

OIL SECTOR **GUIDEBOOK**

For grant of license to,

**Marketing of Refined Oil Products /
Construction & Operation Of Oil Infrastructure /
Oil Refinery Oil Pipeline / Oil Storage Facility /
Lube Oil Blending & Reclamation Facility / Oil
Testing Facility / Establishing & Operation Of
Lubricant Marketing Companies**

OIL SECTOR

OGRA is mandated to regulate mid and downstream oil sector in the country under the Pakistan Petroleum (Refining, Blending and Marketing) Rules, 1971 till January 22, 2016 and under the new Rules [i.e. Pakistan Oil (Refining, Blending, Transportation, Storage & Marketing) Rules, 2016) notified on January 22, 2016. The powers conferred under the aforesaid rules & OGRA Ordinance mainly pertains to grant of license to undertake marketing of refined oil products, construction & operation of oil infrastructure [i.e. oil refinery, oil pipeline, oil storage facility, lube oil blending/reclamation facility & oil testing facility], establishing/operation of lubricant marketing companies.

CATEGORY OF LICENCES

- NEW OIL MARKETING COMPANY
- EXISTING OIL MARKETING COMPANY
- CONSTRUCTION AND OPERATION OF NEW OIL REFINERY
- EXISTING OIL REFINERY
- OIL REFINERY ALREADY UNDER CONSTRUCTION
- CONSTRUCTION AND OPERATION OF NEW OIL PIPELINE
- OPERATE EXISTING OR UNDER CONSTRUCTION OIL PIPELINE
- CONSTRUCTION OR OPERATION OF NEW OIL STORAGE
- CONTINUE OPERATION OF EXISTING OIL STORAGE OR UNDER CONSTRUCTION
- UNDERTAKE STORAGE OF OIL IN NON-OIL STORAGE
- CONSTRUCTION AND OPERATION OF NEW OIL BLENDING PLANT, RECLAMATION PLANT OR GREASE PLANT
- OPERATE EXISTING OIL BLENDING PLANT, RECLAMATION PLANT OR GREASE PLAN
- NEW LUBRICANTS MARKETING COMPANY
- EXISTING LUBRICANTS MARKETING COMPANY
- ESTABLISH OR OPERATE AN OIL TESTING FACILITY

SCHEDULE-I**Part J**

[See rule 34]

**APPLICATION FOR GRANT OF LICENCE TO THE NEW
OIL MARKETING COMPANY**

Name of the Company		
Address of the Company		
Name of the Directors of the Company	Nationality	Share-Holding
1.		
2.		
3.		
4.		
5.		
6.		

ATTACHMENTS**PRE-REQUISITES OF THE COMPANY**

Certificate of Incorporation of the company under company ordinance 1984 (XLVII of 1984), provided that Articles of Association of the Company must indicate that the prospective company will not be affiliated in any manner with the existing oil marketing company operating in Pakistan.

Proof of the financial competence from a scheduled bank that company can invest to the amount as decided by Federal Government from time to time during initial three years period for developing infrastructure for oil marketing and has upfront equity to the amount as decided by Federal Government from time to time, to finance the proposed oil marketing company.

Proof of the technical competence of the company (i.e. Profiles of personals of the company having experience of oil marketing from national and international industry). Proof of technical collaboration/franchise agreement with the national/international oil industry, other than the existing oil marketing companies in Pakistan, if any.

INVESTMENT & MARKETING PLAN OVER A PERIOD OF THREE YEARS

Details of the proposed marketing plan i.e. estimated sales (M.tons) product wise/province wise. Details of infrastructure to be developed i.e. oil storages & retail outlets (urban & rural area wise) with provincial break up over a period of three years.

Storage capacity to provide minimum of 20 days cover of proposed sale. Province wise break up.

Detailed transport plan (commensurate with Marketing plan for transportation of Petroleum products from source of supply i.e. by road, rail and pipeline).

An affidavit confirming that:

- None of the sponsors / Directors / Relatives of sponsors / Directors of the company are involved in any criminal case and or bank / loan and direct and indirect federal taxes default.
- No case is pending in National or International Courts for recovery of loans / tax frauds etc. against the company and its Directors/sponsors.

(Bank default/criminal proceedings shall apply to sponsors/directors and other persons in accordance with the relevant law)

Signature (s) of authorized signatory (applicant)-----

Date and place -----

Check List/ Documents to be attached along with Application form to apply for establishing new Oil Marketing Company (OMC)

- (i) Certified true copies of the following documents issued by SECP:-
 - (a) Certificate of Registration. (Attested by any authorized person of SECP)
 - (b) Memorandum & Articles of Association which show upfront equity of Rs. 100 million and permit the company to conduct business of not less than Rs. 500 million. (Attested by any authorized person of SECP)
 - (c) Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)
 - (d) Auditor's certificate from statutory auditor that sponsors share i.e. (paid up capital) is Rs. 100 million.
 - (e) Last return of allotment of shares.
 - (f) Latest audited and certified balance sheet.
- (ii) Minimum Investment Programme of Rs. 500 Million over a period of three years interalia covering following details year wise:-
 - a. Estimated sales of each product (M. tons)
 - b. Development of depots and installations location wise to cater 20 days requirement as prescribed in GOP policy along with investment details.
 - c. Development of retail outlets with province wise and rural/urban break up along with investment details.
- (iii) Letter of support from any bank/financial institution to the effect that company has the financial capability to raise funds as per requirement of sub-clause (b) of clause (v) of GOP criteria.
- (iv) Letter of support for supply of petroleum products from local or international source.
- (v) Appropriate tool for showing that company has experienced personnel/man power in oil marketing from national and international industry.
- (vi) Affidavit (sworn on oath) in accordance with the format given in the GOP policy signed by the duly authorized officer of the company along with proof of authorization and properly verified by the court as under:
 - a) None of the Sponsors/ Directors/ Relatives of sponsors/ Directors is involved in any criminal case and or bank/ loan and direct and indirect Federal taxes default.
 - b) No case is pending in National or international courts for recovery of loans/tax frauds etc.
 - c) All excise formalities completed as per rules and regulation prescribed by the CBR prior to start of commercial operation.

