



Oil Industry Competition and Monitoring Division (OICMD)

External Services



1. OIMB-OICMD01 Issuance of Acknowledgement for the NOTICE TO ENGAGE in the Downstream Oil Industry – Liquid Petroleum Products

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Refiner, Importer, Bulk Distributor, Own User and Terminal and/or Depot Owner/Lessor pursuant to Department Circular 2021-09-0029

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex A (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
2. Checklist of Requirements - Annex A-1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
3. Company Profile Form – Annex A-2 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
4. Refinery Profile – Annex A-3 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP		
5. Import Terminal / Depot Profile – Annex A-4 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau



	(OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
6. List of Transport Motor Vehicle – Annex A-5 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
7. List of Transport Marine Vessel – Annex A-6 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> Please refer to the link: https://tinyurl.com/OICMD-NTEBLPP	
8. Attached Supporting Documents (1) Certified True Copy	Applicant / Client
Sub Requirement	
<i>8.A. Supporting documents for Refiner, Importer, Bunker Trader or Own User</i>	
8.A.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.A.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.A.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)



8.A.6. Certificate of accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Office of the District Collector
8.A.7. Bureau of Internal Revenue (BIR) permits (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
Sub Requirement	
<i>8.A.7.A. BIR registration for the applied business activity</i>	
<i>8.A.7.B. Permit to import petroleum products subject to Excise Tax</i>	
<i>8.A.7.C. Permit to operate storage facility/ies</i>	
8.A.8. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.A.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.A.10. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.A.11. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
<i>8.B. Supporting documents for Bulk Distributor</i>	
8.B.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.B.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.B.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business



	Permit and Licensing Office (BPLO)
8.B.6. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.B.7. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.B.8. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.B.9. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
8.B.10. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.11. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
<i>8.C. Supporting documents for Terminal Owner/Lessor</i>	
8.C.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.C.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.C.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.C.6. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office /



	Revenue District Office
8.C.7. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
<i>8.D. Additional supporting documents if the office building, storage and blending facility are owned by the applicant</i>	
8.D.1. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Applicant / Client
8.D.2. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.3. Petroleum product and biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.4. Petroleum product and biofuel offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.5. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau / Environmental Impact Assessment and Management Division
8.D.6. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Municipal Fire Marshall
8.D.7. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Office of the Building Official (OBO)
<i>8.E. Additional Supporting Documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant</i>	
8.E.1. Valid lease agreement with the owner/operator of the site, office, storage and blending facilities (1) Certified True Copy	Applicant / Client
8.E.2. Valid transport contract with an Independent LPP and/or LPG Hauler (1) Certified True Copy	Applicant / Client
8.E.3. Site, refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Applicant / Client
8.E.4. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.5. Petroleum product and biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client



8.E.6. Petroleum product and biofuel offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.7. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau / Environmental Impact Assessment and Management Division
8.E.8. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Municipal Fire Marshall
8.E.9. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit (LGU) - Office of the Building Official (OBO)
9. Notarized company secretary's certificate for authorized representative and signatory (1) Certified True Copy	Applicant / Client
10. Proof of payment of application fee (1) Certified True Copy	Department of Energy (DOE) - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1400.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center,	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)



Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.2. Assign to the respective processor	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the certificate of acknowledgement and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the certificate	4 hour/s	Administrative Aide; Oil



	of acknowledgement and the acknowledgement letter to the client.			Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. OIMB-OICMD02 Issuance of Acknowledgement for the Notice to Engage in the Downstream Oil Industry - Hauling Services (Bulk Level)

DOE-OIMB issuance of Certificate of Registration to DOE-Regulated Industry participants which shall refer to Hauler of Liquid Petroleum Products, pursuant to Department Circular DC No. 2021-09-0021.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry as Hauling Services.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex B (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS</i>		
2. Checklist of Requirements - Annex B-1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-1</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS</i>		
3. Company Profile Form – Annex B-2 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-2</i>		



Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-NTEBHS	
4. Executive briefer of operation (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>In no specific format</i>	
5. Business Registration for the applied business activity from the Department of Trade and Industry (1) Certified True Copy	Department of Trade and Industry (DTI) - Issuing Unit
6. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1) Certified True Copy	Local Government Unit (LGU) - Office of the City/Municipal Mayor
7. Bureau of Internal Revenue (BIR) Registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue Registration - Issuing Unit
<i>Remarks:</i> <i>for the applied business activity</i>	
8. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (LTO) (1) Certified True Copy	Land Transportation Office (LTO) - Issuing Unit
9. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (BFP) (1) Certified True Copy	Bureau of Fire Protection (BFP) - Issuing Unit
10. Calibration Certificate per transport vehicle from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - Issuing Unit
11. Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Issuing Unit
12. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1) Certified True Copy	Philippine Ports Authority (PPA) - Issuing Unit
13. Fire prevention and response manual for transport vehicle (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
14. Fire prevention and response manual for transport vessel (1) Original Copy	Applicant / Client
<i>Remarks:</i>	



