# OIL INDUSTRY MANAGEMENT BUREAU (OIMB)



### **OIL INDUSTRY MANAGEMENT BUREAU (OIMB)**

#### **SUMMARY OF PROCESSES**

#### **External Services**

### Retail Market Monitoring and Special Concerns Division (RMMSCD)

PROCESSES	DURATION	CLASSIFICATION
Application for Registration - Prior to     Commencement of LPG Facility     Construction (Refiller and Centralized LPG     Piping System Owner/Operator)	20 Working Days	Highly Technical
Application for Registration by a Trademark     Owner or Marketer – Trademark or     Tradename	20 Working Days	Highly Technical
Application for Registration by a Refiller –     Authority to Fill Third-Party Trademark or     Tradename	20 Working Days	Highly Technical
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
Application for Registration by a Trademark     Owner or Marketer – LPG Seal	20 Working Days	Highly Technical
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		
Issuance of License to Operate (LTO) for Trademark Owner or Marketer	20 Working Days	Highly Technical
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 (ISO Certified)	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 <i>t</i> he 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 Transac	tion	
Type of Transaction:	Government to Business		
Who May Avail:		age in the downstream oil industry prior to ruction particularly for Refiller and Centralized LPG erator	
CHECKLIST	OF REQUIREMENTS	WHERE TO SECURE	
copy)	Registration - Annex 1 (1	RMMSCD Application Form (Annex 1)	
2. Company Profi	ile	Provided by applicant	
Securities and Commission (S Department of (DTI) (whichev	SEC) or the Trade and Industry er 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	
	ce standards/codes nstruction design; and	Provided by applicant	
Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant	
Notes:			
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.

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File     application     to Oil     Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)		Collecting Officer, Treasury Division
3. Processing of Application	3.1. Receive application and assign to respective division			Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and		15 Working Days	Admin Staff, Respective Division

	prepare Certificate of Registration as a registered entity  3.4 Review and recommend approval of the Certificate of Registration to applicant and recommend approval  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  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		5 Working Days	Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division  Assistant Director, OIMB-OD  Admin Staff, OIMB-OD
4. Receipt of signed Certificate of Registration	<ul><li>4.1 Release of application to client</li><li>4.2 File copy of the application and action for</li></ul>	None		Admin Staff, Respective Division
Total	safekeeping 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

Office or Division:

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

Oil Industry Management Bureau

Classification:	Highly Technical Transaction		
Type of Transaction:	Government to B	usiness	
Who May Avail:	Entities intending filled cylinder.	to sell a particular trademark or trade name via LPG	
CHECKLIST OF REQU	CHECKLIST OF REQUIREMENTS WHERE TO SECURE		
1. Application for Registrati	on - Annex 2	RMMSCD	
(1 copy)		Annex 2	
2. Company Profile		Provided by applicant	
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		Provided by applicant	
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	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File application     to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – Trade mark owner or Marketer (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	3.1 Receive application and assign to respective division  3.2 Receive application and assign to respective section/ personnel  3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity  3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval  3.5 Review and endorse to OBD for approval of Certificate of Registration to		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division

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			applicant and			
			recommend			
			approval			
		3.6	Review and		5 Working	Assistant Director,
			endorse		Days	OIMB-OD
			Certificate of			
			Registration for			Director,
			Director's approval			OIMB-OD
		3.7	Review and			
			approval of			Admin Staff,
			Certificate of			OIMB-OD
			Registration to			
			applicant as a			
			registered entity			
		3.8	Release of signed			
			Certificate of			
			Registration to			
			RMMSCD			
4	Receipt of	4.1	Release of			Admin Staff,
	signed		application to client			Respective Division
	Certificate of					,
	Registration	4.2	File copy of the	None		
	· ·		application and			
			action for			
			safekeeping			
			•		00.14:	_
	Total I	Numbe	er of Days		20 Worki	ng Days
1						



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

Department Circular No.: DC 2022-11-0037

Office or Division: Oil Industry Mana		agement Bureau	
Classification:	Highly Technical	Transaction	
Type of Transaction:	Government to B	usiness	
Who May Avail:		to engage in the business of Refilling LPG I-party Trademark Owner or Marketer.	
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE	
Application for Registration     (1 copy)	ı - Annex 3	RMMSCD Annex 3	
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	
LTO of third-party Trademark owner or Marketer;		Provided by applicant	
DOE registration certificate - Trademark     or tradename;		Provided by applicant	
<ol><li>6. DOE registration certificate - LPG Seal; and</li></ol>		Provided by applicant	
<ol> <li>Notarized company secretary's certificate         of the authorized representative of the         applicant.</li> </ol>		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		Officer of the day/Assigned Processor Oil Industry Management Bureau
		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)		Collecting Officer, Treasury Division
3.	Processing of Application	3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division
		3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity			Supervising SRS, Respective Division Division Chief,

	Registration to applicant and recommend approval  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	Assistant Director, OIMB-OD
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			Director, OIMB-OD
	3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
Receipt of signed     Acknowledgement     Letter	<ul><li>4.1 Release of application to client</li><li>4.2 File copy of the application and</li></ul>	None		Admin Staff, Respective Division
Total Num	action for safekeeping		20 Working	n Davs



# 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

Office or Division: Oil Industry Manag		gement Bureau
Classification:	Highly Technical	Fransaction
Type of Transaction:	Government to Bu	usiness
Who May Avail:	Entities intending cylinder.	to engage in the business of selling LPG in
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE
Application for Registration (1 copy)	on - Annex 4	RMMSCD Annex 4
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
DOE registration certificate - Trademark or tradename;		Provided by applicant
ODE registration certificate - LPG Seal;     and		Provided by applicant
<ol> <li>Notarized company secretary's certificate         of the authorized representative of the         applicant.</li> </ol>		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
File application     to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)		Collecting Officer, Treasury Division
3. Processing of Application	<ul> <li>3.1 Receive application and assign to respective division</li> <li>3.2 Receive application and assign to respective section/personnel</li> <li>3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity</li> <li>3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval</li> <li>3.5 Review and endorse to OBD for approval of Certificate of</li> </ul>		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division

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



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

Department Circular No.: DC 2022-11-0037

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Office or Division:	Oil Industry Mana	gement Bureau			
Classification:	Highly Technical	Transaction			
Type of Transaction:	Government-2-Bu	siness			
Who May Avail:		to engage in the sale of LPG-filled cylinder with an differ a particular trademark or trade name.			
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE			
Application for Registratio (1 copy)	n - Annex 5	RMMSCD Annex 5			
Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;		Provided by applicant			
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			
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
File application     to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	3.1 Receive application and assign to respective division  3.2 Receive application and assign to respective section/personnel  3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity  3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval  3.5 Review and endorse to OBD for		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division

	approval of Certificate of Registration to applicant and recommend approval		T. Markin r	Assistant Diverter
	3.6 Review and endorse Certificate of Registration for Director's approval		5 Working Days	Assistant Director, OIMB-OD
	3.7 Review and approval of Certificate of Registration to applicant as a registered entity			Director, OIMB-OD
	3.8 Release of signed Certificate of Registration to RMMSCD			Admin Staff, OIMB-OD
4 Receipt of signed Certificate of	4.1 Release of application to client			Admin Staff, Respective Division
Registration	4.2 File copy of the application and action for safekeeping	None		
Total N	lumber of Days		20 Workir	ng Days



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

Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government-2-Bu	siness	
Who May Avail:		to engage in the sale of LPG-filled cylinder with an d for a particular trademark or trade name.	
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
Application for Registration (1 copy)	n - Annex 5	RMMSCD Annex 5	
Executive briefer with pictures of LPG Seal per valve type and per Trademark or tradename and their respective manufacturer or importer;		Provided by applicant	
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	
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:		asymptony attachments to OIMP for the issuence	

- 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		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
Pay applicable fees	2.1 Process payment and issue Official Receipt	Issuance of Registration Certificate – LPG Seal (PhP 1000.00)		Collecting Officer, Treasury Division
3. Processing of Application	3.1 Receive application and assign to respective division 3.2 Receive application and assign to respective section/ personnel 3.3 Evaluate/process application and prepare Certificate of Registration as a registered entity 3.4 Review and recommend approval of Certificate of Registration to applicant and recommend approval 3.5 Review and endorse to OBD for approval		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division

		of Certificate of			
		Registration to			
		applicant and			
		recommend			
		approval			
		3.6 Review and endorse			
		Certificate of			
		Registration for			
		Director's approval			Assistant Director,
		3.7 Review and			OIMB-OD
		approval of			
		Certificate of		5 Working	Director,
		Registration to		Days	OIMB-OD
		applicant as a			
		registered entity			Admin Staff,
		3.8 Release of signed			OIMB-OD
		Certificate of			
		Registration to			
		RMMSCD			
4	Receipt of	4.1 Release of			
	signed	application to client			Admin Staff,
	Certificate of		None		Respective
	Registration	4.2 File copy of the	140116		Division
		application and action			DIVISION
		for safekeeping			
Total Number of Days			20 Workir	ig 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

El O i iping dystem owner/operator				
Office or Division:	Oil Industry Management Bureau			
Classification:	Highly Technica	al Transaction		
Type of Transaction:	Government to	Business		
Who May Avail:	use, requires bu	ng to purchase LPG at large quantities for its own alk storage of LPG, and does not, in any way, istribution or sale of LPG to the End Consumer.		
CHECKLIST OF REQUIRE	EMENTS	WHERE TO SECURE		
Application for Registration - Ar (1 copy)	nnex 6	RMMSCD Annex 6		
2. Company profile;		Provided by applicant		
<ol><li>Executive briefer on the operati Consumer;</li></ol>	on of the Bulk	Provided by applicant		
Site and facility layout plan with sufficient description and legends;		Provided by applicant		
List of reference standards/codes used in the LPG facility; and		Provided by applicant		
Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant		
Notes:				
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.		<u>Annex J</u>		

- 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
File application to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)		Collecting Officer, Treasury Division
3. Processing of Application	3.1. Receive application and assign to respective division  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		15 Working Days	Science Research Specialist, Respective Division Supervising SRS, Respective Division  Division Chief, Respective Division

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



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

Department Circular No.: DC 2022-11-0037

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 enga	ge as independent hauler of LPG in cylinder		
•	and/or cartridge.			
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – An	nex C (1 copy)	RMMSCD		
	` ' ' ' '	Application Form (Annex C)		
2. Checklist of Requirem	ents – Annex C-1			
(1 copy)				
3. Company Profile Form	n – Annex C-2 (1 copy)			
4. List of motor vehicle p	er company or			
establishment basis w	ith supporting documents	RMMSCD		
- Annex C-3		Checklist of Requirements (C1 – C4)		
5. List of marine vessel p	er company or			
establishment basis w	ith supporting document -			
Annex C-4				
6. Attached Supporting D	Documents:			
6.1. Executive briefer		Provided by applicant		
6.2. Business registrat				
	rom the Securities and	Securities and Exchange Commission (SEC) /		
	ssion or Department of	Department of Trade and Industry (DTI)		
Trade and Industr	y (whichever is			
applicable);				
<u> </u>	ration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent if		Department of Trade and Industry (DTI)		
6.4. Latest GIS if SEC	•	Securities and Exchange Commission (SEC) /		
equivalent if DTI registered;		Department of Trade and Industry (DTI)		
•	or the applied business	Local Government Unit (LGU) / Philippine		
activity from the Local Government Unit or		Economic Zone Authority (PEZA)		
PEZA Certificate		20011011110 20110 Additionty (1 LZA)		
	Revenue registration for			
the applied busine		Bureau of Internal Revenue (BIR)		
6.7. Certificate of regis				
receipt per motor	vehicle from LTO with	Land Transportation Office (LTO)		

	picture of the from	t of vehicle with plate			
	number;	tor vernore that plate			
6.8. Conveyance Permit per motor vehicle from the Bureau of Fire Protection;			Bur	eau of Fire Protec	ction (BFP)
6.9.		Safety Certificates per			
		n MARINA with picture of	Maritin	ne Industry Autho	rity (MARINA)
	the name of vesse			·	,
6.10	D. Fire prevention a	and response manual for		Provided by app	olicant
	motor vehicle;			•	
6.11	-	and response manual for		Provided by app	olicant
	marine vessel;				
6.12		cation on the supplier's		Provided by app	olicant
	contract/agreeme				
6.13		service personnel with		D '1 11	P 4
		e of training conducted		Provided by app	olicant
C 1		ed training organization;			
6.14		otograph (5R Size with		Drovided by one	licant
		of the display board ity registered business		Provided by app	DIICANI
	name and address	, ,			
6.15		cate from the Legal			
0.10	Services - No pen	•	DOF	<ul> <li>Office of the Le</li> </ul>	gal Services
		age in the LPG Activity;	DOL	Omoo or the Lo	gai coi vioco
	·				
6.16		any secretary's certificate		5	Р
	for authorized rep	resentative and		Provided by app	olicant
C 4	signatory; and	A of application for		Duar data di burana	1:4
	7. Proof of paymen	t of application fee.		Provided by app	olicant
Notes:	mit one (1) Cortific	ed True Copy of all the			
	uired supporting do	• •		Provided by app	olicant
	omission of Annual			RMMSCD	
		pendent Hauler of LPG in	Section 2	29.2 - Annexes AF	
	nder or in Cartridge	•		s - Independent H	
"	naor or in oaranage	-,		Cylinder and/or C	
			-		<del></del>
3. The	LPG product, And	illary equipment, actual		RMMSCD	
con	struction of an LPC	G facility and code of		Annex J	
safe	ety practice shall co	omply with Annex J - List			
_	of reference standards/codes based on the				
	latest promulgated PNS or in the absence				
	•	ally accepted codes or			
	ndards.				
4. Prohibited Acts and Penalties for Registration				RMMSCD	
and LTO				Annex L	
CL	IENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application to	1.1 Review of			Officer of the
	Industry	completeness of	None		day/Assigned
Ma	nagement				Processor

Bureau via walk-in, mailed to the DOE/OBD or received at the DOE Records	documents against checklist of requirement			Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
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)			Office of the Legal Services
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	<ul> <li>4.1 Receive application and assign to respective division</li> <li>4.2 Receive application and assign to respective section/ personnel</li> <li>4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.</li> <li>4.4 Review and recommend approval of the LTO application,</li> </ul>		15 Working Days	Admin Staff, OIMB-OD  Admin Staff, Respective Division  Science Research Specialist, Respective Division

	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  4.6			Supervising SRS, Respective Division
	4.7 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval  4.8 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant	None	5 Working days	Division Chief Respective Division  Assistant Director, OIMB-OD  Director, OIMB-OD
	4.9 Release of signed LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
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		Admin Staff, Respective Division
Total Numb	er of Days		20 Working	Days



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

Department Circular No.: DC 2022-11-0037

LPG Piping System own	ner/operator
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LPG Piping System own				
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:		ge as Trademark Owner or Marketer.		
	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – Ar	nnex D (1 copy)	RMMSCD		
		Application Form (Annex D)		
2. Checklist of Requirem	nents – Annex D-1			
(1 copy)				
3. Company Profile Form	n – Annex D-2 (1 copy)			
4. Establishment Profile		RMMSCD		
5. Inventory of LPG Cylin	nders - Annex D-4	Checklist of Requirements (D1 – D5)		
6. List of Transport Moto		· -		
7. Attached Supporting I				
7.1. Executive briefer		Provided by applicant		
	n of the establishment;	Provided by applicant		
7.3. Business registra				
	from the Securities and	Securities and Exchange Commission (SEC) /		
	ission or Department of	Department of Trade and Industry (DTI)		
Trade and Indust		_ op		
applicable);				
7.4. IPO certificate of	registration:	Intellectual Property Office (IPO)		
	,	Provided by applicant		
7.5. Articles of Incorpo	oration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent it		Department of Trade and Industry (DTI)		
7.6. Latest GIS if SEC		Securities and Exchange Commission (SEC) /		
equivalent if DTI	•	Department of Trade and Industry (DTI)		
	or the applied business			
	ocal Government Unit or	Local Government Unit (LGU) / Philippine		
PEZA Certificate		Economic Zone Authority (PEZA)		
	I 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		Land Transportation Office (LTO)		
picture of the front of vehicle with plate		, ,		
number;	·			
7.10. Conveyance Pe	rmit per motor vehicle	Bureau of Fire Protection (BFP)		
from the Bureau of		,		
	•			

