



**Retail Market Monitoring and Special Concerns Division
(RMMSCD)
External Services**



1. OIMB-RMMSCD01 Application for Registration - Prior to Commencement of LPG Facility Construction

This service facilitates the initial processing for the purpose of registration of an LPG facility prior to the commencement of construction.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
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 prior to commencement of construction particularly for LPG Refiller and Centralized LPG Piping System Owner/Operator																						
Operating Hours:	8:00 AM - 5:00 PM																						
Statute:	Section 18.1 of DC 2022-11-0037 states that pursuant to Sections 4.2 (d) (i) and 22.1 of the LPG Industry Regulation Act's IRR, no natural or juridical person shall commence the construction of a Refinery, Terminal and/or Depot, Refilling Plant, and Centralized Piping System without first securing a registration with the DOE																						
<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. Application for Registration - Application Form (Annex 1) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> 3. Business Registration of the Applied Business Activity <i>Any of the following:</i> </td></tr> <tr> <td>3.A. SEC Registration (1) Certified True Copy</td><td>Security and Exchange Commission - Issuing Unit</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> If application is a Corporation </td></tr> <tr> <td colspan="2" style="text-align: center;">---- OR ----</td></tr> <tr> <td>3.B. DTI Registration (1) Certified True Copy</td><td>Department of Trade and Industry - Business Name Registration System</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 1) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. Business Registration of the Applied Business Activity <i>Any of the following:</i>		3.A. SEC Registration (1) Certified True Copy	Security and Exchange Commission - Issuing Unit	<i>Remarks:</i> If application is a Corporation		---- OR ----		3.B. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 1) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
2. Company Profile (1) Original Copy	Applicant / Client																						
3. Business Registration of the Applied Business Activity <i>Any of the following:</i>																							
3.A. SEC Registration (1) Certified True Copy	Security and Exchange Commission - Issuing Unit																						
<i>Remarks:</i> If application is a Corporation																							
---- OR ----																							
3.B. DTI Registration (1) Certified True Copy	Department of Trade and Industry - Business Name Registration System																						
<i>Remarks:</i>																							



<i>If application is a single proprietorship</i>	
---- OR ----	
3.C. CDA Registration (1) Certified True Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
4. Executive Briefer of the Facility for Construction (1) Original Copy	Applicant / Client
5. Site and Facility Layout Plan (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Site and facility layout plan must have sufficient description and legends</i>	
6. List of Reference Standards/Codes used in the construction design (1) Original Copy	Applicant / Client
7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> Fee: PhP 1,000.00 <i>1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.</i> <i>2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)</i> <i>Notes/Instructions:</i> <i>1. Payment can be done via walk-in or via mail</i> <i>2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".</i>	
For Situational Requirement	
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf	
A.1. Notarized company secretary's certificate of the authorized representative of the applicant (1) Original Copy	Applicant / Client



A.2. Company ID

(1) Photocopy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application		3 working day/s	Assistant Director; Oil Industry Management



	and documents to the Office of the Bureau Director for approval			t Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	• Director; Oil Industry Management Bureau (OIMB) • Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



2. OIMB-RMMSCD02 Application for Registration by a Trademark Owner or Marketer – Trademark or Tradename

This service is for the purpose of an applicant to register their own trademark or trade name of an LPG Cylinder.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Entities intending to sell a particular trademark or trade name via LPG filled cylinder.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	This service under Department Circular No. DC2022-11-0037 facilitates the initial processing for the purpose of registration of a particular trademark or trade name.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	
1. Application for Registration - Application Form (Annex 2) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms	
2. Company Profile (1) Original Copy	Applicant / Client
3. IPO Certificate of Registration (1) Certified True Copy	Intellectual Property Office - Trademark Services
<i>Remarks:</i> You may also submit a photocopy of the IPO Certificate of Registration	
4. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.	



2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the applicant
(1) Original Copy

Applicant / Client

A.2. Company ID
(1) Photocopy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application		3 working day/s	Supervising Science Research Specialist; Retail



	and documents to the Division Chief		Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



3. OIMB-RMMSCD03 Application for Registration by a Refiller - Authority to Fill Third-Party Trademark or Tradename

This service facilitates the initial processing for the purpose of registration of an LPG refilling facility to refill LPG cylinders for a third-party trademark owner or marketer.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of refilling LPG cylinders for a third-party trademark owner or marketer.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Section 20.2 of DC2022-11-0037 states that A refiller who is likewise a Trademark owner or marketer is automatically authorized to fill its own trademark or trade name upon issuance of the LTO without need of applying for this registration. Otherwise, this requirement is in line with the LTO as LPG Refiller	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Application for Registration - Application Form (Annex 3) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller and the Third-party Trademark Owner or Marketer (1) Original Copy		Applicant / Client
3. License to Operate of LPG Refiller (1) Photo Copy		Applicant / Client
4. License to Operate of Third-party Trademark Owner or Marketer (1) Photo Copy		Applicant / Client
5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy		Applicant / Client
6. Certificate of Registration by a Trademark Owner or Marketer - LPG Seal (1) Photo Copy		Applicant / Client
7. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client



Remarks:

Fee: PhP 1,000.00 per trademark or trade name basis

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant
(1) Original Copy

Applicant / Client

Sub Requirement

A.1.A. Company ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of		3 working day/s	Supervising Science



applicants outside Metro Manila only	evaluated Certificate of Registration application and documents to the Division Chief		Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



4. OIMB-RMMSCD04 Application for Registration by a Dealer or Retailer - Authority to Sell a Trademark or Tradename (via LPG-filled pressure vessel)

This service facilitates the initial processing for the purpose of registration of an LPG facility to sell LPG cylinders

