, Respective Division</i>	
	3.6 Review and endorse Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo for Director's approval			<i>Assistant Director, OIMB-OD</i>	
	3.7 Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity				<i>Director, OIMB-OD</i>
	3.8 Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD				<i>Admin Staff, OIMB-OD</i>
4. Receipt of signed	4.2 Release of application to client	None	5 Working Days	<i>Admin Staff,</i>	

Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2 File copy of the application and action for safekeeping			<i>Respective Division</i>
Total Number of Days		20 Working Days		



OIL INDUSTRY COMPETITION AND MONITORING DIVISION (OICMD)

PROCESSES

1. Application for Registration - Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)
2. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor
3. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler
4. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Hauling Services (Bulk Level)
5. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products
6. Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant
7. Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel
8. Issuance to Notice to Import for Sale or Own Use – Liquid Petroleum Products
9. Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol
10. Issuance of Acknowledgement to Notice to Import Bioethanol
11. Issuance to Notice to Import for Sample Testing – Liquid Petroleum Products and Bioethanol
12. *Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (*ISO Certified*)

13. Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)
14. Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479
15. Application for Registration - Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)
16. Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor
17. Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler
18. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Hauling Services (Bulk Level)
19. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Liquid Petroleum Products
20. Application for Additional Registration – Authorized Transport Motor Vehicles and Marine Vessels



Application for Registration-Prior to Commencement of LPG Facility Construction (Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor)

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor

Office or Division:	Oil Industry Management Bureau
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application for Registration - Annex 1 (1 copy)	OICMD Application Form (Annex 1)
2. Company Profile	Provided by applicant
3. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
4. Articles of Incorporation (SEC) or its equivalent (DTI);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
5. General Information Sheet (SEC) or its Equivalent (DTI);	Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)
6. Executive briefer of the facility for construction;	Provided by applicant
7. Site and facility layout plan with sufficient description and legends;	Provided by applicant
8. List of reference standards/codes used in the construction design; and	Provided by applicant
9. Notarized company secretary's certificate of the authorized representative of the applicant.	Provided by applicant
Notes:	
1. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest	Annex J

promulgated PNS or in the absence thereof any internationally accepted codes or standards.				
2. This application shall be made on a per establishment construction;				
3. Submit this application form with complete documentary attachments to OIMB/FO for the issuance of the registration before the start of actual construction;				
4. Pay the application fee based on the order of payment and via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of Energy;				
5. OIMB/FO may further require a presentation on the details of application in a pre-application conference;				
6. Issuance of registration shall not be later than twenty (20) working days from receipt of application; and				
7. Refer to Sections 18 and 31 of this Department Circular on the DOE handling office of this application.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Prior to Commencement of Facility Construction (PhP 1000.00)		<i>Collecting Officer, Treasury Division</i>
3. Processing of Application	3.1. Receive application and assign to			<i>Admin Staff, OIMB-OD</i>

	respective division			
	3.2. Receive application and assign to respective section/ personnel			
	3.3. Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity			<i>Admin Staff, Respective Division</i>
	3.4. Review and recommend approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval		15 Working Days	<i>Science Research Specialist, Respective Division</i> <i>Supervising SRS, Respective Division</i> <i>Division Chief, Respective Division</i>
	3.5. Review and endorse to OBD for approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			
	3.6. Review and endorse Transmittal Letter, Certificate		5 Working Days	<i>Assistant Director, OIMB-OD</i>

	of Registration, Evaluation Sheet and Endorsement Memo for Director's approval			<i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i>
	3.7. Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity			
	3.8. Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		20 Working Days		



Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB issuance of LTO to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government to Business	
Who May Avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form – Annex A (<i>For all types of business activity</i>) (1 copy)		OICMD Application Form (Annex A - LTO)
2. Checklist of Requirements – Annex A-1 (<i>For all types of business activity</i>)		OICMD Checklist of Requirements (Annex A1 – A6)
3. Company Profile Form – Annex A-2 (<i>For all types of business activity</i>) (1 copy)		
4. Refinery Profile Form – Annex A-3 (<i>For Refiner</i>) (1 copy)		
5. Import Terminal/ Depot Profile Form – Annex A-4 (<i>For all types of business activity</i>) (1 copy)		
6. List of transport motor vehicle per total company basis with supporting documents - Annex A- 5		
7. List of transport marine vessel per total company basis with supporting document - Annex A-6; and		
8. Attached Supporting Documents:		
8.1. Supporting Documents for Refiner, Importer, Bunker Trader or Own User		
8.1.1. Executive briefer of operation (1 copy)		Applicant
8.1.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.1.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)		Securities and Exchange Commission
8.1.4. Business/Mayor's Permit or Peza Certificate for the applied business activity (1 copy)		Local Government Unit
8.1.5. Certificate of Accreditation as Importer from the Bureau of Customs (1 copy)		Bureau of Customs
8.1.6. Bureau of Internal Revenue (BIR) Permits:		

8.1.6.1. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
8.1.6.2. Permit to Import Petroleum Products subject to Excise Tax (1 copy)	Bureau of Internal Revenue (BIR)
8.1.6.3. Permit to Operate storage facility/ies (1 copy)	Bureau of Internal Revenue (BIR)
8.1.7. Chemical Control Order (CCO) for importation of aviation gas from the Environmental Management Bureau. (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.2. Supporting documents for Bulk Distributor	
8.2.1. Executive briefer of operation (1 copy)	Provided by Applicant
8.2.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.2.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)	Securities and Exchange Commission (SEC)
8.2.4. Business/Mayor’s Permit for the applied business activity from the concerned city or municipality (1 copy)	Local Government Unit/City or Municipality
8.2.5. BIR Registration for the applied business activity; and (1 copy)	Bureau of Internal Revenue (BIR)
8.2.6. BIR Permit to Operate storage facility/ies. (if applicable) (1 copy)	Bureau of Internal Revenue (BIR)
8.3. Supporting documents for Terminal Operator/Lessor	
8.3.1. Executive briefer of operation (1 copy)	Provided by Applicant
8.3.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
8.3.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)	Securities and Exchange Commission (SEC)
8.3.4. Business/Mayor’s Permit for the applied business activity from the concerned city or municipality; and (1 copy)	Local Government Unit/City or Municipality
8.3.5. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
8.4. Additional supporting documents if the office building, storage and blending facility are constructed by the applicant	
8.4.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient	Provided by Applicant

description and supported by blueprint copy with legend (1 copy)	
8.4.2. Fire prevention and response manual (1 copy)	Provided by Applicant
8.4.3. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Provided by Applicant
8.4.4. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Provided by Applicant
8.4.5. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.4.6. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
8.4.7. Occupancy Permit for the office building, storage and blending facility from the city or municipality; and (1 copy)	Local Government Unit (LGU)
8.4.8. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)
8.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant	
8.5.1. Lease Agreement/Contract with the owner of the site, office, storage and blending facilities (1 copy)	Provided by Applicant
8.5.2. Lease Agreement/Contract with the owner of the transport vehicle which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Provided by Applicant
8.5.3. Lease Agreement/Contract with the owner of the transport vessel which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Provided by Applicant
8.5.4. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1 copy)	Provided by Applicant
8.5.5. Fire prevention and response manual (1 copy)	Provided by Applicant
8.5.6. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Provided by Applicant

8.5.7. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Provided by Applicant
8.5.8. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
8.5.9. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
8.5.10. Occupancy Permit for the office building, storage and blending facility from the concerned city or municipality; and (1 copy)	Local Government Unit (LGU)
8.5.11. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)
8.6. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	DOE – Office of the Legal Services
8.7. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	Provided by applicant
8.8. Notarized company secretary's certificate for authorized representative and signatory; and	Provided by applicant
8.8. Proof of Payment of Application Fee.	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents:	
2. For License to Operate for Independent Bulk LPG Hauler, please refer to the requirements in Annex B, B-1 to B-4 (Citizen’s Charter – NTEB/LTO - HS)	
3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.	
4. Prohibited Acts and Penalties for Registration and LTO – Annex L	
5. Submission of Monthly, Quarterly, and Special Reportorial Requirements to the OICMD.	
Reportorial Requirements	WHERE TO SECURE
a) Monthly Reports	OICMD - Section 27 - Annexes MRA to MRJ Monthly Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler & Terminal-Depot Owner Operator

b) Quarterly Reports		OICMD - Section 28 - Annex QRA Quarterly Report - Terminal-Depot Owner-Operator		
c) Special Reports		OICMD - Section 30 - Annexes SRA to SRB Special Reports Template - Refiner, Importer, Bulk Distributor, Bulk Hauler & Terminal-Depot Owner Operator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee; 2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division; 2.3 Subject to Legal Clearance (Hold processing of application)			<i>Office of the Legal Services</i>
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division	None	15 Working Days	<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to respective section/personnel			<i>Admin Staff, Respective Division</i>
	4.3 Evaluate/process application and prepare evaluation			

	sheet, License to Operate (LTO), and transmittal letter to applicant.			<i>Science Research Specialist, Respective Division</i>
	4.4 Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief, Respective Division</i>
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working Days	<i>Assistant Director, OIMB-OD</i>
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant			<i>Director, OIMB-OD</i>
	4.8 Release of signed LTO, evaluation sheet, and transmittal letter to OICMD			<i>Admin Staff, OIMB-OD Director</i>
5. Receipt of signed LTO and Transmittal Letter	5.1 Release of application to client	None		
	5.2 File copy of the application and action for safekeeping			
Total Number of Days			20 Working Days	



Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler

Department Circular No.: [DC 2022-11-0037](#)

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Business
Who May Avail:	Entities intending to engage in the downstream oil industry as Independent Bulk LPG Hauler.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form - Annex B (1 copy)	OICMD Application Form (Annex B)
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD Checklist of Requirements (Annex B1 – B4)
3. Company Profile Form – Annex B-2 (1 copy)	
4. List of transport motor vehicle per total company basis with supporting documents - Annex B-3;	
5. List of transport marine vessel per total company basis with supporting document - Annex B-4; and	
6. Attached Supporting Documents:	
6.1. Executive briefer of operation; (1 copy)	Provided by applicant
6.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.3. Securities and Exchange Commission Articles of Incorporation (if applicable) (1 copy)	Securities and Exchange Commission (SEC)
6.4. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1 copy)	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
6.5. Bureau of Internal Revenue Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)