- d) None of the Directors is disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984)
- (vii) Commitment in the form of an affidavit that transport used will meet safety and petroleum products transport standards.
- (viii) An affidavit to the effect that company is not affiliated in any manner with existing oil marketing company operating in Pakistan.
- (ix) An undertaking to the effect that company shall first uplift petroleum products produced by the local refineries before opting for import of the same.
- (x) Rs. 2 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

Note: The requisite information at ii (a, b & c) is to be provided on attached format.

Name of the compnay;-----																					
FINANCIAL AND INFRASTRUCTURE DEVELOPMENT PLAN FOR OIL MARKETING COMPANY																					
(All figures in M.Tons)																					
Proposed Sale/ Storage Requirement:																					
Year	Year I					Year-II					Year-III					Total (Year-1+Year-II+Year-III)					
Proposed Sale (Province wise)	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	
Punjab																					
Sindh																					
KPK																					
Baluchistan																					
Total																					
20 days storage Requirment (Province wise)																					
20 days storage req. (Province wise)	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	
Punjab																					
Sindh																					
KPK																					
Baluchistan																					
Total																					
Proposed storage:																					
Year	Year I					Year-II					Year-III					Total (Year-1+Year-II+Year-III)					
Province	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	PMG	KO	HSD	FO	Total	
Punjab																					
Sindh																					
KPK																					
Baluchistan																					
Total																					
Investment Plan in storage infrastucture (Rs. Million)																					
Proposed number of Retail Outlets:																					
Year	Year I					Year-II					Year-III					Total (Year-1+Year-II+Year-III)					
Province	Punjab	Sindh	KPK	Baluchistan	AJK	Punjab	Sindh	KPK	Baluchistan	AJK	Punjab	Sindh	KPK	Baluchistan	AJK	Punjab	Sindh	KPK	Baluchistan	AJK	
Urban																					
Rural																					
Total																					
Investment Plan in retail outlets (Rs. Million)																					
Signature (s) of authorized Signatory (Applicant);-----																					
Date and Place ;-----																					

Specimen for attached documents

(i) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company have sufficient sustainable financial capability for setting up an Oil Marketing Company with an initial investment of PKR 100 Million as well as an overall investment capacity of PKR 500 Million over a period of three years.

Signature of authorized personnel/ stamp of Bank

(i) Letter of support from supply of source:

Applicant Company Name

Subject: **Letter of Support for Supply of Petroleum Products**

Dear Sir,

We advise you of our support in the supply of petroleum products subject to Oil Marketing License granted by Oil & Gas Regulatory Authority.

Signature of authorized personnel of supplier
(Original letter head of supplier)

- (ii) **Appropriate tool for showing that company has experienced personnel/man power in oil marketing from national and international industry**
- a. Organogram of the company
 - b. Brief Profile/ CV of the company's personnel

- (iii) Affidavit (sworn on oath) in accordance with the format given in the GOP policy signed by the duly authorized officer of the company along with proof of authorization and properly verified by the court as under:

Affidavit

Confirming on behalf of M/s that:

- a) None of the Sponsors/ Directors/ Relatives of sponsors/ Directors is involved in any criminal case and or bank/ loan and direct and indirect Federal taxes default.
- b) No case is pending in National or international courts for recovery of loans/tax frauds etc.
- c) All excise formalities completed as per rules and regulation prescribed by the CBR prior to start of commercial operation.
- d) None of the Directors is disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984).

Signatures of all Directors

- (iv) **Commitment in the form of an affidavit that transport used will meet safety and petroleum products transport standards.**
- (v) **An affidavit to the effect that company is not affiliated in any manner with existing oil marketing company operating in Pakistan.**
- (vi) **An undertaking to the effect that company shall first uplift petroleum products produced by the local refineries before opting for import of the same.**

Affidavit

Confirming on behalf of M/s that:

The transport to be used by the company will meet safety and petroleum products transport standards.

The company is not affiliated in any manner with existing oil marketing company operating in Pakistan.

The company shall first uplift petroleum products produced by the local refineries before opting for import of the same.

Signatures of all Directors

- (i) **Certified true copies of the following documents issued by SECP:-**
- (a) **Certificate of Registration. (Attested by any authorized person of SECP)**
 - (b) **Memorandum & Articles of Association which show upfront equity of Rs. 100 million and permit the company to conduct business of not less than Rs. 500 million. (Attested by any authorized person of SECP)**
 - (c) **Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)**
 - (d) **Auditor's certificate from statutory auditor that sponsors share i.e. (paid up capital) is Rs. 100 million.**
 - (e) **Last return of allotment of shares.**
 - (f) **Latest audited and certified balance sheet.**

Memorandum of Association should have following clause:

The company shall invest Rs. 500 Million on infrastructure development in first three years.

