



Government of the Republic of Trinidad and Tobago
MINISTRY OF ENERGY AND ENERGY INDUSTRIES

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APPLICATION FOR A RETAIL MARKETING LICENCE (RML)

An application for an RML must contain particulars according to Section 6 of the Petroleum Regulations, and must include but is not limited to:

- 1) Name and nationality of applicant;
- 2) Name of business, place of business, nature of business of applicant and Articles of Incorporation, where applicable;
- 3) Board of Inland Revenue (BIR) number and Value Added Tax (VAT) registration number of applicant; and Income Tax and VAT Clearance Certificates from BIR, where applicable;
- 4) Evidence that a wholesale marketing company considers the site to be feasible as a service station and is willing to enter into a supply agreement with the applicant if approval for an RML is granted (Letter of Commitment);
- 5) Address of the premises to which the application relates;
- 6) Description of the premises to which the application relates; situation, boundaries and area of the parcel of land, illustrated by a plan or map;
- 7) Evidence of legal title to the property or legal arrangement to occupy the property;
- 8) Evidence of tax compliance of the property;
- 9) Evidence of Water and Sewerage Authority (WASA) clearance for property;
- 10) Proposed site layout and detailed design drawing of the proposed facility;
- 11) Outline approval from the Town and Country Planning Division (TCPD) of the Ministry of Planning and Development and any other planning authority;
- 12) Approval from the Highways Division of the Ministry of Works and Transport (MOWT);
- 13) Grant of a Certificate of Environmental Clearance (CEC) from the Environmental Management Authority (EMA);
- 14) Comprehensive description and specifications of the equipment to be installed, which must be in accordance with industry best practice and standards as required by the Minister;
- 15) Statement of Capital Investment involved;
- 16) Evidence of the applicant's financial capability for undertaking the construction and operation of the service station;
- 17) Applicant's ability to obtain requisite equipment;
- 18) Number and qualifications of technical staff to be employed;
- 19) Evidence of the applicant's capability of operating and maintaining the equipment in accordance with industry standards and
- 20) Completed application form and copy of receipt for payment of RML application fee of \$500.00;

Please be advised that submission of a complete application does not guarantee the grant of an RML.

AFTER CONDITIONAL APPROVAL

If conditional approval for the grant of an RML is obtained, then further submissions must be made prior to construction. These include but are not limited to:

- 21) Full Planning Approval from Town and Country Planning Division (TCPD) of the Ministry of Planning and Development.
- 22) Approval of the designs from Trinidad and Tobago Fire Services (TTFS);
- 23) Approval of the designs from Occupational Safety and Health Authority (OSHA);
- 24) Approval from the relevant Regional Corporation of the Ministry of Local Government and any other relevant authority;
- 25) Approval of the designs (Mechanical and Electrical site plans) by Ministry of Energy and Energy Industries (MEEI) Petroleum Asset Monitoring and Measurement Department (PAMM) and
- 26) Approval to commence construction from Ministry of Energy and Energy Industries (MEEI) Petroleum Asset Monitoring and Measurement Department (PAMM).

FINAL APPROVAL

Upon completion of construction, before an RML is actually granted, the following submissions must be made, but are not limited to:

- 27) Completion Certificate, Site Plan and As Built Drawings;
- 28) Approval/Satisfactory inspection of the installation by Electrical Inspectorate;
- 29) Fire and Life certificate from Trinidad and Tobago Fire Services (TTFS);
- 30) Approval to commence operations/Satisfactory inspection of completed facility by Occupational Safety and Health Authority (OSHA);
- 31) Approval to commence operations/Satisfactory inspection of completed facility by Ministry of Energy and Energy Industries (MEEI) Petroleum Asset Monitoring and Measurement Department (PAMM);
- 32) Copy of the supply agreement with the wholesale marketing company;
- 33) Copy of receipt for payment of RML fee, which is based on the annual total sales volume for the immediately preceding year as follows:
 - for sales not exceeding 1,000,000 litres \$1,000.00
 - for sales exceeding 1,000,000 litres but not exceeding 5,000,000 litres \$2,000.00
 - for sales exceeding 5,000,000 litres \$4,000.00