6.6. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1 copy)	Land Transportation Office (LTO)
6.7. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.8. Calibration Certificate per transport vehicle from the Department of Science and Technology (1 copy)	Department of Science and Technology (DOST)
6.9 Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1 copy)	Maritime Industry Authority (MARINA)
6.10. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1 copy)	Philippine Ports Authority (PPA)
6.11. Fire prevention and response manual for transport vehicle (1 copy)	Provided by applicant
6.12. Fire prevention and response manual for transport vessel (1 copy)	Provided by applicant
6.13. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1 copy)	Provided by applicant
6.14. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1 copy)	Provided by applicant
6.15. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company initiated training program;	Provided by applicant
6.16. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	DOE – Office of the Legal Services
6.17. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name;	Provided by applicant
6.18. Company Secretary's Certificate for Authorized Representative and Signatory and (1 copy)	Provided by applicant
6.19. Proof of Payment of Application Fee (1 copy)	Provided by applicant
Notes:	
1. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
2. Submission of Annual Reportorial Requirements as Bulk Hauler	OICMD - Section 29.2 - Annexes ARB, 1 to 3 Annual Reports - Bulk LPG Hauler

3. The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.		OICMD Annex J		
4. Prohibited Acts and Penalties for Registration and LTO		OICMD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	a. Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	b. If complete, issue Order of Payment for fees (Treasury)			
	c. If incomplete, return to client.			
2. Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	2.1 If no pending case, prepare assessment for the payment of application fee;			<i>Office of the Legal Services</i>
	2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division			
	2.3 Subject to Legal Clearance (Hold processing of application)			
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		<i>Collecting Officer, Treasury Division</i>
4. Processing of Application	4.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	4.2 Receive application and assign to			

	respective section/ personnel			<i>Admin Staff, Respective Division</i>
	Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	<i>Science Research Specialist, Respective Division</i>
	4.4 Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			<i>Supervising SRS, Respective Division</i>
	4.5 Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			<i>Division Chief, Respective Division</i>
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval			<i>Assistant Director, OIMB-OD</i>
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant		5 Working Days	<i>Director, OIMB-OD</i>
	4.8 Release of signed LTO, evaluation sheet, transmittal letter to OICMD			<i>Admin Staff, OIMB-OD</i>
5	Receipt of signed LTO and transmittal letter	5.1 Release of application to client		
		5.2 File copy of the application and action for safekeeping	None	<i>Admin Staff, Respective Division</i>
Total Number of Days			20 Working Days	



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Hauling Services (Bulk Level)

Department Circular No.: [DC 2021-09-0021](#)

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Hauler of Liquid Petroleum Products.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the downstream oil industry as Hauling Services
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form - Annex B (1 copy)	OICMD Application Form (Annex B - HS)
2. Checklist of Requirements - Annex B-1 (1 copy)	OICMD Checklist of Requirements (Annex B1 - B2)
3. Company Profile Form – Annex B-2 (1 copy)	OICMD Checklist of Requirements (Annex B1 - B2)
4. Attached Supporting Documents:	
4.1. Executive briefer of operation; (1 copy)	Applicant
4.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
4.3. Securities and Exchange Commission Articles of Incorporation (if applicable) (1 copy)	Securities and Exchange Commission (SEC)
4.4. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1 copy)	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)
4.5. Bureau of Internal Revenue Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
4.6. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1 copy)	Land Transportation Office (LTO)
4.7. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
4.8. Calibration Certificate per transport vehicle from the Department of Science and Technology (1 copy)	Department of Science and Technology (DOST)

4.9 Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1 copy)	Maritime Industry Authority (MARINA)			
4.10. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1 copy)	Philippine Ports Authority (PPA)			
4.11. Fire prevention and response manual for transport vehicle (1 copy)	Applicant			
4.12. Fire prevention and response manual for transport vessel (1 copy)	Applicant			
4.13. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1 copy)	Applicant			
4.14. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1 copy)	Applicant			
4.15. Company Secretary's Certificate for Authorized Representative and Signatory and (1 copy)	Applicant			
4.16. Proof of Payment of Application Fee (1 copy)	Applicant DOE bank account details (for online payment)			
Notes:				
1. Submit one (1) Certified True Copy of all the required supporting documents;	Applicant			
2. Submission of Reportorial Requirements as Hauler	OICMD - Hauler - Reportorial Formats			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 1,400.00		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to OIMB with copy of official receipt	3.1 Official receipt of application	None	1 Working Day	<i>Admin Staff, OIMB-OD</i>
	3.1.1 Endorse application to OIMB			

and order of submission	3.2	Receive application and assign to respective division			<i>Admin Staff, OIMB</i>
	3.3	Receive application and assign to respective section/ personnel			
	3.4	Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity			<i>Science Research Specialist, Respective Division</i>
	3.5	May require applicant to submit additional data/ information in support to the DOI Registration processing			
	3.6	Review and recommend approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval		4 Working Days	<i>Supervising SRS, Respective Division</i>
	3.7	Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			<i>Division Chief, Respective Division</i>

	3.8	Review and endorse application for Director's approval			<i>Assistant Director, OIMB-OD</i> <i>Director, OIMB-OD</i>
	3.9	Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity		2 Working Days	
	3.10	Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.1.	Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2	File copy of the application and action for safekeeping			
Total Number of Days				7 Working Days	



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Liquid Petroleum Products

Department Circular No.: [DC 2021-09-0029](#)

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Refiner, Importer, Bulk Distributor, Own User and Terminal and/or Depot Owner/Lessor.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in any activity or business in the downstream oil industry
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form – Annex A (<i>For all types of business activity</i>) (1 copy)	OICMD Application Form (Annex A - LPP)
2. Checklist of Requirements – Annex A-1 (<i>For all types of business activity</i>)	OICMD Checklist of Requirements (Annex A1 - A4)
3. Company Profile Form – Annex A-2 (<i>For all types of business activity</i>) (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
4. Refinery Profile Form – Annex A-3 (<i>For Refiner</i>) (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
5. Import Terminal/ Depot Profile Form – Annex A-4 (<i>For all types of business activity</i>) (1 copy)	OICMD Checklist of Requirements (Annex A1 - A4)
6. Attached Supporting Documents:	
6.1. Supporting Documents for Refiner, Importer, Bunker Trader or Own User	
6.1.1. Executive briefer of operation (1 copy)	Applicant
6.1.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.1.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)	Securities and Exchange Commission
6.1.4. Business/Mayor's Permit or Peza Certificate for the applied business activity (1 copy)	Local Government Unit
6.1.5. Certificate of Accreditation as Importer from the Bureau of Customs (1 copy)	Bureau of Customs
6.1.6. Bureau of Internal Revenue (BIR) Permits:	
6.1.6.1. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
6.1.6.2. Permit to Import Petroleum Products subject to Excise Tax (1 copy)	Bureau of Internal Revenue (BIR)
6.1.6.3. Permit to Operate storage facility/ies (1 copy)	Bureau of Internal Revenue (BIR)

6.1.7. Chemical Control Order (CCO) for importation of aviation gas from the Environmental Management Bureau. (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
6.2. Supporting documents for Bulk Distributor	
6.2.1. Executive briefer of operation (1 copy)	Applicant
6.2.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.2.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)	Securities and Exchange Commission (SEC)
6.2.4. Business/Mayor’s Permit for the applied business activity from the concerned city or municipality (1 copy)	Local Government Unit/City or Municipality
6.2.5. BIR Registration for the applied business activity; and (1 copy)	Bureau of Internal Revenue (BIR)
6.2.6. BIR Permit to Operate storage facility/ies. (if applicable) (1 copy)	Bureau of Internal Revenue (BIR)
6.3. Supporting documents for Terminal Operator/Lessor	
6.3.1. Executive briefer of operation (1 copy)	Applicant
6.3.2. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (<i>whichever is applicable</i>) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
6.3.3. Securities and Exchange Commission Articles of Incorporation (<i>if applicable</i>) (1 copy)	Securities and Exchange Commission (SEC)
6.3.4. Business/Mayor’s Permit for the applied business activity from the concerned city or municipality; and (1 copy)	Local Government Unit/City or Municipality
6.3.5. BIR Registration for the applied business activity (1 copy)	Bureau of Internal Revenue (BIR)
6.4. Additional supporting documents if the office building, storage and blending facility are constructed by the applicant	Applicant
6.4.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1 copy)	Applicant
6.4.2. Fire prevention and response manual (1 copy)	Applicant
6.4.3. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Applicant
6.4.4. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Applicant

6.4.5. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
6.4.6. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.4.7. Occupancy Permit for the office building, storage and blending facility from the city or municipality; and (1 copy)	Local Government Unit (LGU)
6.4.8. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)
6.5. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant	
6.5.1. Lease Agreement/Contract with the owner of the site, office, storage and blending facilities (1 copy)	Applicant
6.5.2. Lease Agreement/Contract with the owner of the transport vehicle which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Applicant
6.5.3. Lease Agreement/Contract with the owner of the transport vessel which is a duly acknowledged DOI participant engaged in hauling services (1 copy)	Applicant
6.5.4. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1 copy)	Applicant
6.5.5. Fire prevention and response manual (1 copy)	Applicant
6.5.6. Oil and/or Finished Petroleum Product onshore (land) spill prevention and response manual (1 copy)	Applicant
6.5.7. Oil and/or Finished Petroleum Product offshore (water) spill prevention and response manual (1 copy)	Applicant
6.5.8. Environmental Compliance Certificate of the site, office building, storage and blending facility from the Department of Environment and Natural Resources (1 copy)	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)
6.5.9. Fire Safety Inspection Certificate for the office building, storage and blending facility from the Bureau of Fire Protection (1 copy)	Bureau of Fire Protection (BFP)
6.5.10. Occupancy Permit for the office building, storage and blending facility from the concerned city or municipality; and (1 copy)	Local Government Unit (LGU)