SCHEDULE – I
PART A

[See rule 4]

**APPLICATION FOR GRANT OF LICENCE FOR CONSTRUCTION AND OPERATION
OF NEW OIL REFINERY**

1. Name of the Company and address of its registered office:-

2. Name and address of the Directors (Attach details)._____
3. Certificate of Registration with Registrar of Companies along with memorandum and articles of association_____
4. Location of the Refinery and designed nameplate capacity in barrels/day and million tons/year_____
5. EPA clearance certificate (attach certificate)_____
6. Source of supply of crude oil_____
7. Refinery configuration giving broad details of main units, crude and product storage capacities along with proposed production slate based on 100% designed capacity for a given crude_____
8. Estimated cost of the project: \$ million
Equity \$ million
Loan \$ million
(attach due diligence certificate from a scheduled bank as per rule 5(e))
9. Status of availability of utilities at site (electricity, water, gas etc.)_____
10. Status of availability of port facility/terminal storage etc._____
11. Proposed arrangements for receipt of crude oil (i.e. mode of transportation from port/ local source)_____
12. Proposed arrangements for disposal of products for local consumption and export._____
13. Proposed arrangements for disposal of refinery: solid, liquid and gaseous wastes in accordance with National Environment Quality standards (NEQS)_____
14. Details of work programme and schedule of completion._____
15. Proposed details of emergency response system at terminals/storages:-
16. Details of HSE arrangements to be adopted._____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

Check List/ Documents to be attached along with Application form to apply for construction & operation of new Oil Refinery

A) Formalities/documents to be submitted alongwith application license for grant Construction License

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the registration with SECP alongwith Memorandum & Articles of Association, Forms. (Attested by any authorized person of SECP)
- (iii) Details of Refinery Configuration as per applicable Policy
- (iv) Documents showing possession of the site by the applicant company
- (v) NOC from EPA & District Govt
- (vi) Details of estimated cost of the project along with due diligence certificate (as per format) from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (vii) Feasibility report alongwith work program & schedule of completion interalia showing storage capacity, sufficient to meet the designed capacity of the refinery, for a minimum period of fifteen days for crude oil and seven days for refined oil products
- (viii) Affidavit from each and all of company's Directors as per Rule 5(f)
- (ix) Letter of support from source of supply of crude oil
- (x) License fee Rs. 2 million.

B) Construction license will be subject to certain conditions interalia including submission of following documents before applying for operation license:

- (i) Arrangement of utilities including electricity, gas & water

- (ii) MOU with the relevant agencies regarding port handling facility for import and storage of crude oil and export of surplus petroleum product (if applicable)
- (iii) Details of proposed arrangement for receipt of crude oil & disposal of products for local consumption and export
- (iv) Details of arrangements for disposal of refinery wastes
- (v) Proposed details of emergency response system at terminal / storage
- (vi) Details of HSE arrangements

Specimen for attached documents for licensing of new Oil Refinery

(i) Letter of support from supply of source:

Letter Head of Crude Oil Production Company

Applicant Company Name

Subject: **Letter of Support for Supply of Crude Oil**

Dear Sir,

Reference company's letter No. dated

2. We appreciate your interest for purchasing crude from our fields and inform that we will provide you the requisite volume, subject to availability and the commercial terms and conditions agreed between us.

Signature of authorized personnel of Crude Oil Production Company

(ii) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company has sufficient sustainable financial capability to undertake the Rs. (in Million) investment for establishing an Oil Refinery.

Signature of authorized personnel/ stamp of Bank

- (iii) **Affidavit (sworn on oath) along with proof of authorization and properly verified by the court as under:**

Affidavit

Confirming that:

- a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
- b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
- c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
- d) no case is pending against the applicant or its Directors in national or international courts and tribunals or such other forums howsoever called or designated for recovery of bank loan or advance.

Signatures of all Directors

SCHEDULE - I
PART B
[See rule 6(1)]

APPLICATION FOR GRANT OF LICENCE TO EXISTING REFINERY

1. Name of the refinery:-

- 2.

Location: _____

3. Corporate structure of the company (attach last annual report)

4. Certificate of Registration with Registrar of Companies along with memorandum and articles of association _____

5. Year of construction and commissioning _____

6. Details of expansion/up gradation already undertaken after commissioning _____

7. Present designed nameplate capacity:- Barrels/ day and Metric tons/ annum _____

8. Configuration/details of main units and crude/ product storage capacities_____
9. Details of HSE arrangements:-

10. Details of emergency response system_____
11. International certification on various operational activities_____
12. Sources of supply of crude oil and details of arrangements of its receipt:-

13. Details of arrangements for disposal of products for local consumption and export:-
14. Details of arrangements for disposal of refinery solid, liquid and gaseous wastes in accordance with National Environment and quality standards (NEQS):-_____
15. Details of latest Environment and safety audit conducted if any and measures taken to remove deficiencies if applicable (attach reports):-

16. Details of previous permission/terms and conditions applicable on the date of commencement of the OGRA Ordinance i.e. 28th March, 2002, and subsequent change, if any (attach documents)

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

SCHEDULE – I

Part BI

[See rule 6(1)]

