



## **APPLICATION FORM FOR PETROLEUM RETAIL LICENCE**

### **PETROLEUM ACT (CHAPTER 13:22) SECTION 29 LICENSING REQUIREMENT**

<b><u>INSTRUCTIONS</u></b> 1. COMPLETE THE FORM FULLY (INCOMPLETE FORMS WILL NOT BE ACCEPTED) 2. USE CAPITAL LETTERS 3. USE A SEPARATE FORM FOR EACH LICENSE APPLICATION (LICENSE IS SITE SPECIFIC)	<b><u>OFFICIAL USE ONLY</u></b>  DATE RECEIVED:  RECEIVED BY:
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### **SECTION A: APPLICANT'S DETAILS**

1. Registered Company name in full e.g. XYZ INVESTMENTS (PVT) LTD

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2. Trade name in full e.g. ABC SERVICE STATION

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3. Postal address of registered Company

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4. Business telephone number(s)

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8. Contact Person:

Full Name	
Job Title	
Landline number (s)	
Cellphone number(s)	
Email address	



**SECTION C: DECLARATION**

I (full names)..... hereby declare that all information provided herein is within my personal knowledge and that –

- (a) I am duly authorized to make this declaration;
- (b) I am the designated person responsible for this Licence and any conditions attached thereto;
- (c) I have read and understood the regulations related hereto, with specific reference regarding to any false declaration; and
- (d) All information provided herein is to the best of my knowledge true and correct.

Signed at..... (Place) on this .....day of .....

(Month)..... (Year)

.....  
**Signature**

I certify that the applicant –

- (a) Has acknowledged that he/she knows and understands the contents of this application form and its conditions, that he/she considers the oath binding on his /her conscience; and
- (b) has in the prescribed manner sworn that the contents of this application form and its conditions are true and signed before me at .....(place) on this.....day of.....(month).....year.

.....  
**COMMISSIONER OF OATHS**

## APPLICATION CHECKLIST

This checklist is intended to help and guide you in your application. It has been created based on the most common mistakes that ZERA has encountered in past applications. Therefore, going through this checklist may help you to prevent common mistakes.

Please tick to show that the required document is attached. After finalizing, please date and sign this checklist and send together with your application.

Local Authority permit/licence	
Fire Brigade certificate	
EMA Hazardous Substance Storage and Use Licence	
Certified copy of Certificate of Incorporation	
Certified copy of CR14	
Certified copy of CR6	
Certified copy of CR2 or Share certificates	
Certified copy of Title deeds or lease agreement for the retail site	
Certified copy of Applicant's ID	

I have attached all of the documents listed above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_