<i>In no specific format</i>				
15. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>In no specific format</i>				
16. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>In no specific format</i>				
17. Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>Must be notarized and can put multiple representatives</i>				
18. Proof of Payment of Application Fee (1) Certified True Copy			Department of Energy - Treasury Division	
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 1400.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt	1.1. Receive application	None	4 hour/s	• Administrative Aide; Oil Industry



Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.			Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the certificate of acknowledgement and	1 working day/s	Director; Oil Industry Management



	the acknowledgement letter to the client.			t Bureau (OIMB)
	1.8. Administrative Aide to release the certificate of acknowledgement and the acknowledgement letter to the client.		4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



3. OIMB-OICMD03 Issuance of Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant

DOE-OIMB issuance of Certificate of Accreditation to qualified DOE-Regulated Refiner or Importer of Gasoline or Diesel. Included likewise are OWN USERS who import Gasoline or Diesel for own use pursuant to Department Circular DC No. 2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry with the following activities: 1. All Refiners and Importers who are engaged in the sale of gasoline and diesel in the Philippines; 2. Refiners and Importers who are engaged in the importation of bioethanol for domestic sale to other Importers or Refiners; Own users who import gasoline or diesel for own use.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Written request for Accreditation (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex A for New Applications while Annex B for Renewal</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CARB</i>		
2. DOE acknowledgment letter indicating that the Applicant is a duly acknowledged DOI Participant pursuant to Section 5, Chapter II of the Downstream Oil Industry Deregulation Act of 1998 (1) Certified True Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
3. Permit to operate as Importer of excisable article specifically petroleum products (Gasoline and/or Diesel) issued by Bureau of Internal Revenue (BIR) (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office
4. Permit to produce Bioethanol-blended Gasoline (E Gasoline) and/or FAME-Blended Diesel Oil (B2) issued by BIR (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office



5. Permit to operate storage facility with enumeration of dedicated tank ID number, location, capacity and product content each for biofuel, Gasoline and Diesel issued by BIR (1) Certified True Copy		Bureau of Internal Revenue (BIR) - Large Taxpayers Office		
6. Notarized undertaking of the availability of blending facility, either owned or on lease, attached with lay out plan with corresponding pictures (1) Original Copy		Applicant / Client		
7. List of retail outlets, either company owned, on joint venture or on supply contract. If on joint venture or supply contract only, please submit the Certified True Copy of the joint venture or supply agreement with the retail outlets owner/operator (1) Original Copy		Applicant / Client		
8. Proof of Payment of Application Fee (1) Original Copy		Department of Energy - Treasury Division		
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 1000.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
9. If the applicant is a representative of the corporation/company; Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company. (1) Original Copy		Applicant / Client		
10. For first time Gasoline Refiner or Importer, a projected initial volume of neat gasoline that will require Bioethanol blending for the covered quarter (presented by month) as basis for the issuance of LMA. This should be supported by either: (a) confirmation letter from any Bioethanol producer of the availability of sufficient Bioethanol to cover the required volume for blending which should be in excess of the committed volume already reported to DOE-Renewable Energy Management Bureau (REMB) or (b) confirmation letters from all Bioethanol producers that there is no such available excess hence importation will be allowed (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL



				E (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.		1 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.		1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.		1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.		1 working day/s	Assistant Director; Oil Industry Management



				t Bureau (OIMB)
	1.7. Director to review and approve the Certificate of Accreditation and acknowledgement letter.		1 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the Certificate of Accreditation and acknowledgement letter.		4 hour/s	• Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks				
If Diesel Importer, no need to submit the last item				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



4. OIMB-OICMD04 Issuance of DOE Endorsement for BOI Registration of the Downstream Oil Industry under Republic Act 8479

ISO 9001:2015 Certified

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Registration to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry under the Republic Act 8479.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)																		
Classification:	Highly Technical																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry																		
Operating Hours:	8:00 AM - 5:00 PM																		
<table border="1" style="width: 100%;"> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1) Certified True Copy</td><td>Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)</td></tr> <tr> <td>2. Written Request for Endorsement (1) Original Copy</td><td>Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Annex A</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i> </td></tr> <tr> <td>3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Give detailed information</i> </td></tr> <tr> <td>4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> <i>Give detailed list of the cost of investment</i> </td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1) Certified True Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	2. Written Request for Endorsement (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)	<i>Remarks:</i> <i>Annex A</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>		3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1) Original Copy	Applicant / Client	<i>Remarks:</i> <i>Give detailed information</i>		4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of (1) Original Copy	Applicant / Client	<i>Remarks:</i> <i>Give detailed list of the cost of investment</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Acknowledgement Letter for the Compliance of Prior Notice Requirement for Business Engagement in the Downstream Oil Industry (1) Certified True Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)																		
2. Written Request for Endorsement (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)																		
<i>Remarks:</i> <i>Annex A</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>																			
3. Detailed description of the project to be registered, indicating the timeframe, and target date of operation (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> <i>Give detailed information</i>																			
4. Investment plan indicating the project cost and the list of facilities/ equipment for which incentives may be availed of (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> <i>Give detailed list of the cost of investment</i>																			



5. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy	Applicant / Client
6. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science		9 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring



	Research Specialist for review.		Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	3 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	1 working day/s, 4 hour/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	1 working day/s, 4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