	·
<ol> <li>7.11. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;</li> </ol>	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. 5List 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: 7.16.1Full and front and back views of establishment; 7.16.2Measuring Device/s; 7.16.3LPG cylinders; 7.16.4Safety and informational signs; and 7.16.5Display 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:	
<ol> <li>Submit one (1) Certified True Copy of all the required supporting documents;</li> </ol>	Provided by applicant
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
<ol> <li>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.</li> </ol>	RMMSCD Annex J
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  1.2 If complete, issue Order of Payment for fees (Treasury)  1.3 If incomplete, return to client.	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
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)			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	<ul> <li>4.1 Receive application and assign to respective division</li> <li>4.2 Receive application and assign to respective section/personnel</li> <li>4.3 Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal</li> </ul>			Admin Staff, OIMB-OD Admin Staff Respective Division
		letter to applicant.  4.4 Review and recommend approval of the		15 Working Days	Science Research Specialist,

	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			Respective Division Supervising SRS, Respective Division
				Division Chief Respective Section
	4.6 Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	Assistant Director, OIMB-OD
	4.7 Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 4.8 Release of signed	None		Director, OIMB-OD
	LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
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		Admin Staff, Respective Division
Total Number	er of Days		20 Working	g Days



### Issuance of License to Operate (LTO) for LPG Refiller

Department Circular No.: DC 2022-11-0037

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 a	as LPG Refiller.		
CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE		
1. Application Form –	Annex E (1 copy)	RMMSCD		
		Application Form (Annex E)		
2. Checklist of Requi	rements – Annex E-1			
(1 copy)				
3. Company Profile Fo	orm – Annex E-2 (1 copy)	RMMSCD		
4. Establishment Profi	le Form - Annex E-3	Checklist of Requirements (E1 – E4)		
5. Inventory of LPG C	ylinders - Annex E-4			
6. Attached Supporting				
6.1. Executive briefe		Provided by applicant		
	lan of the establishment;	Provided by applicant		
	tion for the applied business	7 11		
	Securities and Exchange	Securities and Exchange Commission (SEC)		
Commission or Department of Trade and		/ Department of Trade and Industry (DTI)		
	/er is applicable);			
	oration if SEC registered or	Securities and Exchange Commission (SEC)		
its equivalent if D	TI registered;	/ Department of Trade and Industry (DTI)		
	registered or its equivalent	Securities and Exchange Commission (SEC)		
if DTI registered;		/ Department of Trade and Industry (DTI)		
6.6. Business permit	for the applied business	Local Covernment Unit (LCLI) / Philippine		
activity from the I	ocal Government Unit or	Local Government Unit (LGU) / Philippine		
PEZA Certificate	of Registration;	Economic Zone Authority (PEZA)		
6.7. Bureau of Interna	al 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		Land Transportation Office (LTO)		
front of vehicle with plate number;		, ,		
6.9. Conveyance Permit per motor vehicle from		Bureau of Fire Protection (BFP)		
the Bureau of Fire		, ,		
6.10. Calibration certi	ficate 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
<ul><li>6.17 Latest digital photographs (5R Size with date/time stamp) showing the following:</li><li>6.17.1Full and front and back views of establishment;</li></ul>	Provided by applicant
6.17.2Measuring Device/s; 6.17.3LPG cylinders; 6.17.4Safety and informational signs; and 6.17.5Display board showing the Facility registered business name and address.	
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
<ol> <li>Notarized company secretary's certificate for authorized representative and signatory; and</li> </ol>	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
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
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	Review of     completeness of     documents against     checklist of requirement			Officer of the day/Assigned Processor Oil Industry Management Bureau
	received at the DOE Records	1.2 If complete, issue Order of Payment for fees (Treasury) 1.3. If incomplete, return to client.	None		
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)			Office of the Legal Services
3.	Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	4.1. Receive application and assign to respective division  4.2. Receive application and assign to respective section/ personnel	-		Admin Staff, OIMB-OD Admin Staff Respective Division
		4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working Days	Science Research Specialist, Respective Division

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



### Issuance of License to Operate (LTO) for LPG Dealer

Department Circular No.: DC 2022-11-0037

Office or Division:	ice or Division: Oil Industry Management Bureau – Retail Market Monitoring and			
Chies of Biviolon.	Special Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business			
Who may avail:	Entities intending to en			
CHECKLIST OF R		WHERE TO SECURE		
1. Application Form – A	nnex F (1 copy)	RMMSCD		
	( 1,7)	Application Form (Annex F)		
2. Checklist of Require	ments – Annex F-1			
(1 copy)				
3. Company Profile Forr	n – Annex F-2 (1			
copy)				
4. Outlet Profile Form - A		RMMSCD		
5. List of transport motor		<u>Checklist of Requirements (F1 – F5)</u>		
	supporting documents			
- Annex F-4				
6. Typical Dealer's War	rehouse Layout			
– Annex F-5	D			
7. Attached Supporting		Described by any Brand		
7.1. Executive briefer		Provided by applicant		
7.2. Scaled layout pla	in of the	Provided by applicant		
establishment; 7.3. Business registra	tion for the applied			
	rom the Securities and	Securities and Exchange Commission (SEC) /		
	ission or Department	Department of Trade and Industry (DTI)		
•	stry (whichever is	Dopartmont of Trade and Industry (DTI)		
applicable);	iony (minoritàre) le			
7.4. Articles of Incorpo	oration if SEC	Securities and Exchange Commission (SEC) /		
registered or its e		Department of Trade and Industry (DTI)		
registered;	•			
7.5. Latest GIS if SEC		Securities and Exchange Commission (SEC) /		
equivalent if DTI r		Department of Trade and Industry (DTI)		
7.6. Business permit for	• •			
business activity from the Local		Local Government Unit (LGU) / Philippine		
	or PEZA Certificate of	Economic Zone Authority (PEZA)		
Registration;				
	Revenue registration	D (1.1 15 (2.15)		
for the applied bu		Bureau of Internal Revenue (BIR)		
	stration and official	Land Transportation Office (LTC)		
receipt per motor	vehicle from LTO with	Land Transportation Office (LTO)		

picture of the front of vehicle with plate	
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;	Provided by applicant
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.	
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:	
<ol> <li>Submit one (1) Certified True Copy of all the required supporting documents;</li> </ol>	Provided by applicant
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
L	

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		Officer of the day/Assigned Processor Oil Industry Management Bureau
		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)			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	4.1 Receive application and assign to respective division			Admin Staff, OIMB-OD
		4.2 Receive application and assign to respective			Admin Staff Respective Division

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

Acknowledgement Letter	5.2. File copy of the application and action for safekeeping		Respective Division
Total Numbe	r of Days	20 Working	g Days



### Issuance of License to Operate (LTO) for LPG Retailer

Department Circular No.: DC 2022-11-0037

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 enga	ge as LPG Retailer.			
	REQUIREMENTS	WHERE TO SECURE			
1. Application Form – An	nex G (1 copy)	RMMSCD			
2. Checklist of Deguirons	anta Annay C 1	Application Form (Annex G)			
2. Checklist of Requirem	ents – Annex G-1				
(1 copy)	Annay C 2 (1 anny)				
<ol> <li>Company Profile Form</li> <li>Outlet Profile Form - A</li> </ol>					
		RMMSCD			
5. List of transport motor	•	Checklist of Requirements (G1 – G5)			
company basis with su Annex G-4	apporting documents -	Checklist of Nequirements (G1 = G5)			
	avent Design Annay C				
6. Typical Retail Outlet L	ayout Design – Annex G-				
7. Attached Supporting D	Jocumente:				
7.1. Executive briefer		Provided by applicant			
	n of the establishment;	Provided by applicant			
7.3. Business registrat		1 Tovided by applicant			
business activity from		Securities and Exchange Commission (SEC) /			
	n or Department of Trade	Department of Trade and Industry (DTI)			
and Industry (whichev		Department of Trade and Industry (DTI)			
7.4. Articles of Incorpo		Securities and Exchange Commission (SEC) /			
or its equivalent if DTI		Department of Trade and Industry (DTI)			
7.5. Latest GIS if SEC		Securities and Exchange Commission (SEC) /			
equivalent if DTI regist	tered;	Department of Trade and Industry (DTI)			
7.6. Business permit for	or the applied business	Local Covernment Unit (LCLI) / Philippine			
activity from the Local	Government Unit or	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)			
PEZA Certificate of Re		Economic Zone Admonty (FEZA)			
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					
	LTO with picture of the	Land Transportation Office (LTO)			
front of vehicle with pla					
	nit per motor vehicle from	Bureau of Fire Protection (BFP)			
the Bureau of Fire Pro	tection;				

7.10 Fire safety inspection certificate per	5 (5: 5 ( ): (555)
establishment from the Bureau of Fire	Bureau of Fire Protection (BFP)
Protection; 7.11 Occupancy permit per establishment from	
the Local Government Unit	Local Government Unit (LGU)
7.12 List of qualified service personnel with	Local Government offit (LGO)
attached certificate of training conducted by	Provided by applicant
DOE recognized training organization;	1 Tovided by applicant
7.13 Latest digital photographs (5R Size with	
date/time stamp) showing the following:	Provided by applicant
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.	
7.14 Fire prevention and response manual;	Provided by applicant
7.15 Clearance certificate from the Legal	
Services - No pending penalty or prohibition to	DOE – Office of the Legal Services
engage in the LPG Activity;	
7.16 Notarized company secretary's certificate	
for authorized representative and signatory;	Provided by applicant
and	Dravided by employet
7.17 Proof of payment of application fee.  Notes:	Provided by applicant
Submit one (1) Certified True Copy of all	
the required supporting documents;	Provided by applicant
Submission of Annual Reportorial	
Requirements as Trademark Owner or	RMMSCD - Section 29.6 - Annexes ARF 1 to
Marketer;	5 - Annual Reports – LPG Retailer
Retail Outlet Classification and Maximum	RMMSCD
Floor Stock Requirement	Annex G-6
	7 111100 0 0
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	RMMSCD
promulgated PNS or in the absence thereof	Annex J
any internationally accepted codes or	
standards.	
otalida do.	
5. Price Display Board Template	RMMSCD
	Annex K
Prohibited Acts and Penalties for	RMMSCD
Registration and LTO	Annex L

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client.			
Secure Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity;	<ul> <li>2.1 If no pending case, prepare assessment for the payment of application fee;</li> <li>2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division</li> <li>2.3 Subject to Legal Clearance (Hold processing of application)</li> </ul>			Office of the Legal Services
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	4.1. Receive application and assign to respective division  4.2. Receive application and assign to respective section/personnel  4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant.		15 Working	Admin Staff, OIMB-OD  Admin Staff Respective Division  Science Research Specialist, Respective Division
	4.4. Review and recommend		Days	Supervising SRS

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

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 enga	ge as Auto-LPG Dispensing Station			
	Owner/Operator.				
CHECKLIST OF	REQUIREMENTS	WHERE TO SECURE			
1. Application Form – A	nnex H (1 copy)	RMMSCD			
		Application Form (Annex H)			
2. Checklist of Require	ments – Annex H-1				
(1 copy)					
<ol><li>Company Profile For</li></ol>	m – Annex H-2 (1 copy)				
4. Establishment Profile	e Form - Annex H-3	RMMSCD			
5. List of motor vehicle	per total company basis	<u>Checklist of Requirements (H1 – H4)</u>			
with supporting	documents - Annex H-4				
6. Attached Supporting	Documents:				
6.1. Executive briefe	r of operation;	Provided by applicant			
6.2. Scaled layout plan of the establishment;		Provided by applicant			
6.3. Business registra	ation for the applied				
business activity from	n the Securities and	Securities and Exchange Commission (SEC)			
Exchange Commission	on or Department of	Department of Trade and Industry (DTI)			
Trade and Industry (v	vhichever is applicable);				
6.4. Articles of Incorp	oration if SEC registered	Securities and Exchange Commission (SEC) /			
or its equivalent if DT	Tregistered;	Department of Trade and Industry (DTI)			
	C registered or its	Securities and Exchange Commission (SEC) /			
equivalent if DTI regis		Department of Trade and Industry (DTI)			
	for the applied business	Local Government Unit (LGU) / Philippine			
	l Government Unit or	Economic Zone Authority (PEZA)			
PEZA Certificate of R		Economic Zone Admonty (1 LZA)			
	al Revenue registration				
for the applied busine		Bureau of Internal Revenue (BIR)			
	stration and official				
receipt per motor veh		Land Transportation Office (LTO)			
picture of the front of	vehicle with plate				
number;					

6.9. Conveyance Permit per motor vehicle	Bureau of Fire Protection (BFP)
from the Bureau of Fire Protection;	
6.10. Calibration certificate per bulk motor	NA - viting a local control A - the suit - (NAA DINIA)
vehicle (lorry tank) from DOST;	Maritime Industry Authority (MARINA)
6.11. Fire safety inspection certificate per	D (E) D ( # (DED)
establishment from the Bureau of Fire	Bureau of Fire Protection (BFP)
Protection;	
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	Department of Environment and Natural
Environment and Natural Resources;	Resources – Environmental Management
	Bureau (DENR-EMB)
6.14. Notarized certification on the supplier's	Provided by applicant
contract/agreement;	
6.15. List of qualified service personnel with	
attached certificate of training conducted by	Provided by applicant
DOE recognized training organization;	
6.16. Latest digital photographs (5R Size with	
date/time stamp) showing the following:	Provided by applicant
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.	
6.17. Fire prevention and response manual;	Provided by applicant
6.18. LPG spill prevention and response	Provided by applicant
manual;	
6.19. Clearance certificate from the Legal	
Services - No pending penalty or prohibition to	DOE – Office of the Legal Services
engage in the LPG Activity;	
6.20. Notarized company secretary's certificate	
for authorized representative and signatory;	Provided by applicant
and	·
6.21. Proof of payment of application fee.	Provided by applicant
Notes:	
Submit one (1) Certified True Copy of all	Dravidad by applicant
the required supporting documents;	Provided by applicant
Submission of Annual Reportorial	RMMSCD
Requirements as Trademark Owner or	Section 29.4 - Annexes ARG 1 to 4 - Annual
Marketer;	Reports – Auto-LPG
3. The LPG product, Ancillary equipment,	
actual construction of an LPG facility and	
code of safety practice shall comply with	RMMSCD
Annex J - List of reference	Annex J
standards/codes based on the latest	
promulgated PNS or in the absence	

thereof any inter or standards.	nationally accepted codes			
Prohibited Acts and Penalties for     Registration and LTO		RMMSCD Annex L		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)			Office of the Legal Services
3. Pay applicable fees	3.1. Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4. Processing of Application	4.1. Receive application and assign to respective division  4.2. Receive application and assign to respective section/ personnel  4.3. Evaluate/process application and prepare evaluation	None		Admin Staff, OIMB-OD  Admin Staff Respective Division  Science Research Specialist,