APPLICATION FOR GRANT OF LICENCE FOR AN OIL REFINERY ALREADY UNDER CONSTRUCTION

1. Name of Refinery:
- _____

2. Name & address of the Directors (Attach details:

3. Location of the Refinery and designed nameplate capacity in barrels/day and million tons/year:

4. Certificate of Registration with Registrar of Companies along with memorandum and articles of association:

5. EPA clearance certificate (attached certificate):

6. Year of

Construction:_____

7. Source of supply of Crude Oil:

8. Configuration/details of main units and crude/products storage capacities:_____

9. Estimated Cost of the Project: \$Million

Equity \$Million

Loan \$Million

10. Status of availability of utilities at site (electricity, water, gas etc.)

11. Status of availability of port facility/terminal storage etc:

12. Proposed arrangements for receipt of crude oil (i.e., mode of transportation from port/local source):_____

13. Proposed arrangements for disposal of products for local consumption and export:_____

14. Proposed arrangements for disposal of refinery: solid, liquid and gaseous wastes in

accordance with National Environment Quality Standards (NEQS):

15. Details of work programme and schedule of completion:

16. Details of HSE arrangements to be adopted:

17. Proposed details of emergency response system at terminal / storage:

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and Signatures of the authorized signatory(s)

Date and Place

**SCHEDULE - I
PART E**

[See rule 23]

**APPLICATION FOR GRANT OF LICENCE FOR CONSTRUCTION AND OPERATION
OF NEW OIL PIPELINE**

1. Name of the Company and address of its registered office

2. Name of the Directors and their addresses,

Nationality:_____

3. Certificate of Registration with registrar of Companies along with memorandum and articles _____ of association _____

4. Estimated cost of the project:

Cost \$ _____

Equity \$ _____

Debt \$ _____

4. Financial due diligence

certification _____

(attach bank certificate)

5. Proposed route of the oil pipeline

(To be shown on a map issued or certified by survey of Pakistan and drawn to an appropriate scale)

6. Capacity of the proposed oil pipeline_____
7. Proposed construction / completion schedule:

8. Name of the products to be transported_____
9. Economic feasibility along with details of per unit cost of transporting different products from terminal point to delivery point:-

10. Details of terminals, storages, pumping stations and their location_____
11. Main design features of the pipeline including ancillary facilities along with specifications for the material_____
12. Operating parameters of the pipeline_____
13. Throughput commitment with the users_____
14. Details of HSE arrangements to be adopted._____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

Check List/ Documents to be attached along with Application form to apply for construction & operation of new Oil Pipeline

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
 - (a) Certificate of Registration. (Attested by any authorized person of SECP)
 - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)
 - (c) Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)
- (iii) EPA Clearance certificate & District Govt's NOC
- (iv) Feasibility report including proposed route, capacity, construction/ completion schedule, name of product(s) to be transported, economic feasibility, operating parameter
- (v) Document relating to throughput commitment with the users
- (vi) Details of estimated cost of the project along with due diligence certificate from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (vii) Undertaking from the user of the pipeline to the effect that pipeline shall be operated on commercial basis.
- (viii) Details of HSE arrangements
- (ix) Affidavit from each and all of company's Directors to the effect that:
 - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
 - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
 - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
 - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (x) Rs. 2 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

Specimen for attached documents for licensing of new Oil Pipeline

(i) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company has sufficient sustainable financial capability to undertake the Rs.(in Million) investment for construction of Oil Pipeline.

Signature of authorized personnel/ stamp of Bank

(ii) Undertaking from the user of the pipeline

Letter Head of Oil Marketing Companies (acting as oil pipeline user)

UNDERTAKING

This is to affirm that proposed pipeline shall be operated on commercial basis.

Signature of authorized personnel of User Company

- (iii) **Affidavit (sworn on oath) along with proof of authorization and properly verified by the court as under:**

Affidavit

Confirming that:

- a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
- b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
- c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
- d) no case is pending against the applicant or its Directors in national or international courts and tribunals or such other forums howsoever called or designated for recovery of bank loan or advance.

Signatures of all Directors

SCHEDULE - I
PART F

[See rule 26(1)]

**APPLICATION FOR GRANT OF LICENCE TO OPERATE EXISTING OR UNDER
CONSTRUCTION OIL PIPELINE**

1. Name of the Company and address of its registered office

2. Name of the Directors and their addresses, Nationality,

3. Certificate of Registration with registrar of Companies along with memorandum and
articles _____ of
association _____
4. Year of commencement of
Construction _____
5. Year of commencement of
operation _____
6. Pipeline when constructed and commissioned:

7. Per unit cost of transporting different products from terminal point to delivery
point _____
8. Route of the oil pipeline

*(To be shown on a map issued or certified by survey of Pakistan and drawn to an
appropriate scale)*
9. Names of the products being
transported _____
10. Details of terminals, storages, pumping stations and their
location _____
11. Throughput commitment if
any _____
12. Details of HSE arrangements

6. Copy of Environmental Protection Agency (EPA) clearance (*attach NOC*)

7. Names of products to be stored _____

8. Source of the product to be stored (attach documents)

9. Conceptual engineering design of the storage facility and specifications of material _____

10. Economic/Financial feasibility of the project along with details of per unit cost of storing the product:

11. Proposed construction / completion schedule: _____

12. Mode of transportation of the product

(In/out of storage)