5. OIMB-OICMD06 Issuance of DOE Endorsement for BOI Incentives Availment of the Downstream Oil Industry under Republic Act 8479

DOE-OIMB issuance of endorsement for Board of Investments (BOI) Incentives Availment to fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry under Republic Act No. 8479

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Fully complied entities to the Prior Notice Requirements for Business Engagement in the Downstream Oil Industry and the DOE Endorsement for BOI Registration	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Written Request for Endorsement (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-BOIR</i>		
2. Detailed description of the project that is subject for incentives availment (1) Original Copy		Applicant / Client
Sub Requirement		
2.A. Description and details of equipment for importation (cost, supplier, loading date)		
2.B. Commercial invoice/ Purchase order		
2.C. Certificate of quality of equipment for importation		
3. BOI Certificate of Registration of registered project prior to incentives availment (1) Original Copy		Department of Trade and Industry (DTI) - Board of Investments (BOI)
4. Secretary's Certificate (for corporation) or notarized Authorization Letter (for company) shall be required indicating that the applicant/person is authorized to transact with DOE on behalf of the corporation/company (1) Original Copy		Applicant / Client
5. Official Receipt		Department of Energy - Treasury



(1) Photo Copy			Division	
Remarks: The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email. Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department. Processing Fee : Php 1000.00 Account Name : DOE Trust Fund Account Number : 3982-1098-59 Bank Address : Land Bank of the Philippines- Energy Center Branch Swift Code : TLBPPHMM Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application.	1.1. Receive application	None	4 hour/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and review of CSW Memo, Memorandum of Approval (MOA), Endorsement Certificate (EC) and Letter of Acknowledgement to proponent and endorse the evaluated		3 working day/s, 4 hour/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)



	application to the Supervising Science Research Specialist for review.		
	1.4. Review and endorse the CSW Memo, Memorandum of Approval (MOA), Endorsement Certificate (EC) and Letter of Acknowledgement to proponent and endorse the evaluated application to the Chief Science Research Specialist for approval.	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	1 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the evaluated application	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. OIMB Administrative Aide to endorse the application to Legal Services - Downstream Conventional Energy Legal Services Division	4 hour/s	Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.9. Receipt of CSW Memo for Legal Services/ Certificate of CSW; Review and endorsement of the proposed approval (MOA and EC) to the Office of the Undersecretary	3 working day/s	Legal Staff/Division Chief; Downstream Conventional Energy Legal Services Division (DCELSD)



			• Director; Legal Services (LS)
	1.10. Undersecretary to review and approve the application then Office of the Undersecretary Administrative Aide to endorse the application to the Office of the Secretary.	3 working day/s	• Undersecretary; Office of the Undersecretary • Administrative Aide; Office of the Undersecretary
	1.11. Secretary to review and approve the application then Office of the Secretary Administrative Aide to transmit the application to the OIMB, Office of the Director	4 working day/s	• Secretary; Office of the Secretary • Administrative Aide; Office of the Secretary
	1.12. OIMB Office of the Director Administrative Aide to receive the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	4 hour/s	• Administrative Aide; Oil Industry Management Bureau (OIMB)
	1.13. OICMD Administrative Aide to receive and release the Endorsement Certificate (EC) to BOI and Acknowledgement letter.	4 hour/s	• Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. OIMB-OICMD07 Issuance of License to Operate (LTO) for Refiner, Importer, Bulk Distributor, and Terminal and/or Depot Owner Lessor

DOE-OIMB issuance of LTO to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor pursuant to Department Circular No.: [DC 2022-11-0037](#)

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form – Annex A (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Annex A - https://tinyurl.com/OICMD-LTOAF		
2. Checklist of Requirements – Annex A-1 (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF		
3. Company Profile Form – Annex A-2 (For all types of business activity) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> Checklist of Requirements (Annex A1 – A6) - https://tinyurl.com/OICMD-LTOAF		
4. Refinery Profile Form – Annex A-3 (For Refiner) (1) Original Copy		Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i>		



<i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
5. Import Terminal/ Depot Profile Form – Annex A-4 (For all types of business activity) (1) Original Copy	Department of Energy - Oil Industry Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
6. List of transport motor vehicle per total company basis with supporting documents - Annex A- 5 (1) Original Copy	Department of Energy - Oil Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
7. List of transport marine vessel per total company basis with supporting document - Annex A-6 (1) Original Copy	Department of Energy - Oil Management Bureau/Oil Industry Competition and Monitoring Division
<i>Remarks:</i> <i>Checklist of Requirements (Annex A1 - A6) - https://tinyurl.com/OICMD-LTOAF</i>	
8. Attached Supporting Documents (1) Certified True Copy	Applicant / Client
Sub Requirement	
<i>8.A. Supporting documents for Refiner, Importer, Bunker Trader or Own User</i>	
8.A.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.A.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.A.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.A.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration	Local Government Unit (LGU) / Philippine Economic Zone