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Entities intending to engage in the business of selling LPG in cylinders.																		
Operating Hours:	8:00 AM - 5:00 PM																		
Statute:	Section 21.1 of DC2022-11-0037 states that a dealer or retailer shall register all trademark or trade name it is authorized to sell via LPG-filled pressure vessel upon application for the issuance of LTO and any additional trademark or trade name it is authorized to sell after the issuance of the LTO																		
<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. Application for Registration - Application Form (Annex 4) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer </td></tr> <tr> <td>3. License to Operate of LPG Refiller or Dealer (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. License to Operate of Trademark Owner or Marketer (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy</td><td>Applicant / Client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 4) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy	Applicant / Client	<i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer		3. License to Operate of LPG Refiller or Dealer (1) Photo Copy	Applicant / Client	4. License to Operate of Trademark Owner or Marketer (1) Photo Copy	Applicant / Client	5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy	Applicant / Client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application for Registration - Application Form (Annex 4) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																		
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																			
2. Notarized Certificate of the Existence of a Refilling Contract duly signed by both the Refiller or Dealer and the Trademark Owner or Marketer (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> 1. For Dealers - Authorized signatories must be by the LPG Refiller and the Trademark Owner or Marketer 2. For Retailers - Authorized signatories must be by the LPG Dealer and the Trademark Owner or Marketer																			
3. License to Operate of LPG Refiller or Dealer (1) Photo Copy	Applicant / Client																		
4. License to Operate of Trademark Owner or Marketer (1) Photo Copy	Applicant / Client																		
5. Certificate of Registration by a Trademark Owner or Marketer - Trademark or Tradename (1) Photo Copy	Applicant / Client																		



6. Certificate of Registration by a Trademark Owner or Marketer - LPG Seal (1) Photo Copy		Applicant / Client		
7. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf				
A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant (1) Original Copy		Applicant / Client		
Sub Requirement				
A.1.A. Company ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	• Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phonecall or email that the Certificate of	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	• Science Research Specialist; Retail Market Monitoring



Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only				and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



5. OIMB-RMMSCD05 Application for Registration by a Trademark Owner or Marketer - LPG Seal

This service facilitates the initial processing for the purpose of registration of an LPG Seal intended for a particular trademark or tradename.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																		
Classification:	Complex																		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																		
Who may avail:	Entities intending to engage in the sale of LPG-filled cylinders with an LPG seal intended for a particular trademark or tradename.																		
Operating Hours:	8:00 AM - 5:00 PM																		
Statute:	Section 22.3 of DC2022-11-0037 states that the application for registration of an LPG seal shall require the simultaneous application for the issuance of Trademark or Trade name registration and LTO as a trademark owner or marketer of such LPG Seal																		
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 5) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or Tradename and their respective manufacturer or importer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td>5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Actual Samples of LPG Seal </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 5) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or Tradename and their respective manufacturer or importer (1) Original Copy	Applicant / Client	3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy	Applicant / Client	4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy	Applicant / Client	5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy	Applicant / Client	<i>Remarks:</i> Actual Samples of LPG Seal	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
For Standard Requirement																			
1. Application for Registration - Application Form (Annex 5) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																		
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																			
2. Executive briefer with pictures of LPG Seal per valve type and per Trademark or Tradename and their respective manufacturer or importer (1) Original Copy	Applicant / Client																		
3. Certificate of Production or Importation of LPG Seal per valve type and per brand from their respective manufacturer or importer (1) Original Copy	Applicant / Client																		
4. Accreditation Certificate of LPG Seal Manufacturer or Importer from the DTI (1) Photo Copy	Applicant / Client																		
5. Six (6) Pieces of LPG Seal samples per valve type and per Trademark or Tradename (1) Original Copy	Applicant / Client																		
<i>Remarks:</i> Actual Samples of LPG Seal																			



6. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> Fee: PhP 1,000.00 per trademark or trade name basis 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf				
A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant (1) Original Copy		Applicant / Client		
A.2. Company ID Name of Representative and Agency				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phone call or official email that the Certificate of Registration is ready for release	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns



Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief	3 working day/s	Division (RMMSCD) • Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	• Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	• Director; Oil Industry Management Bureau (OIMB) • Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



6. OIMB-RMMSCD06 Application for Registration - Bulk Consumer

This service under Department Circular No. DC2022-11-0037 facilitates the initial processing for the purpose of registration of facility using LPG at large quantities for its own use.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
Classification:	Complex																						
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)																						
Who may avail:	Entities intending to purchase LPG at large quantities for its own use, requires bulk storage of LPG, and does not, in any way, engage in the distribution or sale of LPG to the end consumer																						
Operating Hours:	8:00 AM - 5:00 PM																						
Statute:	Section 23.1 of DC2022-11-0037 states that a bulk consumer shall register with the DOE prior to its commercial use of LPG. The OIMB or Field Offices have the authority to verify and validate all documents and may further require a presentation of the applicant's profile in a pre-application conference.																						
<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. Application for Registration - Application Form (Annex 6) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Site and Facility Layout Plan (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Site and facility layout plan must have sufficient description and legends </td></tr> <tr> <td>5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>6. Proof of payment of application fee or official receipt (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"><i>Remarks:</i></td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 6) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		2. Company Profile (1) Original Copy	Applicant / Client	3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client	4. Site and Facility Layout Plan (1) Original Copy	Applicant / Client	<i>Remarks:</i> Site and facility layout plan must have sufficient description and legends		5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy	Applicant / Client	6. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client	<i>Remarks:</i>	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 6) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
2. Company Profile (1) Original Copy	Applicant / Client																						
3. Executive Briefer on the operation of the Bulk Consumer (1) Original Copy	Applicant / Client																						
4. Site and Facility Layout Plan (1) Original Copy	Applicant / Client																						
<i>Remarks:</i> Site and facility layout plan must have sufficient description and legends																							
5. List of Reference Standards/Codes used in the LPG facility (1) Original Copy	Applicant / Client																						
6. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client																						
<i>Remarks:</i>																							



Fee: PhP 1,000.00

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized company secretary's certificate of the authorized representative of the applicant
(1) Original Copy

Applicant / Client

A.2. Company ID

Name of Representative and Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for	1.1. Receive application and assign to respective section personnel	Standard Fees Breakdown: Application for Registration - Bulk Consumer: PHP 1000 Total: PHP 1000	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of evaluated Certificate of		3 working day/s	Supervising Science Research



applicants outside Metro Manila only	Registration application and documents to the Division Chief		Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment as proof of compliance for COR application			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: PHP 1000	