13. Undertaking that the storage will not be used for purpose other than storage of petroleum products _____

14. Details of HSE arrangements to be adopted. _____

15. Details of proposed emergency response system _____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

**Check List/ Documents to be attached along with Application form to apply
for construction or operation of new Oil Storage**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
 - (a) Certificate of Registration. (Attested by any authorized person of SECP)
 - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)
 - (c) Forms 29 of SECP (Attested by any authorized person of SECP)
- (iii) EPA Clearance certificate, NOC from District Govt's NOC and Ministry of Defense
- (iv) Conceptual Engineering Design of the storage facility and specifications of material
- (v) Feasibility report including economic/ Financial feasibility (along with details of per unit cost of storing the product), precise location with storage capacity (in M.Ton) construction/ completion schedule, mode of transportation of product.
- (vi) MOU with source of supply for storage of crude oil or petroleum products
- (vii) Details of estimated cost of the project along with due diligence certificate from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (viii) Undertaking to the effect that storage will not be used for purpose other than storage of petroleum products
- (ix) Details of HSE arrangements & emergency response system
- (x) Affidavit from each and all of company's Directors to the effect that:
 - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
 - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
 - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
 - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (xi) Rs. 0.1 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

Specimen for attached documents for licensing of new Oil Storage

(i) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company has sufficient sustainable financial capability to undertake the Rs.(in Million) investment for construction of Oil Storage.

Signature of authorized personnel/ stamp of Bank

- (ii) **Undertaking from using the storage facility for petroleum products only**

Letter Head of Applicant Company

Undertaking

This is to affirm that proposed oil storage will not be used for the purpose other than storage of petroleum products.

Signature of authorized personnel of the Applicant Company

- (iii) **Affidavit (sworn on oath) along with proof of authorization and properly verified by the court as under:**

Affidavit

Confirming that:

- a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
- b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
- c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
- d) no case is pending against the applicant or its Directors in national or international courts and tribunals or such other forums howsoever called or designated for recovery of bank loan or advance.

Signatures of all Directors

SCHEDULE-I

Part H

[See rule 31(1)]

**APPLICATION PROFORMA FOR GRANT OF LICENCE TO CONTINUE OPERATION
OF EXISTING OIL STORAGE OR UNDER CONSTRUCTION**

1. Name of the Company and address of its registered office

2. Name of the Directors and their addresses,
Nationality_____
3. Certificate of Registration with registrar of Companies along with memorandum and
articles _____ of
association_____
4. Details of storage facilities/ capacities in 000 tons indicating precise location
and capacities province-wise including Northern area, FATA and AJK:-

5. Year of commencement of
Construction_____
6. Year of commencement of
operation_____
7. Year of up gradation and details
thereof_____
8. Names of products being
stored_____
9. Per unit cost of storing the product:

10. Mode of transportation of product (*In/out of storage*)

11. Undertaking that the storage is not being used for purpose other than storage of
petroleum
products_____
12. Details of HSE arrangements

13. Details of emergency response
system_____

14. International certification for the operational activities (if
nay)_____
15. Details of previous permission/terms and conditions applicable on the date
of commencement of the OGRA Ordinance i.e. 28th March, 2002, and
subsequent change, if any (attach
documents)_____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

SCHEDULE-I

Part I

[See rule 32(1)]

APPLICATION PROFORMA FOR GRANT OF LICENCE TO UNDERTAKE STORAGE OF OIL IN NON-OIL STORAGE

1. Name of the Company and address of its registered office

2. Name of the Directors and their addresses,
Nationality_____
3. Certificate of Registration with registrar of Companies along with memorandum and
articles _____ of
association_____
4. Details of storage facilities/ capacities in 000 tons indicating precise
location._____
5. Copy of Environmental Protection Agency (EPA) clearance (*attach NOC*)

6. Explosive license No and date (attach
copy)_____

7. Names of products to be stored_____
8. Source of the product to be stored (attach documents)

9. Mode of transportation of the product

(In/out of storage)

10. Details of HSE arrangements to be adopted. _____

11. Details of emergency response

system _____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

SCHEDULE - I

PART C

[See rule 11]

APPLICATION FOR GRANT OF LICENCE FOR CONSTRUCTION AND OPERATION OF NEW OIL BLENDING PLANT, RECLAMATION PLANT OR GREASE PLANT

Type of application (Tick one)

- ☐ **BLENDING PLANT**
- ☐ **RECLAMATION PLANT**
- ☐ **GREASE PLANT**

1. Name and address of the company/
individual_____
2. Certificate of Registration with registrar of Companies along with
memorandum and articles of association or partnership
deed_____
3. Location of the
plant_____
4. Estimated cost of the
project_____
5. Financial arrangements for the project:
Equity _____
Loan _____
6. Financial due diligence certification
(attach due diligence certification from bank/financial institution.

OR

Details of Income tax paid during the last 5 years in case of self-financing

(attach details)

7. Copy of Environmental Protection Agency (EPA) clearance (attach
NOC)_____
8. Capacity of the plant and details of various units conforming to requirements
prescribed or laid in part-A of Schedule-
V:_____
9. Proposed construction / completion
schedule:_____
10. Proposed sources of lube base oil supplies:

(Attach documents)
11. Proposed organogram to operate the plant (Technical and managerial personnel
along with their qualification and experience)
12. Details of HSE arrangements to be adopted._____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the authority to clarify the information contained in the application.

