



MINISTRY OF ENERGY AND MINERAL DEVELOPMENT.

Directorate of Petroleum (Petroleum Supply Department)

LICENSING OF PETROLEUM OPERATORS AND FACILITIES.

1. Back ground

- The Petroleum Supply Act, 2003 provides for anyone intending to enter the petroleum supply chain to apply to the Commissioner of Petroleum Supply for grant of a petroleum facility construction permit and/or a petroleum operating License.
- The Act establishes the Petroleum Supply Department as a lead agency in licensing all intending operators of all activities within the downstream petroleum supply chain.
- The Act provides for three staged licensing regimes specifically for petroleum facilities i.e; the construction Permit, Completion certificate and Operating License.

- In November 2009, the petroleum Supply (General) Regulations were issued by the Minister of Energy and Mineral Development. The Regulations, among others, stipulate the licensing regime for the downstream petroleum sub-sector.

2. Rationale for Licensing of Petroleum Facilities and Operators.

- Regulatory requirement as per the Petroleum Supply Act, 2003
- Harmonies petroleum facilities and operators licensing regimes under different agencies such as local Government, National Environmental Management Authority, Uganda National Bureau of Standards (UNBS) etc.
- Monitor Compliance to set petroleum facilities standards and products' quality specifications.
- Monitor compliance to regulations.
- Capture baseline data to monitor progress of the operators and for planning purposes.

3. Application Procedure for A Petroleum facility Construction Permit.

Petroleum facility Construction Permit is issued to all new petroleum installations or major renovation not limited to petroleum filling and service stations, fuel depot, LPG installations, bulky installations for own use etc. prior to commencement of construction works, the following are the requirements for this application;-

- Fully filled Application form; form can be picked from Commissioner's office or downloaded from www.energyandminerals.go.ug.

- Possession of sizable land as per Standards US 947-1.
- Copy of Standards US 947-1 purchased from UNBS.
- Approved architectural drawings from Local Authority.
- Environmental Impact Assessment (EIA) and NEMA Certificate thereof.
- Business Plan
- Certificate of Incorporation/ Individual details.
- Uganda Revenue Authority (URS) Tax Identification Number.
- Estimated Project costs or Bill of quantities by a registered valuer.
- Passport photos for Directors and their contact details.
- Payment of fees, once the project has been approved. The applicable fees payable is 0.1% of the total estimated project costs payable to URA.
- The Permit is valid for 5 years from date of issuance.

4. Application Procedure for Completion certificate

The following are the requirement

- Inform the Commissioner in writing that the facility to which the permit was issued is ready to operate and that it has been constructed as per the terms and conditions of the Permit and standards.
- Attach a copy of the Petroleum Facility Construction Permit.
- Calibration charts for each petroleum product tank.

- Attach 3-4 colored pictures of the petroleum installation.
- No fees are applicable at this stage.

5. Application Procedures for a Petroleum Operating License.

- Operating Licenses Include; Importation, Exportation; Pipeline Transportation, surface transportation on land and water, storage; wholesale and Retail distribution; industrial consumers; processing. The following are the requirements for this application as provided in the Petroleum application as provided in the Petroleum Sector Act (2003) and Petroleum Regulations (2009);-
- Fully filled application form; form can be picked from commissioner's office or downloaded from www.energyandminerals.go.ug.
- Certificate of Incorporation for a body corporate
- URA Tax Identification for new company.
- URA tax clearance certificate for existing companies.
- UIA investment license.
- Possession/Access to petroleum products Storage facility.
- Business Plan
- EIA Certificate/ Environmental Audit for the Petroleum Facility/ Installation.
- Certificate for completion of construction facility/installation.
- Petroleum products supply agreement where petroleum products are to be sourced.
- Insurance Policy

- Passport size photos for directors and their contact details.
- Description of safety Programs.
- Contingency plans for accidents, natural disasters and other emergencies.
- Bank Reference letters/bank statement to assess financial capability.
- Payment of fees once the project has been approved. The applicable fees payable are as per facility applied for and are payable to URA. The tabulation below stipulates the fees applicable for each license.

TABULATION INDICATING APPLICABLE FEES AND TENURE OF THE VARIOUS LICENSES		
License Type	Fees (UGX)	Tenure (Years)
Importation	3,000,000	10
Exportation	1,000,000	10
Retail (Per Outlet)	1,000,000	5
Wholesale (Per Outlet)	1,500,000	5
Storage	3,000,000	10
Industrial Consumer	500,000	10
Processing	3,000,000	15
Pipeline Transportation	10,000,000	20
*Surface transportation (per truck/barge)	1,500,000	5

6. Contacts

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