6.5.11. Permit to Operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1 copy)	Department of Labor and Employment (DOLE)			
6.6. Company Secretary's Certificate for authorized representative and signatory; and (1 copy)	Applicant			
6.7. Proof of Payment of Application Fee.	Applicant DOE bank account details (for online payment)			
Notes:				
1. Submit one (1) Certified True Copy of all the required supporting documents:				
2. The Applicant must also apply for the accreditation as Downstream Oil Industry Biofuel Participant under the DOE DC No. 2021-06-0014 if engaged in importation for sale or own use of Gasoline or Diesel in compliance to the Biofuels Act; Citizens Charter - CARB				
3. The Applicant shall be issued likewise with License to Operate if engaged in refining, importation, bulk distribution and terminal operation of Liquefied Petroleum Gas LPG in compliance to DOE DC No. 2022-11-0037				
4. For Notice to Engage in the Downstream Oil Industry Business - Hauling Services, please refer to the requirements in Annex B, B-1, and B-2 (Citizens Charter - NTEB - HS) and				
5. If the applicant leases a third-party hauling services, the owner operator of the transport vessel and/or vehicle shall be the one to comply with the requirements for Notice to Engage in the Downstream Oil Industry Business - Hauling Services. (Citizens Charter - NTEB - HS)				
6. Submission of Reportorial Requirements per Registered Activity				
REGISTERED ACTIVITY	WHERE TO SECURE			
a) Refiner	OICMD - Refiner - Reportorial Formats			
b) Importer	OICMD - Importer - Reportorial Formats			
c) Bulk Distributor	OICMD - Bulk Distributor - Reportorial Formats			
d) Bunker Trader	OICMD - Bunker Trader - Reportorial Formats			
e) Terminal Operator/Lessor	OICMD - Terminal Operator/Lessor - Reportorial Formats			
f) Own-User	OICMD - Own-User - Reportorial Formats			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor Oil Industry Management Bureau</i>

	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 1,400.00		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working Day	<i>Admin Staff, OIMB-OD</i>
	3.1.1 Endorse application to OIMB			<i>Admin Staff, OIMB</i>
	3.2 Receive application and assign to respective division			
	3.3 Receive application and assign to respective section/ personnel		4 Working Days	<i>Science Research Specialist, Respective Division</i>
	3.4 Evaluate/process application and prepare Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo as a registered entity			<i>Supervising SRS, Respective Division</i>
	3.5 May require applicant to submit additional data/ information in support to the DOI Registration processing			<i>Division Chief, Respective Division</i>
	3.6 Review and recommend approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			

	3.7	Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant and recommend approval		2 Working Days	<i>Assistant Director, OIMB-OD</i> <i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i> <i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i>
	3.8	Review and endorse application for Director's approval			
	3.9	Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity			
	3.10	Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to OICMD			
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.1	Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2	File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days		



Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant

Department Circular No.: [DC 2021-06-0014](#)

DOE-OIMB issuance of Certificate of Accreditation to qualified DOE-Regulated Refiner or Importer of Gasoline or Diesel. Included likewise are OWN USERS who import Gasoline or Diesel for own use.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	External	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry with the following activities: <ol style="list-style-type: none"> 1. All Refiners and Importers who are engaged in the sale of gasoline and diesel in the Philippines; 2. Refiners and Importers who are engaged in the importation of bioethanol for domestic sale to other Importers or Refiners; 3. Own users who import gasoline or diesel for own use 	
CHECKLIST OF REQUIREMENTS		
		WHERE TO SECURE
1. Written request for Accreditation (1 copy)	DOE-OIMB (Annex A-Application form) Annex A - Template Form (New)	
2. Supporting Documents for Initial Issuance		
2.1 Photocopy of DOE acknowledgment letter indicating that the Applicant is a duly acknowledged DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 (1 copy)	Applicant	
2.2 Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)	
2.3 Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or FAME-Blended Diesel Oil (B2) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)	
2.4 Certified true copy of Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)	
2.5 Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay-out plan with corresponding pictures (1 copy)	Applicant	

2.6 List of retail outlets, either company-owned, on joint venture or on supply-contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1 copy)	Applicant
2.7 For first time Gasoline Refiner or Importer, a projected initial volume of neat gasoline that will require Bioethanol blending for the covered quarter (presented by month) as basis for the issuance of LMA. This should be supported by either: (a) confirmation letter from any Bioethanol producer of the availability of sufficient Bioethanol to cover the required volume for blending which should be in excess of the committed volume already reported to DOE- Renewable Energy Management Bureau (REMB) or (b) confirmation letters from all Bioethanol producers that there is no such available excess hence importation will be allowed (1 copy)	Applicant
3. Supporting Documents for Renewal	
3.1. Written request for renewal of Accreditation	DOE-OIMB (Annex B-Application form) Annex B - Template Form (Renewal)
3.2. Certified true copy of Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)
3.3. Certified true copy of Permit to produce Bioethanol-blended Gasoline (E-Gasoline) and/or Biodiesel-blended Diesel (FAME-Blended Diesel Oil) issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)
3.4. Certified true copy of Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel issued by BIR (1 copy)	Bureau of Internal Revenue (BIR)
3.5. Notarized undertaking of the availability of blending facility, either owned or on lease, attached with layout plan with corresponding pictures (1 copy)	Applicant
3.6. List of retail outlets, either company-owned, on joint venture or on supply-	Applicant

contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1 copy)				
4. Notes				
4.1. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		Applicant		
4.2. Submission of Monthly and Quarterly Reportorial Requirements		OICMD Monthly (MR) and Quarterly (QR) Formats		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client.	None		<i>Officer of the day/Assigned Processor</i> Oil Industry Management Bureau
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Application Fee – Php 1000.00 – Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant		<i>Cashier</i> Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	1 Working day	<i>Admin Staff,</i> <i>OIMB-OD</i>
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division			
	3.4 Receive application and assign to respective section/ personnel			<i>Admin Staff,</i> <i>OIMB</i>

	3.5 Evaluate/process application and prepare Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo as a registered entity		4 Working days	<p><i>Science Research Specialist, Respective Division</i></p> <p><i>Supervising SRS, Respective Division</i></p> <p><i>Division Chief, Respective Division</i></p>
	3.5 May require applicant to submit additional data/information in support to the DOI Registration processing			
	3.6 Review and recommend approval of the evaluated application/ Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			
	3.7 Review and endorse to OBD for approval of the evaluated application/ Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to applicant and recommend approval			
	3.8 Review and endorse application for Director's approval			
	3.9 Review and approval of Transmittal Letter, Certificate of		2 Working days	<i>Assistant Director, OIMB-OD</i>

	Accreditation, Evaluation Sheet and Endorsement Memo to applicant as a registered entity			<i>Director, OIMB-OD</i>
	3.10 Release of signed Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo to OICMD			<i>Admin Staff, OIMB-OD</i>
4	Receipt of signed Transmittal Letter, Certificate of Accreditation, Evaluation Sheet and Endorsement Memo	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None	<i>Admin Staff Respective Division</i>
Total Number of Days			7 Working Days	



Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the locally-sourced bioethanol or biodiesel to be purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Purchase Locally-Sourced Bioethanol or Biodiesel within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Purchase Locally-Sourced Bioethanol or Biodiesel		OICMD - ..\Annex D-Template form for Notices - Notice to Purchase Locally- Sourced Bioethanol or Biodiesel.doc		
2. Certified True Copy of Proforma Invoice (1 copy)		Provided by Local Producer		
3. Photocopy of the LMA Issued by OIMB for the applied quarter (Bioethanol)		From OIMB, DOE		
4. Certified true copy of the Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by the Bioethanol or Biodiesel producer		Provided by Local Producer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		<i>Officer of the day/Assigned Processor, Respective Division</i>
	1.2 If complete, issue order of			

	payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay Applicable fees	2.1 Process payment and issue Official Receipt	Php 980.00		<i>Collecting Officer, Treasury Division</i>
3. Submit application to OIMB with copy of official receipt	3.1 Official receipt of application	None	0.5 Working Day	<i>Admin Staff OIMB-OD</i>
	3.2 Receive application and assign to respective division		<i>Admin Staff OIMB-OD</i>	
	3.3 Receive application and assign to respective section/ personnel	None	4.5 Working Days	<i>Admin Staff, Respective Division</i>
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			<i>Science Research Specialist Supervising SRS Division Chief, Respective Division</i>
	3.5 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD Director, OIMB-OD</i>
	3.6 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.7 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Acknowledgement Letter	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days	

REPORTORIAL REQUIREMENTS	WHERE TO SECURE
1. Monthly Reports – due every 20 th day of the month succeeding the reporting month	OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-C MRB.xlsx
2. Quarterly Reports – due NLT the 20 th day of the month after the covered quarter	OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.	



Issuance to Notice to Import for Sale or Own Use - Liquid Petroleum Products

Department Circular No. DC2021-09-0029

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

This notice application must indicate the details of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sale or Own Use of Liquid Petroleum Products within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products for sale or own use
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice Application of Import for Sale or For Own Use – Liquid Petroleum Products	OICMD - ..ANNEX D Notice to Import for Sale of Own Use - Liquid Petroleum Products.docx
2. Certified True Copy of the Proforma Invoice (1 copy)	Provided by supplier
3. Certified True Copy of the Certificate of Quality from the Supplier (1 copy)	
4. EMB/DENR clearance pursuant to RA 6969, otherwise known as “Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990” in accordance with the Basel Convention, if importing the following products: a. Aviation Gas b. Slop/used water, sludges and similar petroleum products/by-products	DENR-EMB
5. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents.	Provided by supplier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Respective Division</i>
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		<i>Collecting Officer, Treasury Division</i>
3. Submit application to OIMB with copy of official receipt	3.1 Official receipt of application	None	0.5 Working Days	<i>Admin Staff OIMB-OD</i>
	3.2 Receive application and assign to respective division	None	4.5 Working Days	<i>Admin Staff OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel	None		4.5 Working Days
	3.3 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director		<i>Science Research Specialist Supervising SRS Division Chief, Respective Division</i>	
	3.4 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.5 Review and approve endorsed application			<i>Director, OIMB-OD</i>

	3.6 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4 Receipt of Acknowledgement Letter	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reportorial Requirements – due every 20 th day of the month succeeding the reporting month		OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx		
2. Annual Reportorial Requirements – due NLT the 20 th day of January the succeeding year		OICMD - ..\Annexes - Annual Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx		
3. Special Reportorial Requirements – due dates are dependent on the type of Special Report		OICMD - ..\Annexes - Special Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx		
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the imported bioethanol to be sold or purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Sell or Purchase Import Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Local Purchase/Sale Imported Bioethanol		OICMD - ..\Annex E-Template form for Notices - Notice to Sell or Purchase Imported Bioethanol.doc		
2. Certified True Copy of Proforma Invoice (1 copy)		Provided by Supplier		
3. Certified True Copy of BIR Permit to Purchase or Sell (whichever is applicable) Imported Bioethanol		Provided by BIR		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		<i>Officer of the day/Assigned Processor, Respective Division</i>
	1.2 If complete, issue order of payment for fees (Treasury)			

