#### POLICY DECLARATION

- Institute reforms in the existing standards and codes of practice for the LPG industry;
- Ensure the health, safety, security, environmental, and quality standards for all activities in the industry;
- Promote awareness regarding the health, safety, security, environmental, and quality standards
  for the proper use of LPG, LPG pressure vessels, and ancillary equipment through information
  dissemination and end-consumer education campaigns;
- Uphold the right of end-consumers to freely choose the LPG brand they want to purchase and improve competition in the LPG industry for the benefit of end-consumers; and
- Be at the forefront of technological innovation, in partnership with public and private stakeholders.





- Chapter II, Republic Act 11592





- DOE shall be the primary government agency responsible for the implementation and enforcement of the Act
- Department of Trade and Industry
  - develop, formulate, review and revise, as may be necessary, the PNS of facilities, pressure vessels, ancillary equipment and centralized piping system
- Department of Interior and Local Government
  - ✓ Coordinate and cooperate with the DOE for the orderly and effective implementation of the Act, rules, regulations, and other issuances promulgated pursuant thereto, including LGU permitting and monitoring, together with the LGUs, BFP, and PNP





- Bureau of Fire Protection
  - ✓ Strictly implement the provisions of Republic Act No. 9514, otherwise known as the "Fire Code of the Philippines of 2008, and its revised implementing rules and regulations, on the manufacturing, storage, handling, use, and transportation of LPG including fire safety devices and the issuance of all relevant permits and certificates
- Land Transportation Office and Land Transportation Franchising and Regulatory Board
  - ✓ Shall issue the appropriate guidelines and regulations governing the Auto-LPG motor vehicles and authorized motor vehicles used in the transportation of LPG in bulk and in cylinders





- Maritime Industry Authority
  - ✓ issue the appropriate guidelines and regulations governing marine vessels transporting LPG and filled and unfilled LPG pressure vessels.
- Law Enforcement Agencies
  - ✓ shall assist the DOE, DTI and other government agencies upon their request, in the exercise of their powers and functions pursuant to Section 6 of the Act including inspections of LPG facilities and motor vehicles transporting LPG in bulk or in LPG cylinders and cartridges
- Department of Environment and Natural Resources
  - ✓ shall issue, together with the DOE, guidelines for the disposal of LPG, LPG contaminated water, and LPG pressure vessels





#### Local Government Units

- ✓ Assist the DOE in identifying LPG industry participants in violation of the provisions of the

  Act
- ✓ Assist the DOE in identifying an area for impounded LPG pressure vessels, motor vehicles, and
  other associated equipment
- ✓ Coordinate with the DOE in transporting, hauling, storing, decanting, and disposing of confiscated LPG, LPG pressure vessels, and Ancillary equipment
- ✓ Suspend or revoke, upon due notice and hearing, the business permit or license of an LPG industry participant upon the issuance by the DOE of a notice of suspension or revocation of its License to operate pursuant to Section 6 of the Act





#### I. REGISTRATION

- Prior to commencement of construction of all refineries, terminals, Depots, Refilling Plants, and Centralized LPG Piping Systems, including any pf their ancillary facilities;
  - LPG Trademarks or Trade Names;
  - LPG seals and their manufacturers;
  - Refilling of Third-Party LPG Trademark or Trade Name;
  - Authority to Sell an LPG-filled Cylinder Bearing a Trademark or Trade Name
  - LPG Bulk Consumers
  - Authorized Transport Motor Vehicles and Marine Vessels for Bulk, Cylinder and Cartridge

#### II. LICENSE TO OPERATE

- all qualified LPG participants

#### **II. REGULAR REPORTS**



Section 1.2 and Sections 18 - 24





# **COVERAGE**

- Importer
- Refiner
- Bulk Distributor
- Terminal and/or Depot Owner/Lessor
- Hauler
- Refiller

- Trademark Owner or Marketer
- Dealer
- Retailer
- Auto-LPG Dispensing
   Station Owner/Operator
- Centralized LPG Piping System





ANCILLARY EQUIPMENT

 refers to parts, devices, and accessories
 necessary and indispensable for the safe and proper operation of an LPG pressure vessel such as
 seals, valves, hoses, and regulators













• AUTO-LPG DISPENSING STATION - refers to a facility or business establishment, which sells Automotive LPG directly to Auto-LPG vehicle users.