(1) Certified True Copy	Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.A.6. Certificate of accreditation as Importer from the Bureau of Customs (1) Certified True Copy	Bureau of Customs - Office of the District Collector
8.A.7. Bureau of Internal Revenue (BIR) permits (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
Sub Requirement	
<i>8.A.7.A. BIR registration for the applied business activity</i>	
<i>8.A.7.B. Permit to import petroleum products subject to Excise Tax</i>	
<i>8.A.7.C. Permit to operate storage facility/ies</i>	
8.A.8. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.A.9. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.A.10. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.A.11. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) - Ship Safety Division
<i>8.B. Supporting documents for Bulk Distributor</i>	
8.B.1. Executive brief of operation (1) Certified True Copy	Applicant / Client
8.B.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.B.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.B.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department



8.B.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.B.6. Official Receipt and Certificate of Registration per motor vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
8.B.7. Conveyance Permit per motor vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.B.8. Calibration Certificate per bulk motor vehicle(lorry tank) from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
8.B.9. Ship Registry and Safety Certificates per marine vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
8.B.10. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.11. BIR permit to operate storage facility/ies (1) Original Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.B.12. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy	LPG Industry Association / LPG Marketers Association / Philippine LPG Association - LPGIA / LPGMA / PLPGA
8.C. Supporting documents for Terminal Owner/Lessor	
8.C.1. Executive briefer of operation (1) Certified True Copy	Applicant / Client
8.C.2. Business registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8.C.3. Articles of Incorporation if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
8.C.4. Latest GIS if SEC registered or its equivalent if DTI registered (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department



8.C.5. Business permit for the applied business activity from the Local Government Unit or PEZA Certificate of Registration (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business Permit and Licensing Office (BPLO)
8.C.6. BIR registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.C.7. BIR permit to operate storage facility/ies (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
8.C.8. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy	LPG Industry Association / LPG Marketers Association / Philippine LPG Association - LPGIA / LPGMA / PLPGA
<i>8.D. Additional supporting documents if the office building, storage and blending facility are owned by the applicant</i>	
8.D.1. Site refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Local Government Unit / Private Company - Office of the Building Official
8.D.2. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.3. Petroleum product onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.4. Petroleum product offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.D.5. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau (EMB)
8.D.6. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.D.7. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit - Office of the Building Official
8.D.8. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1) Certified True Copy	Department of Labor and Employment (DOLE) - Bureau of Working Conditions (BWC)
<i>8.E. Additional supporting documents if the office building, storage and blending facility, transport vehicle or vessel are leased by the applicant</i>	
8.E.1. Valid lease agreement with the owner/operator of the site, office, storage and blending facilities	Applicant / Client



(1) Certified True Copy	
8.E.2. Valid transport contract with an Independent LPP and/or LPG Hauler (1) Certified True Copy	Applicant / Client
8.E.3. Site refinery, terminal, storage and blending facility layout plan with sufficient description and supported by blueprint copy with legend (1) Certified True Copy	Local Government Unit / Private Company - Office of the Building Official
8.E.4. Fire prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.5. Petroleum product onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.6. Petroleum product offshore (water) spill prevention and response manual (1) Certified True Copy	Applicant / Client
8.E.7. Environmental compliance certificate per establishment from the Department of Environment and Natural Resources (1) Certified True Copy	Department of Environment and Natural Resources (DENR) - Environmental Management Bureau (EMB)
8.E.8. Fire safety inspection certificate per establishment from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
8.E.9. Occupancy permit per establishment from the Local Government Unit (1) Certified True Copy	Local Government Unit - Office of the Building Official
8.E.10. Permit to operate unfired pressure vessel per tank for LPG business from the Department of Labor and Employment (1) Certified True Copy	Department of Labor and Employment (DOLE) - Bureau of Working Conditions (BWC)
9. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity (1) Original Copy	Department of Energy - Legal Services
10. Latest digital photograph (5R size with date/time stamp) of the display board showing the Facility registered business name (1) Original Copy	Applicant / Client
11. Notarized company secretary's certificate for authorized representative and signatory (1) Original Copy	Applicant / Client
12. Proof of payment of application fee (1) Original Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i>	



Processing Fee : Php 3500.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Assign to the respective processor		1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.		10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.		2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated		2 working day/s	Chief Science



	application to the Assistant Director for approval.		Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	• Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	• Administrative Aide; Oil Industry Management Bureau (OIMB)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



7. OIMB-OICMD08 Issuance of License to Operate (LTO) for Independent Bulk LPG Hauler

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator pursuant to Department Circular DC 2022-11-0037.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry as Independent Bulk LPG Hauler.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notarized Application Form - Annex B (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>		
2. Checklist of Requirements - Annex B-1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-1</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>		
3. Company Profile Form – Annex B-2 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i>		



Annex B-2

Please refer to the attached link for the softcopy of the said requirement: <https://tinyurl.com/OICMD-LTOHS>