	1.3	If incomplete, return to client.			
2. Pay Applicable fees	2.2	Process payment and issue Official Receipt	Php 980.00		<i>Collecting Officer, Treasury Division</i>
3. Submit application to OIMB with copy of official receipt	3.1.	Official receipt of application	None	0.5 Working Day	<i>Admin Staff OIMB-OD</i>
	3.2	Receive application and assign to respective division		<i>Admin Staff OIMB-OD</i>	
	3.3	Receive application and assign to respective section/ personnel	None	4.5 Working Days	<i>Admin Staff, Respective Division</i>
	3.4	Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			<i>Science Research Specialist Supervising SRS Division Chief, Respective Division</i>
	3.5	Review and endorse application for Director's approval		<i>Assistant Director, OIMB-OD</i>	
	3.6	Review and approve endorsed application		2 Working Days	<i>Director, OIMB-OD</i>
	3.7	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
	4.1	Release of application to client	None		<i>Admin Staff,</i>

4. Receipt of Acknowledgement Letter	4.2 File copy of the application and action for safekeeping			<i>Respective Division</i>
Total Number of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reports – due every 20 th day of the month succeeding the reporting month	OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-B MRE-D.xlsx			
2. Quarterly Reports – due NLT the 20 th day of the month after the covered quarter	OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx			
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance of Acknowledgement to Notice to Import Bioethanol

Department Circular No. DC2021-06-0014

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Import Bioethanol	OICMD - ..\Annex C-Template form for Notices - Notice to Import Bioethanol.doc			
2. Certified True Copy of Proforma Invoice (1 copy)	Provided by Supplier			
3. Photocopy of the Notice of Quarterly Projected Sales of E-Gasoline for the applied quarter	Provided by Importer			
4. Certified true copy of the Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by Refiner or Importer	Provided by Importer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement.	None		<i>Officer of the day/Assigned Processor, Respective Division</i>
	1.2 If complete, issue order of payment for fees (Treasury)			

	1.3 If incomplete, return to client.			
2. Pay Applicable fees	a. Process payment and issue Official Receipt	Php 980.00		<i>Collecting Officer, Treasury Division</i>
3. Submit application to OIMB with copy of official receipt	3.1 Official receipt of application	None	0.5 Working Day	<i>Admin Staff OIMB-OD</i>
	3.2 Receive application and assign to respective division		<i>Admin Staff OIMB-OD</i>	
	3.3 Receive application and assign to respective section/ personnel	None	4.5 Working Days	<i>Admin Staff, Respective Division</i>
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			<i>Science Research Specialist Supervising SRS Division Chief, Respective Division</i>
	3.5 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD Director, OIMB-OD</i>
	3.6 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.7 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Acknowledgement Letter	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>

	4.2 File copy of the application and action for safekeeping			
Total Number of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
1. Monthly Reports – due every 20 th day of the month succeeding the reporting month		OICMD - ..\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014.MRE-A.xlsx		
2. Quarterly Reports – due every 20 th day of the first month of the quarter		OICMD - ..\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx		
NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.				



Issuance to Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol

Department Circular No. DC2021-09-0029

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry.

This notice application must indicate the details of the Importer or of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product or bioethanol to be imported for sample testing. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sample Testing -Liquid Petroleum Products and Bioethanol within seven (7) working days from receipt of complete application.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Importer or Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products and bioethanol for sample testing			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol		OICMD - ..ANNEX E Application Form for Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol.docx		
2. Certified True Copy of the Proforma Invoice (1 copy)		Provided by supplier		
3. Certified True copy of Certificate of Quality (1 copy)				
4. Material Safety Data Sheet (MSDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents		Provided by the Supplier		
5. Airway Bill/Bill of Lading		Provided by supplier		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, Respective Division</i>
	1.2 If complete, issue order of			

	payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		<i>Collecting Officer, Treasury Division</i>
3. Submit application to OIMB with copy of official receipt	3.1 Official receipt of application	None	0.5 Working Days	<i>Admin Staff OIMB-OD</i>
	3.2 Receive application and assign to respective division	None	4.5 Working Days	<i>Admin Staff OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel	None		<i>Admin Staff, Respective Division</i>
	3.4 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director			
	3.5 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD Director, OIMB-OD</i>
	3.6 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.7 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4 Receipt of Acknowledgement Letter	4.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days	

REPORTORIAL REQUIREMENTS	WHERE TO SECURE
NONE	
<p>NOTE: Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct and complete documentary requirements and processing time of seven (7) working days.</p>	



Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

Note: *This process is ISO Certified.*

[Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479](#)

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)			
Classification:	Highly Technical			
Type of Transaction:	External			
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)		OICMD		
2. Written Request for Endorsement (1 copy)		OICMD - Written Request - Annex A		
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1 copy)		Applicant		
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of		Applicant		
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor</i>

	1.2	If complete, issue Order of Payment for fees (Treasury) If incomplete, return to client.			Oil Industry Management Bureau
2. Pay applicable fees	2.1.	Process payment and issue Official Receipt	Application Fee – Php. 1,000.00		Cashier Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1	Official receipt of application	None	0.5 Working days	Admin Staff, OIMB-OD Admin Staff, OIMB
	3.2	Endorse application to OIMB			
	3.3	Receive application and assign to respective division			
	3.4	Receive application and assign to respective section/ personnel			
	3.5	Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant		14.5 Working days	Science Research Specialist, Respective Division Supervising SRS, Respective Division Division Chief, Respective Division
	3.6	May require applicant to submit additional data/ information in support to the DOE Endorsement for BOI Registration processing			
	3.7	Review MOA, EC, Acknowledgement Letter and recommend approval for the			

	issuance of MOA, EC and Acknowledgement letter			
	3.8 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			
	3.9 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working days	<i>Assistant Director, OIMB-OD</i> <i>Director, OIMB-OD</i> <i>Admin Staff, OIMB-OD</i>
	3.10 Approval of MOA, EC & Acknowledgement letter			
	3.11 Release of approved MOA, EC & Acknowledgement letter to OICMD			
4. Receipt of signed Acknowledgement Letter	4.1 Release of application to client 4.2 File copy of the application and action for safekeeping	None		<i>Admin Staff Respective Division</i>
Total Number of Days			20 Working Days	



Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479 (for submitted applications via email)

[Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479](#)

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	External	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1 copy)		OICMD
2. Written Request for Endorsement (1 copy)		OICMD - Written Request - Annex A (Detailed description of the project including investment plan)
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1 copy)		Applicant
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of		Applicant
Notes		
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Send application via email to Oil Industry Management Bureau- Oil Industry Competition and Monitoring Division- Oil Demand & Market Competition Monitoring Section (OIMB-OICMD-ODMCMS) at: rescandor@doe.gov.ph and/or oicmd-demand@doe.gov.ph</p>	<p>1.1. Receive/ confirm receipt via email of documents against checklist of requirements</p> <p>1.2. Assign to processor for review of completeness of documents against checklist of requirement</p> <p>1.3 If complete, inform client via email to submit copy of validated landbank deposit slip or screenshot of online-bank transfer for the payment of application fee <i>(Notification via e-mail is within three (3) days of receipt of application);</i></p> <p>1.4 If documents are incomplete:</p> <p>1.4.1 Inform client via email on the documents for submission; or</p> <p>1.4.2 Schedule a virtual meeting with client to discuss the checklist of requirements</p> <p>1.4.3 Write an Acknowledgement letter to client to be signed by the Bureau Director on the pending documents for submission;</p>	<p>None</p>		<p><i>Supervising Science Research Specialist OICMD-ODMCMS</i></p> <p><i>Assigned Processor OICMD-ODMCMS</i></p>

2. Pay applicable fees via deposit/ online bank transfer	2.1 Secure copy of validated Landbank deposit slip/ copy of online bank transfer	Application Fee – Php. 1,000.00		Client
3. Submit application via email with copy of proof of payment of application fee at: rescandor@doe.gov.ph and/or oicmd-demand@doe.gov.ph	3.1 Official receipt of application and inform client on when to expect the availability of the signed documents.	None	15 Working days	<i>Supervising Science Research Specialist</i> OICMD-ODMCMS
	3.2 Receive application and assign to processor			<i>Science Research Specialist</i> OICMD-ODMCMS
	3.3 Evaluation/ processing of application and preparation of Memorandum of Approval (MOA), Endorsement Certificate (EC) to BOI and Acknowledgement letter to proponent/ applicant			<i>Supervising Science Research Specialist</i> OICMD-ODMCMS
	3.4 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			<i>Division Chief</i> Respective OICMD
	3.5 Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter		5 Working days	<i>Assistant Director</i>
3.6 Review MOA, EC, Acknowledgement				

	Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter			Office of the Bureau Director <i>Director</i> Office of the Bureau Director <i>Admin Staff</i> Office of the Bureau Director
	3.7 Approval of MOA, EC & Acknowledgement letter			
	3.8 Release of approved MOA, EC & Acknowledgement letter to OICMD			
4. Receipt of signed Acknowledgement Letter and copy of Endorsement Certificate	4.1 Inform client that original copies are available for pick-up in OIMB-OICMD and provide scanned copy of signed documents and customer feedback form via email 4.2 File copy of the application and action for safekeeping	None		<i>Admin Staff</i> OICMD
Total Number of Days			20 Working Days	



Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

[Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479](#)

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Incentives Availment to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry.

Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)			
Classification:	Highly Technical			
Type of Transaction:	External			
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Request for Endorsement (1 copy)		Annex B Written Request - Annex B		
2. Detailed description of the project that is subject for incentives availment		Applicant		
2.1. Description and details of equipment for importation (cost, supplier, loading date) (1 copy)		Applicant		
2.2. Commercial invoice/ Purchase order (1 copy)		Applicant		
2.3. Certificate of quality of equipment for importation (1 copy)		Applicant		
3. BOI Certificate of Registration of registered project prior to incentives availment (1 copy)		Department of Trade and Industry (DTI) – Board of Investments (BOI)		
Notes				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1 copy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against	None		<i>Officer of the day/Assigned Processor</i>

	<p>checklist of requirement</p> <p>1.2 If complete, issue Order of Payment for fees (Treasury)</p> <p>1.3 If incomplete, return to client.</p>			Oil Industry Management Bureau
2. Pay applicable fees	2.1. Process payment and issue Official Receipt	Application Fee – Php. 1,200.00		Cashier Treasury Division
3. Submit of application to OIMB with copy of official receipt and order of submission	3.1 Official receipt of application	None	0.5 Working days	Admin Staff OIMB
	3.2 Endorse application to OIMB			
	3.3 Receive application and assign to respective division		6.5 Working days	Admin Staff Office of the Bureau Director
	3.4 Receive application and assign to respective section/ personnel			Admin Staff Office of the Division Chief, OICMD
	3.5 Evaluation/ processing of application and preparation of the ff: 1) Complete Staff Work (CSW) Memo for Legal Services/ Certificate of CSW; 2) CSW Memo for Secretary, 3) Memorandum of Approval (MOA) and 4) Endorsement Certificate (EC) to BOI and 5) Letter of Acknowledgement to proponent/ applicant			Science Research Specialist, OICMD-ODMCMS
3.5.1 May require applicant to submit additional data/	Science Research Specialist, OICMD-ODMCMS			

	information in support to the DOE Endorsement for BOI Incentives Availment processing			
	3.6 Review of CSW Memo, MOA, EC and Letter of Acknowledgement to proponent; Recommend approval for the issuance of MOA and EC			<i>Supervising Science Research Specialist OICMD-ODMCMS</i> <i>Division Chief, OICMD</i>
	3.7 Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent		2 Working days	<i>Assistant Director Office of the Bureau Director</i>
	3.7.1 Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent			<i>Director Office of the Bureau Director</i>
	3.7.2 Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services			<i>Admin Staff Office of the Bureau Director</i>
				<i>Admin Staff, OICMD</i>

	3.8	Receipt of CSW Memo for Legal Services/ Certificate of CSW; Review and endorsement of the proposed approval (MOA and EC) to the Office of Secretary		10 Working days	<i>Legal Services</i>
	3.9.	Approval of MOA, EC and Letter of Acknowledgement to proponent			<i>Supervising Assistant Secretary and Undersecretary of OIMB and DOE Secretary</i>
	3.10	Release to OICMD of approved MOA, EC and Letter of Acknowledgement to proponent		1 Working Day	<i>Admin Staff Office of the Bureau Director</i>
4. Receipt of signed Acknowledgement Letter	4.1	Release of application to client	None		<i>Admin Staff, OICMD</i>
	4.2.	File copy of the application and action for safekeeping			
Total Number of Days				20 Working Days	



OIL INDUSTRY STANDARDS AND MONITORING DIVISION (OISMD)

PROCESSES

1. Issuance of Acknowledgement of Notice to Denature Imported Bioethanol
2. Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry – Lubes Products
3. Issuance of Acknowledgement for the Notice To Import For Sale Or Own Use – Lubes Products
4. Issuance of Certificate of Fuel Additive Registration



Issuance of Acknowledgement for Notice to Denature Imported Bioethanol

Department Circular No.: [DC2021-06-0014](#)

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use.

Office or Division:	Oil Industry Management Bureau (OIMB)			
Classification:	Simple Transaction			
Type of Transaction:	Government-2-Business			
Who May Avail:	Accredited DOI Biofuels Participant			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly Accomplished Application Form	Provided by applicant (<i>see sample template</i>) <ul style="list-style-type: none"> • Annex F – Template of Application Form Per DC-2021-06-0014 			
2. Photocopy of the Acknowledgement of Notice to Import Bioethanol	Provided by applicant			
NOTES:				
a. Submit this notice with complete documentary attachment not later than three (3) working days prior to the date of the actual conduct of denaturing of imported bioethanol.				
b. Reportorial Requirements		Annex MRE-E: Monthly Report on Bioethanol Denaturing Liquidation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		<i>Officer of the day / Assigned Processor, Oil Industry Management Bureau</i>
	1.2 If incomplete, return to client			
2. Submit of application to Oil Industry Management Bureau	2.1 Official receipt of application	None	2 Working Days	<i>Admin Staff, OIMB-OD</i>

	2.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	2.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB</i>
	2.4 Process application and prepare Acknowledgment letter			<i>Science Research Specialist, OISMD</i>
	2.5 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, OISMD</i>
	2.7 Review and endorse application for Director's approval			<i>Assistant Director, OIMB</i>
	2.8 Review and approve endorsed application		1 Working Days	<i>Director, OIMB</i>
	2.9 Release approved application to respective division	None		<i>Admin Staff, OIMB-OD</i>
3. Receipt of Notice to Denature Imported Bioethanol	3.1 Release of application to client			<i>Admin Staff, OISMD</i>
	3.2 File copy of the application and action for safekeeping			
Total Number of Days			3 Working Days	



Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Lubes Products

Department Circular No.: [DC 2021-09-0029](#)

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engage in the lubes business in the downstream oil industry
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Application Letter	Provided by applicant (<i>see sample template</i>) <ul style="list-style-type: none"> Annex C: Template of Notarized Application per DC-2021-09-0029
2. Documentary Requirements	Provided by applicant <ul style="list-style-type: none"> Annex C-1: Checklist of Requirements per DC-2021-09-0029
3. Company Profile	Provided by applicant (<i>template to be filled up</i>) <ul style="list-style-type: none"> Annex C-2: Company Profile per DC-2021-09-0029
NOTES:	
a. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
b. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	
c. Reportorial Requirements	Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)</i>
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay application fees	2.1 Process payment and issue Official Receipt	Php 750.00		<i>Cashier, Treasury Division</i>
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OISMD</i>
	3.4 Process application and prepare memorandum of endorsement, evaluation/validation, lubes business engagement acknowledgement letter and transmittal letter to client			<i>Science Research Specialist, OISMD</i>
	3.5 Review, evaluate and act on the application			<i>Supv SRS, OISMD</i>
	3.6 Review, evaluate and act on the application, and			<i>Division Chief, OISMD</i>

	endorse to Office of the Bureau Director			
	3.7 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.8 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Lubes Business Acknowledgement Letter	4.1 Release of application to client			
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		7 Working Days		



Issuance of Acknowledgement for the Notice to Import For Sale or Own Use - Lubes Products

Department Circular No.: [DC 2021-09-0029](#)

This Circular shall apply to all REFINERS, IMPORTERS, BULK DISTRIBUTORS, TERMINAL OPERATORS/LESSORS, BUNKER TRADERS, HAULERS and OWN USERS of Crude Oil and Finished Products as well as BLENDERS, MARKETERS, and OWN USERS of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to import / export petroleum products specifically lube, grease and other petroleum products.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notice to Import for Sale or Own Use – Lubes Products	Provided by applicant (<i>see sample template</i>) <ul style="list-style-type: none"> Annex F: Template of Notice to Import for Sale or Own Use – Lube Products per DC-2021-09-0029
2. Supporting Documents: <ul style="list-style-type: none"> Proforma Invoice or Commercial Invoice; Product brochure/ bulletin; and Material Safety Data Sheet (MSDS). 	Provided by applicant
NOTES:	
a. Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
b. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	
c. Reportorial Requirements	Annex MR-K SUMM-BOLP: Monthly Report on Base Oils and Lubricating Products Supply and Demand Summary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		<i>Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division</i>
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 575.00		<i>Cashier, Treasury Division</i>
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, Oil Industry Standards and Monitoring Division</i>
	3.4 Process application and prepare Lubes Importation Acknowledgement Letter 3.5 Review, evaluate and act on the application 3.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director	None		<i>Science Research Specialist / Supv. SRS / Division Chief</i>
	3.7 Review and endorse application for		2 Working Days	<i>Assistant Director, OIMB-OD</i>

	Director's approval			
	3.8 Review and approve endorsed application			<i>Director Office of the Bureau Director</i>
	3.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Lubes Business Acknowledgment Letter	4.1 Release of application to client			<i>Admin Staff, OISMD</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days		7 Working Days		



Issuance of Certificate of Fuel Additive Registration

Department Circular No.: [DC2007-02-0001](#) and [DC2020-03-0007](#)

These Guidelines shall apply to the registration of fuel additives prior to its manufacture, importation, trade/market and use. Registration shall only cover the additive directly added to fuels such as gasoline, diesel, LPG, bunker emulsified bunker and other relate products for internal and external combustion engines. Marker dyes, colorant and two-stroke (2T) lubricating oils directly mixed into the fuel shall be considered additive and are covered in this registration requirement.

Office or Division:	Oil Industry Standards and Monitoring Division (OISMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Unless otherwise disqualified by law, persons or entities who manufacture, process, repack, re-brand, market and use fuel additives shall register the Additive with this Bureau
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Filled up and notarized registration form complete with the following information: (1 copy)	Provided by applicant (<i>see sample template</i>) <ul style="list-style-type: none"> Application Form for Fuel Additive Registration
2. Supporting Documents	
<ul style="list-style-type: none"> Company profile with scope of operation / activity / business plan / investment cost / target mark (consumer & geographical) // product supplier (1 copy) 	Provided by applicant
<ul style="list-style-type: none"> DTI Registration / SEC Registration 	Department of Trade and Industry / Securities Exchange Commission
<ul style="list-style-type: none"> Current Business / Mayor's Permit 	Local Government Unit
<ul style="list-style-type: none"> Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate 	Environmental Management Bureau – Department of Environment and Natural Resources (EMB-DENR)
<ul style="list-style-type: none"> Safety Data Sheet (SDS) 	Provided by applicant
<ul style="list-style-type: none"> Technical information / Product Brochure (including complete product identity, description of analytical techniques used to detect and measure the additives in the fuel, recommended range of concentration or dosage and purpose on the use of additive) 	Provided by applicant / Supplier of the product
<ul style="list-style-type: none"> Documentary proof or evidence to support claims / purpose / benefits of the additive (e.g. comparison test on engine performance laboratory tests, PNS test if applicable etc.) and that it 	Provided by applicant / Supplier of the product

does not contribute to harmful emissions (e.g. comparison test on emission test)				
Notes:				
1. Original copy of the above documents shall be presented to OIMB for authentication purposes		Provided by applicant		
2. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
3. Reportorial Requirements		Annex 2 – OIMB Schedule VII A Template		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application to Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement	None		<i>Officer of the day/Assigned Processor, OISMD</i>
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
2 Pay Application Fee	2.1 Process payment and issue Official Receipt	Php. 1,400.00		<i>Cashier, Treasury Division</i>
3 Submit of application to Oil industry Management Bureau	3.1 Official receipt of application	None	5 Working Days	<i>Admin Staff, OIMB-OD</i>
	3.2 Receive application and assign to respective division	None		<i>Admin Staff, OIMB-OD</i>
	3.3 Receive application and assign to respective section/ personnel			<i>Admin Staff, OISMD</i>
	3.4 Evaluate/ Process application and			<i>Science Research Specialist /</i>

	prepare Memorandum of Approval and letter of Registration 3.5. Additional information may be requested for further evaluation 3.6. Review, evaluate and act on the application 3.7. Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Supervising SRS / Division Chief</i>
	3.8 Review and endorse application to Director		3 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.9 Approval of CFAR and letter of registration			<i>Director, OIMB-OD</i>
	3.10 Endorse approved CFAR and letter of registration to respective division			<i>Office of the Director</i>
4 Receipt of CFAR and Letter of Registration	4.1 Release of CFAR and Letter of Registration to client			<i>Admin Staff, OISMD</i>
	4.2 File copy of the CFAR and Letter of Registration and action for safekeeping	None		
Total Number of Days			8 Working Days	