Date and place.

Name and signatures of the authorized signatory(s)

Check List/ Documents to be attached along with Application Form to apply for Construction and Operation of New Oil Blending Plant, Reclamation Plant or Grease Plant

- (i) Certificate of Registration with registrar of companies along with memorandum & Articles of Association or Partnership Deed.
- (ii) Documents showing possession of site
- (i) EPA Clearance certificate and NOC from District Govt
- (iv) Details of estimated cost of the project along with due diligence certificate from scheduled bank/ financial institution to the effect that Applicant Company has the capacity to undertake the proposed investment

OR

Details of Income tax paid during the last 5 year in case of self-financing

- (v) Details of the various units of the plant as per requirement of Part A (for Blending Plant) or Part B (for Reclamation or grease plant)
- (vi) Undertaking to the effect that for the construction or operation he meets the minimum requirement as set out in
 - a) Part A of Schedule V for the oil blending plant; and
 - b) Part B of Schedule V for reclamation plant or grease plant
- (vii) Details of source of lube base oil supplies
- (viii) Organogram details
- (ix) Details of HSE arrangements
- (x) Affidavit from each and all of company's Directors to the effect that:
 - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
 - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
 - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
 - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (xi) Rs. 50,000/- (for each unit i.e. Blending, Reclamation, Grease) in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

**Specimen for attached documents for licensing of new Lube Oil Blending,
Reclamation or Grease Plant**

(i) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company has sufficient sustainable financial capability to undertake the Rs.(in Million) investment for construction of lubricant manufacturing Plant.

Signature of authorized personnel/ stamp of Bank

- (ii) Undertaking to the effect that for construction or operation, he meets the minimum requirement as set out in:
- a. Part A of Schedule V for the oil blending plant; and
 - b. Part B of Schedule V for reclamation plant or grease plant

Letter Head of Applicant Company

UNDERTAKING

This is to affirm that the Lube Oil Plant or Grease Plant of M/s Will meet the minimum requirement as set out in Part (A or B) of Schedule V [Part A for the oil blending plant and Part B for reclamation plant or grease plant].

Signature of authorized personnel of the Applicant Company

- (iii) **Affidavit (sworn on oath) along with proof of authorization and properly verified by the court as under:**

Affidavit

Confirming that:

- a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
- b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
- c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
- d) no case is pending against the applicant or its Directors in national or international courts and tribunals or such other forums howsoever called or designated for recovery of bank loan or advance.

Signatures of all Directors

SCHEDULE-V
PART A
[See rule 12(1)(c)]

**REQUIREMENT OF LUBE OIL BLENDING PLANT OF 7500 TONS/ANNUM
CAPACITY**

Sr. No	Facility	Requirement
1	Land	4000 sq. yards with adequate facility for truck and container movements.
2	Storage tanks of 15 days capacity 350,000 liters as per marketing plan	Operational requirement.
3	Blending kettle with agitator, heating coil, level gauge minimum 2x15 tons and 2x5 ton capacity	Operational requirement
4	Pumps, pipes and fitting as per requirement	Operational requirement
5	Additive drum heating facility	Ease of mixing.
6	Decanting trough with heating coil	Operational requirement
7	Boiler or suitable hot oil system of heat rating of 150 PSI steam or equivalent	Operational requirement
8	Measuring facilities for base oil and additives	Operational requirement
9	Inkjet or laser printer	Batch identification and tracing.
10	Fully or semi-automatic filling machines for weight/ volume control, shrink wrapping/ carton sealing, strapping etc.	Operational requirement
11	Finished oil storage tanks 7 days storage	Operational requirement
12	Furnace oil storage for 7 days use or Natural gas connection	Operational requirement

LABORATORY REQUIREMENT FOR LUBE OIL BLENDING PLANT

Sr. No	Facility	Requirement
1	Kinematic Viscosity baths: Kinematic viscosity for 40C Kinematic viscosity for 100C Setting accuracy: +0.01 C Temperature range: From ambient to 150 C Thermometer: ASTM 120C/IP92C for 40 C Calibrated Viscometers: ASTM 121C/IP 32 for 100 C	ASTM- D 445
2	Pour point apparatus with refrigeration up tp -20 C	ASTM-D 97
3	Flash point apparatus: Cleverland open cup apparatus complete set	ASTM-D 93
4	Furnace: to operate up to 1000 C.	
5	Oven: to operate up to 200 C.	
6	Colour comparator with tubes	ASTM-D 1500
7	Potentiometer for determination of total acid number and total base number (TAN & TBN)	ASTM-D 664 ASTM-D 2896
8	Balance electronics: Weighing accuracy $\pm 0.0001\text{gm}$	
9	Atomic absorption spectrophotometer to determine metal content Ca, Zn, and Mg.	IP-288
10	Hydrometers, jars and thermo meter to determine density and specific gravity.	ASTM-D 1298
11	Apparatus for determination of foaming characteristics of lubricating oil complete unit.	ASTM-D 892
12	Cold cranking simulator to determine apparent viscosities of multi grade oils at low temperature - 10C -15 c and -25 c. (if producing multi grade lubricants.)	

