



LIQUID FUELS AND GAS (PRODUCTION AND SUPPLY) ACT
(Cap. 50:03)

LIQUID FUELS AND GAS (PRODUCTION AND SUPPLY)
REGULATIONS 2008 (reg. 32)

FIRST SCHEDULE, PART V

**APPLICATION FOR LICENCE TO WHOLESALE LIQUID
FUELS AND GAS**

SECTION A

FORM LFG 5

PARTICULARS OF APPLICANT

- A.1 Full Name of Applicant
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- A.2 Address of applicant, or in the case of a body corporate, the registered office
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- A.3 Telephone Number of Applicant
- A.4 Fax Number of Applicant
- A.5 E-mail of Applicant
- A.6 Contact Person
- Name
- Telephone No.
- Fax No.
- E-mail

- A.7 Legal Personality of applicant
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- A.8 If the Applicant is a registered company or organisation, enclose the following:
- (a) Full names of shareholders and their holding percentages;
 - (b) Full names and occupations of Directors;
 - (c) Certificate of Incorporation;
 - (d) Memorandum and Articles of Association/ Trust Deed or Constitution;
and
 - (e) Past experience in Liquid Fuels or Gas.

SECTION B

COMMENCEMENT DATE OF LICENCE

- B. Desired date from which the licence (if granted) is to take effect.
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SECTION C

AREA TO WHICH THE APPLICATION RELATES

- C.1 Proof of applicant's ownership or acquisition of land such as certificate of transfer or lease.

Certificate of Transfer of Land:

Date of issue

Name of Proprietor

Location.....

Certificate of Lease:

Date of issue
Name of Lessor
Name of Lessee.....
Duration of Lease.....
Location.....

Tenancy Agreement:

Date of Agreement.....
Name of the Landlord.....
Name of the Tenant.....
Duration of the Tenancy.....
Location.....

C.2 Provide sufficient information (maps or sketch plans of the area or areas to which the application relates)

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C.3 Provide proof of planning authorisation from Planning Authorities on the following:

- (a) Approved Building Plans; and
- (b) Approved Storage Construction Plans.

SECTION D

TECHNICAL INFORMATION

Submit single line diagram(s) of the storage sheds or areas by means of which the applicant intends to carry out the retail sales of the type of liquid fuel or gas in question. Identify any parts of that storage shed or storage area or storage tanks or disperser pumps,

if any, which will not be in possession or control of the applicant. All diagrams should be accompanied by a certificate of approval from the Chief Inspector of Factories of Malawi. The Applicant shall also submit MBS certification for any depot equipment to be used.

SECTION E

FINANCIAL INFORMATION

E.1 Income Statement

Provide statements and three-year business plan stating the proposed investment plan replete with projected sales and cash flow statements, profit and loss balance sheet and market projections. Attach copies of the current and/or budgeted balance sheet, rate of return, profit and loss account and source and application of funds for current and next three years. Indicate major cost items such as staff as staff costs, maintenance etc.

E.2 Investment Programme

Investment Programme for current and the next three years. Attach copies of the detailed scheme or schemes prepared by a competent engineer and mode and cost of financing such a scheme.

E.3. Fixed Assets

Provide the Applicant's summary of total assets available and intended for use in the production process. This information should be accompanied by a certificate of verification from certified public accountants.

E.4 Audited Accounts

Provide copies of the latest audited accounts of the applicant.

E.5 Bank Reference Letters

Attach copy of a letter of recommendation of the Applicant's credit worthiness from at least one reputable local bank and one reputable international bank.

SECTION F

INFORMATION ON HUMAN RESOURCES

F. Personnel

- (a) Submit details of the number of staff and employees and their categories and grades in the service of or to be recruited by the applicant, showing their qualifications and number of years of experience in similar jobs.
- (b) Provide *curriculum vitae* of top management personnel of the applicant.

SECTION G

PERMITS FROM OTHER GOVERNMENT DEPARTMENT OR REGULATORY AUTHORITIES

Submit copies of the following permits or approvals issued by public or local authorities or other regulatory agencies:

- (a) Certificate of Registration of Workplace under the Occupational Safety, Health and Welfare Act, (Cap. 55:07);
- (b) Certificate of Environment Impact Assessment from the Department of Environmental Affairs; and
- (c) Any other certificates or permits.

SECTION H

ADVERTISING NOTICE

Attach a draft copy of the notice of advertisement as to representations or objections.

SECTION I

ENVIRONMENTAL CONSIDERATION

Provide a brief description of the likely negative impact of the storage facilities on natural resources and environment and mitigation measures proposed.

SECTION J

ADDITIONAL INFORMATION

- J. Please provide any other information which the applicant wishes to include with this application
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