7. OIMB-RMMSCD07 Application for Additional Registration - Authorized Transport Motor Vehicles and Marine Vessels

This service facilitates the initial processing for the purpose of registration of motor vehicles or marines vessels for the transportation, distribution, and delivery of LPG in bulk or in cylinders.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)																						
Classification:	Complex																						
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																						
Statute:	Section 24.1 of DC2022-11-0037 states that all LPG industry participants shall register with the DOE all their authorized transport vehicles and marine vessels upon application for the issuance of LTO																						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">CHECKLIST OF REQUIREMENTS</th><th style="width: 40%;">WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2">For Standard Requirement</td></tr> <tr> <td>1. Application for Registration - Application Form (Annex 7) (1) Original Copy</td><td>Department of Energy - Retail Market Monitoring and Special Concerns Division</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms </td></tr> <tr> <td>2. Company Profile (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>3. List of Motor Vehicles and/or Marine Vessels (1) Original Copy</td><td>Applicant / Client</td></tr> <tr> <td>4. Certificate of Registration and Official Receipt per Motor Vehicle (1) Photo Copy</td><td>Department of Transportation - Land Transportation Office</td></tr> <tr> <td>5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy</td><td>Department of the Interior and Local Government - Bureau of Fire Protection</td></tr> <tr> <td>6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy</td><td>Department of Transportation - Maritime Industry Authority</td></tr> <tr> <td>7. Proof of payment of application fee or official receipt (1) Photo Copy</td><td>Applicant / Client</td></tr> <tr> <td colspan="2"> <i>Remarks:</i> Fee: PhP 1,000.00 </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application for Registration - Application Form (Annex 7) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		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 (1) Photo Copy	Department of Transportation - Land Transportation Office	5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of the Interior and Local Government - Bureau of Fire Protection	6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority	7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client	<i>Remarks:</i> Fee: PhP 1,000.00	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																						
For Standard Requirement																							
1. Application for Registration - Application Form (Annex 7) (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division																						
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms																							
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 (1) Photo Copy	Department of Transportation - Land Transportation Office																						
5. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of the Interior and Local Government - Bureau of Fire Protection																						
6. Marine Vessel Registry and Safety Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority																						
7. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client																						
<i>Remarks:</i> Fee: PhP 1,000.00																							



1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.

2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)

Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. (Additional Requirement) If an authorized representative will submit the application on the owner's behalf

A.1. Notarized Company Secretary's Certificate of the Authorized Representative of the Applicant
(1) Original Copy

Applicant / Client

A.2. Company ID

Name or Representative and Agency

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section personnel	None	4 hour/s	Administrative Assistant; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Notify client via phonecall or email that the Certificate of Registration is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies	1.2. Evaluate/process application and prepare Certificate of Registration as a registered entity		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)



may be provided for applicants outside Metro Manila only	1.3. Review and recommend approval of evaluated Certificate of Registration application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated Certificate of Registration application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated Certificate of Registration application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated Certificate of Registration application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Assistant; OIMB, Office of the Director
General Remarks				
Note: Please keep your Official Receipt after payment as proof of compliance for COR application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



8. OIMB-RMMSCD08 Issuance of License to Operate (LTO) for Independent Hauler of LPG in Cylinder and/or Cartridge

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to transport LPG in cylinders and/or cartridges.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an Independent Hauler of LPG in cylinders and/or cartridges.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex C) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex C-1 - Checklist of Requirements		
1.B. Annex C-2 - Company Profile		
1.C. Annex C-3 - List of Motor Vehicle		
1.D. Annex C-4 - List of Marine Vessel		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
3.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		
3.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy		Securities and Exchange Commission - Issuing Unit



<i>Remarks:</i> <i>If application is a Corporation</i>	
---- OR ----	
3.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
4. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
4.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
4.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
5. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
6. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
7. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
8. Ship Registry and Safety Certificates per Marine Vessel (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Maritime Industry Authority
9. Fire prevention and response manual for motor vehicle or marine vessel (whichever is applicable) (1) Certified True Copy Or (1) Photo Copy	Applicant / Client
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) of the display board showing the facility registered business name and address (1) Original Copy	Applicant / Client
13. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i>	



If without pending case:

Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services

If with pending case:

- 1. Hold processing of License to Operate application until penalties are paid*
- 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form*

14. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
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Remarks:

*License to Operate is **Php 3,500.00** and valid for **five (5) years**.*

- 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.*
- 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)*
- 3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt*

Notes/Instructions:

- 1. Payment can be done via walk-in or via mail*
- 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".*

For Situational Requirement

A. Situational Requirement

A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
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Remarks:

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/ personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff;



	application to the RMMSCD			OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City 3. If incomplete requirements, return to client 4. Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



9. OIMB-RMMSCD09 Issuance of License to Operate (LTO) for Trademark Owner or Marketer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage as a trademark owner or Marketer.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as Trademark Owner or Marketer.	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex D) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex D-1 - Checklist of Requirements		
1.B. Annex D-2 - Company Profile		
1.C. Annex D-3 - Establishment Profile		
1.D. Annex D-4 - Inventory of Cylinder		
1.E. Annex D-5 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. IPO Certificate of Registration (1) Certified True Copy Or (1) Photo Copy	Intellectual Property Office - Trademark Services
6. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
6.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
6.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
7. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
8. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
9. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	



11. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
12. Environmental Compliance Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Environmental and Natural Resources - Environmental Management Bureau
13. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE-Recognized Training Organization (1) Photo Copy	Applicant / Client
14. Latest Digital Photographs (5R size with date/time stamp) showing the following (1) Original Copy	Applicant / Client
Sub Requirement	
14.A. Full, front, and back views of establishment	
14.B. Measuring Devices	
14.C. LPG Cylinders	
14.D. Safety and Informational Signs	
14.E. Display Board showing the facility registered business name	
15. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
16. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>License to Operate is Php 3,500.00 and valid for five (5) years.</i> <i>1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.</i> <i>2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)</i> <i>3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt</i>	



Notes/Instructions:

1. Payment can be done via walk-in or via mail

2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to **"Department of Energy"**.