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

O		D. D. C. C. M. C.		
Office or Division:	Oil Industry Management Bureau – Retail Market Monitoring and Special			
Oleanis antique	Concerns Division			
Classification:	Highly Technical			
Type of Transaction:	Government to Business	0 1 1 11 10 10 10 10		
Who may avail:		ge as Centralized LPG Piping System		
	Owner/Operator.	WILEDE TO SECURE		
	REQUIREMENTS	WHERE TO SECURE		
1. Application Form – Ar	nnex I (1 copy)	RMMSCD		
0 0 1: ( (D :		Application Form (Annex I)		
2. Checklist of Require	ments – Annex I-1			
(1 copy)	A			
	m – Annex I-2 (1 copy)	DMMCCD		
4. Establishment Profile		RMMSCD		
	per total company basis	Checklist of Requirements (I1 – I4)		
with supporting docu				
6. Attached Supporting				
6.1. Executive briefer		Provided by applicant		
6.2. Scaled layout plan of the establishment;		Provided by applicant		
6.3. Business registrat	• •			
business activity from the		Securities and Exchange Commission (SEC) /		
	or Department of Trade	Department of Trade and Industry (DTI)		
and Industry (whichever				
•	ration if SEC registered	Securities and Exchange Commission (SEC) /		
or its equivalent if DTI re	•	Department of Trade and Industry (DTI)		
6.5. Latest GIS if SEC	•	Securities and Exchange Commission (SEC) /		
equivalent if DTI registe		Department of Trade and Industry (DTI)		
•	or the applied business	Local Government Unit (LGU) / Philippine		
	Sovernment Unit or PEZA	Economic Zone Authority (PEZA)		
Certificate of Registration				
	Revenue registration for	D (1.4 LD (2.2)		
the applied business ac		Bureau of Internal Revenue (BIR)		
	ration and official receipt			
•	om LTO with picture of	Land Transportation Office (LTO)		
the front of vehicle		D (E: D ( (: (DED)		
	t per motor vehicle from	Bureau of Fire Protection (BFP)		
the Bureau of Fire I	Protection;			

	T
<ul> <li>c. Calibration certificate per bulk motor vehicle (lorry tank) from DOST;</li> </ul>	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)
<ul> <li>g. Permit to operate unfired pressure vessel from the Department of Labor and Employment (DOLE);</li> </ul>	Department of Labor and Employment (DOLE)
<ul> <li>h. Notarized certification on the supplier's contract/agreement;</li> </ul>	Provided by applicant
<ul> <li>i. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization;</li> </ul>	Provided by applicant
<ul> <li>j. Latest digital photographs (5R Size with date/time stamp) showing the following:</li> <li>i. Full and front and back views of establishment;</li> <li>ii. Safety and informational signs; and</li> <li>iii. Display board showing the Facility registered business name and address.</li> </ul>	Provided by applicant
k. Fire prevention and response manual;	Provided by applicant
I. LPG spill prevention and response manual;	Provided by applicant
<ul> <li>m. Clearance certificate from the Legal</li> <li>Services - No pending penalty or prohibition to engage in the LPG Activity;</li> </ul>	DOE – Office of the Legal Services
<ul> <li>n. Notarized company secretary's certificate for authorized representative and signatory; and</li> </ul>	Provided by applicant
o. Proof of payment of application fee.	Provided by applicant
Notes:	
Submit one (1) Certified True Copy of all the required supporting documents;	Provided by applicant
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

			Г		
thereo	•	ally accepted codes or			
Prohibited Acts and Penalties for Registration and LTO		RMMSCD Annex L			
CLIE	ENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Oil In Mana Burea maile DOE	application to adustry agement au via walk-in, ed to the //OBD or ved at the DOE ords	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury) 1.3 If incomplete, return to client.			
certif Lega pend prohi	re Clearance icate from the I Services - No ing penalty or bition to ge in DOI ity;	<ul> <li>2.1 If no pending case, prepare assessment for the payment of application fee;</li> <li>2.2 If with pending case, inform the applicant to pay the penalties to Treasury Division</li> <li>2.3 Subject to Legal Clearance (Hold processing of application)</li> </ul>			Office of the Legal Services
3. Pay a	applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
I	essing of cation	<ul> <li>4.1. Receive application and assign to respective division</li> <li>4.2. Receive application and assign to respective section/personnel</li> </ul>			Admin Staff, OIMB-OD Admin Staff Respective Division

	4.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to		15 Working	Science Research Specialist, Respective Division
	applicant.  4.4. Review and recommend approval of the LTO application, evaluation sheet,	None	Days	Supervising SRS, Respective Division
	and transmittal letter to applicant  4.5. Review and endorse to OBD for approval of the evaluated			Division Chief
	application/ transmittal letter to applicant and recommend approval			Respective Division
	4.6. Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval		5 Working days	Assistant Director, OIMB-OD
	4.7. Review and approval of LTO, evaluation sheet, and transmittal letter to applicant 4.8. Release of signed			Director, OIMB-OD
	LTO, evaluation sheet, and transmittal letter to RMMSCD			Admin Staff, OIMB-OD
5. Receipt of signed LTO and Acknowledgement Letter	5.1. Release of application to client 5.2. File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
Total Numb	er 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	G2B					
Transaction:						
Who may avail:	Dealer, operator, owner of	or proprietor of the Retail Outlet who owns a tank				
		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						
<ol> <li>Filled-out and</li> </ol>	notarized application	Provided by applicant				
form complete	with the following	<ul> <li>Hauler Application Form (Revised).pdf</li> </ul>				
information: (1	copy)					
a. Business r	name, address,					
telephone	number, fax number and					
e-mail add	ress of the business					
office;						
b. Location a	nd complete address of					
	shment; and					
c. Name of d	ealer/retailer or					
authorized	representative if					
partnershi	o/corporation/cooperative					
II. Supporting Docum	ents (Certified True					
Copies)						
1. LTO OR/CR o	f Tank Truck/s	LTO				
<ol><li>DOST Calibra</li></ol>	tion Certificate for the	DOST				
Tank Truck/s						
<ol><li>Permit to Tran</li></ol>	sport Flammable Liquid	DED				
by Tank Truck	or Conveyance Permit	BFP				
4. COC of Retail	Outlet/s	Provided by applicant				
<ol><li>Payment of fe</li></ol>	e	Provided by applicant				
Notes:						
Original copy	of the above documents					
	nted to OIMB for					
authentication	purposes					
	t is a representative of					
the corporation	n/company; Secretary's					
Certificate (for	corporation) or					
	norization Letter (for					
company) sha	Il be required indicating					
that the applic	ant/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
Filing of application to Oil Industry Management Bureau	<ul> <li>1.1 Review of completeness of documents against checklist of requirement</li> <li>1.2 If complete, issuance of order of payment for fees (treasury)</li> <li>1.3 If incomplete, return to client.</li> </ul>	None		Officer of the day Oil Industry Management Bureau
Payment of applicable fees	2.1 Processing of payment and issuance of Official Receipt	Php 1,050.00		Cashier Treasury
3. Submission of application to Oil Industry Management Bureau	3.1 Official Acceptance of application	None	2.5 Working days	Admin Staff Office of the Bureau Director
	3.2 Receipt of application and assignment to respective division	None		Admin Staff Office of the Bureau Director
	3.3 Receipt of application and assignment to respective personnel	None		Admin Staff Office of the Division Chief
	3.4 Processing, review and endorsement to Office of the Bureau Director	None	12.5 Working days	Division Chief
	3.5 Review and endorsement of application for Director's approval	None	5 Working days	Assistant Director Office of the Bureau Director
	3.6 Review and approval of endorsed application	None		Director Office of the Bureau Director
4 Receipt of Certification	4.1 Release of approved application to respective division	None		Admin Staff Office of the Bureau Director

4.2 Encoding of Certification	None	Admin Staff Respective Division
4.3 Release of application to client a. File copy of the application and action for safekeeping	None	Admin Staff Respective Division
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 (I	nitial 15 days of	Provided by applicant		
operation)		7 TERO Application Form (Revised).pdf		
	otarized application form			
complete with the (1 copy)	following information:			
	ne, address, telephone			
	per and e-mail address of			
the business offic	e;			
	complete address of the			
Retail Outlet; and				
	er/retailer or authorized			
representative if				
	ration/cooperative	1011 100010		
	DIMB with endorsement	LGU or LDRRMC		
from LGU or LDRRMO		F :		
	ation of Compliance to e IV of DC2017-11-0011	Engineering Procurement Construction Contractor		
or "Revised Retai				
Engineering Proc				
	ruction Contractor and			
dealer/retailer	ruotion contractor and			
4. For Extension				
	or extension of operation	Dura ida diba Anglia ant		
(1 copy)	-1	Provided by Applicant		
5. Endorsement from	n LGU or LDRRMC			
(1 copy)		LGU or LDRRMC		
Notes				
	Original copy of the above documents shall be presented to OIMB for authentication purposes			
	2. If the applicant is a representative of the comparation/company Country's Continue (for			

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
Filing of     application to Oil     Industry     Management     Bureau	1.1. Review of completeness of documents against checklist of requirements 1.2. If incomplete,	None		Staff, Oil Industry Management Bureau
	return to client.			
Submission of application to OIMB	2.1 Official    Acceptance of    application 2.2 Endorsement of    application to		5 Working Days	Admin Staff, OIMB
	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
	<ul> <li>a. Release of application to client</li> <li>b. File copy of the application and action for safekeeping</li> </ul>	None		Admin Staff Respective Division
Total N	lumber 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 of	or Division:	Oil Industry Management Bureau				
Classifi		Highly Technical				
Type of		G2B				
Transa	ction:					
Who m	ay avail:	Entities intending to engage	e in the business of retailing of Liquid Fuels			
(	CHECKLIST C	F REQUIREMENTS	WHERE TO SECURE			
I. Pri	or Notice					
1. Fille	d-out and nota	arized application form	Provided by applicant (see Application Form)			
com	plete with the	following information: (1	<ul> <li>COC Application Form (Revised).pdf</li> </ul>			
copy	/)					
a.		me, address, telephone				
	•	number and e-mail				
		ne business office;				
b.		d complete address of the				
	Retail Outlet					
C.		aler/retailer or authorized				
	representati					
		corporation/cooperative				
		taking on liability in case of	Provided by applicant (see Undertaking Form)			
		ed by dealer/retailer (1	<ul> <li>COC Undertaking Form.pdf</li> </ul>			
copy		a total				
		nents for 1st Issuance	0.000			
		py of the valid Supply	OIMB-registered distributor/ supplier			
		ginal Supplier's Certificate				
	m an OIMB-re					
	• • •	er with validity period (1				
2. No		nent that the facility design				
		the Retail Outlet is PNS-				
		by the Engineering				
		nstruction Contractor and	Engineering Procurement Construction			
	dealer/owner of the Retail Outlet supported		Contractor			
	by a copy of valid PRC ID and/or Basic		Contadoto			
	Occupational Safety and Health Certificate					
	copy)	,				
		g pumps/hoses and				
		rage tank/s with	Described by any Baset			
		apacity/ies per product (1	Provided by applicant			
	py) ်					

4 Socied lay out plan showing the				
4. Scaled lay-out plan showing the	Engineering Procurement Construction			
island/dispensing pumps, underground storage tanks, cashier's booth and other  Engineering Procurement Construction Contractor				
storage tanks, cashier's booth and other	Contractor			
facilities (with measurement) (1 copy)	B :1.11			
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	Legal Services			
Case (1 copy)	Legal Oct vices			
7. Payment of fee – Official Receipt or Bank	Provided by applicant			
Transaction Slip	1 Tovided by applicant			
III. Supporting Documents for Renewal				
Filled-out and notarized application form				
complete with the following information:	Provided by applicant			
(1 copy)				
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				
Accomplished DOE Form on	Dravidad by applicant			
Undertaking (1 copy)	Provided by applicant			
Authenticated copy of the valid Supply				
Agreement or original Supplier's				
Certificate from an OIMB-registered	OIMB-registered distributor/ supplier			
distributor/supplier with validity period (1				
copy)				
4. DOE COC/LTO Clearance of No	Land Camina			
Pending Case (1 copy)	Legal Services			
5. Latest photographs (in 5R size)	Dunyidad by applicant			
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	<u> </u>			
Bank Transaction Slip	Provided by applicant			
IV. Reportorial Requirements (Under oath;				
submitted every 30 <sup>th</sup> day of January)				

Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant (see Reportorial Form)  • Data on Running Inventory for the  Year.pdf
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.

applicant/persor	I is authorized to transact wit	FEES TO	PROCESSING	PERSON
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE
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		Officer of the day 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	Administra tive Fine, if applicable		Division Chief or Director Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day Oil Industry Management Bureau
Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	New – Php3,100. 00		<i>Cashier</i> Treasury

			Danamal		
			Renewal –		
			Php3,000.		
F. Culturainaina of	<i>- 1</i>	Official Assembance	00	O. F. Wankin a	A dissis Ctoff
5. Submission of	5.1.	Official Acceptance	None	2.5 Working	Admin Staff
application to Oil		of application		days	Office of the
Industry					Bureau Director
Management					
Bureau	F 2	Descipt of	None		Admin Staff
	5.2.	•	None		Office of the
		application and			Bureau Director
		assignment to			Dureau Director
	5.3	respective division Receipt of	None		Admin Staff
	5.5	application and	None		Office of the
		assignment to			Division Chief
		respective			Division Chief
		personnel			
	5.4	Processing, review	None	12.5 Working	Division Chief
	0	and endorsement to	110110	days	Division emer
		Office of the Bureau		,	
		Director			
	5.5	Review and	None	5 Working	Assistant Director
		endorsement of		days	Office of the
		application for		,	Bureau Director
		Director's approval			
	5.6	Review and	None		Director
		approval of			Office of the
		endorsed			Bureau Director
		application			
<ol><li>Receipt of</li></ol>	6.1.	Release of	None		Admin Staff
approved COC		approved			Office of the
		application to			Bureau Director
		respective division			
	6.2	Encoding of COC	None		Admin Staff
					Respective
					Division
	6.3	Release of	None		Admin Staff
	0.5	application to client	INOHE		Respective
		application to oliont			Division
	a. Fil	e copy of the			2
	J	application and			
		action for			
		safekeeping			
Total Nu	mber	of Days		20 Working	g 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	G2B		
Transaction:			
Who may avail:		ngage in own-use operation which refers to the	
	operation of a motor v		
	REQUIREMENTS	WHERE TO SECURE	
1. OIMB/FO duly ack	•	Provided by applicant	
-	aining the following		
information: (1 cop			
	address, telephone		
T	r and e-mail address		
of the business office			
	mplete address of the		
establishment; and			
	retailer or authorized		
representative if			
partnership/corpora		D :1 11 A !: (	
2. Feasibility Study, i		Provided by Applicant	
	orage tanks, number		
of vehicles and fina	_		
putting such estab	lishment, among		
others (1 copy)  3. Valid Membership Agreement of the		Provided by Applicant	
fleet (1 copy)	Agreement of the	Provided by Applicant	
4. Authenticated copy	v of the valid Supply	OIMB-registered distributor/ supplier	
Agreement or original		Onvib-registered distributor/ supplier	
Certificate from an			
distributor/supplier			
	documents confirming	1.0	
the fleet of vehicle		LGU	
6. Memorandum of A			
fleet operator acce			
•	pplicant is the facility	Provided by applicant	
_	g, among others, the		
following provision			
6.1 To submit the above documentary			
requirements for and in-behalf of the			
fleet operator			
	facility to exclusively		
serve the fleet			

	e Notarized affidavit of d in-behalf of the fleet			
7. List of dispensing underground stora		Provided by applicant		nt
storage tanks, cas facilities (with mea	pumps, underground chier's booth and other asurement) (1 copy)	Engineering Procurement Construction Contractor		ction Contractor
9. Accomplished DO Undertaking (1 co		Pro	vided by applicar	nt
	raphs (in 5R size)	Pro	vided by applicar	nt
showing: Provided			The state of the s	
	nt, and left side views			
of the facility				
-	kers/labels for RON,			
E10 and B2, amor 10.3 Safety and in				
11. DOE COC/LTO				
Pending Case (1	copy)		Legal Services	
12. Payment of fee -	-	Provided by applicant		
Bank Transaction	n Slip	r rovided by apprount		
Notes:	the above decuments			
shall be presente	the above documents			
authentication pu				
	a representative of			
	company; Secretary's			
Certificate (for co	. ,			
	ization Letter (for se required indicating			
	t/person is authorized			
	OOE on behalf of the			
corporation/comp	oany.			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filing of	1.1. Review of	None	TIVIL	Officer of the
application to Oil	completeness of			day
Industry	documents			Oil Industry
Management	against checklist			Management
Bureau	of requirement 1. 2 If complete,			Bureau
	issuance of			
	order of payment			
	for fees			
	(treasury)			
	1. 3 If incomplete,			
	return to client.			