BULK CONSUMER

 refers to a duly authorized natural or juridical

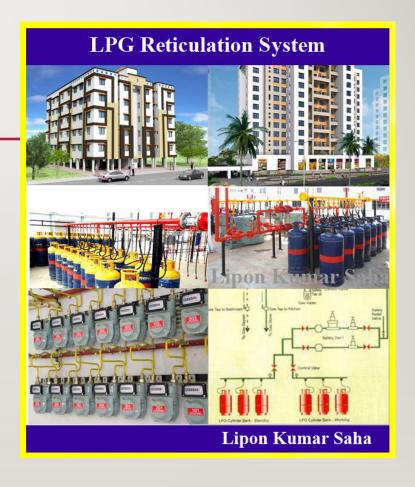
 person who purchases LPG at large quantities for its own use, requires bulk storage of LPG, and does not, in any way, engage in the distribution or sale of LPG to the end consumer







CENTRALIZED LPG PIPING
 SYSTEM - refers to a means of distributing LPG through a closed piping system of pipelines within a building from locally installed LPG pressure vessels







- CORRECT WEIGHT OF LPG IN CYLINDER refers to the net content computed as the difference between the gross weight and the tare weight of the LPG-filled cylinder as indicated in the permanent markings
- **GENERIC LPG CYLINDER** refers to an LPG cylinder which is already circulating in the market prior to the effectivity of this Act, bearing no trademark or trade name embossed, engraved, or otherwise permanently indicated thereon





- DEALER

   refers to any duly authorized natural or juridical

   person engaged in the trading or sale of LPG in cylinders to retail outlets or directly to End-consumers
- **RETAILER** refers to a duly authorized natural or juridical person engaged in the <u>direct and exclusive trade or sale of LPG in cylinders to End-consumers</u> whose maximum floor stock is determined by the DOE





LPG PRESSURE VESSEL

 refers to an unfired and sealed

 containment for LPG that has internal pressure more than 1.03 barg, and designed, manufactured,
 examined, and tested in accordance with prescribed standards and codes, such as LPG bulk storage
 tanks, LPG cylinders, LPG cartridges, Auto-LPG containers, and other similarly designed and tested
 containers











LPG CYLINDER

 refers to a <u>transportable and refillable</u> pressure

 vessel with up to one hundred fifty (150) liters water capacity, designed for the storage of LPG

LPG CARTRIDGE

 refers to a non-refillable receptacle having a water capacity not exceeding one thousand (1,000) milliliters (ml) for receptacles made of metals, and five hundred (500) ml for receptacles made of synthetic material or glass, containing under pressure a gas or mixture of gases. It shall also refer to an LPG canister or LPG cassette





# RESPONSIBILITIES OF LPG INDUSTRY PARTICIPANTS





## **GENERAL RESPONSIBILITIES**

- ✓ Ensure that what it imports, procures, utilizes, manufacturers, constructs, operates and sells are compliant with the PNS and other standards, requirements and guidelines promulgated pursuant to the Act
- ✓ Comply with all the guidelines and valid orders issued by the DOE, DTI and other government agencies in the implementation of RA 11592 and its IRR





#### GENERAL RESPONSIBILITIES

- ✓ Ensure the health, safety, security, environmental and quality standards
- ✓ Uphold the right of end-consumers to freely choose the LPG brand they want to purchase to improve competition
- ✓ Engage in business transaction only with legitimate and registered LPG industry participants
- ✓ Strictly observe the non-commission of the prohibited acts described in the Act





#### GENERAL RESPONSIBILITIES

- ✓ Comply with the registration with the DOE prior to the commencement of the construction of all refineries, terminals, depots, refilling plants and centralized LPG piping systems
- ✓ Comply with the application for the issuance of DOE of License to Operate
- ✓ Comply with the required standards for product and ancillary equipment, facility
  and safety practice
- ✓ Comply with the submission of prescribed reports to the DOE
- Maintain a responsible person in the establishment who shall be present therein when the place is open and operating





#### RESPONSIBILITIES OF AN LPG DEALER/RETAILER

Rule 2, Sections 10 and 11

- Carry only the trademark or trade name of a trademark owner or marketer with whom
  it has a contract or agreement
- Sell only LPG in cylinders with LPG seal of its Trademark owner or Marketer
- Provide appropriate measuring device which shall accurately measures LPG-filled cylinders or cartridges
- Ensure the correct weight of LPG-filled cylinders or cartridges delivered to its Retailers or End-consumers
- Provide servicing, delivery, and technical assistance to all its Retailers, and End-consumers