4. List of transport motor vehicle per total company basis with supporting documents - Annex B-3 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-3</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>	
5. List of transport marine vessel per total company basis with supporting document - Annex B-4 (1) Original Copy	Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
<i>Remarks:</i> <i>Annex B-4</i> <i>Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-LTOHS</i>	
6. Executive briefer of operation (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
7. Business Registration for the applied business activity from the Securities and Exchange Commission or Department of Trade and Industry (whichever is applicable), in accordance with Department Circular DC 2022-11-0037 (1) Certified True Copy	Securities and Exchange Commission (SEC) / Department of Trade and Industry (DTI) - Company Registration and Monitoring Department (SEC) / Business Registration Office (DTI)
8. Securities and Exchange Commission Articles of Incorporation (if applicable) (1) Certified True Copy	Securities and Exchange Commission (SEC) - Company Registration and Monitoring Department
<i>Remarks:</i> <i>pursuant to Department Circular DC 2022-11-0037</i>	
9. Business/Mayor's Permit or PEZA Certificate for the applied business activity (1) Certified True Copy	Local Government Unit (LGU) / Philippine Economic Zone Authority (PEZA) - Office of the Municipality Mayor / Business



	Permit and Licensing Office (BPLO)
10. Bureau of Internal Revenue Registration for the applied business activity (1) Certified True Copy	Bureau of Internal Revenue (BIR) - Large Taxpayers Office / Revenue District Office
11. Official Receipt and Certificate of Registration per transport vehicle from the Land Transportation Office (1) Certified True Copy	Land Transportation Office (LTO) - Registration Division
12. Conveyance Permit per transport vehicle from the Bureau of Fire Protection (1) Certified True Copy	Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
13. Calibration Certificate per transport vehicle from the Department of Science and Technology (1) Certified True Copy	Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
14. Registry and Safety Certificates per transport vessel from the Maritime Industry Authority (1) Certified True Copy	Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division
15. Accreditation Certificate per transport vessel from the Philippine Ports Authority (1) Certified True Copy	Philippine Ports Authority (PPA) - Port Management Office (PMO)
16. Fire prevention and response manual for transport vehicle (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
17. Fire prevention and response manual for transport vessel (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
18. Oil and/or Finished Petroleum Product and Biofuel onshore (land) spill prevention and response manual (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	
19. Oil and/or Finished Petroleum Product and Biofuel offshore (water) spill prevention and response plan (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>In no specific format</i>	



20. List of qualified service personnel with attached certificate of training conducted by DOE recognized training organization or company-initiated training program (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>In no specific format</i>				
21. Clearance certificate from the Legal Services - No pending penalty or prohibition to engage in DOI activity (1) Original Copy		Department of Energy (DOE) - Office of the Legal Services		
22. Latest digital photograph (5R Size with date/time stamp) of the display board showing the Facility registered business name (1) Certified True Copy		Applicant / Client		
23. Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy And (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> <i>Must be notarized and can put multiple representatives</i>				
24. Proof of Payment of Application Fee (1) Photo Copy		Department of Energy - Treasury Division		
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 3500.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location:	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and



Philippine National Oil Company (PNOC) Building V, 3rd Floor, Energy Center, Rizal Drive, Bonifacio Global City (BGC), Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.			Monitoring Division (OICMD)
	1.2. Assign to the respective processor	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter and endorse the evaluated application to the Supervising Science Research Specialist for review.	10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the LTO application, evaluation sheet, and transmittal letter to the Chief Science Research Specialist for approval.	2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the LTO application, evaluation sheet, and transmittal letter to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)



	1.7. Director to review and approve the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.		1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the License to Operate (LTO), Certificate of Registration (COR) and the acknowledgement letter to the client.		1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. OIMB-OICMD09 Application for Registration - Prior to Commencement of LPG Facility Construction

DOE-OIMB Certificate of Registration and Issuance of License to Operate to qualified DOE-Regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, and Terminal and/or Depot Owner/Lessor pursuant to Department Circular CD No. 2022-11-0037.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the downstream oil industry prior to commencement of construction particularly for Importers, Refiners, Bulk Distributor, and Terminal and/or Depot Owner/Lessor.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Annex 1 (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
Remarks: Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CORF		
2. Company Profile (1) Original Copy		Department of Energy (DOE) - Oil Industry Management Bureau (OIMB) Oil Industry Competition and Monitoring Division (OICMD)
3. Certificate of Registration from the Securities and Exchange Commission (SEC) or the Department of Trade and Industry (DTI) (whichever is applicable), in accordance with Department Circular CD No. 2022-11-0037 (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
4. Articles of Incorporation (SEC) or its equivalent (DTI); (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
5. General Information Sheet (SEC) or its Equivalent (DTI) (1) Certified True Copy		Security and Exchange Commission (SEC) - Company Registration and Monitoring Department
6. Executive briefer of the facility for construction; (1) Original Copy		Applicant / Client
Remarks:		



In no specific format. Just include here the detailed information of the project to be constructed

7. Site and facility layout plan with sufficient description and legends (1) Original Copy	Applicant / Client
8. List of reference standards/codes used in the construction design (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards.</i>	
9. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client
10. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund
Account Number : 3982-1098-59
Bank Address : Land Bank of the Philippines- Energy Center Branch
Swift Code : TLBPPHMM
Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)



Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.2. Assign to the respective processor	1 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Evaluate/process application and prepare the necessary output documents and endorse the evaluated application to the Supervising Science Research Specialist for review.	10 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review and endorse the evaluated application to the Chief Science Research Specialist for approval.	2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse the evaluated application to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.6. Review and endorse the evaluated application to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Director to review and approve the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Administrative Aide to release the	1 working day/s	Administrative Aide; Oil