For Situational Requirement

A. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

A.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special



				Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks - Applications can be filed via walk-in or mail (courier) - For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City - If incomplete requirements, return to client - Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



10. OIMB-RMMSCD10 Issuance of License to Operate (LTO) for LPG Refiller

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the refilling of LPG cylinders.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Refiller	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex E) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex E-1 - Checklist of Requirements		
1.B. Annex E-2 - Company Profile		
1.C. Annex E-3 - Refilling Plant Profile		
1.D. Annex E-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - Issuing Unit
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Measuring Device/s	
15.C. LPG Cylinders	
15.D. Safety and Informational Signs	
15.E. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
19. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
<i>Remarks:</i> <i>License to Operate is PhP 3,500.00 and valid for five (5) years.</i>	



1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.
2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)
3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt

Notes/Instructions:

1. Payment can be done via walk-in or via mail
2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. Occupancy Permit per Establishment, if applicable

A.1. Occupancy Permit
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig	1.1. Receive application and assign to respective section/ personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)



Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant	7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief	3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to:			



Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City

3. If incomplete requirements, return to client

4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



11. OIMB-RMMSCD11 Issuance of License to Operate (LTO) for LPG Dealer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the trading or sale of LPG in cylinders to retail outlets or directly to end-consumers.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Dealer	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex F) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex F-1 - Checklist of Requirements		
1.B. Annex F-2 - Company Profile		
1.C. Annex F-3 - Outlet Profile		
1.D. Annex F-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client



Sub Requirement	
12.A. Full front and back views of establishment	
12.B. Measuring Device/s	
12.C. LPG Cylinders	
12.D. Safety and Informational Signs	
12.E. Display Board showing the Facility Registered Business Name and Address	
13. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
14. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
Remarks: If without pending case: Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services If with pending case: 1. Hold processing of License to Operate application until penalties are paid 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form	
15. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
Remarks: License to Operate is Php 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt Notes/Instructions: 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".	
For Situational Requirement	
A. Occupancy Permit per Establishment, if applicable	



A.1. Occupancy Permit (1) Certified True Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns



			Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director

General Remarks

1. Applications can be filed via walk-in or mail (courier)
2. For mailed (courier) applications, you may address your application to:

Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City
3. If incomplete requirements, return to client
4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



12. OIMB-RMMSCD12 Issuance of License to Operate (LTO) for LPG Retailer

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the trading or sale of LPG in cylinders directly to end-consumers.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as an LPG Retailer	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex G) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex G-1 - Checklist of Requirements		
1.B. Annex G-2 - Company Profile		
1.C. Annex G-3 - Outlet Profile		
1.D. Annex G-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		
---- OR ----		



4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
10. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
11. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
12. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client



Sub Requirement	
12.A. Full front and back views of establishment	
12.B. Measuring Device/s	
12.C. LPG Cylinders	
12.D. Safety and Informational Signs	
12.E. Display Board showing the Facility Registered Business Name and Address	
13. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
14. Clearance of No Pending Case Form (1) Photo Copy	Department of Energy - Office of the Legal Services
Remarks: If without pending case: Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services If with pending case: 1. Hold processing of License to Operate application until penalties are paid 2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form	
15. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client
Remarks: License to Operate is Php 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt Notes/Instructions: 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".	
For Situational Requirement	
A. Occupany Permit per Establishment, if applicable	



A.1. Occupancy Permit (1) Certified True Copy		Local Government Unit - Office of the Building Official		
<i>Remarks:</i> <i>This is only applicable for newly constructed LPG facilities</i>				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> <i>This is only applicable if an authorized representative will submit the application on the owner's behalf</i> <i>Please attach a copy of the Authorized Representative's valid ID</i>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant		7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief		3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns



				Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval		3 working day/s	• Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval		3 working day/s	• Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD		3 working day/s	• Director; Oil Industry Management Bureau (OIMB) • Administrative Assistant; OIMB, Office of the Director
General Remarks 1. Applications can be filed via walk-in or mail (courier) 2. For mailed (courier) applications, you may address your application to: Oil Industry Management Bureau - Director Rino E. Abad 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City 3. If incomplete requirements, return to client 4. Please keep your Official Receipt after payment as proof of compliance for LTO application				
Total Processing Time:		Working Days: 20 working day/s		
Total Processing Fee:		Total Standard Fee: None		



13. OIMB-RMMSCD13 Issuance of License to Operate (LTO) for Auto-LPG Dispensing Station Owner/Operator

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the sale of Auto-LPG directly to Auto-LPG vehicle users.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage as an Auto-LPG Dispensing Station Owner/Operator	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex H) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex H-1 - Checklist of Requirements		
1.B. Annex H-2 - Company Profile		
1.C. Annex H-3 - Establishment Profile		
1.D. Annex H-4 - List of Motor Vehicle		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - Issuing Unit
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Bureau of Fire Protection - BFP



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - Issuing Unit
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Price Display Board	
15.C. Safety and Informational Signs	
15.D. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
Remarks: <i>If an authorized representative will submit the application on the owner's behalf</i>	
19. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
Remarks: <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	



20. Proof of payment of application fee or official receipt (1) Photo Copy		Applicant / Client		
<i>Remarks:</i> License to Operate is PhP 3,500.00 and valid for five (5) years. 1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment. 2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD) 3. The DOE Treasury Division located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt <i>Notes/Instructions:</i> 1. Payment can be done via walk-in or via mail 2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "Department of Energy".				
For Situational Requirement				
A. Occupancy Permit per Establishment, if applicable				
A.1. Occupancy Permit (1) Certified True Copy		Local Government Unit - Office of the Building Official		
<i>Remarks:</i> This is only applicable for newly constructed LPG facilities				
B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable				
B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy		Applicant / Client		
<i>Remarks:</i> This is only applicable if an authorized representative will submit the application on the owner's behalf Please attach a copy of the Authorized Representative's valid ID				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market



Location: 3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig Notes/Instruction: Notify client via phonecall or official email that the LTO is ready for release Release of application to client via pick-up, mail, or electronic copy. Mail or electronic copies may be provided for applicants outside Metro Manila only			Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application and prepare evaluation sheet, License to Operate (LTO), and transmittal letter to applicant	7 working day/s, 4 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review and recommend approval of the evaluated LTO application and documents to the Division Chief	3 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review and endorse the evaluated LTO application and documents to the Assistant Director for approval	3 working day/s	Chief Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and endorse the evaluated LTO application and documents to the Office of the Bureau Director for approval	3 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and approve the evaluated LTO application and documents by the Director. The administrative staff transmits the approved application to the RMMSCD	3 working day/s	- Director; Oil Industry Management Bureau (OIMB) - Administrative Staff; OIMB, Office of the Director
General Remarks			



1. Applications can be filed via walk-in or mail (courier)
2. For mailed (courier) applications, you may address your application to:
Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City
3. If incomplete requirements, return to client
4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



14. OIMB-RMMSCD14 Issuance of License to Operate (LTO) for Centralized LPG Piping System Owner/Operator

This service under Department Circular No. DC 2022-11-0037 facilitates the issuance of a license to a DOE-Regulated industry participant intending to engage in the distribution of LPG through a closed system of pipelines within a building from locally installed LPG pressure vessels.