#### RESPONSIBILITIES OF AN LPG DEALER/RETAILER

Rule 2, Sections 10 and 11

- Periodically check compliance of Retailers with the following:
  - a) Content requirements of LPG sold; and
  - b) Proper calibration and sealing of measuring devices
- ✓ Sell LPG-filled cylinders or cartridges with correct weight to its retailers and end consumer
- ✓ Comply with the issuance of BIR-registered sales invoice or official receipt to customers/clients upon conclusion of sales
- Comply with the display of DOE LTO, business permit and all other relevant permits and clearances required by law
- ✓ Comply with the provision of a display board showing the facility registered business name and address placed at the front of the facility premises visible for verification purposes
- ✓ Comply with the provision of appropriate price display board





# UNCERTIFIED, DEFECTIVE, INJURIOUS, UNSAFE, OR DANGEROUS LPG CYLINDER OR CARTRIDGE

It is unlawful for any person to REFILL, SELL, TRADE, or DISTRIBUTE an LPG cartridge or cylinder NOT designed or intended for refilling LPG, uncertified, not allowed by DTI, noncompliant with existing PNS, and do not bear the necessary safety marks, whichever is applicable





EXAMPLE OF NON-COMPLIANT LPG CYLINDERS







#### TRANSPORT OF LPG AND LPG PRESSURE VESSEL

All MOTOR VEHICLES and MARINE VESSELS utilized in the transportation of LPG in bulk and filled or unfilled LPG pressure vessels shall register with the Land Transportation Office and Maritime Industry Administration, respectively, and shall comply with the guidelines issued by the DOE, BFP, MARINA and LTO





# REGISTRATION





# REGISTRATION OF <u>AUTHORITY TO SELL</u> AN LPG-FILLED CYLINDER BEARING A TRADEMARK OR TRADE NAME

 A Dealer or Retailer shall register with the DOE, through OIMB or FO, ALL Trademark or Trade Name it is <u>authorized</u> 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.





### **SAMPLE CERTIFICATE OF REGISTRATION AUTHORITY TO SELL AN** LPG BRAND





#### CERTIFICATE OF REGISTRATION - AUTHORITY TO SELL AN LPG-FILLED CYLINDER BEARING A TRADEMARK OR TRADENAME

This is to certify that

#### YELLOWSTONE GROUP INC.

#### FIRECRASH, MACTAN AIRPORT ROAD, BARANGAY BANKAL. LAPU-LAPU CITY, CEBU

Has duly complied with the registration requirements of Rule 3, Section 21. Registration - Authority to Sell an LPG Cylinder Bearing a Trademark or Trade name of Department Circular No. DC2022-11-0037 and is hereby authorized to sell the following:

Trademark or Trade Name	Size	
FIESTA	170 g, 2.7 kg, 5 kg, 11 kg	

Suspension, revocation, or cancellation of its License to Operate as LPG Dealer/Retailer shall cause the automatic suspension, revocation, or cancellation of its trading authority and this Registration Certificate.

Any request for cancellation of this Registration shall require a submission of notification to this Field Office (FO).

This Certificate of Registration (CoR) shall remain valid until <u>08 August 2029</u> consistent with the Supplier's Agreement unless suspended or cancelled for due cause by the Department of Energy. Further, this CoR shall be prominently displayed in the concerned LPG establishment's premises and/or place of business.

Issued on NOV 0 6 2024 , at 5th Floor Escario Building, 7

\_, at 5<sup>th</sup> Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.

> DIR. RENANTE M. SEVILLA OIC, Visayas Field Office 7

Supplier: PETRON CORPORATION - MANDAUE CITY, CEBU

- ♥ 5<sup>th</sup>Floor, Escario Building, 731 Escario Street, 6000, Cebu City, Philippines
- J (032) 253-2150, 253-3459, 253-7222
- @ vfo.admin@doe.gov.ph









## **REGISTRATION OF BULK CONSUMER**

Rule 3, Sections 23

A Bulk Consumer shall register with the DOE
through the OIMB or FO prior to its commercial use
of LPG. The OIMB or FO shall have the authority to
verify and validate all the required documents and
information and may further require a presentation
of the applicant's profile in a pre-application
conference.







