

**SCHEDULE 3**

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IN ANY CORRESPONDENCE ON  
THIS SUBJECT PLEASE QUOTE NO



MINISTRY OF ENERGY AND  
MIERAL DEVELOPMENT  
P.O.BOX 7270  
KAMPALA

**APPLICATION FOR PETROLEUM FACILITY CONSTRUCTION PERMIT**

Application is hereby made for a petroleum facility construction permit.

**Note:** If space is insufficient to provide details, please attach annexure(s). Any annexure(s) should be identified as such and signed by the signatory of this applicant. Information provided should be as at the date of the application or renewal.

1. Name, address and nationality of the applicant. *(If body corporate, provide the corporate name, registered office address and place of incorporation).*

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2. Name, contact telephone numbers, and addresses of directors and Chief Executive Officer

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3. Tax Identification Number /VAT Registration Certificate:

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4. Corporate status of ownership (sole proprietorship, partnership, unincorporated business, incorporated private/public company, association or a co-operative):

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5. If the body corporate is incorporated outside Uganda, proof of establishment of the place of business in Uganda and registration as a foreign company in accordance with the Company Act;

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6. Proposed location of project (District, county, sub county, parish and village):

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7. Size of Plot (in Hectares) on which the facility is to be constructed:

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8. Expected date of commencement of construction:

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9. Estimated date of completion of the project:

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10. Name, address and qualifications of the potential principle contractors and supervisors to be employed for the project or company to undertake the construction/modification:

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11. Proof or commitment of insurance for protection against third party liability, and other construction liabilities.

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12. (a) Description of the project and amount of investment capital, supported by a Bank Reference Letter.

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12.(b) Report from registered valuer for description of the amount of investment.

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13. Description of safety programmes, equipment and plans for protection of occupation health, industrial safety and environment during regular construction operation as well as contingency plans for accidents, natural disasters and emergencies:

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14. Please provide a business Plan in response to the above question;

**Document Check List**

**The following copies of documents must be submitted together with the filled application form;**

- a) A Business Plan
- b) Environment Impact Assessment Certificate from NEMA;
- c) Approved construction plans from Local /urban Authorities;
- d) Proof of ownership of land by land Title and details of the plot for the proposed petroleum installation/facility;
- e) Certificate of incorporation or registration;
- f) A statement and supporting documents giving particulars of the financial resources and technical capability of the applicant to carry out the operations to which the application refers;
- g) Environmental Project Brief in the form and with the information prescribed by the applicable legislation for further processing according to regulation 8 of the Petroleum Supply( General) Regulations;
- h) Tax clearance certificate for existing companies;
- i) proof of payment of fees and deposit for cost of experts in accordance with regulation 10 of the Petroleum Supply (General) Regulations;
- j) Proof of payment of application fees;
- k) Bank reference letter; and
- l) Proof of approval from local/urban authorities.

15. Any other additional information considered relevant to this application.

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I/ We .....(Director),  
..... (Director) and  
.....(Secretary) declare that all the  
information given in this application and in the attached documents is true and correct.

Signed:

..... (Director)

.....(Director)

.....(Secretary)

Date:.....

**Address for submission of Application:**

The Commissioner,  
Petroleum Supply and Distribution Department  
Ministry Of Energy and Mineral Development  
Amber House, Kampala Road  
P.O.Box 7270 Kampala, Uganda