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		Division Chief or Director Legal Services
3. Filing of application to Oil Industry Management Bureau	3.1. Issuance of order of payment for fees (treasury)	None		Officer of the day Oil Industry Management Bureau
Payment of applicable fees	4.1. Processing of payment and issuance of Official Receipt	Acknowledgement of Notice Php 3,100.00		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
	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	Director Office of the Bureau Director
6. Receipt of CNC	6.1 Release of approved application to respective division	None	Admin Staff Office of the Bureau Director
	6.2 Encoding of CNC	None	Admin Staff Respective Division
	6.3 Release of application to client	None	Admin Staff Respective Division
	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 Managem	ent Bureau
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:		ngage in the business of retailing of Liquid Fuels
		ear the shoreline and intended exclusively to serve
the fuel requirements of		of marine vessels
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. Prior Notice		
Filled-out and notarized application form		Provided by applicant (see Application Form)
complete with the following information:		<ul> <li>MRO Application Form (Revised).pdf</li> </ul>
(1 copy)		
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		Provided by applicant (see Undertaking Form)
case of violations committed by		<ul> <li>MRO Undertaking Form.pdf</li> </ul>
dealer/retailer (1 copy)		
II. Supporting Documents for 1st Issuance		
Authenticated copy of the valid Supply		OIMB-registered distributor/ supplier
Agreement or original Supplier's		
Certificate from an OIMB-registered		
distributor/supplier with validity (1 copy)		
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		Engineering Procurement Construction Contractor
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)		
3. Manufacturer's safety certification on the		Manufacturer
storage tank (1 copy)		

List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product (1 copy)	Provided by applicant
<ol> <li>Scaled lay-out plan showing the island/dispensing pumps, underground storage tanks, cashier's booth and other facilities (with measurement) (1 copy)</li> </ol>	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	D
Transaction Slip	Provided by applicant
III. Supporting Documents for Renewal	
Filled-out and notarized application form	
complete with the following information:	Provided by applicant
(1 copy)	
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	Provided by applicant
Undertaking (1 copy)	1 Tovided by applicant
3. Authenticated copy of the valid Supply	
Agreement or original Supplier's	OIMB-registered distributor/ supplier
Certificate from an OIMB-registered	
distributor/supplier with validity (1 copy)  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	<b></b>
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)	
Data on Purchase, Sales and Inventory in Volume (1 copy)	Provided by applicant  • Data on Running Inventory for the Year.pdf
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		Officer of the day 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		Division Chief or Director Legal Services
Filing of application to Oil Industry	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day

Management Bureau				Oil Industry Management Bureau
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	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:	GŽB (			
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 R	EQUIREMENTS	WHERE TO SECURE		
I. Prior Notice				
Filled-out and notari complete with the fo copy)	zed application form llowing information: (1	Provided by applicant  TSRO Application Form (Revised).pdf		
of the business offi	er and e-mail address ce;			
b. Location and comp Retail Outlet; and	olete address of the			
c. Name of dealer/ret representative if partnership/corporations	ation/cooperative			
A Notice of Undertaking on liability in case of violations committed by dealer/retailer (1 copy)		Provided by applicant  TSRO Undertaking Form.pdf		
II. Supporting Docume	nts for 1st Issuance			
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		
to the effect that the purpose of addressi "bote-bote" retailing radius distance from (1 copy)	vernment Unit, stating TSRO is for the ng the proliferation of in the area and 1-km. another Retail Outlet	Local Government Unit		
Certification that the manufactured in acc facilities and production bodies such as Und (UL)-listed and equivalent.	ordance to the t safety certifying erwriters Laboratories	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	Dravided by applicant
corresponding capacity/ies per product (1	Provided by applicant
copy)	
5. Scaled lay-out plan showing the	
island/dispensing pumps, underground	Engineering Progurement Construction Contractor
storage tanks, cashier's booth and other	Engineering Procurement Construction Contractor
facilities (with measurement) (1 copy)	
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	
Filled-out and notarized application form	
complete with the following information:	Provided by applicant
(1 copy)	1 Tovided 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	
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	OIMB-registered distributor/ supplier
distributor/supplier with validity (1 copy)	
4. DOE COC/LTO Clearance of No	
Pending Case, as applicable (1 copy)	Legal Services
	Provided by applicant
	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	

ns
Provided by applicant
ipt or Provided by applicant
r oath; uary)
nventory Provided by applicant
<u>Year.pdf</u>
Supply
ered
(1 copy)
Provided by applicant  r oath; pary) Provided by applicant  Provided by applicant  Data on Running Inventory for the Year.pdf  Supply  Supply  Supply Supply Supply Supply Supplier

#### Notes

 Original copy of the above documents shall be presented to OIMB for authentication purposes
 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
Filing of     application to Oil     Industry     Management     Bureau	<ul> <li>1.1 Review of completeness of documents against checklist of requirement</li> <li>1.2 If complete, provide DOE COC/LTO Clearance of No Pending Case to be filed on Legal Services</li> <li>1.3 If incomplete, return to client.</li> </ul>	None		Officer of the day Oil Industry Management Bureau
2. Filing of DOE COC/LTO Clearance of No Pending Case to Legal Services	<ul> <li>2.1 Checking of database if LFRO has record of pending case</li> <li>2.2 If no pending case, note continue processing of COC</li> <li>2.3 If with pending case, note hold in abeyance processing of COC</li> </ul>	Administrative Fine, if applicable		Division Chief or Director Legal Services
Filing of     application to Oil     Industry	3.1 Issuance of order of payment for fees (treasury)	None		Officer of the day

	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	<ul><li>6.1 Release of application to client</li><li>6.2 File copy of the application and action for safekeeping</li></ul>	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	Fransaction		
Type of Transaction:	Government to Bu	usiness		
Who May Avail:		to engage in the business of transportation, elivery of LPG in bulk, or in cylinders.		
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE		
Application for Registratio (1 copy)	n - Annex 7	RMMSCD/OICMD Annex 7		
2. Company profile;		Provided by applicant		
List of motor vehicles and/or marine vessels;		Provided by applicant		
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:				
Submit this application form with complete documentary attachments to OIMB for the issuance				

- 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
File application     to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)		Collecting Officer, Treasury Division
3. Processing of Application	3.1 Receive application and assign to 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		15 Working Days	Science Research Specialist, Respective Division

	T	1	T	T
	3.4 Review and			Supervising SRS,
	recommend			Respective
	approval of			Division
Transmittal Letter,				
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo to applicant			
	and recommend			
				Division Chief
	approval	-		Division Chief,
	3.5 Review and			Respective
	endorse to OBD for			Division
	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 of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo for Director's			Assistant Director,
	approval			OIMB-OD
	3.7 Review and			
	approval of			
	Transmittal Letter,			Director,
	Certificate of		5 Working	OIMB-OD
	Registration,		Days	
	Evaluation Sheet		,	
	and Endorsement			
	Memo to applicant			
	as a registered			Admin Staff,
	J			OIMB-OD
	entity	-		UINID-UD
	3.8 Release of signed			
	Transmittal Letter,			
	Certificate of			
	Registration,			
	Evaluation Sheet			
	and Endorsement			
	Memo to OICMD			
4. Receipt of	4.2 Release of			
signed	application to client	None		Admin Staff,
	1	1	ı	1

Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	4.2 File copy of the application and action for safekeeping		Respective Division
Total N	umber of Days	20 Workin	g 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

nd Terminal and/or Depot Owner/Lessor			
Office or Division:	Oil Industry Management Bureau		
Classification:	Highly Technical Transaction		
Type of Transaction:	Government to Bus	siness	
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 RE	QUIREMENTS	WHERE TO SECURE	
Application for Regis     (1 copy)	tration - Annex 1	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)	
Articles of Incorporation (SEC) or its equivalent (DTI);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
General Information Sheet (SEC) or its Equivalent (DTI);		Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI)	
Executive briefer of the facility for construction;		Provided by applicant	
Site and facility layout plan with sufficient description and legends;		Provided by applicant	
List of reference standards/codes used in the construction design; and		Provided by applicant	
Notarized company secretary's certificate of the authorized representative of the applicant.		Provided by applicant	
Notes:			
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
File application     to Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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)		Collecting Officer, Treasury Division
Processing of Application	3.1. Receive application and assign to			Admin Staff, OIMB-OD

respective division 3.2. Receive			
application assign to respective section/ personnel  3.3. Evaluate/pr application prepare Transmittal Letter, Cert of Registrat Evaluation and Endorseme Memo as a registered exproval of Transmittal Letter, Cert of Registrat Evaluation and Endorseme Memo to applicant an recommence approval  3.5. Review endorse to for approval  3.5. Review endorse to for approval Transmittal Letter, Cert of Registrat Evaluation and Endorse to for approval Transmittal Letter, Cert of Registrat Evaluation and Endorseme Memo to applicant ar recommence approval and Endorseme Memo to applicant ar recommence approval applicant ar recommence approval approval approval ar ar recommence approval a	ficate fon, Sheet and ficate fon, Sheet and DBD of ficate fon, Sheet and DBD of ficate fon, Sheet f	15 Working Days	Admin Staff, Respective Division  Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division
3.6. Review endorse Transmittal Letter, Cert		5 Working Days	Assistant Director, OIMB-OD

	of Registration, Evaluation Sheet			Director, OIMB-OD
	and Endorsement Memo for Director's			Admin Staff, OIMB-OD
	approval 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	4.1 Release of application to client			
and Endorsement Memo		None		Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping			
Total Nu	mber 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.: <u>DC 2022-11-0037</u>
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

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 R	EQUIREMENTS	WHERE TO SECURE	
1. Application Form – Annex business activity) (1 copy	, ,,,	OICMD Application Form (Annex A - LTO)	
<ol> <li>Checklist of Requirements – Annex A-1 (For all types of business activity)</li> <li>Company Profile Form – Annex A-2 (For all types of business activity) (1 copy)</li> <li>Refinery Profile Form – Annex A-3 (For Refiner) (1 copy)</li> <li>Import Terminal/ Depot Profile Form – Annex A-4 (For all types of business activity) (1 copy)</li> <li>List of transport motor vehicle per total company basis with supporting documents - Annex A-5</li> <li>List of transport marine vessel per total company</li> </ol>		OICMD  Checklist of Requirements (Annex A1 – A6)	
basis with supporting doc 8. Attached Supporting Doc	uments:		
8.1. Supporting Docume Bunker Trader or Own U			
8.1.1. Executive briefer of	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 (whichever is applicable) (1 copy)		Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)	
8.1.3. Securities and Exchange Commission Articles of Incorporation (if applicable) (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			

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	Securities and Exchange Commission (SEC) /
Trade and Industry (whichever is applicable) (1 copy)	Department of Trade and Industry (DTI)
8.2.3. Securities and Exchange Commission Articles of Incorporation (if applicable) (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 (whichever is	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)
applicable) (1 copy)	Department of Trade and Industry (DTI)
8.3.3. Securities and Exchange Commission Articles of Incorporation (if applicable) (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 Petroleur offshore (water) spill preventi response manual (1 copy)		Provided by Applicant		
8.5.8. Environmental Compliance C the site, office building, storage blending facility from the Dep Environment and Natural Res copy)	ge and artment of	Department of Environment and Natural Resources – Environmental Management Bureau (EMB)		
8.5.9. Fire Safety Inspection Certific office building, storage and befrom the Bureau of Fire Prote	lending facility	Bureau of Fire Protection (BFP)		
8.5.10. Occupancy Permit for the off storage and blending facility to concerned city or municipality copy)	from the /; and (1	Local Government Unit (LGU)		
8.5.11. Permit to Operate unfired pre per tank for LPG business fro Department of Labor and Em copy)	m the	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 o	Notes:  1. Submit one (1) Certified True Copy of all the required supporting documents:			
<ol> <li>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)</li> <li>The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safe 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.</li> </ol>				
<ul> <li>4. Prohibited Acts and Penalties for Registration and LTO – <u>Annex L</u></li> <li>5. Submission of Monthly, Quarterly, and Special Reportorial Requirements to the OICMD.</li> </ul>				
Reportorial Requirements WHERE TO SECURE				
a) Monthly Reports  OICMD - Se		ection 27 - Annexes MRA to MRJ_Monthly mplate - Refiner, Importer, Bulk Distributor, uler & Terminal-Depot Owner Operator		

b) Quarterly Reports	OICMD - <u>Section 28 - Annex QRA_Quarterly Report - </u> <u>Terminal-Depot Owner-Operator</u>
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		Officer of the day/Assigned Processor Oil Industry Management Bureau
		1.2 If complete, issue Order of Payment for fees (Treasury)			
		1.3 If incomplete, return to client.			
	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)			Office of the Legal Services
3.	Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
4.	Processing of Application	4.1 Receive application and assign to respective division  4.2 Receive application and assign to respective section/personnel  4.3 Evaluate/process application and prepare evaluation	None	15 Working Days	Admin Staff, OIMB-OD Admin Staff, Respective Division

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



### 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

LPG Piping System owner/operator				
Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)			
Classification:	Highly Technical Transaction			
Type of Transaction:	Government to Bus	siness		
Who May Avail:	Entities intending to Independent Bulk I	o engage in the downstream oil industry as _PG Hauler.		
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE		
Application Form - Annex I	B (1 copy)	OICMD Application Form (Annex B)		
Checklist of Requirements copy)     Company Profile Form – A copy)     List of transport motor vehic company basis with suppor Annex B-3;     List of transport marine ves company basis with suppor Annex B-4; and	cle per total rting documents - ssel per total rting document -	OICMD  Checklist of Requirements (Annex B1 – B4)		
6. Attached Supporting Docur				
6.1. Executive briefer of ope		Provided by applicant		
6.2. Business Registration for business activity from the Exchange Commission of Trade and Industry (which applicable) (1 copy)	e Securities and or Department of chever is	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)		
6.3. Securities and Exchange Articles of Incorporation copy)	(if applicable) (1	Securities and Exchange Commission (SEC)		
6.4. Business/Mayor's Permi Certificate for the applie (1 copy)		Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA)		
6.5. Bureau of Internal Reve for the applied business		Bureau of Internal Revenue (BIR)		

Land Transportation Office (LTO)
Bureau of Fire Protection (BFP)
Department of Science and Technology (DOST)
Maritime Industry Authority (MARINA)
Philippine Ports Authority (PPA)
Provided by applicant
DOE – Office of the Legal Services
Provided by applicant
Provided by applicant
Provided by applicant
Provided by applicant
OICMD - Section 29.2 - Annexes ARB, 1 to 3 Annual Reports - Bulk LPG Hauler

3. The LPG product construction of ar safety practice sh List of reference she latest promulg absence thereof a codes or standard  4. Prohibited Acts as		OICMD Annex J		
and LTO			Annex L	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
File application to Oil Industry     Management     Bureau	a. Review of completeness of documents against checklist of requirement b. If complete, issue Order of Payment for fees (Treasury) c. If incomplete, return to client.	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
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)			Office of the Legal Services
3. Pay applicable fees	3.1 Process payment and issue Official Receipt	LTO for LPG Est. for 5 yrs.: PhP 3,500.00		Collecting Officer, Treasury Division
Processing of Application	<ul> <li>4.1 Receive application and assign to respective division</li> <li>4.2 Receive application and assign to</li> </ul>			Admin Staff, OIMB-OD

		respective section/ personnel Evaluate/process application and prepare evaluation sheet, License to		15 Working Days	Admin Staff, Respective Division Science Research
		Operate (LTO), and transmittal letter to applicant.			Specialist, Respective Division
	4.4	Review and recommend approval of the LTO application, evaluation sheet, and transmittal letter to applicant			Supervising SRS, Respective Division  Division Chief, Respective
	4.5	Review and endorse to OBD for approval of the evaluated application/ transmittal letter to applicant and recommend approval			Division
	4.6	Review and endorse to OBD the LTO, Evaluation sheet, and transmittal letter to applicant for Director's approval			Assistant Director, OIMB-OD
	4.7	Review and approval of LTO, evaluation sheet, and transmittal letter to applicant		5 Working Days	Director, OIMB-OD
	4.8	Release of signed LTO, evaluation sheet, transmittal letter to OICMD			Admin Staff, OIMB-OD
5 Receipt of signed LTO	5.1	Release of application to client			Admin Staff,
and transmittal letter	5.2	File copy of the application and action for safekeeping	None		Respective Division
Total N	lumbe	r 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.: <u>DC 2021-09-0021</u>
DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Hauler of Liquid Petroleum Products.