SCHEDULE-V
PART B
[See rule 12(1) (c)]

**REQUIREMENT OF LUBE OIL RECLAMATION OR
GREASE PLANT**

Lube Oil Reclamation Plant:

Sr. No	Facility	Requirement
(1)	(2)	(3)
1	Used Oil storage minimum.	50 Tons.
2	Used Oil filtration minimum.	100 Mesh.
3	Distillation facility of temperature rating 200 C, at 100 mm vacuum to obtain requisite flash point for removal of contaminated fuel and water minimum	10 ton.
4	Acid treatment kettle minimum.	10 ton.
5	Settling tank minimum.	12x2 ton.
6	Sludge storage tanks, fully covered, with necessary facility for sludge removal minimum.	25 tons.
7	Neutralization kettle minimum.	10 ton.
8	Filter press, plate and frame type or equivalent.	10 ton/ day.
9	Finished product storage tank minimum	70 tons.
10	Boiler: 200 Psig or hot oil system of equivalent capacity.	Operational requirement

Grease Plant:

Sr. No	Facility	Requirement
(1)	(2)	(3)
1	Grease Blending Kettle alongwith all necessary facilities	10 Tons
2	Base Oil Storage Tanks	To cover 7 days requirements
3	Finished Products Storage Tanks	To cover 7 days requirements
4	Boiler: 150 Psig	Operational requirement
5	Furnace Oil Storage Tank	If natural gas not available
6	Bulk, Drum and Tin filling arrangements	10 Tons per day

LABORATORY REQUIREMENT FOR LUBE OIL RECLAMATION OR GREASE PLANT

Lube Oil Reclamation Plant:

Sr. No	Facility	Requirement
1	Kinematic baths: Kinematic viscosity for 40C Kinematic viscosity for 100C Setting accuracy: +0.01 C Temperature range: From ambient to 150 C Thermometer: ASTM 120C/IP92C for 40 C Calibrated Viscometers: ASTM 121C/ IP 32 for 100 C	ASTM- D 445
2	Pour point apparatus with refrigeration up to -20 C	ASTM-D 97
3	Flash point apparatus: Cleveland open cup apparatus complete set	ASTM-D 92
4	Copper strip corrosion apparatus	ASTM-D 130
5	Conradson carbon apparatus.	ASTM-D 189
6	Furnace: to operate up to 1000 C.	
7	Oven: to operate up to 200 C.	
8	Colour comparator with tubes	ASTM-D 1500
9	Potentiometer for determination of total acid number and total base number (TAN & TBN)	ASTM-D 664 ASTM-D 2896
10	Balance electronics: Weighing accuracy $\pm 0.0001\text{gm}$	
11	Atomic absorption spectrophotometer to determine metal content Si and Al.	IP-288
12	Hydrometers, jars and thermo meter to determine density and specific gravity.	ASTM D-1298
13	Apparatus for determination of foaming characteristics of lubricating oil complete unit.	ASTM D-892
14	Sponification No	ASTM D-94
15	Pentane insoluble.	ASTM D-893

Grease Plant:

Sr. No	Facility	Requirement
1	Stability Test Apparatus	ASTM D-942
2	Dropping Point Apparatus	ASTM D-566
3	Corrosion Test Apparatus	ASTM D-130
4	Flash Point Apparatus	ASTM D-92
5	Oven	ASTM D-972
6	Penetrometer, Grease Hot Plate	ASTM D-217
7	Oil Separator	ASTM D-1742
8	Hydrometer / Pycnometer	ASTM D 1298 / D 70
9	Balance	

SCHEDULE -I**PART D**

[See rule 13(1)]

**APPLICATION FOR GRANT OF LICENCE TO OPERATE EXISTING OIL BLENDING
PLANT, RECLAMATION PLANT OR GREASE PLANT**

Type of application (Tick one)

- ☐ **BLENDING PLANT**
☐ **RECLAMATION PLANT**
☐ **GREASE PLANT**

1. Name and address of the company/
individual _____
2. Certificate of Registration with registrar of Companies along with
memorandum and articles of association or partnership
deed _____
3. Exact location of the
plant _____
4. Capacity of the plant (Metric Tons/annum)

5. Layout of the plant and details of various units:-

6. Sources of supply of lube base oil:-

7. Details of laboratory
equipment: _____
8. Organogram details (Existing personnel along with their qualification and
experience) _____
9. Details of Production and sale. (Figure in 000
tons) _____
Actual last five years production (year wise)

Automotive Engine oil automotive gear oil others
12. Details of Sales tax paid during the last 5 years (year-wise)

Details of Excise duty paid during the last 5 years (year-wise)

13. Details of existing authorized dealers along with their addresses

14. Details of terms and conditions applicable on the date of commencement of the
OGRA Ordinance i.e. 28th March, 2002:-(Attach
documents) _____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the authority to clarify the information contained in the application.

Date and place.

Name and signatures of the authorized signatory(s)

SCHEDULE-I**Part L**

[See rule 44]

APPLICATION FOR GRANT OF LICENCE TO THE NEW LUBRICANTS MARKETING COMPANY

Name of the Company		
Address of the Company		
Name of the Directors of the Company	Nationality	Share-Holding
1.		
2.		
3.		
4.		
5.		
6.		

ATTACHMENTS**PRE-REQUISITES OF THE COMPANY**

Certificate of Incorporation of the company under company ordinance 1984, provided that Articles of Association of the Company must indicate that the prospective company will not be affiliated in any manner with the existing oil marketing company operating in Pakistan.

