

MINISTRY OF MINES AND ENERGY

PETROLEUM PRODUCTS AND ENERGY ACT, 1990
PETROLEUM PRODUCTS REGULATIONS (2000)

APPLICATION FOR RETAIL LICENCE

(Regulation 4(1))

(Please note that where this form is completed by hand it must be completed in capital letters and that all documents requested in terms of regulation 4(2) must be attached)

1. Full name of applicant

Note: In the event of application being made by a body corporate or a partnership, the name and capacity of the person who makes the application on behalf of the body or partnership must be stated

2. Postal address

3. Physical address

4. Telephone No. (including code)

5. Facsimile No. (including code)

6. E-mail (if any)

7. ID No/Passport No/Permanent Residence No/Work permit No/Registration No of body corporate*

(*Delete whichever is not applicable)

8. In the case of a body corporate or partnership, the following information regarding manager/managing director/CEO* must be provided:

Full name:

Position:

ID, passport no, citizenship, permanent residence or work permit no*:

(*Delete whichever is not applicable)

9. In the case of a body corporate or partnership, full details of all directors, nature of shareholding/interest, other partners or members, as the case may be, must be provided as set out in Form PP/1A and must be attached to this

application.

Nature of shareholding/interest (including percentage of Namibian shareholding/interest)
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10. Address of registered office in Namibia
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11. In the case of a body corporate, provide name, registration number and country of registration, of all holding and subsidiary companies as defined in the Namibian Companies Act, 1973 (Act No. 61 of 1973).....
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12. Proposed name/trade name/registered name of retail outlet
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13. Name of supplying wholesaler, if any

14. Physical location of proposed retail outlet (if physical location is not readily available, GPS reading may be provided)
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15. In the case of application being made by a wholesaler who does not intend to operate the proposed retail outlet itself, the period which the applicant intends to operate the retail outlet itself before entering into agreement with another person in terms of which such other person will operate the proposed retail outlet
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16. If applicant is not owner of proposed retail outlet, provide name and address of owner(s).....
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DETAILS OF DIRECTORS, OTHER PARTNERS OR MEMBERS, AS THE CASE MAY BE, OF APPLICANT

No.	Name	Capacity (e.g. director, partner, etc)	ID/Pass- port Number	Citizenship	Postal & Residential address	Telephone & Fax numbers
1.						
2.						
3.						
4.						
5.						

Note: Attach further pages if necessary

The following documents or particulars must be attached to this application form:

1. A certified copy of the applicant's identity document and, in the case of a non-Namibian citizen, permanent residence permit or employment permit and also proof of residence in Namibia, or proof of domicile in Namibia, as the case may be.
2. If the applicant is a body corporate, a certified copy of its registration documents.
3. If an environmental impact assessment study has been conducted, a certified copy of the document setting out the outcome of such study.
4. If applicable, a written confirmation by the supplying wholesaler that it agrees to supply fuel to the applicant and a list of all buildings, structures and plant and any other item or assistance such wholesaler agrees to supply to the applicant in the event of a successful application.
5. A signed declaration by the applicant that there is sufficient capital available for the operation of a retail outlet and a description of the amount and nature of such capital and particulars as regards the terms under which the capital is held or invested.
6. Final design or construction drawings of all buildings, roadworks, structures and plant to be erected on the proposed premises, including the location¹ of the proposed premises, or if not available, preliminary sketches or a general layout plan thereof.

In the case of an applicant being a wholesaler, a written confirmation whether the applicant intends to operate the proposed retail outlet itself or whether the applicant intends to enter into an agreement with another person in terms of which such other person will operate such retail outlet.

¹ Please note that one of the following information (in the order of preference in which it appears below) must with regard to location be submitted together with the application:

- (a) A surveyor's certificate of the area measure of the licensed premises with an indication of the position of the outlet on the premises; or if not available
- (b) An accurate indication of the location of the licensed premises on a map with a scale of 1:50 000. The complete map must be attached and not a copy or a segment thereof; or if not available
- (c) Accurate coordinates of the licensed premises and the position of the retail outlet as measured by a GPS with an indication of the coordinate system used; or if not available
- (d) An accurate indication of the location of the licensed premises on a map with a scale of 1:250 000. The complete map must be attached and not a copy or a segment thereof.