Willer Shall relei to Haulei	1 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 Hauling Services	o engage in the downstream oil industry as		
CHECKLIST OF REQ	UIREMENTS	WHERE TO SECURE		
1. Application Form - Annex	x B (1 copy)	OICMD Application Form (Annex B - HS)		
Checklist of Requiremen     (1 copy)		OICMD  Checklist of Requirements (Annex B1 - B2)		
3. Company Profile Form – (1 copy)	Annex B-2	OICMD Checklist of Requirements (Annex B1 - B2)		
4. Attached Supporting Dod	cuments:			
4.1. Executive briefer of open (1 copy)	eration;	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 Articles of Incorporation (if a 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)		

	Safety Certificates per om the Maritime Industry	Maritime Industry Authority (MARINA)		
4.10. Accreditation	n Certificate per transport nilippine Ports Authority (1	Philippine Ports Authority (PPA)		
4.11. Fire preventi	on and response manual le (1 copy)		Applicant	
	on and response manual		Applicant	
and Biofuel onsho and response mar			Applicant	
and Biofuel offsho and response plar			Applicant	
Authorized Repres (1 copy)	ecretary's Certificate for sentative and Signatory and		Applicant	
(1 copy)	ment of Application Fee	Applicant  DOE bank account details (for online payment)		
` ,	Certified True Copy of all supporting documents;	Applicant		
2. Submission of as Hauler	Reportorial Requirements	OICMD - <u>Hauler - Reportorial Formats</u>		
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		Officer of the day/Assigned Processor Oil Industry Management Bureau
	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		Collecting Officer, Treasury Division
3. Submit of application to OIMB with copy of official receipt	3.1 Official receipt of application 3.1.1 Endorse application to OIMB	None	1 Working Day	Admin Staff, OIMB-OD

and order of submission	3.2	Receive application and assign to		Admin Staff, OIMB
		respective division		
	3.3	Receive application		
		and assign to		
		respective section/		
		personnel		
	3.4	Evaluate/process		
		application and		
		prepare Transmittal		
		Letter, Certificate of		Science
		Registration,		Research
		Evaluation Sheet		Specialist,
		and Endorsement		Respective
		Memo as a		Division
		registered entity		DIVISION
	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	4 Working Days	
		evaluated		
		application/		Supervising SRS,
		Transmittal Letter,		Respective
		Certificate of		Division
		Registration,		
		Evaluation Sheet		
		and Endorsement		
		Memo to applicant		
		and recommend		
	2.7	approval		
	3.7	Review and endorse		
		to OBD for approval		Division Chief,
		of the evaluated		Respective
		application/ Transmittal Letter,		Division
		Certificate of		
		Registration,		
		Evaluation Sheet		
		and Endorsement		
		Memo to applicant		
		and recommend		
		approval		

	3.8	Review and endorse application for Director's approval Review and approval of Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity  Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo to applicant as a registered entity  Release of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
4. Receipt signed Transm		Memo to OICMD Release of application to client			
Letter, Certifica Registra Evaluat Sheet a Endors Memo	ation, ion and	File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	Total Number of Days			7 Working	g 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.

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 engadownstream oil industry	age in any activity or business in the			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SECURE			
1. Application Form – Annex business activity) (1 copy)		OICMD Application Form (Annex A - LPP)			
2. Checklist of Requirement types of business activity)	s – Annex A-1 ( <i>For all</i>	OICMD Checklist of Requirements (Annex A1 - A4)			
3. Company Profile Form – of business activity) (1 copy	)	OICMD <a href="https://www.checklist.org/">Checklist of Requirements (Annex A1 - A4)</a>			
4. Refinery Profile Form – A copy)		OICMD Checklist of Requirements (Annex A1 - A4)			
5. Import Terminal/ Depot P (For all types of business and	ctivity) (1 copy)	OICMD <u>Checklist of Requirements (Annex A1 - A4)</u>			
6. Attached Supporting Doc 6.1. Supporting Docume					
Importer, Bunker Trader					
6.1.1. Executive briefer of		Applicant			
6.1.2. Business Registra business activity from the Exchange Commission of and Industry (whichever	e Securities and or Department of Trade is applicable) (1 copy)	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI)			
6.1.3. Securities and Exc Articles of Incorporation	(if applicable) (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			
the Bureau of Customs (	,	Bureau of Customs			
6.1.6. Bureau of Internal					
6.1.6.1. BIR Registration activity (1 copy)	n for the applied business	Bureau of Internal Revenue (BIR)			
6.1.6.2. Permit to Import subject to Excise Tax (1		Bureau of Internal Revenue (BIR)			
6.1.6.3. Permit to Opera copy)		Bureau of Internal Revenue (BIR)			

6.1.7. Chemical Control Order (CCO) for	Department of Environment and Natural
importation of aviation gas from the	Resources – Environmental Management
Environmental Management Bureau. (1 copy)	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	Convities and Evaluate Commission
business activity from the Securities and	Securities and Exchange Commission
Exchange Commission or Department of Trade	(SEC) /
and Industry (whichever is applicable) (1 copy)	Department of Trade and Industry (DTI)
6.2.3. Securities and Exchange Commission	Securities and Exchange Commission
Articles of Incorporation (if applicable) (1 copy)	(SEC)
6.2.4. Business/Mayor's Permit for the applied	()
business activity from the concerned city or	Local Government Unit/City or Municipality
municipality (1 copy)	Loodi Covernii en Cini, city of Marie painty
6.2.5. BIR Registration for the applied business	
	Bureau of Internal Revenue (BIR)
activity; and (1 copy) 6.2.6. BIR Permit to Operate storage facility/ies.	
(if applicable) (1 copy)	Bureau of Internal Revenue (BIR)
(if applicable) (1 copy) 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	Convities and Evahance Commission
business activity from the Securities and	Securities and Exchange Commission
Exchange Commission or Department of Trade	(SEC) /
and Industry (whichever is applicable) (1 copy)	Department of Trade and Industry (DTI)
6.3.3. Securities and Exchange Commission	Securities and Exchange Commission
Articles of Incorporation (if applicable) (1 copy)	(SEC)
6.3.4. Business/Mayor's Permit for the applied	
business activity from the concerned city or	Local Government Unit/City or Municipality
municipality; and (1 copy)	
6.3.5. BIR Registration for the applied business	D (1 ( 1 D (D))
activity (1 copy)	Bureau of Internal Revenue (BIR)
6.4. Additional supporting documents if the office	
building, storage and blending facility are	Applicant
constructed by the applicant	, tppiloditi
6.4.1. Site, refinery, terminal, storage and	
blending facility layout plan with sufficient	
description and supported by blueprint copy with	Applicant
legend (1 copy) 6.4.2. Fire prevention and response manual (1	
· · · · · · · · · · · · · · · · · · ·	Applicant
copy) 6.4.3. Oil and/or Finished Petroleum Product	
	Applicant
onshore (land) spill prevention and response	Applicant
manual (1 copy)	
6.4.4. Oil and/or Finished Petroleum Product	<b>A</b>
offshore (water) spill prevention and response	Applicant
manual (1 copy)	

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)
<ol> <li>6.6. Company Secretary's Certificate for authorized representative and signatory; and (1 copy)</li> </ol>	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; <u>Citizens Charter CARB</u>
- 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
File application to     Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement	None		Officer of the day/Assigned Processor Oil Industry Management Bureau

Pay applicable fees     Submit of application to OIMB with copy of official receipt and order of submission	1.2 If complete, issue Order of Payment for fees (Treasury)  1.3 If incomplete, return to client.  2.1 Process payment and issue Official Receipt  3.1 Official receipt of application  3.1.1 Endorse application to OIMB  3.2 Receive application and assign to	Php. 1,400.00 None	1 Working Day	Collecting Officer, Treasury Division  Admin Staff, OIMB-OD  Admin Staff,
	respective division  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  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	Science Research Specialist, Respective Division  Supervising SRS, Respective Division  Division Chief, Respective Division

	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  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		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD
4. Receipt of signed Transmittal Letter, Certificate of Registration, Evaluation Sheet and Endorsement Memo	<ul> <li>4.1 Release of application to client</li> <li>4.2 File copy of the application and action for safekeeping</li> </ul>	None		Admin Staff, Respective Division
Total Numb			7 Working D	ays



### 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.

Diesei ioi own use.						
Office or Division:	Oil Industry Management Bureau/ Oil Industry Competition and Monitoring Division (OICMD)					
Classification:	Complex					
Type of	External					
Transaction:						
Who may avail:		the Prior Notice Requirements for Business				
		stream Oil Industry with the following activities:				
		nporters who are engaged in the sale of gasoline				
	and diesel in the F					
		orters who are engaged in the importation of				
		nestic sale to other Importers or Refiners;				
		port gasoline or diesel for own use				
	F REQUIREMENTS	WHERE TO SECURE				
1. Written request to	r Accreditation (1 copy)	DOE-OIMB (Annex A-Application form)				
0 0 11 5		Annex A - Template Form (New)				
	nents for Initial Issuance					
, ,	E acknowledgment letter	Applicant				
indicating that the Ap						
_	articipant pursuant to					
-	of the Downstream Oil					
	Act of 1998 (1 copy)	5 (1.1 1.5 (2.15)				
	y of Permit to operate as	Bureau of Internal Revenue (BIR)				
	able article specifically					
	ets (Gasoline and/or					
Diesel) issued by	ык (1 сору)					
2.2 Contified true con	v of Dormit to produce	Pursou of Internal Dayonus (PID)				
	y of Permit to produce	Bureau of Internal Revenue (BIR)				
	ed Gasoline (E-Gasoline) nded Diesel Oil (B2)					
issued by BIR (1	` ,					
	y of Permit to operate	Bureau of Internal Revenue (BIR)				
•	th enumeration of	Dureau of filternal Nevertue (DIK)				
dedicated tank ID number, location, capacity and product content each for						
biofuel, Gasoline and Diesel issued by BIR						
(1 copy)						
	aking of the availability of	Applicant				
	either owned or on lease,	προιοσιτί				
attached with lay-						
corresponding pic	-					
corresponding pic	2.c. 55 (1 55p)					

2.6 List of retail outlets, either company-	Applicant
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)	
2.7 For first time Gasoline Refiner or Importer,	Applicant
a projected initial volume of neat gasoline	Approant
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)	
3. Supporting Documents for Renewal	DOE OIMP (Assess D. Asselle et less fesses)
3.1. Written request for renewal of	DOE-OIMB (Annex B-Application form)
Accreditation	Annex B - Template Form (Renewal)
3.2. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
operate as Importer of excisable	
article specifically petroleum products	
(Gasoline and/or Diesel) issued by	
BIR (1 copy)	
3.3. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
produce Bioethanol-blended Gasoline	
(E-Gasoline) and/or Biodiesel-blended	
Diesel (FAME-Blended Diesel Oil)	
issued by BIR (1 copy)	
3.4. Certified true copy of Permit to	Bureau of Internal Revenue (BIR)
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)	
3.5. Notarized undertaking of the	Applicant
availability of blending facility, either	
owned or on lease, attached with lay-	
out plan with corresponding pictures	
(1 copy)	
3.6. List of retail outlets, either company-	Applicant
owned, on joint venture or on supply-	

4.	contract only Certified True venture or su retail outlets  Notes  4.1. If the applica the corporatic Certificate (for notarized Aur company) sh that the applif to transact w corporation/o	n joint venture or supply , please submit the e Copy of the joint upply agreement with the owner/operator (1 copy)  nt is a representative of on/company; Secretary's or corporation) or thorization Letter (for all be required indicating cant/person is authorized ith DOE on behalf of the company. (1 copy) of Monthly and Quarterly	Applicant		
		Requirements		OICMD MR) and Quarterly	
	CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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	TIME	Officer of the day/Assigned Processor 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		Cashier Treasury Division
3.	Submit of application to OIMB with copy of official receipt and order of submission	<ul> <li>3.1 Official receipt of application</li> <li>3.2 Endorse application to OIMB</li> <li>3.3 Receive application and assign to respective division</li> <li>3.4 Receive application and assign to respective section/personnel</li> </ul>	None	1 Working day	Admin Staff, OIMB-OD Admin Staff, OIMB

		<del></del>		
3.5	Evaluate/process		Norking	
	application and		days	
	prepare Transmittal			
	Letter, Certificate			
	of Accreditation,			
	Evaluation Sheet			
	and Endorsement			
	Memo as a			
	registered entity			Science
3.5	May require			Research
	applicant to submit			Specialist,
	additional data/			Respective
	information in			Division
	support to the DOI			2
	Registration			
	processing			
3.6	Review and			
	recommend			
	approval of the			
	evaluated			
	application/			Supervising SRS,
	Transmittal Letter,			Respective
	Certificate of			Division
	Accreditation,			
	Evaluation Sheet			
	and Endorsement			
	Memo to applicant			
	and recommend			
	approval			
3.7	Review and			
	endorse to OBD for			
	approval of the			Division Chief,
	evaluated			Respective
	application/			Division
	Transmittal Letter,			211101011
	Certificate of			
	Accreditation,			
	<b>Evaluation Sheet</b>			
	and Endorsement			
	Memo to applicant			
	and recommend			
	approval			
3.8	Review and			Assistant
	endorse application			Director,
	for Director's		Norking	OIMB-OD
	approval		days	טט-טוויט
3.9	Review and			
	approval of			
	Transmittal Letter,			
	Certificate of			

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

of complete application.					
Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)			
Classification:	Complex Transaction	n			
Type of Transaction:	Government-2-Busin	ness			
Who May Avail:	Registered downstre the Biofuels Prograr			cipant accredited to	
CHECKLIST OF RE	QUIREMENTS		WHERE TO S	ECURE	
Notice Application to Sourced Bioethanol			ID\Annex D-T Notice to Purcha Bioethanol or Bio	se Locally- Sourced	
Certified True Copy (copy)	of Proforma Invoice (1		Provided by Loca	l Producer	
Photocopy of the LM the applied quarter (labeled properties)		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		ıl Producer	
CLIENT STEPS	AGENCY ACTIONS	I I O RE		PERSON RESPONSIBLE	
File application to     Oil Industry     Management     Bureau	<ul> <li>1.1 Review of completeness of documents against checklist of requirement.</li> <li>1.2 If complete, issue order of</li> </ul>	None		Officer of the day/Assigned Processor, Respective Division	

