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LICENCE APPLICATION FORM

PETROLEUM WHOLESALE BUSINESS

For EWURA Use Only	
Date Received:	File Number:
Time Received:	Received by:

IMPORTANT NOTE: Complete this form and return it with all other relevant enclosures to the Director General at the above address.

In order to avoid unnecessary delays, answer fully all items and submit to EWURA all of the information required under this application. EWURA will not process this application until it has been found to be complete.

When completing this form, **PRINT USING BLUE OR BLACK INK ONLY**. Where options are given, tick the relevant box. Leave no item unanswered or un-ticked. If an item seems not applicable to the specific application, you should indicate with block capitals N/A meaning Not Applicable. You should ensure that all required documentation is enclosed and that each separate sheet of information attached to the application corresponds to a specific item in the application. Where there is a requirement to provide documentation on a separate sheet, it must be on clean, clear A-4 paper.

PART I: DETAILS OF THE APPLICANT	
1.	Name of Applicant:
2.	Registration Status: (Fill Where Appropriate) (a) Certificate of Incorporation No..... (b) Certificate of Compliance No..... (c) Business licence Number.....

	<p>(d) TIN No.</p> <p>(e) VAT No.....</p>
3.	<p>Applicant's Physical and Postal Address:</p> <p>(a) Physical address:</p> <p>Street.....Plot No.....</p> <p>Block No.....Building No.....</p> <p>(b) Postal Address:</p> <p>(c) Telephone No:</p> <p>(d) Facsimile:Cell Phone.....</p> <p>(e) E-Mail:</p>
4.	<p>Legal status of the Applicant:</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Public Limited Liability Company</p> <p><input type="checkbox"/> Private Limited Liability Company</p> <p><input type="checkbox"/> Parastatal Organization</p> <p><input type="checkbox"/> Government Agency</p> <p><input type="checkbox"/> Cooperative Society</p> <p><input type="checkbox"/> Other (specify).....</p>
5.	<p>Contact Person:</p> <p>(a) Name:</p> <p>(b) Title:</p> <p>(c) Physical address:</p> <p>Street.....Plot No.....Block No.....</p> <p>Building No.....:</p> <p>(d) Postal Address:</p> <p>(e) Telephone Number:</p> <p>(f) Facsimile:Cell phone:</p> <p>(g) E-mail:</p>
6.	<p>Provide on a Separate Sheet Information Related to the Applicant:</p> <p><input type="checkbox"/> Shareholding Arrangements</p> <p><input type="checkbox"/> Director (s)</p> <p><input type="checkbox"/> Members of the Board of Directors</p>

	<input type="checkbox"/> Chief Executive Officer (where applicable)
<p>7.</p>	<p>Are any of the persons identified in Item 6 related to or in business with any existing petroleum service providers in Tanzania?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details..... (Use additional Sheet if Necessary).</p>
<p>8.</p>	<p>Has the applicant previously been denied a licence or had a license revoked in Tanzania or in any other country?</p> <p>If yes, provide details..... (Use additional Sheet if Necessary).</p> <p><input type="checkbox"/> No</p>
<p>9.</p>	<p>Have any of the persons identified in Item 6 worked in or had business dealings with any whole seller of petroleum supplier that has had a licence revoked?</p> <p><input type="checkbox"/> Yes, If yes, provide details..... (Use additional Sheet if Necessary)</p> <p><input type="checkbox"/> No</p>
<p>10.</p>	<p>Has any person identified in Item 6 been convicted of a crime in Tanzania or any other country?</p> <p><input type="checkbox"/> Yes – If yes, provide details..... (Use additional Sheet if Necessary)</p> <p><input type="checkbox"/> No.</p>
<p>11.</p>	<p>Has the applicant or any of its parent/holding or affiliate company been convicted of a crime in Tanzania or in any other country during the past 3 years?</p>

	<input type="checkbox"/> Yes – If yes, provide details..... (Use additional Sheet if Necessary). <input type="checkbox"/> No
12.	Does any person identified in Item 6 hold any professional or downstream petroleum industry qualifications? <input type="checkbox"/> Yes – If yes, attach relevant certificates and testimonials <input type="checkbox"/> No
13.	Has any person identified in Item 6 worked or continues to work in the petroleum downstream industry (apart from the applicant company)? <input type="checkbox"/> Yes – If yes, attach relevant CVs. <input type="checkbox"/> No
14.	Fee Amount and Method of Payment: (a) Amount: TZS..... (b) Mode: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other (specify)..... (c) Fees Payment Receipt No. (Attach Copy).....
PART II: APPLICANT'S FINANCIAL DETAILS	
15.	Provide Extract of the Certified Audited Financial Statements and Accounts for the 3 years prior to application date. <input type="checkbox"/> prior 1 year <input type="checkbox"/> prior 2 years <input type="checkbox"/> prior 3 years
16.	If the Extracts of the Certified Audited Financial Statements and Accounts for 3 years are not available, explain why:
17.	Attach the Applicant's Business Plan which shall include: (a) Applicant's proposed investment over the next five years. (if any). (b) Source of funding for the Proposed Investments.