NATURAL GAS MANAGEMENT DIVISION (NGMD)

PROCESSES

1. Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities
2. Issuance of the Acknowledgement to Import LNG and/or Supply and Transport of Natural Gas
3. Issuance of the Accreditation to Import LNG and/or Supply and Transport of Natural Gas
4. Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities
5. Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities
6. Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities



Issuance of Assignment or Transfer of Interest of Operatorship of Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

This authorizes the proponents to assign or transfer the operatorship of the proposed Downstream Natural Gas Facilities from one juridical entity to another.

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to assign or transfer interest of operatorship of downstream natural gas facilities
CHECKLIST OF REQUIREMENTS (3 sets: 2 hard copies and 1 electronic)	WHERE TO SECURE
1. Letter to the Secretary and attention to the DNG-REC of the notice of assignment / transfer of interest and the reasons thereof;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
2. Original Copy of the assignee's Corporate Secretary's Certificate showing assumption by the assignee of all the rights and obligations of the Operatorship and attached thereof is the certified true copy of the assignment agreement;	
3. Submission of assignee's complete legal and financial documentation as set out in the Permit Application Guideline;	
4. Description of the assignee's project management team; and	
5. Proof of its financial closing to continuously fund the Downstream Natural Gas Project.	
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical, and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	Provided by Applicant
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;	
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.	

4. If the applicant is a representative of the corporation/company; Secretary’s Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
5. Reportorial Requirements		Provided by Applicant <ul style="list-style-type: none"> ▪ <u>Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</u> 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application addressed to the Secretary and attention to the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Secretary and attention to the Chairman of DNG-REC.	None	0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 Endorse application to OIMB			<i>Admin Staff, Office of the Supervising Secretary</i>
	1.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.4 Receive application and assign to respective section/ personnel		4.5 Working Days	<i>Admin Staff, OIMB-NGMD</i>
	1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.			<i>OIMB-NGMD</i>

	<p>1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</p> <p>1.5.2 If incomplete, issue letter of rejection.</p>			
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	None to Date		<i>Collecting Officer, Treasury Division</i>
	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Assignment or Transfer of Interest of Operatorship.</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		10 Working Days	<i>Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services</i>
	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			<i>Supervising Assistant Secretary and Supervising Undersecretary</i>
	2.7 Review and endorse application for Secretary's approval			
	2.8 Review and approved the endorse application			<i>Office of the Secretary (OSEC)</i>
	2.9 Release approved application to respective division		5 Working Days	<i>Admin Staff, OIMB-OD</i>

3. Receipt of Assignment or Transfer of Interest of Operatorship	3.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	3.2 File copy of the application and action for safekeeping			
	3.3 Provide copy to Records Management Division			
Total Number of Days		20 Working Days		



Issuance of the Acknowledgement to Import LNG and/or Supply and Transport Natural Gas

Department Circular No.: DC2017-11-0012

The Acknowledgement to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants as well as provide the proof that the importer/supplier complied to existing regulations and a requirement prior to release of the commodity by the Bureau of Customs.

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Pre-Importation Notice (1 copy)	
1.1 Details of Pre-Importation Notice	
1.1.1 Name of Company and OIMB-Accreditation No.;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
1.1.2 Estimated quantity;	
1.1.3 Specified quality of Natural Gas or LNG;	
1.1.4 Estimated date of loading and arrival (ETL & ETA);	
1.1.5 Supplier of imported LNG;	
1.1.6 Estimated FOB price, freight, insurance cost and other importation cost;	
1.1.7 Vessel particulars (name and voyage number); and	
1.1.8 Country and port of loading and discharge.	
2. Supporting Document: (1 copy)	
2.1 Proforma Invoice	
3. Post-Importation Documents (1 copy)	
3.1 Commercial Invoice;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
3.2 Import bill of lading;	
3.3 Safety Data Sheet (SDS);	
3.4 Certificate of quality;	
3.5 Final import entry declaration; and	
3.6 Statement of Settlement of Duties and Taxes (SSDT)	
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and	Provided by Applicant

financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;				
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;				
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.				
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of application to Oil Industry Management Bureau	1.1 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.2 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>
	1.3 Review of completeness of documents against checklist of requirement			<i>Assigned Processor, OIMB-NGMD</i>
	1.4 If complete, issue order of payment for fees (Treasury)			<i>OIMB-NGMD</i>
	1.5 If incomplete, return to client.			<i>OIMB-NGMD</i>

2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 1,500.00		<i>Collecting Officer, Treasury Division</i>
3. Submit of application to Oil Industry Management Bureau with copy of official receipt	3.1 Process application and prepare Acknowledgement to Import LNG and/or Supply and Transport Natural Gas		4 working days	<i>Science Research Specialist, Respective Division</i>
	3.2 Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief Respective Division</i>
	3.4 Review and endorse application for Director's approval			<i>Assistant Director, OIMB-OD</i>
	3.5 Review and approve endorsed application		2 working days	<i>Director, OIMB-OD</i>
	3.6 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4. Receipt of Acknowledgement to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client		1 working day	<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days	



Issuance of the Accreditation to Import LNG and/or Supply and Transport of Natural Gas

Department Circular No.: DC2017-11-0012

To authorize the importer/supplier to to indulge in the importation and supply through the issuance of Accreditation to Import LNG and/or Supply and Transport Natural Gas for Downstream Natural Gas Industry Participants

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Complex Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent with the following information (1 copy)	
1.1 Company Name (Business name, address, telephone number/s, email address);	Provided by Applicant ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
1.2 Contact Person and Contact Details; and	
1.3 Activity to engage in: -Import; -Supply and Transport -Both	
2. Supporting documents required (1 copy)	
2.1 Importer	
2.1.1 Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;	Securities and Exchange Commission (SEC)
2.1.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;	Provided by Applicant ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
2.1.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
2.1.4 Importer's Clearance Certificate (ICC) from the Bureau of Internal Revenue;	Bureau of Internal Revenue
2.1.5 Certificate of Accreditation as Importer from the Bureau of Customs;	Bureau of Customs

<p>2.1.6 Duly executed redacted importation agreement; and</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
<p>2.1.7 Other supporting and relevant documents that the law or rules may require.</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
<p>2.2 Supplier</p>	
<p>2.2.1 Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;</p>	<p>Securities and Exchange Commission (SEC)</p>
<p>2.2.2 Duly executed Secretary's Certificate and Board Resolution naming their authorized representative/s;</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
<p>2.2.3 Business Permit;</p>	<p>Local Government Unit (LGU), where the facility is located.</p>
<p>2.2.4 Duly executed redacted supply agreement; and</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012
<p>2.2.5 Other supporting and relevant documents that the law or rules may require.</p>	
<p>Notes:</p>	
<p>1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;</p>	<p>Provided by Applicant</p>
<p>2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;</p>	
<p>3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and</p>	

4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
5. Reportorial Requirements		Provided by Applicant ▪ Annex C: Importer and Supplier Accreditation Guideline per DC2017-11-0012		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of application to Oil Industry Management Bureau	1.1 Endorse application to OIMB			<i>Admin Staff, OIMB-OD</i>
	1.2 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.3 Receive application and assign to respective section/personnel			<i>Admin Staff, OIMB-NGMD</i>
	1.4 Review of completeness of documents against checklist of requirement			<i>Assigned Processor, OIMB-NGMD</i>
	1.5 If complete, issue order of payment for fees (Treasury) order of payment for fees (Treasury)			<i>OIMB-NGMD</i>
	1.6 If incomplete, return to client.			<i>OIMB-NGMD</i>
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		<i>Collecting Officer, Treasury Division</i>

3. Submit of application to Oil Industry Management Bureau with copy of official receipt	3.1 Process application and prepare Accreditation to Import LNG and/or Supply and Transport Natural Gas		4 Working days	<i>Science Research Specialist, Respective Division</i>
	3.2 Review, evaluate and act on the application			<i>Supv. SRS, Respective Division</i>
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			<i>Division Chief, Respective Division</i>
	3.4 Review and endorse application for Director's approval		2 Working Days	<i>Assistant Director, OIMB-OD</i>
	3.5 Review and approve endorsed application			<i>Director, OIMB-OD</i>
	3.6 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
4 Receipt of Accreditation to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client		1 Working Day	<i>Admin Staff, Respective Division</i>
	4.2 File copy of the application and action for safekeeping			
Total Number of Days			7 Working Days	