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Entities intending to engage as a Centralized LPG Piping System Owner/Operator	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. License to Operate Application Form (Annex I) (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Certificate of Registration and License to Operate downloadable forms: https://legacy.doe.gov.ph/downstream-oil/announcements?q=downstream-oil/downloadable-forms		
Sub Requirement		
1.A. Annex I-1 - Checklist of Requirements		
1.B. Annex I-2 - Company Profile		
1.C. Annex I-3 - Establishment Profile		
1.D. Annex I-4 - List of Motor Vehicles		
2. Executive Briefer of Operation (1) Original Copy		Applicant / Client
3. Scaled Layout Plan of the Establishment (1) Original Copy		Applicant / Client
4. Business Registration of the Applied Business Activity (Whichever is applicable) <i>Any of the following:</i>		
4.A. DTI Registration (1) Certified True Copy Or (1) Photo Copy		Department of Trade and Industry - Business Registration and Permits (DTI)
<i>Remarks:</i> If application is a Single Proprietorship		



---- OR ----	
4.B. SEC Registration (1) Certified True Copy Or (1) Photo Copy	Securities and Exchange Commission - Issuing Unit
<i>Remarks:</i> <i>If application is a Corporation</i>	
Sub Requirement	
4.B.A. Articles of Incorporation	
4.B.B. General Information Sheet	
---- OR ----	
4.C. CDA Registration (1) Certified True Copy Or (1) Photo Copy	Cooperative Development Authority - Issuing Unit
<i>Remarks:</i> <i>If application is a Cooperative</i>	
5. Business Permit for the Applied Business Activity (whichever is applicable) <i>Any of the following:</i>	
5.A. Business Permit for the Applied Business Activity (LGU Business Permit) (1) Certified True Copy Or (1) Photo Copy	Local Government Unit - Business Permit and Licensing Office
---- OR ----	
5.B. Business Permit for the Applied Business Activity (PEZA Certificate of Registration) (1) Certified True Copy Or (1) Photo Copy	Philippine Economic Zone Authority - Issuing Unit
6. Bureau of Internal Revenue Registration for the Applied Business Activity (Form 2303) (1) Certified True Copy Or (1) Photo Copy	Bureau of Internal Revenue - BIR
7. Certificate of Registration and Official Receipt per Motor Vehicle from LTO with picture of vehicle with plate number (1) Photo Copy	Department of Transportation - Land Transportation Office
8. Conveyance Clearance per Motor Vehicle (1) Certified True Copy Or (1) Photo Copy	Department of Interior and Local Government - Bureau of Fire Protection
9. Calibration Certificate per Bulk Motor Vehicle (Lorry Tank) (1) Photo Copy Or (1) Certified True Copy	Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Calibration certificate can be from Department of Science and Technology (DOST) or a private company (3rd party) that conducts calibration of lorry tanks</i>	
10. Fire Safety Inspection Certificate per Establishment (1) Certified True Copy Or (1) Photo Copy	Department of Transportation - Bureau of Fire Protection



11. Permit to Operate Unfired Pressure Vessel per tank for LPG Business (1) Certified True Copy Or (1) Photo Copy	Department of Labor and Employment - DOLE
12. Environmental Compliance Certificate (1) Certified True Copy Or (1) Photo Copy	Department of Environment and Natural Resources - Environmental Management Bureau
13. Notarized Certification on the Supplier's Contract/Agreement (1) Original Copy	Applicant / Client
14. List of Qualified Service Personnel with attached Certificate of Training conducted by DOE Recognized Training Organization (1) Original Copy	Applicant / Client
15. Latest Digital Photographs (5R Size with date/time stamp) Showing the ff. (1) Original Copy	Applicant / Client
Sub Requirement	
15.A. Full front and back views of establishment	
15.B. Safety and Informational Signs	
15.C. Display Board showing the Facility Registered Business Name and Address	
16. Fire Prevention and Response Manual (1) Original Copy	Applicant / Client
17. LPG Spill Prevention and Response Manual (1) Original Copy	Applicant / Client
18. Notarized Company Secretary's Certificate for Authorized Representative and Signatory (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>If an authorized representative will submit the application on the owner's behalf</i>	
19. Clearance of No Pending Case Form (1) Original Copy	Department of Energy - Office of the Legal Services
<i>Remarks:</i> <i>If without pending case:</i> <i>Order of Payment will be issued if complete requirements and with signed Clearance of No Pending Case Form from the Legal Services</i> <i>If with pending case:</i> <i>1. Hold processing of License to Operate application until penalties are paid</i> <i>2. If paid penalties, proceed back to Legal Services to show official receipt and update the clearance of no pending case form</i>	
20. Proof of payment of application fee or official receipt (1) Photo Copy	Applicant / Client



Remarks:

License to Operate is **PhP 3,500.00** and valid for **five (5) years**.

1. Upon checking of completeness of documents against the checklist of requirements, if complete, Officer of the Day will issue Billing Statement to be endorsed to the Accounting Officer for the Issuance of Order of Payment.
2. Process Payment and Issue Official Receipt by the Collecting Officer from the Treasury Division (TD)
3. The **DOE Treasury Division** located at the Ground Floor Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City will issue the official receipt

Notes/Instructions:

1. Payment can be done via walk-in or via mail
2. Payments done via mail (courier) included in the application can be a Postal Money Order or Manager's Check payable to "**Department of Energy**".