	Certificate of Registration (COR) and the acknowledgement letter to the client.			Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. OIMB-OICMD10 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

DOE-OIMB Certificate of Registration and Issuance of License to Operate shall apply to all DOE-regulated LPG Industry participants which shall refer to Importer, Refiner, Bulk Distributor, Terminal and/or Depot owner/lessor, Hauler, Refiller, Trademark Owner or Marketer, Dealer, Retailer, Auto-LPG Dispensing Station owner/operator, and Centralized LPG Piping System owner/operator in pursuant of Department Circular No.: DC 2022-11-0037

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage in the business of transportation, distribution, and delivery of LPG in bulk, or in cylinders.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Annex 7 (1) Original Copy		Oil Industry Management Bureau - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Annex 7 Please refer to the attached link for the softcopy of the said requirement: https://tinyurl.com/OICMD-CORMV		
2. Company Profile (1) Original Copy		Applicant / Client
3. List of motor vehicles and/or marine vessels; (1) Original Copy		Applicant / Client
4. Certificate of Registration and official receipt per motor vehicle from Land Transportation Office (1) Original Copy		Land Transportation Office (LTO) - Registration Division
5. Conveyance permit per motor vehicle from the BFP (1) Original Copy		Bureau of Fire Protection (BFP) - Fire Safety Enforcement Division (FSED)
6. Calibration certificate for bulk motor vehicle (lorry tank) from DOST (1) Original Copy		Department of Science and Technology (DOST) - National Metrology Laboratory of the Philippines (NML)
7. Marine vessel registry and safety certificate from MARINA (1) Original Copy		Maritime Industry Authority (MARINA) - Ship Registration and Licensing Division (SRLD) / Ship Safety Division



8. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client
9. Official Receipt (1) Photo Copy	Department of Energy - Treasury Division / Cashier

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 1000.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB/OICMD with copy of Official Receipt Location: PNOC Bldg. 5, 3rd Floor, Energy Center, Rizal Drive, BGC, Taguig City Notes/Instruction: A receiving copy shall be provided to the client as reference for receipt of submitted application. OIMB may further require a presentation on the details of application in a pre-application conference.	1.1. Receive application	None	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Evaluate/process application and prepare Certificate of Registration		11 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review and endorse the Certificate of Registration to the Chief Science Research Specialist for review.		2 working day/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring



			Division (OICMD)
	1.4. Review and endorse the Certificate of Registration to the Assistant Director for approval.	2 working day/s	Chief Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse Certificate of Registration to the Director for approval.	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Director to review and approve the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Administrative Aide to release the Certificate of Registration (COR) and the acknowledgement letter to the client.	1 working day/s	Administrative Aide; Oil Industry Competition and Monitoring Division (OICMD)
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



10. OIMB-OICMD11 Issuance to Notice to Import for Sale or Own Use - Liquid Petroleum Products

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry pursuant to Department Circular No. DC2021-09-0029.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products for sale or own use	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application of Import for Sale or For Own Use – Liquid Petroleum Products (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD11 - Notice to Import for Sale or Own Use- Liquid Petroleum Products (1).docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE).</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. Certificate of Quality/ Analysis from the Supplier (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		



Note: In the absence of COQ/COA, submit letter from supplier indicating that the imported sample is subject for testing in the country.

4. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For Gasoline and/or Diesel Importation:</i> Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates: • Annex B - Ethanol Compliance Reconciliation Form SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx • Annex B-1 - CME Compliance Reconciliation Form SAMPLE Annex B-1 — CME Compliance Reconciliation Report.xlsx <i>To be secured from OIMB-OICMD via shared drive.</i>	
5. EMB/DENR clearance pursuant to RA 6969, otherwise known as "Toxic Substances, Hazardous and Nuclear Wastes Control Act of 1990" in accordance with the Basel Convention, if importing the following products: a. Aviation Gasoline b. Slop/used water, sludges and similar petroleum products/by-products (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Environment & Natural Resources - Environmental Management Bureau
<i>Remarks:</i> <i>DENR-EMB</i>	
6. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents and crude oil (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy	Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>	
7. OIMB-Issued Acknowledgement Letter as a Downstream Oil Industry Participant (for first-time importers only) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>From OIMB-OICMD, DOE</i>	
8. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division



Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI ; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application and prepare Acknowledgement letter.		2 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter		1 working day/s	Division Chief; Oil Industry Competition



	to the Office of the Bureau Director.		and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	• Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	• Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	• Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)

General Remarks

NOTES:

- The applicant should be a registered Downstream Oil Industry participant.
- Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
- Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product and crude oil to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sale or Own Use of Liquid Petroleum Products within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



11. OIMB-OICMD12 Issuance of Acknowledgement to Notice to Purchase Locally Sourced Bioethanol or Biodiesel

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application to Purchase Locally-Sourced Bioethanol or Biodiesel (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department Of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD12 - Notice to Purchase Locally-Sourced Bioethanol or Biodiesel.doc</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act"</i> <i>See note "Provided by Local Producer" Local Producer refers to the supplier of the biofuel product (bioethanol or CME) to be purchased locally (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by Local Producer</i>		
3. Certificate of Quality/Analysis (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