Issuance of Notice To Proceed (NTP) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponents to proceed the acquisition of permits/clearances from the national and local government agencies and financial closing prior the construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to develop Downstream Natural Gas Facilities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Legal Documentation	
1.1 Duly filled-out covering information sheet showing a brief profile of the Applicant (Annex A-2 of DC No. 2017-11-0012); (3 copies: 2 sets hard copies and 1 electronic copy)	<ul style="list-style-type: none"> ▪ Annex A-2: Information Sheet per DC2017-11-0012
1.2 Certified true copies of the Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation and By-Laws, and latest Certificate of Amendment, if applicable; or their foreign equivalents. The corporate purpose of the Applicant shall include the authority to construct and operate Downstream Natural Gas Facilities; (3 copies: 2 sets hard copies and 1 electronic copy)	Securities and Exchange Commission (SEC)
1.3 Certified true copy of the updated General Information Sheet (GIS), or their foreign equivalent, and stamped-received by the Securities and Exchange Commission (SEC) within twelve (12) months from date of the filing of application; (3 copies: 2 sets hard copies and 1 electronic copy); and	Securities and Exchange Commission (SEC)
1.4 Original Copy of the Secretary's Certificate showing authority of the Applicant's representative to apply, negotiate, sign and execute documents in relation to the application. (3 copies: 2 sets hard copies and 1 electronic copy)	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
2. Technical Documentation	

2.1 Applicant Profile(3 copies: 2 sets hard copies and 1 electronic copy)	
2.1.1 The Applicant shall submit a duly notarized description of its own, or if necessary, including that of the chosen member/s of the Applicant Group, experience and technical capability relevant to carrying out the Project, specifically:	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ <u>Annex A: Permit Application Guideline per DC2017-11-0012</u>
2.1.2 A summary of the company profile, business direction, strategy and major accomplishments in the downstream Natural Gas Industry;	
2.1.3 A summary and description of all gas-related projects completed and pending, if any, for at least the past three (3) years preceding the date of the application including the assessment of the performance of their construction, operation and economic feasibilities;	
2.1.4 Description of the qualifications and experience of key management, professional and technical personnel in the Downstream Natural Gas Facility construction and operation;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ <u>Annex A: Permit Application Guideline per DC2017-11-0012</u>
2.1.5 Disclosure of any pending or determined with finality major safety or environmental enforcement actions by relevant authorities;	
2.1.6 If Applicant Group's technical capability will be used, the Secretary's certificate of the chosen member/s confirming a board resolution authorizing the commitment of the identified technical capability to the proposed Project;	
2.1.7 Other information that the Applicant may deem necessary to support its application or as maybe required by the C-REC.	
2.2 Construction Plans and Designs (3 copies: 2 sets hard copies and 1 electronic copy)	
2.2.1 General Project Description	
2.2.2 Locational zoning clearance subject to the local government zoning ordinance;	
2.2.3 Quantitative risk assessment report for safe distance requirements;	

<p>2.2.4 Environmental (land, air, water and people) impact identification, prevention and mitigation assessment report of the proposed infrastructure and processes on the proposed site consistent with the Philippine Environmental Impact Statement System Law (EISS) and its implementing rules;</p>	
<p>2.2.5 Geologic, Oceanographic, Seismic, Atmospheric, and Security hazard identification, prevention and mitigation assessment report;</p>	
<p>2.2.6 Distribution Impact Study (DIS) and Distribution Asset Study (DAS) or embedded power plant construction plan for power supply requirement;</p>	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ <u>Annex A: Permit Application Guideline per DC2017-11-0012</u>
<p>2.2.7 Front End Engineering Design (FEED) and detailed building and equipment plans and designs (as developed during FEED and together with evidence of completion of the FEED stage) and their corresponding work program and budget;</p>	
<p>2.2.7.1 Conceptual plans and designs of buildings, other facilities and equipment, with descriptions and flow diagram of their construction and installation processes including the integrity and safety engineering methods and technology applied with due consideration of the results of the assessments made from items guidelines 2.a to 2.f above;</p>	
<p>2.2.7.2 Summary list with sufficient description of the Philippine or Internationally accepted codes and standards specifically used as basis on the formulation of the plans and designs for the construction of buildings and other facilities and the installation of equipment including the materials used therein;</p>	
<p>2.2.7.3 Planned Construction Schedule;</p>	
<p>2.2.7.4 Plot Plans and list of key buildings, other facilities, equipment, access roads, safety zones and distances;</p>	
<p>2.2.7.5 Manpower and construction equipment requirements;</p>	
<p>2.2.7.6 Management of change system;</p>	
<p>2.2.7.7 Maintenance of records system;</p>	
<p>2.2.8 Third party quality assurance program validation (3 copies: 2 sets hard copies and 1 electronic copy)</p>	

2.2.8.1 Safety and Quality Assurance Certifications of the plans and designs of the buildings, other facilities and installed equipment;	
2.2.8.2 Safety and Quality Assurance Certifications of the material used on the construction, facilities and equipment; and	
2.2.8.3 Safety and Quality Assurance Certifications of the applied engineering and technology for the construction, installation and operation of the buildings, facilities and equipment;	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ <u>Annex A: Permit Application Guideline per DC2017-11-0012</u>
2.2.9 A summary of the execution plan for the establishment of a professional project management team for construction, installation, testing and commissioning; (3 copies: 2 sets hard copies and 1 electronic copy)	
2.2.10 A summary report prepared by the Applicant on other Government agencies' permitting requirements before construction and before operation; (3 copies: 2 sets hard copies and 1 electronic copy); and	
2.2.11 Other relevant studies or assessment reports that the Applicant may deem necessary to support its application. (3 copies: 2 sets hard copies and 1 electronic copy)	
2.3 Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Construction and Equipment Installation Phase) (3 copies: 2 sets hard copies and 1 electronic copy)	
2.3.1 Submission of HSSE management systems, management and employee structure, manpower complement, qualification and competency / training development program and mitigation plans to address the risks at ALARP levels in the following areas: (3 copies: 2 sets hard copies and 1 electronic copy)	<p>Provided by Applicant</p> <ul style="list-style-type: none"> ▪ <u>Annex A: Permit Application Guideline per DC2017-11-0012</u>
2.3.1.1 Environmental Risk Assessment and Management Plan	
2.3.1.2 Occupational Health and Safety Risk Assessment and Management Plan	
2.3.1.3 Facility Security Risk Assessment and Management Plan	
2.3.1.4 Disaster/ Emergency Preparedness and Response Plan	
2.3.1.5 Other areas of concern that the Operator may deem necessary.	

2.4 Financial Documentation(3 copies: 2 sets hard copies and 1 electronic copy)	
2.4.1 Economic/Financial Feasibility Report with clear demonstration of the projected revenue versus the costs and other relevant factors associated with the project; (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
2.4.2 Financial Closing Methodology Report covering the entire proposed work program and budget with clear demonstration of ability to meet funding requirements;	
2.5 Supporting Documents: (3 copies: 2 sets hard copies and 1 electronic copy)	
2.5.1 Certified executed copies, which may be redacted for confidentiality reasons, of all key binding agreements required for the development of the project, including but not limited to:	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
2.5.1.1 Engineering, Procurement and Construction (EPC) agreements;	
2.5.1.2 LNG supply agreements of Operators and/or terminal user(s);	
2.5.1.3 Gas sales agreements by Operator and/or terminal users with power or non-power customers;	
2.5.2 Certified true copy of Applicant’s tax clearance certificate from the respective tax regulating Government Agency for the immediate preceding year from year of application as required by the Philippine Executive Order No. 398;	
2.5.3 For corporations existing for more than two (2) years at the time of filing of application:	
2.5.3.1 Certified true copy of the Annual Report or Audited Financial Statements (FS) for the last two (2) years from the date of the Application and Original copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;	
2.5.3.2 Original copy of the Projected Cash Flow Statement covering the cash availability for the entire construction and expansion or modification, if applicable; and	
2.5.3.3 Proof of ability to raise its equity share earmarked for the project through any or a combination of the following:	Provided by Applicant

<p>2.5.3.3.1 Original copy of the Bank Certification to substantiate the cash balance as of 10 business days prior to the date of application; and</p>	<ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
<p>2.5.3.3.2 Credit lines available;</p>	
<p>2.5.4 For newly-organized corporations existing for less than two (2) years at the time of filing of application:</p>	
<p>2.5.4.1 Certified true copy of the Annual Report or Audited Financial Statements (FS) or Original copy of the latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer;</p>	
<p>2.5.4.2 Original copy of the Projected Cash Flow Statement covering the cash availability for the entire construction and expansion or modification, if applicable; and</p>	
<p>2.5.4.3 Proof of ability to raise its equity share earmarked for the project through any or a combination of the following:</p>	
<p>2.5.4.3.1 Original copy of the Bank Certification to substantiate the cash balance as of 10 business days prior to the date of application; and</p>	
<p>2.5.4.3.2 Credit lines available;</p>	
<p>2.5.5 Applicants with insufficient ability to raise equity share for the proposed Project may seek earmarked fund guarantee from the chosen member/s of the Applicant Group but shall be limited to corresponding participating interest and shall submit the following:</p>	
<p>2.5.5.1 Certified true copy of the shareholders or Parent Company's financial documents per 3.a to 3.c and 4.a to 4.b, as applicable; and</p>	
<p>2.5.5.2 Secretary's certificate confirming board resolution authorizing the contribution to the funding of the equity share corresponding to its participating interest.</p>	<p>Provided by applicant</p> <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
<p>Notes:</p>	
<p>1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;</p>	<p>Provided by Applicant</p>
<p>2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial</p>	

documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;	
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.	
4. If the applicant is a representative of the corporation/company; Secretary’s Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.	
5. Reportorial Requirements	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 Endorse application to OIMB			<i>Admin Staff, Office of the Supervising Undersecretary</i>
	1.3 Receive application and assign to respective division		4.5 Working Days	<i>Admin Staff, OIMB-OD</i>
	1.4 Receive application and assign to respective section/personnel			<i>Admin Staff, OIMB-NGMD</i>

	<p>1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.</p> <p>1.5.1. If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</p> <p>1.5.2. If incomplete, issue letter of rejection.</p>			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Notice to Proceed (NTP)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		10 Working Days	Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services

	2.6	Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			<i>DNG-REC Members</i>
	2.7	Review and endorse application for Secretary's approval			<i>Supervising Assistant Secretary and Supervising Undersecretary</i>
	2.8	Review and approved the endorse application		5 Working Days	<i>Office of the Secretary (OSEC)</i>
	2.9	Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
3. Receipt of Notice to Proceed (NTP)	3.1	Release of application to client	None		<i>Admin Staff, Respective Division</i>
	3.2.	File copy of the application and action for safekeeping			
	3.3	Provide copy to Records Management Division			
Total Number of Days				20 Working Days	



Issuance of Permit to Construct, Expand, Rehabilitate and Modify (PCERM) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponent to proceed the construction, expansion, rehabilitation, and modification of the proposed Downstream Natural Gas Facilities. This is to note, that each activity in the PCERM shall be applied for a permit separately.

