



**Ministry of Energy**  
**REQUIREMENTS/FILE DOCUMENTS**  
**PETROLEUM IMPORTER CHECKLIST**

1. Plan of the proposed site (for companies WHO PLAN TO BUILD A FACILITY AND WHO ARE PLANNING TO STORE PRODUCT).
2. Statement of provisional building date;
3. Indication of proposed supplier
4. Proof of being a registered Company, Corporation, etc
5. National Environment and Planning Agency's (NEPA) approval permit (this includes approval from Town Planning and National Work Agency).
6. Approval from Parish Council (this include approval from the Jamaica Fire Brigade);
7. NIS Compliance Clearance;
8. Specification of how the project will be financed (for companies whom are not yet established);
9. Statement of the class or classes of petroleum products stored/to be stored or the manner in which the product will be or is distributed to buyers;
10. Copy of proposed franchise agreement (IF APPLICABLE)
11. Meter/tank calibration certificates from the Bureau;
12. Product specification approval from the Bureau;
13. Supplier Company Profile;
14. Cylinder specification approval from the Bureau (If importing LPG);
15. Insurance TO COVER LOSS OF LIFE OR DAMAGE TO PROPERTY IN THE EVENT OF AN ACCIDENT INVOLVING THE PRODUCT WHETHER IN CONVEYANCE OR AT THE FACILITY (should not be less than J\$20,000,000);
16. Contractual Agreement from Petroleum Haulage Company;
17. Safety Certificate from the Fire Department (This should be received after the facility is built)

**For further information contact:  
The Ministry of Energy at  
telephone #: 929-8990-9**



# Ministry of Energy

## APPLICATION FOR PETROLEUM IMPORTERS LICENSE

### APPLICATION FORM

(Please tick appropriate circle)

Type of Application

New   Renewal

Type of Application :  Importer

Type of Product: Gasoline (leaded/Unleaded)  Kerosene  LPG

Asphalt  Other.....

APPLICATION # (for official use only)		APPLICATION DATE				Telephone Number:							
Name of Business:													
Address of Business:						Fax #:			Email Address:				
Address of all blending and storage facilities (if different from above)													
Location of storage (if different from above)													
Name of Port of Entry:													
Name and address of Managing Director/General Manager (if different from business address)													
Source of supply				Local address:				Overseas (state country of origin)					
<b>Total Storage Capacity (Litres)</b>													
Gasoline		Diesel		Black Oil		Kerosene		LPG		Asphalt		Other	
# of tanks	Capacity	# of tanks	capacity	# of tanks	Capacity	# of tanks	Capacity	# of tanks	Capacity	# of tank	Capacity	# of tanks	Capacity
<b>Total Daily Throughput (Litres)</b>													
Gasoline		Diesel		Black Oil		Kerosene		LPG		Asphalt		Other (specify)	
<b>All Applicants must submit the following where applicable:</b>													
Certificate of Incorporation from the Registrar of Companies		Indication of supplier / Haulage Contractor Agreement		Tax Compliance Certificate				Pump/Tank Calibration Certificate (if applicable) (Not for special bulk distributor)					
NEPA's approval Certificate (Not for special bulk distributor)		Approval from the Parish Council (Not for special bulk distributor)		Approval from Health Authorities. (Not for special bulk user)				Proposed Franchise Agreement if applicable					
Public Liability Insurance		Clearance from the Jamaica Bureau of Standards for MC who wish to establish a LPG Filling Plant Facility		Specification of how the project will be financed (for companies whom are not yet established);				Statement of the class or classes of petroleum products stored/to be stored or the manner in which the product will be stored or distributed to buyers					
Fire Brigade Safety Certificate. (Not for special bulk distributor)													

Name of Managing Director/General Manager: (Specify) Signature..... Date.....