For Bioethanol: Certified true copy of the Certificate of Quality/Analysis with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by the Bioethanol producer

For Biodiesel: Certified true copy of the Certificate of Quality/Analysis submitted by the Biodiesel producer

4. Local Monthly Allocation (LMA) Issued by OIMB-OICMD for the applied quarter (Bioethanol) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau / Oil Industry Competition and Monitoring Division
5. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) / Oil Industry Competition and Management Division (OICMD)
Remarks: <i>For Purchased of Locally-Sourced Bioethanol and/or Biodiesel (CME):</i> Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates: Annex B - Ethanol Compliance Reconciliation Form SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx Annex B-1 - CME Compliance Reconciliation Form SAMPLE Annex B-1 — CME Compliance Reconciliation Report.xlsx To be secured from OIMB-OICMD via shared drive.	
6. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division
Remarks: <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 980.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBP PHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application and prepare Acknowledgement letter.		2 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.		1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.		1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.		1 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Endorsed approved Acknowledgement		4 hour/s	Administrative Aide II; OIMB, Office



	Letter to respective division.			of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.		4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks NOTES: a. The applicant should be a registered Downstream Oil Industry participant. b. Diesel and gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant. c. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days. This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the locally-sourced bioethanol or biodiesel to be purchased. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Purchase Locally-Sourced Bioethanol or Biodiesel within seven (7) working days from receipt of complete application.				
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		



12. OIMB-OICMD13 Issuance of Acknowledgement to Notice to Import Bioethanol

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application to Import Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out: OIMB-OICMD13 - Notice to Import Bioethanol.doc</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act".</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. Certificate of Quality with the denaturant used and dosage tested at load port in compliance with the Philippine National Standards and submitted by Refiner or Importer (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i>		



Provided by supplier

4. Online Biofuel Compliance Reconciliation Forms (1) Electronic Copy	Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
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Remarks:

For Imported Bioethanol:

Accredited Downstream Oil Industry (DOI) Biofuel Participants shall notify OIMB through electronic mail at osmes.notices@doe.gov.ph and ensure that their respective reconciliation forms are accurate, complete, and regularly updated the following templates:

- *Annex B - Ethanol Compliance Reconciliation Form [SAMPLE Annex B — Ethanol Compliance Reconciliation Report.xlsx](#)*

To be secured from OIMB-OICMD via shared drive.

5. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy	Department of Energy - Treasury Division
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Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St.,	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)



Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.2. Process application and prepare Acknowledgement letter.	2 working day/s	Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
General Remarks a. The applicant should be a registered Downstream Oil Industry participant. b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry			



(DOI) Biofuel Participant.

c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.

d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period

e. Prior to endorsement for approval, evaluation/assessment will be done based on the submitted notice to import of gasoline and the projected sales of E-Gasoline for the applied quarter.

f. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



13. OIMB-OICMD14 Issuance of Acknowledgement to Notice to Sell or Purchase Imported Bioethanol

This Revised Circular shall apply to all Refiners and Importers who are engaged in the sale of Gasoline and Diesel in the Philippines. These Refiners or Importers may, in addition, engage in the importation of Bioethanol for domestic sale to other Importers or Refiners. Included likewise are Own Users who import Gasoline or Diesel for Own Use pursuant to Department Circular No. DC2021-06-0014.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Registered downstream oil industry biofuel participant accredited to the Biofuels Program of the government.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice to Sell or Purchase Imported Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department Of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>Please download and fill out OIMB-OICMD14 - Notice to Sell or Purchase Imported Bioethanol.doc</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Issuance: DC2021-06-0014, or "Revised Circular on Accreditation and Submission of Notices and Reports by Refiners, Importers and Own Users of Gasoline and Diesel Pursuant to the Biofuels Act".</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. BIR Permit to Purchase or Sale (whichever is applicable) of Imported Bioethanol (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Bureau of Internal Revenue - Excise Large Taxpayers Audit Division
<i>Remarks:</i>		



Issued by the BIR

4. Official Receipt (OR)
(1) Photo Copy And (1) Electronic Copy

Department of Energy - Treasury
Division

Remarks:

The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.

Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.

Processing Fee : Php 980.00

Account Name : DOE Trust Fund

Account Number : 3982-1098-59

Bank Address : Land Bank of the Philippines- Energy Center Branch

Swift Code : TLBPPHMM

Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City

Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig. For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application prepare Acknowledgement letter.		2 working day/s	Science Research Specialist ; Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.		4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring



			Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)



General Remarks

- a. The applicant should be a registered Downstream Oil Industry participant.
- b. Gasoline importers should have an issued Certificate of Accreditation as a Downstream Oil Industry (DOI) Biofuel Participant.
- c. LMA balance for the previous quarter should be complied with the submission of corresponding attachments i.e. Certificate of Sale, Sales Invoice, etc.
- d. Submitted Notice to Purchase Locally-Sourced Bioethanol for the period
- e. Prior to endorsement for approval, evaluation/assessment will be done based on the submitted notice to import of gasoline and the projected sales of E-Gasoline for the applied quarter.
- f. Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.