Office or Division:	Oil Industry Management Bureau-Natural Gas Management Division
Classification:	Highly Technical Transaction
Type of Transaction:	Government-2-Business
Who May Avail:	Entities intending to construct, expand, rehabilitate, and modify Downstream Natural Gas Facilities
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Permits (3 copies: 2 sets hard copies and 1 electronic copy)	
1.1 Environmental Compliance Certificate (ECC) from the Department of Environment and Natural Resources (DENR);	Department of Environment and Natural Resources (DENR)
1.2 Endorsement and Permits from the Local Government Unit (LGU), where the facility is located;	Local Government Unit (LGU), where the facility is located.
1.3 Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;	National Commission on Indigenous Peoples (NCIP)
1.4 Land Conversion Clearance from the Department of Agriculture (DA), if applicable;	Department of Agriculture (DA)
1.5 Registration with the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
1.6 Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS); and	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS)
1.7 Other permits as maybe required by law or rules in order to commence construction.	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
2. Submission of Proof of Financial Closing (3 copies: 2 sets hard copies and 1 electronic copy)	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012

Notes:				
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;		Provided by Applicant		
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale;				
3. Original copy of the above documents shall be presented to OIMB for authentication purposes; and		Provided by Applicant		
4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
5. Reportorial Requirements		Provided by Applicant <ul style="list-style-type: none"> ▪ <u>Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012</u> 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	Records Officer, RMD

	1.2 Endorse application to OIMB			<i>Admin Staff, Office of the Supervising Undersecretary</i>
	1.3 Receive application and assign to respective division			<i>Admin Staff, OIMB-OD</i>
	1.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>
	1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist. 1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information. 1.5.2 If incomplete, issue letter of rejection.		4.5 Working Days	<i>OIMB- NGMD</i>
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		<i>Collecting Officer, Treasury Division</i>

	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Permit to Construct/Expand/Rehabilitate/Modification (PCERM)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		<p>10 Working Days</p>	<p><i>Assigned Processor, Oil Industry Management Bureau/Legal Services and Financial Services</i></p>
	<p>2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.</p>			<p><i>DNG-REC Members</i></p>
	<p>2.7 Review and endorse application for Secretary's approval</p>			<p><i>Supervising Assistant Secretary and Supervising Undersecretary</i></p>

	2.8 Review and approved the endorse application			<i>Office of the Secretary (OSEC)</i>
	2.9 Release approved application to respective division		5 Working days	<i>Admin Staff, OIMB-OD</i>
3 Receipt of Permit to Construct, Expand, Rehabilitate and Modify (PCERM)	3.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	3.2 File copy of the application and action for safekeeping			
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Working Days	



Issuance of Permit to Operate and Maintain (POM) for Downstream Natural Gas Facilities

Department Circular No.: DC2017-11-0012

The permit authorizes the proponent the operation and maintenance of the completed construction of the proposed Downstream Natural Gas Facilities.

Office or Division:	Natural Gas Management Division (NGMD)	
Classification:	Highly Technical Transaction	
Type of Transaction:	Government-2-Business	
Who May Avail:	Entities intending to operate and maintain Downstream Natural Gas Facilities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Completion (3 copies: 2 sets hard copies and 1 electronic copy)		
1.1 Refers to the certificate of practical completion and certificate of completion testing issued by the Engineering, Procurement and Construction (EPC) Contractor with the conformity of the Owner's project manager	Provided by applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012 	
2. Summary List of Buildings, Facilities and Equipment (3 copies: 2 sets hard copies and 1 electronic copy)		Provided by applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
3. Operational process with flow diagram (3 copies: 2 sets hard copies and 1 electronic copy)		
3.1. Description of operational process with flow diagram of building, facilities, and equipment for testing, commissioning, operation, repair and maintenance for DOE guidance and reference	Provided by applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012 	
4. Health, Safety, Security and Environment (HSSE) Assessment and Management Plan (Operational Phase) (3 copies: 2 sets hard copies and 1 electronic copy)		
4.1. Submission of HSSE management systems, management and employee structure, manpower complement, qualification and competency / training development program and mitigation plans to address the risks at ALARP levels in the following areas:	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012 	
4.1.1. Environmental Risk Assessment and Management Plan		
4.1.2. Occupational Health and Safety Risk Assessment and Management Plan		

4.1.3. Facility Security Risk Assessment and Management Plan	
4.1.4. Disaster/ Emergency Preparedness and Response Plan	Provided by Applicant <ul style="list-style-type: none"> ▪ Annex A: Permit Application Guideline per DC2017-11-0012
4.1.5. Community social development program	
4.1.6. Other areas of concern that the Operator may deem necessary	
5. Permitting requirement of other Government Agencies for the Operation of the Facility which shall include the following: (3 copies: 2 sets hard copies and 1 electronic copy)	
5.1. Applicable regulatory permits from the Department of Environment and Natural Resources (DENR) and other requirements to satisfy the Environmental Compliance Certificate (ECC) provisions from the DENR;	Department of Environment and Natural Resources (DENR)
5.2. Endorsement and Permits for Operation from the Local Government Unit (LGU);	Local Government Unit (LGU), where the facility is located.
5.3. Certificate of Pre-Condition (CP) from the National Commission on Indigenous Peoples (NCIP), if applicable;	National Commission on Indigenous Peoples (NCIP)
5.4. Registration and Permit to Operate from the Department of Labor and Employment (DOLE);	Department of Labor and Employment (DOLE)
5.5. Registration with the Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig and Social Security System Corporation (SSS);	Bureau of Internal Revenue (BIR), Philippine Health Insurance Corporation (PhilHealth), HDMF-Pag-ibig, and Social Security System Corporation (SSS)
5.6. Fire Safety Inspection Certificate (Fire Code);	Bureau of Fire Protection (BFP)
5.7. Sanitary Permit (Sanitary Code); and	Local Government Unit (LGU), where the facility is located.
5.8. Other permits as maybe required by law or rules	Provided by applicant
Notes:	
1. A foreign-registered Applicant shall submit its legal, technical and financial documents in English language and duly authenticated by its embassy which has operational coverage of the Philippines;	Provided by Applicant
2. The application must be both in paper, with two (2) complete sets of legal, technical, and financial documents, and digital (USB Drive in PDF format). Recommended format is the use of the Times New Roman at 12 font and in single line spacing, figures in A4 size and maps at an appropriate scale; and	
3. Original copy of the above documents shall be presented to OIMB for authentication purposes.	Provided by Applicant

4. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company.				
5. Reportorial Requirements		Provided by Applicant <ul style="list-style-type: none"> ▪ Annex B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11-0012 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application File application address to the Chairman of the Downstream Natural Gas – Review and Evaluation Committee (DNG-REC) and submit to Records Management Division	1.1 Endorse application to the Office of the Chairman of DNG/REC	None	0.5 Working Day	<i>Records Officer, RMD</i>
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary
	1.3 Receive application and assign to respective division			Admin Staff, OIMB-OD
	1.4 Receive application and assign to respective section/ personnel			<i>Admin Staff, OIMB-NGMD</i>

	<p>1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.</p> <p>1.5.1 If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</p> <p>1.5.2 If incomplete, issue letter of rejection.</p>			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	<p>2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.</p> <p>2.3 Process application and prepare Permit to Operate and Maintain (POM)</p> <p>2.4 Prepare initial evaluation for presentation to the DNG-REC members.</p> <p>2.5 Presentation of initial evaluation to the DNG-REC members.</p>		10 Working Days	Assigned Processor Oil Industry Management Bureau/Legal Services and Financial Services

	2.6 Finalization of the evaluation and endorse application for the Assistant secretary and Undersecretary's approval.			<i>DNG-REC Members</i>
	2.7 Review and endorse application for Secretary's approval			<i>Supervising Assistant Secretary and Supervising Undersecretary</i>
	2.8 Review and approved the endorse application		5 Working days	<i>Office of the Secretary (OSEC)</i>
	2.9 Release approved application to respective division			<i>Admin Staff, OIMB-OD</i>
3 Receipt of Permit to Operate and Maintain (POM)	3.1 Release of application to client	None		<i>Admin Staff, Respective Division</i>
	3.2 File copy of the application and action for safekeeping			
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Working Days	



OIL INDUSTRY MANAGEMENT BUREAU (OIMB)

Internal Services

1. Request from other, Bureaus, and Services for Oil Industry Data/Statistics/Information



Request from Bureaus, Services, Division and Unit within DOE for Oil Industry Data / Statistics / Information

The interagency cooperation between bureaus, services, division and unit within DOE for oil industry data / statistics and information

Office or Division:	Oil Industry Management Bureau			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Bureaus, services, division, and unit within DOE interested in oil industry data / statistics and information			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of request indicating the interested information and data.			Provided by applicant	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to Oil Industry Management Bureau	1.1 Official Receipt of request	None	5 Working days	<i>Officer of the day/Assigned Processor</i> Oil Industry Management Bureau
	1.2 Receive request and assign to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
	1.3 Receive request and assign to respective section/ personnel	None		<i>Admin Staff</i> Office of the Division Chief
	1.4 Process request and prepare letter respective section/ personnel 1.5 Review, evaluate and act on the request 1.6 Review, evaluate and act on the request, and	None		<i>Science Research Specialist</i> Respective Division / <i>Supervising Science Research Specialist</i> Respective Division / <i>Division Chief</i> Respective Division

	endorse to Office of the Bureau Director			
	1.7 Review and endorse for Director's approval	None	2 Working days	<i>Assistant Director</i> Office of the Bureau Director
	1.8 Review and approve endorsed letter	None		<i>Director</i> Office of the Bureau Director
	1.9 Release approved letter to respective division	None		<i>Admin Staff</i> Office of the Bureau Director
2. Receipt of requested data / statistics / information	2.1 Release of letter to client a. File copy of the application and action for safekeeping	None		<i>Admin Staff</i> Respective Division
Total Number of Days		7 Working Days		