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

REPORTORIAL REQUIREMENTS	WHERE TO SECURE		
Monthly Reports – due every 20 <sup>th</sup> day of the month succeeding the reporting month	OICMD\Annexes - Monthly Reportorial Requirements Sec 11 DC 2021-06-0014 - MRE-C MRB.xlsx		
Quarterly Reports – due NLT the 20 <sup>th</sup> day of the month after the covered     quarter	OICMD\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx		



### 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.

complete application		
Office or Division:	Oil Industry Managen	nent Bureau (OIMB)
Classification:	Complex Transaction	
Type of Transaction:	Government-2-Busine	ess
Who May Avail:		am Oil Industry (DOI) participants intending to m products for sale or own use
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE
Notice Application of Im     Own Use – Liquid Petro		OICMD\ANNEX D_Notice to Import for Sale of Own Use - Liquid Petroleum Products.docx
Certified True Copy of the Proforma Invoice (1 copy)     Certified True Copy of the Certificate of		Provided by supplier
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 Shindicating the petroleum content, if importing pet solvents.	neet (MSDS) n weight percentage	Provided by supplier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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		Officer of the day/Assigned Processor, Respective Division
Pay Application fee	2.1 Process payment and issue Official Receipt	Php 980.00		Collecting Officer, Treasury Division
Submit application to OIMB with copy	3.1 Official receipt of application	None	0.5 Working Days	Admin Staff OIMB-OD
of official receipt	3.2 Receive application and assign to respective division	None		Admin Staff OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, Respective Division
	3.3 Process application and prepare Acknowledgement letter for review, evaluation, and endorsement to the Office of the Bureau Director	None	4.5 Working Days	Science Research Specialist Supervising SRS Division Chief, Respective Division
	3.4 Review and endorse application for Director's approval		2 Working Days	Assistant Director, OIMB-OD Director, OIMB-OD
	3.5 Review and approve endorsed application			Director, OIMB-OD

	3.6 Release approved application to respective division		Admin Staff, OIMB-OD
4 Receipt of Acknowledgement Letter	4.1 Release of application to client  4.2 File copy of the application and action for safekeeping	None	Admin Staff, Respective Division

**Total Number of Days** 

7 Working Days

REPORTORIAL REQUIREMENTS	WHERE TO SECURE
<ol> <li>Monthly Reportorial Requirements – due every 20<sup>th</sup> day of the month succeeding the reporting month</li> </ol>	OICMD\Annexes - Monthly Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx
<ol> <li>Annual Reportorial Requirements – due NLT the 20<sup>th</sup> day of January the succeeding year</li> </ol>	OICMD\Annexes - Annual Reportorial Requirements Sec 4 DC 2021-09-0029.xlsx
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



#### 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 Manage	Oil Industry Management Bureau (OIMB)				
Classification:	Complex Transaction	า				
Type of Transaction:	Government-2-Busin	iess				
Who May Avail:	Registered downstre the Biofuels Program			ipant accredited to		
CHECKLIST OF RE	EQUIREMENTS		WHERE TO SE	CURE		
Notice Application to Imported Bioethanol	Notice Application to Local Purchase/Sale Imported Bioethanol			OICMD\Annex E-Template form for Notices - Notice to Sell or Purchase Imported Bioethanol.doc		
Certified True Copy (     copy)	of Proforma Invoice (1	Provided by Supplier				
Certified True Copy of Purchase or Sell (who Imported Bioethanol)	of BIR Permit to ichever is applicable)	Provided by BIR				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID TIME PROCESSING RESPONSIBI				
File application to     Oil Industry     Management     Bureau	<ul> <li>1.1 Review of completeness of documents against checklist of requirement.</li> <li>1.2 If complete, issue order of payment for fees (Treasury)</li> </ul>	None		Officer of the day/Assigned Processor, Respective Division		

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

4. Receipt of Acknowledgement Letter	4.2 File copy of the application and action for safekeeping		Respective Division	
Total Number of Days		7 Working Days		
REPORTORIAL REQUIREMENTS		WHERE TO SECURE		
<ol> <li>Monthly Reports – due every 20<sup>th</sup> day of the month succeeding the reporting month</li> </ol>		OICMD\Annexes - Mo Requirements Sec 11 DO MRE-B MRE-	<u>D.xlsx</u>	
	rts – due NLT the 20 <sup>th</sup> h after the covered	OICMD\Annexes - Qua Requirements Sec 11 DC	-	



#### 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.

(1) Working days Horrison	cipi of complete applica	<del>40011.</del>				
Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)				
Classification:	Complex Transaction	Complex Transaction				
Type of Transaction:	Government-2-Busin	ness				
Who May Avail:	Registered downstre the Biofuels Program			ticipant accredited to		
CHECKLIST OF R	EQUIREMENTS		WHERE TO	SECURE		
Notice Application to	o Import Bioethanol			Template form for port Bioethanol.doc		
Certified True Copy copy)	,					
Photocopy of the Not Projected Sales of Example applied quarter						
Quality with the den dosage tested at loa	e copy of the Certificate of the denaturant used and ed at load port in compliance opine National Standards and		Provided by Importer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID PROCESSING PERSON RESPONSIB		PERSON RESPONSIBLE		
File application to     Oil Industry     Management     Bureau	<ul> <li>1.1 Review of completeness of documents against checklist of requirement.</li> <li>1.2 If complete, issue order of payment for fees (Treasury)</li> </ul>	None		Officer of the day/Assigned Processor, Respective Division		

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

4.2 File copy of the application and action for safekeeping			
Total Number of Days	7 Working Days		
REPORTORIAL REQUIREMENTS	WHERE TO SECURE		
Monthly Reports – due every 20 <sup>th</sup> 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 <sup>th</sup> day of the first month of the quarter	OICMD\Annexes - Quarterly Reportorial Requirements Sec 11 DC 2021-06-0014.xlsx		



### 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.

Bioethanol within seven (7) working days from receipt of complete application.						
Office or Division:	Oil Industry Manage	Oil Industry Management Bureau (OIMB)				
Classification:	Complex Transaction	Complex Transaction				
Type of Transaction:	Government-2-Busi	ness				
Who May Avail:		Importer or Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products and bioethanol for sample testing				
CHECKLIST OF RI	EQUIREMENTS		WHERE TO SE	CURE		
Notice Application to In Testing – Liquid Petring Bioethanol	OICMD\ANNEX E _ Application Form for Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol.docx					
2. Certified True Copy of (1 copy) 3. Certified True copy of (1 copy)	Provided by supplier					
4. Material Safety Data S indicating the petrole content, if importing parties solvents	um weight percentage	Provided by the Supplier				
5. Airway Bill/Bill of Lad	ing	Provided by supplier				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Oil Industry Management Bureau	1.1 Review of completeness of documents against checklist of requirement 1.2 If complete, issue order of	None		Officer of the day/Assigned Processor, Respective Division		

	payment for fees			
	(Treasury)			
	1.3 If incomplete,			
	return to client.			
2. Pay Application	2.1 Process			
fee	payment and	Php		Collecting Officer,
	issue Official	980.00		Treasury Division
	Receipt			
3. Submit application	3.1 Official receipt of	None	0.5 Working	Admin Staff
to OIMB with copy	application	None	Days	OIMB-OD
of official receipt	3.2 Receive			
	application and	None		Admin Staff
	assign to			OIMB-OD
	respective division		_	
	3.3 Receive			A 1 ' 0' "
	application and			Admin Staff,
	assign to			Respective Division
	respective section/ personnel			DIVISION
	3.4 Process		4.5 Working	
	application and		Days	Science Research
	prepare			Specialist
	Acknowledgement			
	letter for review,			Supervising SRS
	evaluation, and			District Object
	endorsement to			Division Chief,
	the Office of the			Respective Division
	Bureau Director	None		DIVISION
	3.5 Review and			Assistant Director,
	endorse			OIMB-OD
	application for			
	Director's			Director,
	approval		2 Working	OIMB-OD
	3.6 Review and		Days	Director,
	approve endorsed		Dayo	OIMB-OD
	application 3.7 Release approved			
	application to			Admin Staff,
	respective division			OIMB-OD
4.5	•			
4 Receipt of	4.1 Release of			
Acknowledgement	application to			Admin Ctaff
Letter	client	None		Admin Staff, Respective
	4.2 File copy of the application and	INUITE		Division
	action for			DIVISION
	safekeeping			
				_
Total Num	ber of Days		7 Workir	ng Days

REPORTORIAL REQUIREMENTS	WHERE TO SECURE
No	ONE



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

Note: This process is ISO Certified.

<u>Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under</u> 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 Downs				
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
	Letter for the Compliance		OICMD		
	quirement for Business				
0 0	Downstream Oil Industry				
(1 copy)					
Written Request for	r Endorsement	OICMD	- Written Reques	st - Annex A	
(1 copy)					
<ol><li>Detailed description</li></ol>	. ,		Applicant		
	ng the timeframe, and				
target date of oper					
	dicating the project cost		Applicant		
	ties/ equipment for which				
incentives may be	availed of				
Notes					
<ol> <li>Original copy of the above documents</li> </ol>			Applicant		
shall be presente					
authentication pu					
	a representative of the		Applicant		
	corporation/company; Secretary's Certificate (for corporation) or notarized				
	tter (for company) shall be				
required indicatir					
	is authorized to transact				
with DOE on beh					
corporation/comp	pany. (1 copy)				
		FEES TO	PROCESSING	PERSON	
CLIENT STEPS	AGENCY ACTIONS	BE PAID	TIME	RESPONSIBLE	
File application to	1.1 Review of	None		Officer of the	
Oil Industry	completeness of			day/Assigned	
Management	documents			Processor	
Bureau	against checklist				
	of requirement				

		1.2	If complete issue			Oil Industry
		1.2	If complete, issue Order of Payment			Oil Industry Management
			for fees (Treasury)			Bureau
			If incomplete,			Baroaa
			return to client.			
2.	Pay applicable	2.1.	Process payment	Application		Cashier
	fees	2.1.	and issue Official	Fee – Php.		Treasury
	1000		Receipt	1,000.00		Division
3.	Submit of	3.1	Official receipt of	None		Bivioloti
0.	application to	0.1	application	110110		
	OIMB with copy of	3.2	Endorse			
	official receipt and	0	application to		0.5 Working	Admin Staff,
	order of		OIMB		days	OIMB-OD
	submission	3.3	Receive		<b>,</b> -	
			application and			Admin Staff,
			assign to			OIMB
			respective division			
		3.4	Receive			
			application and			
			assign to			
			respective section/			
			personnel			
		3.5	Evaluation/			
			processing of			
			application and			
			preparation of			
			Memorandum of			Science
			Approval (MOA),			Research
			Endorsement			Specialist,
			Certificate (EC) to			Respective
			BOI and			Division
			Acknowledgement			Division
			letter to		14.5 Working	Supervising
			proponent/		days	SRS,
			applicant		aayo	Respective
		3.6	May require			Division
			applicant to			277767677
			submit additional			Division Chief,
			data/ information			Respective
			in support to the			Division
			DOE			
			Endorsement for			
			BOI Registration			
			processing			
		2.7	Daviou MOA FO			
		3.7	Review MOA, EC,			
			Acknowledgement Letter and			
			recommend			
			approval for the			

4. Receipt of signed Acknowledgement Letter 4.2	letter Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter Review MOA, EC, Acknowledgement Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter D Approval of MOA, EC and Acknowledgement letter Release of approved MOA, EC & Acknowledgement letter Release of approved MOA, EC & Acknowledgement letter Release of approved MOA, EC & Acknowledgement letter to OICMD Release of application to client File copy of the application and action for safekeeping	None	5 Working days	Assistant Director, OIMB-OD Director, OIMB-OD Admin Staff, OIMB-OD  Admin Staff Respective Division
Total Number of D	ays		20 Working	⊔ays



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

<u>Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under</u> 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			
emoc of Bivioloff.	Monitoring Division (OICN				
Classification:	Highly Technical	,			
Type of Transaction:	External				
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business				
	Engagement in the Down				
CHECKLIST OF RE		WHERE TO SECURE			
copy)	ent for Business wnstream Oil Industry (1	OICMD			
Written Request for English	,	OICMD - Written Request - Annex A (Detailed description of the project including investment plan)			
Detailed description of registered, indicating the date of operation (1 corporation)	e timeframe, and target	Applicant			
Investment plan indicated the list of facilities/ equipment incentives may be avaited.	pment for which	Applicant			
Notes					
Original copy of the a presented to OIMB for purposes	bove documents shall be or authentication	Applicant			
(for corporation) or no Letter (for company) indicating that the ap	; Secretary's Certificate otarized Authorization shall be required plicant/person is t with DOE on behalf of	Applicant			

		BE PAID	G TIME	RESPONSIBL E
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  1.3  1.4  1.4	<ol> <li>Receive/ confirm receipt via email of documents against checklist of requirements</li> <li>Assign to processor for review of completeness of documents against checklist of requirement</li> <li>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 (Notification via email is within three (3) days of receipt of application);</li> <li>If documents are incomplete:</li> <li>Inform client via email on the documents for submission; or</li> <li>Schedule a virtual meeting with client to discuss the checklist of requirements</li> <li>Write an Acknowledgeme nt letter to client to be signed by the Bureau Director on the pending documents for submission;</li> </ol>	None		Supervising Science Research Specialist OICMD- ODMCMS  Assigned Processor OICMD- ODMCMS

2.	Pay applicable fees	2.1	Secure copy of	Applicatio		Client
	via deposit/ online		validated	n Fee –		
	bank transfer		Landbank deposit	Php.		
			slip/ copy of online	1,000.00		
	Oubmit andication	2.4	bank transfer	Nama	1	Company de la se
3.	Submit application	3.1	Official receipt of	None	15 Working	Supervising Science
	via email with copy of proof of payment of		application and inform client on		days	Research
	application fee at:		when to expect			Specialist
	rescandor@doe.gov.		the availability of			OICMD-
	ph and/or oicmd-		the signed			ODMCMS
	demand		documents.			0200
	@doe.gov.ph					Science
	0 0 ,	3.2	Receive			Research
			application and			Specialist
			assign to			OICMD-
			processor			ODMCMS
		3.3	Evaluation/			
			processing of			Supervising
			application and			Science
			preparation of			Research
			Memorandum of			Specialist OICMD-
			Approval (MOA), Endorsement			ODMCMS
			Certificate (EC) to			ODIVIONIO
			BOI and			Division Chief
			Acknowledgement			Respective
			letter to			OICMD
			proponent/			
			applicant			
		3.4	Review MOA, EC,			
			Acknowledgement			
			Letter and			
			recommend			
			approval for the issuance of MOA,			
			EC and			
			Acknowledgement			
			letter			
		3.5	Review MOA, EC,			
		-	Acknowledgement			
			Letter and			
			recommend			
			approval for the			
			issuance of MOA,			
			EC and			
			Acknowledgement letter			
		2 6	Review MOA, EC,		5 Working	Assistant
		3.0	Acknowledgement		days	Director
			Acknowledgement		uays	שווים