For Situational Requirement

A. Occupancy Permit per Establishment, if applicable

A.1. Occupancy Permit
(1) Certified True Copy

Local Government Unit - Office of the Building Official

Remarks:

This is only applicable for newly constructed LPG facilities

B. Notarized Company Secretary's Certificate for Authorized Representative and Signatory, if applicable

B.1. Notarized Company Secretary's Certificate for Authorized Representative and Signatory
(1) Original Copy

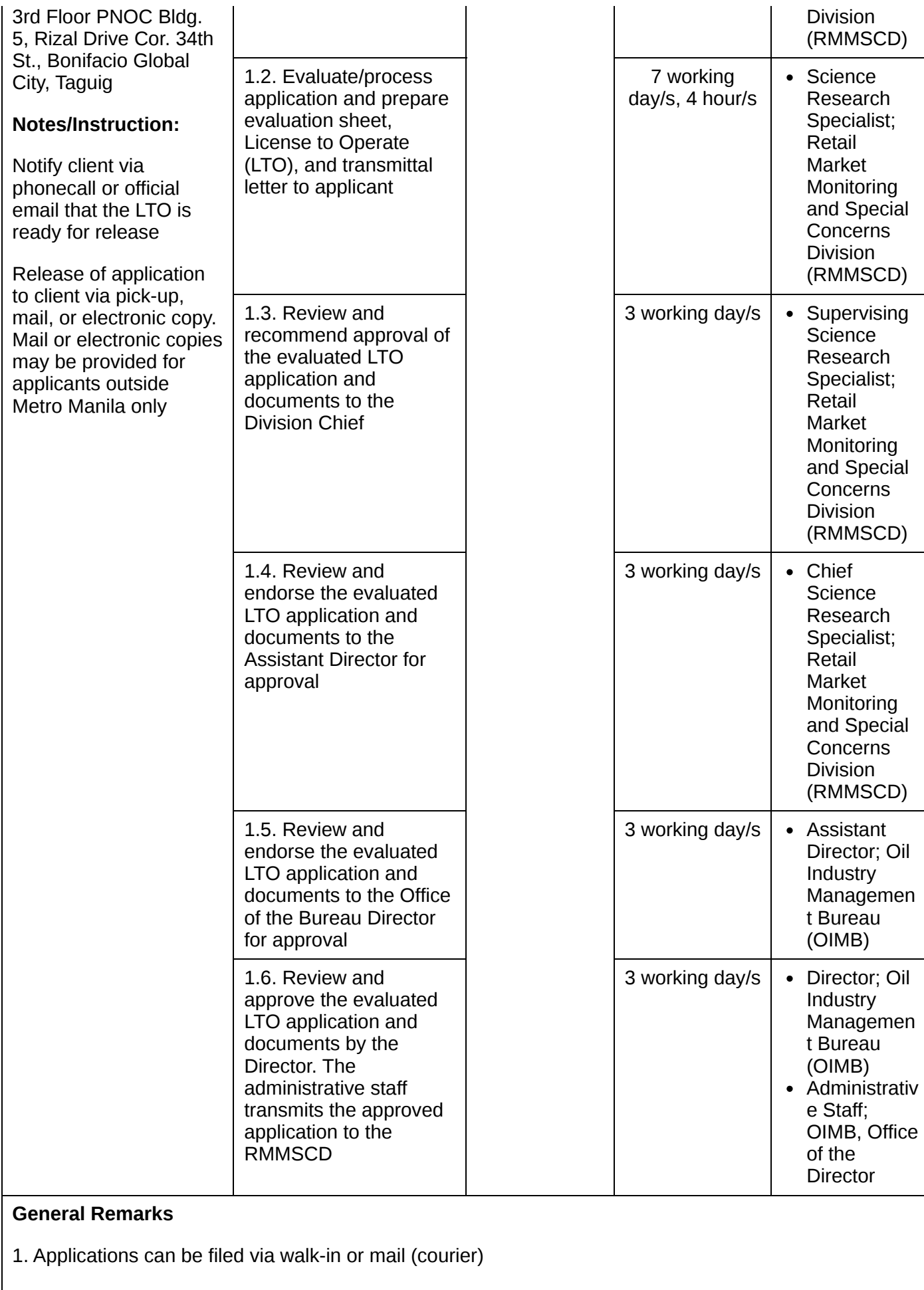
Applicant / Client

Remarks:

This is only applicable if an authorized representative will submit the application on the owner's behalf

Please attach a copy of the Authorized Representative's valid ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submission of Application with Official Receipt and Signed Legal Clearance Location:	1.1. Receive application and assign to respective section/personnel	None	4 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns





2. For mailed (courier) applications, you may address your application to:

Oil Industry Management Bureau - Director Rino E. Abad
3rd Floor PNOC Bldg. 5, Rizal Drive Cor. 34th St., Bonifacio Global City, Taguig City

3. If incomplete requirements, return to client

4. Please keep your Official Receipt after payment as proof of compliance for LTO application

Total Processing Time:	Working Days: 20 working day/s
Total Processing Fee:	Total Standard Fee: None



15. OIMB-RMMSCD15 Issuance of Certificate of Compliance (COC) for Liquid Fuels Retail Outlet (LFRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted. Download form in this link DOE RMMSCD - LFRO - Google Drive		
Sub Requirement		
1.A. Details of Cost of Investment/Project Cost		
1.A.1. Details of Cost of Investment/Project Cost (1) Original Copy		Applicant / Client
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> Download the form in this link DOE RMMSCD - LFRO - Google Drive		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy		Applicant / Client
4. Notarized Statement that the facility design and operation of the retail outlet is compliant with Philippine National Standard - Retail		Applicant / Client



Outlet (1) Original Copy	
<i>Remarks:</i> <i>Document must be signed by the Engineering Procurement Construction Contractor (supported by copy of valid PRC ID) and dealer/owner of the Retail Outlet</i>	
5. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
6. As-built lay-out plans with measurement showing the island/dispensing pumps, underground storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
7. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Price display board</i> <i>d. Safety and informational signs</i> <i>e. Outlet's Identification/ Trademark</i>	
8. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
9. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal)</i> <i>Payment may be made through:</i> <i>(1) DOE - Over the Counter; or</i> <i>(2) Bank Payment through DOE Trust Fund Account:</i> <i>1. Over the Counter;</i> <i>2. Online Transfer; or</i> <i>3. Wire Transfer/Telegraphic Transfer</i>	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

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

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief		2 working day/s	Supervising Science Research Specialist;



			Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for the Assistant Director's signature	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse for Director's approval	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



16. OIMB-RMMSCD16 Issuance of Certificate of Non-Coverage (CNC) for Storage and Dispensing Liquid Fuels for Own-Use Operation

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in own-use operation which refers to the operation of a motor vehicle fleet	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. OIMB/FO duly acknowledged letter-request (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>The letter must contain the following informatio:</i> <i>1.1 Business name, address, telephone number, fax number and e-mail address of the business office</i> <i>1.2 Location and complete address of the establishment; and</i> <i>1.3 Name of dealer/retailer or authorized representative if partnership/corporation/cooperative</i>		
2. Notarized Affidavit of Undertaking (1) Original Copy	Department of Energy - Retail Market Monitoring and Special Concerns Division	
<i>Remarks:</i> <i>Download the form in this link DOE RMMSCD - CNC - Google Drive</i>		
3. Feasibility Study, indicating the number and capacity of storage tanks, number of vehicles and financial viability of putting such establishment, among others (1) Original Copy	Applicant / Client	
4. Valid Membership Agreement of the fleet (1) Original Copy	Applicant / Client	



5. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy	Applicant / Client
6. LTO/LTFRB/LGU documents confirming the fleet of vehicles (1) Certified True Copy	Land Transportation Franchising and Regulatory Board - Central Office
7. Memorandum of Agreement with the fleet operator (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>If the applicant is the facility provider, MOA shall contain the following provisions:</i> <i>a. To submit the above documentary requirements for and in-behalf of the fleet operator</i> <i>b. To operate the facility to exclusively serve the fleet</i> <i>c. To execute the Notarized affidavit of undertaking for and in-behalf of the fleet operator</i>	
8. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the facility (1) Photo Copy	Applicant / Client
9. As-built lay-out plans with measurement showing the island/dispensing pumps, underground storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
10. Latest photographs of the facility (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Safety and informational signs</i>	
11. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
12. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 500.00</i>	



Payment may be made through:

(1) DOE - Over the Counter; or

(2) Bank Payment through DOE Trust Fund Account:

- 1. Over the Counter;*
- 2. Online Transfer; or*
- 3. Wire Transfer/Telegraphic Transfer*

Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

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

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	• Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
Notes/Instruction: Retail Market Monitoring and Special	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate, and endorse		9 working day/s, 6 hour/s	• Science Research Specialist; Retail Market



Concern Division (RMMSD) personnel will notify the applicant on the release of the Certificate.	to Supervising Science Research Specialist		Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief	2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



17. OIMB-RMMSCD17 Issuance of Certificate of Compliance (COC) for Marine Retail Outlet (MRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels which is constructed near the shoreline and intended exclusively to serve the fuel requirements of marine vessels	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - MRO - Google Drive</i>		
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Download the form from this link DOE RMMSCD - MRO - Google Drive</i>		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy		Applicant / Client
4. Notarized Certification that the materials and technology can withstand sea water or corrosive atmosphere and actions of waves (1) Original Copy		Applicant / Client
<i>Remarks:</i>		



The document must be signed by the Engineering Procurement Construction Contractor (supported by copy of valid PRC ID) and dealer/owner of the Retail Outlet

5. Manufacturer's Safety Certification on the storage tank (1) Certified True Copy	Applicant / Client
6. List of dispensing pumps/hoses and storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
7. As-built lay-out plans with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, elevation of canopy and other facilities (1) Certified True Copy	Applicant / Client
8. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Price display board</i> <i>d. Safety and informational signs</i> <i>e. Outlet's Identification/ Trademark</i>	
9. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
10. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal)</i> <i>Payment may be made through:</i> <i>(1) DOE - Over the Counter; or</i> <i>(2) Bank Payment through DOE Trust Fund Account:</i> <i>1. Over the Counter;</i> <i>2. Online Transfer; or</i> <i>3. Wire Transfer/Telegraphic Transfer</i>	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

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

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and endorse to Retail Market Monitoring and Special Concerns Division	None	1 hour/s	Administrative Staff; OIMB, Office of the Director
	1.2. Receive application and assign to respective Science Research Specialist		1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)



	1.4. Review the processed application and endorse to the Division Chief		2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse for Director's approval		3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.6. Review and sign the processed application		2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.7. Review and sign the processed application		3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.8. Release approved application to Retail Market Monitoring and Special Concerns Division		1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.				
Total Processing Time:		Working Days: 20 working day/s, 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		



18. OIMB-RMMSCD18 Issuance of Certificate of Compliance (COC) for Technology-Solution Retail Outlet (TSRO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in the business of retailing of Liquid Fuels (LF) which is a result of emerging technologies that address the proliferation of "bote-bote"	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - TSRO - Google Drive</i>		
2. Notarized Affidavit of Undertaking on liability in case of violations committed by dealer/retailer (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Download the form from this link DOE RMMSCD - TSRO - Google Drive</i>		
3. 1.Authenticated copy of the valid Supply Agreement or original Supplier's Certificate from an OIMB-registered distributor/supplier with validity period (1) Original Copy		Applicant / Client
4. Endorsement/Certification from the concerned Local Government Unit, stating to the effect that the TSRO is for the purpose of addressing the proliferation of "bote-bote" retailing in the area and 1-km. distance from another Retail Outlet (1) Original Copy		Applicant / Client



5. Certification that the materials are manufactured in accordance to the facilities and product safety certifying bodies such as Underwriters Laboratories (UL)-listed and equivalent safety marks, e.g., National Registered Testing Laboratory (NRTL), European Conformity (CE), Regulatory Compliance Mark (RCM), Product Safety Electrical Appliance and Material (PSE), among others (including the brochure) (1) Certified True Copy	Applicant / Client
6. List of dispensing pumps/hoses and underground storage tank/s with corresponding capacity/ies per product, total lot area and coordinates of the Retail Outlet (1) Photo Copy	Applicant / Client
7. Scaled lot and lay-out plan with measurement showing the island/dispensing pumps, storage tanks, cashier's booth, setback distance from the firewall and other facilities (1) Certified True Copy	Applicant / Client
8. Latest photographs of the retail outlet (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>a. Full/front, right, and left side views of the retail outlet</i> <i>b. Required stickers/labels for RON, E10 and Bx</i> <i>c. Price display board</i> <i>d. Safety and informational signs</i> <i>e. Outlet's Identification/ Trademark</i>	
9. DOE Legal Clearance of No Pending Case (1) Original Copy	Department of Energy - Legal Services
10. Invoice or Official Receipt (1) Photo Copy	Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i> <i>Application Fee: Php 3,100.00 (New/Change Name); Php 3,000.00 (Renewal)</i> <i>Payment may be made through:</i> <i>(1) DOE - Over the Counter; or</i> <i>(2) Bank Payment through DOE Trust Fund Account:</i> <i>1. Over the Counter;</i> <i>2. Online Transfer; or</i> <i>3. Wire Transfer/Telegraphic Transfer</i>	



Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

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

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative
(1) Original Copy

Applicant / Client

A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the COC.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate of Compliance, and endorse to Supervising Science Research Specialist		9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application		2 working day/s	Supervising Science Research



	and endorse to the Division Chief		Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review the processed application and endorse to the Director	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



19. OIMB-RMMSCD19 Issuance of Certification for Hauler (Own-Use)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Dealer, operator, owner or proprietor of the Retail Outlet who owns a tank truck to transport Liquid Fuels for its retailing business, whether by land or via sea-cargo vessel from their sources directly to their own Retail Outlet	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> <i>Download form from this link DOE RMMSCD - HAULER (OWN-USE) - Google Drive</i>		
2. LTO OR/CR of Tank Truck/s (1) Certified True Copy		Land Transportation Office - Central Office
3. DOST Calibration Certificate for the Tank Truck/s (1) Certified True Copy		Department of Science and Technology - Industrial Technology Development Institute
<i>Remarks:</i> <i>Document must be valid</i>		
4. Invoice or Official Receipt (1) Photo Copy		Department of Energy - Treasury Division
<i>Remarks:</i> <i>An Order of Payment for the COC Application Fee is issued to applicant once the Legal Clearance of No Pending Case is released.</i>		



Application Fee: Php 500.00

Payment may be made through:

- (1) DOE - Over the Counter; or
- (2) Bank Payment through DOE Trust Fund Account:
1. Over the Counter;
 2. Online Transfer; or
 3. Wire Transfer/Telegraphic Transfer

Account Name: DOE Trust Fund

Account Number: 3982-1098-59

Bank Address: Land Bank of the Philippines - Buendia Branch

Swift Code: TLBPPHMM

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

If paid through bank, validation will be conducted by the DOE Treasury Division before issuance of Invoice or Official Receipt.

For Situational Requirement

A. Authorization of Signatory

A.1. Original signed Authorization Letter or Secretary's Certificate for Partnership/Corporation/Cooperative (1) Original Copy	Applicant / Client
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A.2. ID of Owner and Authorized Signatory with their signatures

Government-issued ID

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)



Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the Certificate.	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter and Certificate, and endorse to Supervising Science Research Specialist	9 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief	2 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's Approval	3 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application	2 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application	3 working day/s	Director; Oil Industry Management Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division	1 hour/s	Administrative Staff; OIMB, Office of the Director
General Remarks Note: Please keep your Official Receipt after payment.			
Total Processing Time:		Working Days: 20 working day/s	
Total Processing Fee:		Total Standard Fee: None	



20. OIMB-RMMSCD20 Issuance of Permit for Temporary Emergency Retail Outlet (TERO)

Department Circular No. DC2017-11-0011

DOE-OIMB issuance of Certificate of Compliance (COC) to all persons engaged or intending to engage in the business of retailing Liquid Fuels pursuant to DC No. 2017-11-0011 or "Revised Retail Rules"

Office or Division:	Retail Market Monitoring and Special Concerns Division (RMMSCD)	
Classification:	Complex	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Entities intending to engage in retailing of Liquid Fuels in areas declared as under a state of calamity/emergency and where no retail outlet can serve as a result of calamity/emergency	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Filled out and notarized application form (1) Original Copy		Department of Energy - Retail Market Monitoring and Special Concerns Division
<i>Remarks:</i> <i>Applicant must fill out the form completely and legibly. Notarized documents with incomplete information, erasures and alterations will not be accepted.</i> Download form from this link DOE RMMSCD - TERO - Google Drive		
2. Written notice to OIMB with endorsement from LGU or LDRRMC (1) Certified True Copy		Department of Interior and Local Government - Local Government Unit
3. Notarized Certification of Compliance to Addendum to Rule IV of DC2017-11-0011 or "Revised Retail Rules" by the Engineering Procurement Installation/Construction Contractor and dealer/retailer (1) Certified True Copy		Applicant / Client
For Situational Requirement		
A. Justification for extension of operation		
A.1. Justification for extension of operation (1) Original Copy		Applicant / Client
A.2. Endorsement from LGU or LDRRMC (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy		Department of Interior and Local Government - Local Government



			Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. File application to Office of the Bureau Director, Oil Industry Management Bureau Location: 3rd Floor PNOC Bldg. 5, Rizal Drive, Bonifacio Global City, Taguig City Notes/Instruction: Retail Market Monitoring and Special Concern Division (RMMSD) personnel will notify the applicant on the release of the Permit.	1.1. Receive application and assign to respective Science Research Specialist	None	1 hour/s	Administrative Staff; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.2. Evaluate/process application, prepare Memorandum, Transmittal Letter to applicant and Permit, and endorse to Supervising Science Research Specialist		2 working day/s, 6 hour/s	Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.3. Review the processed application and endorse to the Division Chief		1 working day/s	Supervising Science Research Specialist; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.4. Review the processed application and endorse for Director's approval		1 working day/s	Division Chief; Retail Market Monitoring and Special Concerns Division (RMMSCD)
	1.5. Review and sign the processed application		1 working day/s	Assistant Director; Oil Industry Management Bureau (OIMB)
	1.6. Review and sign the processed application		1 working day/s	Director; Oil Industry Management Bureau (OIMB)



				t Bureau (OIMB)
	1.7. Release approved application to Retail Market Monitoring and Special Concerns Division		1 hour/s	Administrative Staff; OIMB, Office of the Director
Total Processing Time:		Working Days: 7 working day/s		
Total Processing Fee:		Total Standard Fee: None		