This notice application must indicate the details of the Downstream Oil Industry (DOI) Biofuel Participant and the shipment details of the bioethanol to be imported. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None



14. OIMB-OICMD15 Issuance to Notice to Import for Sample Testing - Liquid Petroleum Products and Bioethanol

This Circular shall apply to all Refiners, Importers, Bulk Distributors, Terminal Operators/Lessors, Bunker Traders, Haulers, and Own Users of Crude Oil and Finished Petroleum Products as well as all Blenders, Marketers and Own Users of Base Oils and Lubricating Products under the Philippine Downstream Oil Industry pursuant to Department Circular No. DC2021-09-0029.

Office or Division:	Oil Industry Competition and Monitoring Division (OICMD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Importer or Registered Downstream Oil Industry (DOI) participants intending to import liquid petroleum products and bioethanol for sample testing.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Notice Application to Import for Sample Testing – Liquid Petroleum Products and Bioethanol (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Oil Industry Management Bureau (OIMB) - Oil Industry Competition and Management Division (OICMD)
<i>Remarks:</i> <i>For online filing, forward applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph</i> <i>All DOI participants shall comply with the online submission platform upon its implementation by OIMB, subject to the conduct of the necessary training and roll-out program.</i> <i>Please download and fill out OIMB-OICMD15 - Notice to Import for Sample Testing- Liquid Petroleum Products & Bioethanol.docx</i> <i>See note "Provided by supplier". Supplier refers to the supplier of the petroleum product to be imported (External not within the DOE)</i>		
2. Proforma Invoice (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		
3. Certificate of Quality (COQ)/ Certificate of Analysis (COA) (1) Certified True Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client
<i>Remarks:</i> <i>Provided by supplier</i>		



Note: In the absence of COQ/COA, submit letter from supplier indicating that the imported sample is subject for testing in the country.

4. Safety Data Sheet (SDS) indicating the petroleum weight percentage content, if importing petroleum-based solvents (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Provided by supplier</i>				
5. Airway Bill/Bill of Lading (1) Original Copy And (1) Photo Copy Or (1) Electronic Copy		Applicant / Client		
<i>Remarks:</i> <i>Provided by supplier</i>				
6. Official Receipt (OR) (1) Photo Copy Or (1) Electronic Copy		Department of Energy - Treasury Division		
<i>Remarks:</i> <i>The Order of Payment will be generated by the DOE Accounting Division and will be sent to your respective email.</i> <i>Once received, you may settle your payments at the DOE Cashier. For payments done thru direct bank deposits or online, please make sure to secure an official receipt from our Treasury Department.</i> <i>Processing Fee : Php 980.00</i> <i>Account Name : DOE Trust Fund</i> <i>Account Number : 3982-1098-59</i> <i>Bank Address : Land Bank of the Philippines- Energy Center Branch</i> <i>Swift Code : TLBPPHMM</i> <i>Beneficiary Address : Department of Energy, Energy Center, BGC, Taguig City</i> <i>Once payment is settled, kindly send to us the Official Receipt prior to the processing of the acknowledgement letter.</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to OIMB with copy of official receipt Location: 3rd Floor PNOC Bldg. 5, Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig.	1.1. Receive application, assign a unique transaction number, and forward to the respective section/personnel.	None	4 hour/s	• Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)
	1.2. Process application prepare		2 working day/s	• Science Research Specialist;



For Online filling, send your applications with complete and correct documentary requirements to osmes.notices@doe.gov.ph	Acknowledgement letter.		Oil Industry Competition and Monitoring Division (OICMD)
	1.3. Review, evaluation, and endorsement to the Office of the Division Chief and to Bureau Director.	4 hour/s	Supervising Science Research Specialist; Oil Industry Competition and Monitoring Division (OICMD)
	1.4. Review, evaluate, and endorsement of the Acknowledgment Letter to the Office of the Bureau Director.	1 working day/s	Division Chief; Oil Industry Competition and Monitoring Division (OICMD)
	1.5. Review and endorse application for Director's approval.	1 working day/s	Assistant Director; OIMB, Office of the Director
	1.6. Approval of Acknowledgement Letter.	1 working day/s	Director; OIMB, Office of the Director
	1.7. Endorsed approved Acknowledgement Letter to respective division.	4 hour/s	Administrative Aide II; OIMB, Office of the Director
	1.8. Scan the approved Acknowledgement letter and inform the applicant that it is available for release.	4 hour/s	Administrative Aide VI; Oil Industry Competition and Monitoring Division (OICMD)

General Remarks

Amendment of any details to the previously received and/or processed notice application shall be treated as a new application, subject to submission of correct, updated and complete documentary requirements, including the original signed copy of the acknowledgement letter. Processing time is seven (7) working days.



This notice application must indicate the details of the Importer or of the Downstream Oil Industry (DOI) participant and the shipment details of the liquid petroleum product or bioethanol to be imported for sample testing. It will be submitted to the OIMB with complete documentary attachments before the date of arrival. The Bureau shall correspondingly issue an Acknowledgement of Notice to Import for Sample Testing -Liquid Petroleum Products and Bioethanol within seven (7) working days from receipt of complete application.

Total Processing Time:	Working Days: 7 working day/s
Total Processing Fee:	Total Standard Fee: None