



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

LIQUID FUELS AND GAS (PRODUCTION AND SUPPLY)  
REGULATIONS 2008

(reg. 36)

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

**SECTION A**

FORM LFG 6

**PARTICULARS OF APPLICANT**

- A.1 Full Name of Applicant .....
- .....
- A.2 Address of applicant, or in the case of a body corporate, the registered office
- .....
- .....
- 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 .....
- .....
- 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**

A scale plan of storage construction, approved building plans, storage tanks and depot equipment approved by the Malawi Bureau of Standards and the Inspector of Factories.

## SECTION E

### **FINANCIAL INFORMATION**

#### E.1 **Income Statement**

Provide statements and five-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 five years. Indicate major cost items such as staff as staff costs, maintenance etc.

#### E.2 **Investment Programme**

Investment Programme for current and the next five 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 Letter**

Attach copy of a letter of recommendation of the Applicant's credit worthiness from at least one local commercial 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 .....
- .....
- .....
- .....