4. Receipt of signed Acknowledgement Letter and copy of Endorsement Certificate	Letter and recommend approval for the issuance of MOA, EC and Acknowledgement letter  3.7 Approval of MOA, EC & Acknowledgement letter  3.8 Release of approved MOA, EC & Acknowledgement letter to OICMD  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	None	Office of the Bureau Director  Director Office of the Bureau Director  Admin Staff Office of the Bureau Director  Admin Staff Office Of the Bureau Director
Total Number of D	safekeeping Days		20 Working Days



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

<u>Guidelines for Registration and Incentives Availment of the Downstream Oil Industry under Republic Act No. 8479</u>

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					
Office of Bivioloff.	Monitoring Division (OICM		daday compound	ir aria	
Classification:	Highly Technical	,			
Type of Transaction:	External				
Who may avail:	Fully complied entities to the				
	Engagement in the Downs	tream Oil Ind	ustry and the DOI	E Endorsement	
	for BOI Registration				
CHECKLIST OF F	1		WHERE TO SEC	URE	
Written Request for End	lorsement (1 copy)		Annex B		
		W	<u>ritten Request - A</u>	<u>innex B</u>	
Detailed description of t for incentives availment			Applicant		
2.1. Description and det			Applicant		
•	upplier, loading date) (1		, ippcot		
copy)	3 11 17 (				
2.2. Commercial invoice	e/ Purchase order (1 copy)	Applicant			
2.3. Certificate of quality	of equipment for	Applicant			
importation (1 copy	)				
3. BOI Certificate of Regis	•	•	ent of Trade and I	• ,	
project prior to incentive	es availment (1 copy)	Board of Investments (BOI)			
Notes					
1. Original copy of the abo		Applicant			
	authentication purposes		A I' 4		
2. If the applicant is a repr		Applicant			
	Secretary's Certificate (for ed Authorization Letter				
	required indicating that				
	authorized to transact				
	the corporation/company.				
(1 copy)					
(1 2 2 2 3 7					
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
File application to	1.1 Review of	None		Officer of the	
Oil Industry	completeness of			day/Assigned	
Management	documents against			Processor	
Bureau					

	1	ala a aldi - 4 - £			O:1.11(
		checklist of			Oil Industry
	4.0	requirement			Management
	1.2	If complete, issue			Bureau
		Order of Payment			
		for fees (Treasury)			
	1.3	If incomplete,			
		return to client.			
<ol><li>Pay applicable</li></ol>	2.1.	Process payment	Application		Cashier
fees		and issue Official	Fee – Php.		Treasury
		Receipt	1,200.00		Division
3. Submit of	3.1	Official receipt of	None	0.5 Working	Admin Staff
application to		application		days	OIMB
OIMB with copy of	3.2	Endorse			
official receipt and		application to			
order of		OIMB			
submission	3.3	Receive		6.5 Working	Admin Staff
		application and		days	Office of the
		assign to			Bureau Director
		respective division			
	3.4	Receive			Admin Staff
		application and			Office of the
		assign to			Division Chief,
		respective section/			OICMD
		personnel			
	3.5	Evaluation/			Science
		processing of			Research
		application and			Specialist,
		preparation of the			OICMD-
		ff: 1) Complete			ODMCMS
		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			
	.3	.5.1 May require			Science
		applicant to			Research
		submit			Specialist,
		additional			OICMD-
		data/			ODMCMS
	1	uata/			CDIVICIVIO

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		Supervising Science Research Specialist OICMD- ODMCMS Division Chief, OICMD
3.7 Endorsement for approval of the Secretary for the ff: CSW Memo, MOA, EC and Letter of Acknowledgement to proponent  3.7.1 Routing of OIMB's endorsement to OICMD for approval of MOA, EC and Letter of Acknowledgement to proponent  3.7.2 Release of endorsed evaluation (MOA, EC, CSW Memo and Letter of Acknowledgement to proponent) to Legal Services	2 Working days	Assistant Director Office of the Bureau Director Office of the Bureau Director Admin Staff Office of the Bureau Director  Admin Staff Office of the Bureau Director

	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  3.9. Approval of MOA, EC and Letter of Acknowledgement to proponent		10 Working days  1 Working Day	Supervising Assistant Secretary and Undersecretary of OIMB and DOE Secretary Admin Staff Office of the	
	of approved MOA, EC and Letter of Acknowledgement to proponent			Bureau Director	
4. Receipt of signed Acknowledgement Letter	<ul><li>4.1 Release of application to client</li><li>4.2. File copy of the application and action for safekeeping</li></ul>	None		Admin Staff, OICMD	
Total Number	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 *t*he 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 Mana				
Classification:	Simple Transacti	on			
Type of Transaction:	Government-2-B	usiness			
Who May Avail:	Accredited DOI E	Biofuels Part	icipant		
CHECKLIST OF	REQUIREMENTS		WHERE TO	SECURE	
Duly Accomplis	hed Application Form			see sample template) ate of Application Form I-06-0014	
Photocopy of the Notice to Import	Acknowledgement of the Bioethanol		Provided by	applicant	
NOTES:					
a. Submit this noting documentary at three (3) working of the actual continuous imported bioeth					
b. Reportorial Req	uirements	Annex MRE-E: Monthly Report on Bioethanol  Denaturing Liquidation			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
File     application     to Oil     Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB  1.2 If incomplete,	None		Officer of the day / Assigned Processor, Oil Industry Management Bureau	
2. Submit of application to Oil Industry Management Bureau	return to client 2.1 Official receipt of application	None	2 Working Days	Admin Staff, OIMB-OD	

	2.2 Receive application and assign to respective division			Admin Staff, OIMB-OD		
	2.3 Receive application and assign to respective section/ personnel			Admin Staff, OIMB		
	2.4 Process application and prepare Acknowledgment letter			Science Research Specialist, OISMD		
	2.5 Review, evaluate and act on the application			Supv SRS, OISMD		
	2.6 Review, evaluate and act on the application, and endorse to Office of the Bureau Director			Division Chief, OISMD		
	2.7 Review and endorse application for Director's approval			Assistant Director, OIMB		
	2.8 Review and approve endorsed application		1 Working Days	Director, OIMB		
	2.9 Release approved application to respective division	None		Admin Staff, OIMB-OD		
3. Receipt of Notice to Denature Imported Bioethanol	3.1 Release of application to client			Admin Staff, OISMD		
	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 Entities intending to engage in the lubes business in the Who May Avail: downstream oil industry CHECKLIST OF REQUIREMENTS WHERE TO SECURE 1. Notarized Application Letter Provided by applicant (see sample template) Annex C: Template of Notarized Application per DC-2021-09-0029 2. Documentary Requirements Provided by applicant Annex C-1: Checklist of Requirements per DC-2021-09-0029 3. Company Profile Provided by applicant (template to be filled up) Annex C-2: Company Profile per DC-2021-09-0029 NOTES: a. Submit one (1) Certified True Copy of all the required supporting documents; b. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or Provided by applicant 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
File application to     Oil Industry     Management     Bureau	1.1 Review of completeness of documents against checklist of requirement by the OISMD	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division (OISMD)
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
Pay application fees	2.1 Process payment and issue Official Receipt	Php 750.00		Cashier, Treasury Division
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application	None		Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective division			Admin Staff, OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, OISMD
	3.4 Process application and prepare memorandum of endorsement, evaluation/validation, lubes business engagement acknowledgement letter and transmittal letter to client		5 Working Days	Science Research Specialist, OISMD
	3.5 Review, evaluate and act on the application			Supv SRS, OISMD
	3.6 Review, evaluate and act on the application, and			Division Chief, OISMD

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



### 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	Complex Transaction			
Type of Transaction:	Government-2-Busine	ess			
Who May Avail:	Entities intending to in lube, grease and othe	nport / export petroleum products specifically r petroleum products.			
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE			
Notice to Import for Sale     Products	or Own Use – Lubes	Provided by applicant (see sample template)  • Annex F: Template of Notice to Import for Sale or Own Use – Lube Products per DC-2021-09-0029			
<ul> <li>2. Supporting Documents:</li> <li>Proforma Invoice or Commercial Invoice;</li> <li>Product brochure/ bulletin; and</li> <li>Material Safety Data Sheet (MSDS).</li> </ul>		Provided by applicant			
NOTES:					
a. Submit one (1) Certiful the required supporting	documents;				
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.		Provided by applicant			
c. Reportorial Require	ments	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
File application to     Oil Industry     Management Bureau	1.1 Review of completeness of documents against checklist of requirement by the OIMB	None		Officer of the day/Assigned Processor, Oil Industry Standards and Monitoring Division
	1.2 If complete, issue order of payment for fees (Treasury)			
	1.3 If incomplete, return to client.			
Pay applicable fees	2.1 Process payment and issue Official Receipt	Php. 575.00		Cashier, Treasury Division
3. Submit of application to Oil Industry Management Bureau	3.1 Official receipt of application			Admin Staff, OIMB-OD
	3.2 Receive application and assign to respective division	None		Admin Staff, OIMB-OD
	3.3 Receive application and assign to respective section/ personnel			Admin Staff, Oil Industry Standards and Monitoring Division
	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	5 Working Days	Science Research Specialist / Supv. SRS / Division Chief
	3.7 Review and endorse application for		2 Working Days	Assistant Director, OIMB-OD

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



### **Issuance of Certificate of Fuel Additive Registration**

Department Circular No.: <u>DC2007-02-0001</u> and <u>DC2020-03-0007</u>

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 Transact	ion		
Type of Transaction:	Government-2-Bu	siness		
Who May Avail:	manufacture, proc	disqualified by law, persons or entities who ess, repack, re-brand, market and use fuel additives additive with this Bureau		
CHECKLIST OF REC	UIREMENTS	WHERE TO SECURE		
Filled up and notarized complete with the follo (1copy)		Provided by applicant (see sample template)  • Application Form for Fuel Additive  Registration		
2. Supporting Documents				
<ul> <li>Company profile with scope of operation / activity / business plan / investment cost / target mark (consumer &amp; geographical) // product supplier (1 copy)</li> </ul>		Provided by applicant		
DTI Registration / SEC Registration		Department of Trade and Industry / Securities Exchange Commission		
<ul> <li>Current Business / Ma</li> </ul>	yor's Permit	Local Government Unit		
Pre-Manufacturing & Pre-Importation Notice (PMPIN) Compliance Certificate		Environmental Management Bureau – Department of Environment and Natural Resources (EMB-DENR)		
<ul> <li>Safety Data Sheet (SI</li> </ul>		Provided by applicant		
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		
Documentary proof or support claims / purport the additive (e.g. compared)	se / benefits of	Provided by applicant / Supplier of the product		

	ute to harmful comparison test on					
emission test)						
Notes:  1. Original copy	of the above					
	nall be presented to					
	nentication purposes					
	nt is a representative of					
	on/company; Secretary's					
	r corporation) or		Provided by applicant			
	horization Letter (for					
	all be required indicating					
that the applic						
	transact with DOE on					
	corporation/company.					
3. Reportorial R	equirements	Annex	2 – OIMB Schedu	ie vii a Template		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
File application	1.1 Review of			Officer of the		
to Oil Industry	completeness of			day/Assigned		
Management	documents	None		Processor,		
Bureau	against checklist			OISMD		
	of requirement					
	1.2 If complete, issue order of payment					
	for fees					
	(Treasury)					
	1.3 If incomplete,					
	return to client.					
2 Pay	2.1 Process payment	Dhn		Cookier		
Application	and issue Official	Php. 1,400.00		Cashier, Treasury Division		
Fee	Receipt	1,400.00		Treasury Division		
3 Submit of	3.1 Official receipt of					
application to	application	Nissa		Admin Staff,		
Oil industry		None		OIMB-OD		
Management Bureau						
Durcau	3.2 Receive					
	application and			Admin Staff,		
	assign to			OIMB-OD		
	respective division		5 Working Days			
	3.3 Receive					
	application and	None		Admin Staff,		
	assign to	OISMD				
	respective					
	section/ personnel 3.4 Evaluate/					
	3.4 Evaluate/ Process			Science Research		
	application and			Specialist /		
	application and		l			

	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			Supervising SRS / Division Chief
	3.8 Review and endorse application to Director		3 Working Days	Assistant Director, OIMB-OD
	3.9 Approval of CFAR and letter of registration		Days	Director, OIMB-OD
	3.10 Endorse approved CFAR and letter of registration to respective division			Office of the Director
4 Receipt of CFAR and Letter of Registration	4.1 Release of CFAR and Letter of Registration to client			- Admin Staff,
	4.2 File copy of the CFAR and Letter of Registration and action for safekeeping	None		OISMD
Total N	Number of Days		8 Work	ing 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.

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:	downstream natural gas facilities	ansfer interest of operatorship of s		
	EMENTS (3 sets: 2 hard copies electronic)	WHERE TO SECURE		
the notice of assignment reasons thereof;	nd attention to the DNG-REC of / transfer of interest and the			
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;		Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11-		
Submission of assignee's complete legal and financial documentation as set out in the Permit Application Guideline;		<u>Guideline per DC2017-11-</u> <u>0012</u>		
Description of the assign and	nee's project management team;			
5. Proof of its financial clos Downstream Natural Gas	•			
Notes:				
and duly authenticated booperational coverage of	locuments in English language by its embassy which has the Philippines;	Provided by Applicant		
Recommended format is	echnical, and financial  JSB Drive in PDF format).  the use of the Times New single line spacing, figures in appropriate scale;			
presented to OIMB for a				

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 B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11- 0012

				0012
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	Records Officer, RMD
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Secretary
	1.3 Receive application and assign to respective division			Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/ personnel		4.5 Working Days	Admin Staff, OIMB- NGMD
	1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.			OIMB-NGMD

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

3. Receipt of Assignment or Transfer of Interest of Operatorship	3.1 Release of application to client			Advaire Stoff
	3.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Workin	g 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:			
Office of 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 REQUI	REMENTS	WHERE TO SECURE	
1. Pre-Importation Notice (1	copy)		
1.1 Details of Pre-Importation	on Notice		
1.1.1 Name of Company and Accreditation No.;	d OIMB-		
1.1.2 Estimated quantity;			
1.1.3 Specified quality of Na LNG;			
1.1.4 Estimated date of load (ETL & ETA);	ing and arrival	Provided by Applicant  Annex C: Importer and Supplier	
1.1.5 Supplier of imported L	NG;	Accreditation Guideline per DC2017-11-	
1.1.6 Estimated FOB price, freight,		<u>0012</u>	
insurance cost and other importation			
cost;			
1.1.7 Vessel particulars (nar	ne and voyage		
number); and			
1.1.8 Country and port of loa	ading and		
discharge.	2001/		
<ul><li>2. Supporting Document: (1</li><li>2.1 Proforma Invoice</li></ul>	сору)		
3. Post-Importation Docume	ents (1 copy)		
3.1 Commercial Invoice;	лиз (т обру)		
3.2 Import bill of lading;		Provided by Applicant	
3.3 Safety Data Sheet (SDS);		<ul> <li>Annex C: Importer and Supplier</li> </ul>	
3.4 Certificate of quality;		Accreditation Guideline per DC2017-11-	
3.5 Final import entry declaration; and		0012	
3.6 Statement of Settlement of Duties			
and Taxes (SSDT)			
Notes:			
A foreign-registered Applicant shall		Provided by Applicant	
submit its legal, technical and			

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;
- 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.

corporation/company.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit of     application to Oil     Industry     Management     Bureau	1.1 Receive application and assign to respective division			Admin Staff, OIMB-OD
	1.2 Receive application and assign to respective section/ personnel			Admin Staff, OIMB-NGMD
	1.3 Review of completeness of documents against checklist of requirement			Assigned Processor, OIMB-NGMD
	1.4 If complete, issue order of payment for fees (Treasury)			OIMB-NGMD
	1.5 If incomplete, return to client.			OIMB-NGMD