INVESTMENT PLAN OVER A PERIOD OF THREE YEARS

Location	<u>Storages</u> 000 tons	Warehouses	Distribution outlets	1 st Year	2 nd Year	3 rd Year

An affidavit confirming that:

- None of the sponsors / Directors / Relatives of sponsors / Directors of the company are involved in any criminal case and or bank / loan and direct and indirect federal taxes default.
- No case is pending in National or International Courts for recovery of loans / tax frauds etc. against the company and its Directors/sponsors.

(Bank default/criminal proceedings shall apply to sponsors/directors and other persons in accordance with the relevant law)

Signature (s) of authorized signatory (applicant)-----

Date and place -----

**Check List/ Documents to be attached along with Application Form to apply
for establishing New Lubricant Marketing Company**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
 - (a) Certificate of Registration. (Attested by any authorized person of SECP)
 - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP) (Article of Association must indicate that the prospective company will not be affiliated with any existing oil marketing company operating in Pakistan.
 - (c) Forms 29 of SECP (Attested by any authorized person of SECP)
- (iii) Details of investment plan as per format on application form
- (iv) Letter of support from source of supply.
- (v) Affidavit from each and all of company's Directors to the effect that:
 - None of the sponsors / Directors / Relatives of sponsors / Directors of the company are involved in any criminal case and or bank / loan and direct and indirect federal taxes default.
 - No case is pending in National or International Courts for recovery of loans / tax frauds etc. against the company and its Directors/sponsors.
- (vi) Letter of support from a scheduled bank/ financial institute to the effect that Applicant Company has minimum financial worth of Rs. 20 Million.
- (vii) Rs. 1 Million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

Specimen for attached documents for licensing of new Lubricant Marketing Company

(i) Letter of support from supply of source:

Letter Head of Supplier Company

Applicant Company Name

Subject: **Letter of Support for Supply of Lubricants**

Dear Sir,

Reference company's letter No. dated

2. We appreciate your interest for purchasing lubricants from our company and inform that we will provide you the requisite volume, subject to the license of the regulatory body [i.e. Oil & Gas Regulatory Authority (OGRA), Pakistan].

Signature of authorized personnel of Supplier Company

(ii) Letter of support from any bank/ financial institution:

TO WHOM IT MAY CONCERN

This is to certify that M/s is maintaining account No. at this bank and is financially sound. Further, company has sufficient sustainable financial capability to undertake the Rs. 20 Million investment for establishing lubricant marketing company.

Signature of authorized personnel/ stamp of Bank

- (iii) **Affidavit (sworn on oath) along with proof of authorization and properly verified by the court as under:**

Affidavit

Confirming that:

- (a) None of the sponsors / Directors / Relatives of sponsors / Directors of the company are involved in any criminal case and or bank / loan and direct and indirect federal taxes default.
- (b) No case is pending in National or International Courts for recovery of loans / tax frauds etc. against the company and its Directors/sponsors.

Signatures of all Directors

Memorandum of Association of Lubricant Marketing Company should have following clause:

The prospective company will not be affiliated in any manner with the existing oil marketing company operating in Pakistan.

SCHEDULE-I
Part M
[See rule 46(1)]

APPLICATION FOR GRANT OF LICENCE TO THE EXISTING LUBRICANTS MARKETING COMPANY

Name of the Company			
Address of the Company			
Name of the Directors of the Company	Nationality	Share-Holding	
1.			
2.			
3.			
4.			
5.			
6.			
Year of commencement of operation			
Details of source of supply and their mode of transportation (i.e. rail and road)			
Details of:-			
<u>Storages</u> 000 tons	Warehouses	Distribution outlets	Location
ATTACHMENTS			
Certificate of Incorporation of the company under company ordinance 1984, along with memorandum and articles of association.			
An affidavit to the effect that:			
The company shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.			

Signature (s) of authorized signatory (applicant)-----

Date and place -----

SCHEDULE-I

Part N

[See rules 49 and 51]

APPLICATION PROFORMA FOR GRANT OF LICENCE TO OPERATE AN OIL TESTING FACILITY

ESTABLISH OR

1. Name of the Company and address of its registered office

2. Name of the Directors and their addresses, Nationality,

3. Certificate of Registration with registrar of Companies along with memorandum and articles _____ of _____ association _____ or _____ other _____ legal instrument _____
4. Details of testing facilities/ capacities indicating precise location.-

5. ISO certification if any (attach certificate)

6. Names of petroleum products which can be tested _____
7. Technical expertise along with details of testing equipment.(location wise) _____
8. Details of HSE and security arrangements to be adopted. _____

9. Details of tests which can be conducted_____

I hereby undertake that I shall provide such other information or documentation as the Authority, may from time to time, require, including without limitation, supplementary information or documentation required by the Authority to clarify the information contained in the application.

Name and signatures of the authorized signatory(s)

Date and place.

Check List/ Documents to be attached along with Application form to apply for establishing or operation of new Oil Testing Facility

- (vii) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certificate of Registration along with Memorandum & Articles of Association or other legal instrument
- (iii) Details of Testing Facilities/ capacities indicating precise location
- (iv) ISO certification if any
- (v) Details of Petroleum Products which can be tested
- (vi) Details of the technical expertise along with details of testing equipment (location-wise)
- (ix) Details of HSE & security arrangements
- (x) Details of tests which can be conducted
- (xi) Rs. 0.5 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.