<p>18.</p>	<p>Describe the applicant's principal business activity and as applicable, describe any other business activities in the petroleum industry which the applicant is currently engaged.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><i>(Use additional Sheet if Necessary)</i></p>
<p>PART III: APPLICATION FOR RENEWAL OF A LICENCE</p>	
<p><i>(Note: Questions 23-28 are <u>not applicable</u> to new Applicants)</i></p>	
<p>19.</p>	<p>Provide reference number and details for the existing licence.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>20.</p>	<p>Has the licensee undergone any material changes (structural, legal, managerial or related to the services supplied) since its previous application?</p> <p><input type="checkbox"/> Yes – If yes, provide details.....</p> <p>.....</p> <p>.....</p> <p>..... <i>(Use additional Sheet if Necessary)</i></p> <p><input type="checkbox"/> No</p>
<p>21.</p>	<p>Fee amount and method of payment:</p> <p>(a) Mode: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Other (specify).....</p> <p>(b) Fees Payment Receipt No. <i>(Attach Copy)</i>.....</p>
<p>22.</p>	<p>Does the applicant seek to vary the existing business or services provided?</p> <p><input type="checkbox"/> Yes – If yes, provide details.....</p> <p>.....</p> <p>.....</p> <p>..... <i>(Use additional Sheet if Necessary)</i></p> <p><input type="checkbox"/> No</p>
<p>23.</p>	<p>If the applicant seeks to vary the existing business or services provided, does the applicant intend to operate different type of</p>

	<p>licensed activity?</p> <p><input type="checkbox"/> Yes –If yes, provide details..... (Use additional Sheet if Necessary).</p> <p><input type="checkbox"/> No</p>
<p>24.</p>	<p>If the applicant seeks to vary the existing business or services provided, the applicant should provide details of the arrangements that have been made to ensure continuity of service.</p> <p><input type="checkbox"/> Yes – If yes, provide details..... (Use additional Sheet if Necessary).</p> <p><input type="checkbox"/> No</p>
<p>PART IV – TECHNICAL INFORMATION</p>	
<p><i>(Note: Questions 29 – 34 are <u>not applicable</u> to Applicants Renewing existing Licenses)</i></p>	
<p>25.</p>	<p>Indicate the purpose(s) of the licence applied:</p> <p><input type="checkbox"/> Domestic <input type="checkbox"/> Transit <input type="checkbox"/> Other (Specify).....</p>
<p>26.</p>	<p>Provide a detailed description of a list of ports of entry and exit through which you intend to import, or export petroleum products as the case may be.</p> <p>..... (Use additional sheet if necessary)</p>
<p>27.</p>	<p>Provide a detailed description of the location and capacity of the storage facilities:</p> <p>..... (Use additional sheet if necessary)</p>
<p>28.</p>	<p>Provide a detailed description of ownership of the storage facilities which shall include the land to which such facilities are located and in case of shared facilities the basis for such</p>

	<p>sharing.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>..... (Use additional sheet if necessary)</p>
29.	<p>List and attach evidence of all required permits and consents issued by relevant authorities:</p> <p><input type="checkbox"/> Land Title No.....</p> <p><input type="checkbox"/> Other (specify).....</p> <p><input type="checkbox"/> Environmental Impact Assessment Certificate</p> <p><input type="checkbox"/> Environmental Audit Report</p>
<p>PART V – HEALTH, SAFETY AND ENVIRONMENT (HSE)</p>	
30.	<p>Attach with this application, as relevant, the following documents:</p> <p><input type="checkbox"/> EIA certificate</p> <p><input type="checkbox"/> Emergency Response Plan</p> <p><input type="checkbox"/> Fire Certificate from the Fire Authority</p> <p><input type="checkbox"/> OSHA Certificate</p> <p><input type="checkbox"/> Other (Specify).....</p>
<p>PART VI- COMMERCIAL DETAILS</p>	
31.	<p>Indicate the intended market for the licensed goods and/or services:</p> <p><input type="checkbox"/> Bulk Supplies</p> <p><input type="checkbox"/> Retail Supplies</p> <p><input type="checkbox"/> Transit</p> <p><input type="checkbox"/> Leasing Assets</p> <p><input type="checkbox"/> Other (specify).....</p>
32.	<p>Provide a list and attach copies of all relevant:</p> <p><input type="checkbox"/> Contracts or Agreements.</p> <p><input type="checkbox"/> Permits.</p> <p><input type="checkbox"/> Memoranda of understanding (if any) governing commercial transactions of regulated goods and services.</p>
33.	<p>Attach to this application either the existing or the proposed Customer Service Charter (If any).</p>
<p>PART VII- LIST OF ENCLOSURES</p>	

<p>34.</p>	<p>Indicate below and where appropriate the certified copies of, or extracts from, the following documents the applicant is providing in this application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Memorandum and articles of Association <input type="checkbox"/> Certificate of compliance <input type="checkbox"/> Certified copy of business licence <input type="checkbox"/> Copy of Application Fee Receipt <input type="checkbox"/> Certified copies of TIN & VAT Certificates <input type="checkbox"/> Extracts of the Certified Audited Accounts <input type="checkbox"/> Certified copy of Audited accounts <input type="checkbox"/> Bankers' guarantee/letter of comfort/bank statement showing financial capability <input type="checkbox"/> Business Plan <input type="checkbox"/> Design and As-built Drawings <input type="checkbox"/> Process Flow Diagram <input type="checkbox"/> Environmental and Socio Impact Assessment Study Report <input type="checkbox"/> Emergency Response Plan <input type="checkbox"/> Health and Safety Policy <input type="checkbox"/> Approvals and Consents by relevant authorities <input type="checkbox"/> Relevant Contracts/Agreements <input type="checkbox"/> Current or proposed Customer Service Charter
<p align="center">PART VIII - DECLARATION BY THE APPLICANT</p>	
<p>35.</p>	<p>I..... (insert name) being..... (insert title/position) hereby declare that I am authorized to make this application on behalf of the applicant and that to the best of my knowledge the information supplied herein is correct and that within a reasonable period of time after notice, I undertake to provide whatever additional information EWURA may require in order to evaluate this application.</p> <p>SWORN/AFFIRMED at.....) by the said.....who is identified to) me by...../known to me personally) the latter being known to me personally this) DECLARANT day of20..)</p> <p>BEFORE ME:</p> <p align="center">_____ COMMISSIONER FOR OATHS</p>