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

Downstream Natural Gas Industry Participants			
Office or Division:	Natural Gas Management Division (NGMD)		
Classification:	Complex Transaction		
Type of Transaction:	Government-2-Busin	ess	
Who May Avail:	Entities intending to engaged in the importation of LNG and/or supply and transport of Natural Gas		
CHECKLIST OF RE	QUIREMENTS	WHERE TO SECURE	
Letter of Intent with the information (1 copy)			
1.1 Company Name (Business name, address, telephone number/s, email address);  1.2 Contact Person and Contact Details; and  1.3 Activity to engage in: -Import; -Supply and Transport -Both		Provided by Applicant  Annex C: Importer and Supplier Accreditation Guideline per DC2017-11- 0012	
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	

2.1.6 Duly executed redacted importation agreement; and	Provided by Applicant  Annex C: Importer and Supplier  Accreditation Guideline per DC2017-11-  0012
2.1.7 Other supporting and relevant documents that the law or rules may require.	Provided by Applicant  Annex C: Importer and Supplier  Accreditation Guideline per DC2017-11-  0012
2.2 Supplier	
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;	Securities and Exchange Commission (SEC)
2.2.2 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
2.2.3 Business Permit;	Local Government Unit (LGU), where the facility is located.
2.2.4 Duly executed redacted supply agreement; and 2.2.5 Other supporting and relevant documents that the law or rules may require.	Provided by Applicant  Annex C: Importer and Supplier  Accreditation Guideline per DC2017-11-  0012
Notes:	
<ol> <li>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;</li> <li>The application must be both in paper,</li> </ol>	
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;	Provided by Applicant
Original copy of the above documents shall be presented to OIMB for authentication purposes; and	

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

			00 12	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit of     application to     Oil Industry     Management     Bureau	1.1 Endorse application to OIMB			Admin Staff, OIMB-OD
	1.2 Receive application and assign to respective division			Admin Staff, OIMB-OD
	1.3 Receive application and assign to respective section/ personnel			Admin Staff, OIMB-NGMD
	1.4 Review of completeness of documents against checklist of requirement			Assigned Processor, OIMB-NGMD
	1.5 If complete, issue order of payment for fees (Treasury) order of payment for fees (Treasury)			OIMB-NGMD
	1.6 If incomplete, return to client.			OIMB-NGMD
Pay applicable fees	2.1 Process payment and issue Official Receipt	Php 14,000.00 per application		Collecting Officer, Treasury Division

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 Marking	Science Research Specialist, Respective Division
	3.2 Review, evaluate and act on the application	4 Working days	Supv. SRS, Respective Division
	3.3 Review, evaluate and act on the application, and endorse to Office of the Bureau Director		Division Chief, Respective Division
	3.4 Review and endorse application for Director's approval		Assistant Director, OIMB-OD
	3.5 Review and approve endorsed application	2 Working Days	Director, OIMB-OD
	3.6 Release approved application to respective division		Admin Staff, OIMB-OD
4 Receipt of Accreditation to Import LNG and/or Supply and Transport Natural Gas	4.1 Release of application to client	1 Working Day	Admin Staff, Respective Division
	4.2 File copy of the application and action for safekeeping		
Total N	umber 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.

proposed Downstream Natural Gas Facilities.				
Office or Division:	Natural Gas Management Divisi	ion (NGMD)		
Classification:	Highly Technical Transaction	ighly Technical Transaction		
Type of Transaction: Government-2-Business				
Who May Avail:	Entities intending to develop Do	wnstream Natural Gas Facilities		
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE		
Legal Documentatio	n			
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> <li>Annex A-2: Information Sheet per DC2017-11-0012</li> </ul>		
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)  2. Technical Documentation		Provided by Applicant  • Annex A: Permit Application Guideline per DC2017-11- 0012		
Z. TEGITIICAI DUCUITIETI	เลแบบ			

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:  2.1.2  A summary of the company profile, business	Provided by Applicant
direction, strategy and major accomplishments in the downstream Natural Gas Industry;	<ul> <li>Annex A: Permit Application         Guideline per DC2017-11-         0012</li> </ul>
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;	<u>0072</u>
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;	
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;	Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11- 0012
2.1.7 Other information that the Applicant may deem necessary to support its application or as maybe required by the C-REC.	<u>0072</u>
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	1
Locational zoning clearance subject to the local	
government zoning ordinance;	
2.2.3  Quantitative risk assessment report for safe distance requirements;	

#### 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;

#### 2.2.5

Geologic, Oceanographic, Seismic, Atmospheric, and Security hazard identification, prevention and mitigation assessment report;

#### 2.2.6

Distribution Impact Study (DIS) and Distribution Asset Study (DAS) or embedded power plant construction plan for power supply requirement;

#### 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:

#### 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:

#### 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:

#### 2.2.7.3

Planned Construction Schedule;

#### 2.2.7.4

Plot Plans and list of key buildings, other facilities, equipment, access roads, safety zones and distances;

#### 2.2.7.5

Manpower and construction equipment requirements;

#### 2.2.7.6

Management of change system;

#### 2.2.7.7

Maintenance of records system;

#### 228

Third party quality assurance program validation (3 copies: 2 sets hard copies and 1 electronic copy)

### Provided by Applicant

 Annex A: Permit Application
 Guideline per DC2017-11-0012

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;	Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11- 0012
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) 2.3.1.1	Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11- 0012
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	Provided by Applicant
Economic/Financial Feasibility Report with clear	<ul> <li>Annex A: Permit Application</li> </ul>
demonstration of the projected revenue versus the costs	Guideline per DC2017-11-
	-
and other relevant factors associated with the project; ( 3	<u>0012</u>
copies: 2 sets hard copies and 1 electronic copy)	
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	Provided by Applicant
Certified executed copies, which may be redacted for	<ul> <li>Annex A: Permit Application</li> </ul>
confidentiality reasons, of all key binding agreements	Guideline per DC2017-11-
required for the development of the project, including but	0012
not limited to:	<u> </u>
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;	
required by the i implific Exceditive Order ivo. 330,	
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	Provided by Applicant
Proof of ability to raise its equity share earmarked for the	
project through any or a combination of the following:	
project unrough any or a combination of the following.	

0.5.0.0.4	A A D (1 A 11 11
2.5.3.3.1	<ul> <li>Annex A: Permit Application</li> </ul>
Original copy of the Bank Certification to substantiate the	Guideline per DC2017-11-
cash balance as of 10 business days prior to the date of	<u>0012</u>
application; and	
2.5.3.3.2	
Credit lines available;	
2.5.4	
For newly-organized corporations existing for less than	
two (2) years at the time of filing of application:	
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;	
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	
2.5.4.3	
Proof of ability to raise its equity share earmarked for the	
project through any or a combination of the following:	
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	
2.5.4.3.2	
Credit lines available;	
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:	
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	
2.5.5.2	Provided by applicant
Secretary's certificate confirming board resolution	<ul> <li>Annex A: Permit Application</li> </ul>
authorizing the contribution to the funding of the equity	Guideline per DC2017-11-
1	
share corresponding to its participating interest.	<u>0012</u>
Notes	
Notes:	
1. A foreign-registered Applicant shall submit its legal,	
technical and financial documents in English	
language and duly authenticated by its embassy	Provided by Applicant
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	
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;	
<ol><li>Original copy of the above documents shall be presented to OIMB for authentication purposes.</li></ol>	
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 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	Records Officer, RMD	
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary	
	Receive application and assign to respective division		4.5 Working Days	C	Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/personnel			Admin Staff, OIMB- NGMD	

	<ul> <li>1.5 Review and conduct substantial evaluation of submitted documentary requirements against the checklist.</li> <li>1.5.1. If complete, issue order of payment for fees (Treasury) and may require a supplementary supporting document for additional information.</li> <li>1.5.2. If incomplete, issue letter of rejection.</li> </ul>			OIMB-NGMD
2. Pay applicable fees	2.1 Process payment and issue Official	Php 150,000.00		Collecting Officer, Treasury Division
	Receipt  2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application.  2.3 Process application and prepare Notice to Proceed (NTP)  2.4 Prepare initial evaluation for presentation to the DNG-REC members.  2.5 Presentation of initial evaluation to the DNG-REC members.		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.			DNG-REC Members
	2.7 Review and endorse application for Secretary's approval			Supervising Assistant Secretary and Supervising Undersecretary
	2.8 Review and approved the endorse application			Office of the Secretary (OSEC)
	2.9 Release approved application to respective division		5 Working Days	Admin Staff, OIMB-OD
3. Receipt of Notice to Proceed (NTP)	3.1 Release of application to client			
	3.2. File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Total Number of Days 20 Working Days			ng 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.

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-Busin	ness			
Who May Avail:	Entities intending to Downstream Natura	construct, expand, rehabilitate, and modify I Gas Facilities			
CHECKLIST OF REQU	IIREMENTS	WHERE TO SECURE			
Permits (3 copies: 2 sets har electronic copy)	rd copies and 1				
1.1 Environmental Compliar (ECC) from the Department and Natural Resources	nent of Environment (DENR);	Department of Environment and Natural Resources (DENR)			
<ol> <li>1.2 Endorsement and Perm Government Unit (LGU) located;</li> </ol>	, where the facility is	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 De 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)			
Other permits as maybe required by law or rules in order to commence construction.		Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11-0012			
Submission of Proof of Final copies: 2 sets hard copies a copy)		Provided by Applicant  Annex A: Permit Application Guideline per DC2017-11-0012			

No	otes:				
	A foreign-registered Applican legal, technical and financial English language and duly a	gistered Applicant shall submit its cal and financial documents in uage and duly authenticated by its ich has operational coverage of the			
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;			Provided by App	licant	
3.	Original copy of the above do presented to OIMB for auther and				
	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.		Provided by Applicant		licant
5.	Reportorial Requirements		Provided by Applicant  Annex B: Operator and Facility Registreating and Reportorial Requirements  Guideline per DC2017-11-0012		d Facility Registry Requirements
	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			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			Admin Staff, OIMB-NGMD
	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	OIMB- NGMD
2. Pay Applicable Fees	2.1 Process payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division

2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Construct/Ex pand/Rehabil itate/Modification (PCERM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.	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 Undersecret ary's approval.  2.7 Review and		DNG-REC Members Supervising
endorse application for Secretary's approval		Assistant Secretary and Supervising Undersecretary

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



### 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.

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 mai Facilities	ntain Downstream Natural Gas		
CHECKLIST	FOF REQUIREMENTS	WHERE TO SECURE		
Certificate of Completi     leectronic copy)	on (3 copies: 2 sets hard copies and			
1.1 Refers to the c certificate of co Engineering, P Contractor with project manage	Provided by applicant  Annex A: Permit Application Guideline per DC2017-11-0012			
2. Summary List of Buildi copies: 2 sets hard copies: 2	Provided by applicant  Annex A: Permit Application Guideline per DC2017-11-0012			
Operational process w hard copies and 1 electrical				
3.1. Description of o of building, facil commissioning, for DOE guidan	Provided by applicant  • Annex A: Permit  Application Guideline per  DC2017-11-0012			
4. Health, Safety, Securit Assessment and Mana 3 copies: 2 sets hard of				
management and e complement, qualifi development prograthe risks at ALARP 4.1.1. Environme Managemer 4.1.2. Occupation	E management systems, mployee structure, manpower cation and competency / training am and mitigation plans to address levels in the following areas: ntal Risk Assessment and at Plan nal Health and Safety Risk and Management Plan	Provided by Applicant  • Annex A: Permit  Application Guideline per  DC2017-11-0012		

	4.1.2 Facility Cooughty Dialy Assessment and	
,	4.1.3. Facility Security Risk Assessment and Management Plan	
	4.1.4. Disaster/ Emergency Preparedness and	Provided by Applicant
1	Response Plan	<ul><li>Annex A: Permit</li></ul>
	4.1.5. Community social development program	Application Guideline per
	4.1.6. Other areas of concern that the Operator may	DC2017-11-0012
·	deem necessary	<u> </u>
	deem necessary	
5. Perr	mitting requirement of other Government Agencies for	
	Operation of the Facility which shall include the	
	wing: ( 3 copies: 2 sets hard copies and 1 electronic	
copy	y)	
5.1.	Applicable regulatory permits from the Department of	
	Environment and Natural Resources (DENR) and other	Department of Environment and
	requirements to satisfy the Environmental Compliance	Natural Resources (DENR)
	Certificate (ECC) provisions from the DENR;	
	Endorsement and Permits for Operation from the Local	Local Government Unit (LGU),
	Government Unit (LGU);	where the facility is located.
	Certificate of Pre-Condition (CP) from the National	National Commission on Indigenous
	Commission on Indigenous Peoples (NCIP), if	Peoples (NCIP)
	applicable;	r dopied (real )
	Registration and Permit to Operate from the	Department of Labor and
	Department of Labor and Employment (DOLE);	Ėmployment (DOLE)
5.5.	Registration with the Bureau of Internal Revenue (BIR),	Bureau of Internal Revenue (BIR),
	Philippine Health Insurance Corporation (PhilHealth),	Philippine Health Insurance
	HDMF-Pag-ibig and Social Security System	Corporation (PhilHealth), HDMF-
	Corporation (SSS);	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),
	Other many the control of the desired by the control of	where the facility is located.
	Other permits as maybe required by law or rules	Provided by applicant
Notes:	A foreign registered Applicant shall submit its local	
	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;	
	The application must be both in paper, with two (2)	
	complete sets of legal, technical, and financial	Provided by Applicant
	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	
	Original copy of the above documents shall be	
	presented to OIMB for authentication purposes.	Provided by Applicant
	· · · · · · · · · · · · · · · · · · ·	· · ·

4.	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 B: Operator and Facility Registry and Reportorial Requirements Guideline per DC2017-11- 0012

			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	Records Officer, RMD
	1.2 Endorse application to OIMB			Admin Staff, Office of the Supervising Undersecretary
	1.3 Receive application and assign to respective division		4.5 Working days	Admin Staff, OIMB- OD
	1.4 Receive application and assign to respective section/ personnel			Admin Staff, OIMB- NGMD

	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.			OIMB-NGMD
2. Pay applicable	2.1 Process	Di Di		0 " " 05"
fees	payment and issue Official Receipt	Php 150,000.00		Collecting Officer, Treasury Division
	2.2 Review and conduct substantive evaluation based on Legal, Technical, and financial aspects of application. 2.3 Process application and prepare Permit to Operate and Maintain (POM) 2.4 Prepare initial evaluation for presentation to the DNG-REC members. 2.5 Presentation of initial evaluation to the DNG-REC members.		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.			DNG-REC Members
	2.7 Review and endorse application for Secretary's approval			Supervising Assistant Secretary and Supervising Undersecretary
	2.8 Review and approved the endorse application		5 Working	Office of the Secretary (OSEC)
	2.9 Release approved application to respective division		days	Admin Staff, OIMB-OD
3 Receipt of Permit to Operate and Maintain (POM)	3.1 Release of application to client			
	3.2 File copy of the application and action for safekeeping	None		Admin Staff, Respective Division
	3.3 Provide copy to Records Management Division			
Total Number of Days			20 Workin	g 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 in	formation		
CHECKLIST OF RE			WHERE TO SE	ECURE
1. Letter of request indicati	ing the interested	Provided by	y applicant	
information and data.				DEDOON
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter of request to Oil Industry     Management     Bureau	1.1 Official Receipt of request	None		Officer of the day/Assigned Processor Oil Industry Management Bureau
	1.2 Receive request and assign to respective division	None		Admin Staff Office of the Bureau Director
	1.3 Receive request and assign to respective section/ personnel	None	5 Working days	Admin Staff 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		Science Research Specialist Respective Division / Supervising Science Research Specialist Respective Division / Division Chief Respective Division

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