### QUALIFICATIONS AS BULK CONSUMER

#### Annex 6 - A

- Purchases LPG in large quantities for its own use, requires bulk storage and does NOT in any way engage in the sale of LPG to end-consumers
- LPG use is considered "from bulk storage to LPG appliances or LPG-fed equipment"
   [minimum capacity of 150-liter water capacity connected in manifolds]
- LPG consumption is for single end-consumer, and
- In the case of multiple LPG end-consumers, LPG consumption is part of the utility expenses (e.g. electricity, power, etc.)





# REGISTRATION OF AUTHORIZED TRANSPORT MOTOR VEHICLES AND MARINE VESSELS FOR BULK, CYLINDER AND CARTRIDGE

 All LPG industry participants shall register with the DOE, through OIMB or FO, all their Authorized Transport Vehicles, and marine vessels upon application for the issuance of LTO and any additional registration after the issuance of the LTO.





Rule 3, Sections 24







**SAMPLE CERTIFICATE OF REGISTRATION AUTHORITY TO** TRANSPORT LPG IN CYLINDERS





#### CERTIFICATE OF REGISTRATION - AUTHORIZED TRANSPORT MOTOR VEHICLES AND MARINE VESSELS FOR BULK, CYLINDER, AND CARTRIDGE

COR Code: VFO-LPG-MV-2024-10-217

This is to certify that

YELLOWSTONE GROUP INC.

FIRECRASH, MACTAN AIRPORT ROAD, BARANGAY BANKAL, LAPU-LAPU CITY, CEBU

Has duly complied with the registration requirements of Rule 3, Section 24. Registration - Authorized Transport Motor Vehicles and Marine Vessels for Bulk, Cylinder, and Cartridge of Department Circular No. DC2022-11-0037 and has registered the following authorized Motor Vehicle/s / Marine Vessel/s to transport LPG in Cylinder:

Type of Vehicle/Marine Vessel	Number	Motor Vehicle File No. (OR/CR)	Ship Registry and Safety Certificate from MARINA / BFP Conveyance Clearance	Issued Date
Truck	GBD4750	0716- 00000631012	FSCCHMCCV NO. R75052408003	August 12, 2024

All authorized transport motor vehicle or marine vessel shall always carry a certified true copy of this Certificate of Registration, Conveyance Clearance, valid copy of the OR and CR for motor vehicle, and marine vessel registry and safety certificates for verification during inspection.

Transport vehicles of 2-wheel and 3-wheel type shall comply with Section 4.2.2 and 4.2.3, respectively, of DOE Department Circular DC2013-09-0022, on the maximum allowable load of LPG cylinders.

Any request for the removal of an authorized transport motor vehicle or marine vessel from the Registration shall require a submission of notification to the Field Office.

This Certificate of Registration shall remain valid and consistent with the validity of the motor vehicle OR and CR and marine vessel registry and safety certificates or NOV 0 6 2024 , at 5<sup>th</sup> Floor Escario Building, 731 Escario

Street, Capitol Site, Cebu City, Philippines. DIR. RENANTE M. SEVILLA

OIC, Visayas Field Office

- ₹ 5<sup>th</sup>Floor, Escario Building, 731 Escario Street, 6000, Cebu City, Philippines
- J (032) 253-2150, 253-3459, 253-7222

Issued on \_

@ vfo.admin@doe.gov.ph









# LICENSE TO OPERATE (LTO)

**RULE 4** 





#### LICENSE TO OPERATE

- All DOE-regulated LPG industry participants shall secure a LICENSE TO OPERATE for a specific activity, which shall be specific to the site, plant, or outlet, BEFORE the commencement of operation, and shall publicly post such LTO in its business establishment or premises
- A Dealer or Retailer shall register with the DOE, ALL Trademark or Tradename it is authorized to sell <u>upon application</u> for the issuance of LTO and any <u>additional</u> Trademark or Tradename it is authorized to sell AFTER the issuance of the LTO
- LTO shall have a validity of FIVEYEARS and is renewable
- The DOE shall have the exclusive authority to issue an LTO





# SAMPLE LICENSE TO OPERATE ISSUED TO LPG DEALER



# REPUBLIC OF THE PHILIPPINES DEPARTMENT OF ENERGY Visayas Field Office 5th Floor Escario Building, 731 Escario Street, Capitol Site Cebu City

VFO-DLR-YellowstoneGroupInc.-001-10-2024-0413

#### LICENSE TO OPERATE

Having complied with the provisions of Republic Act No. 11592, otherwise known as "LPG Industry Regulation Act" and its Implementing Rules and Regulations and the Department Circular No. Dc2022-11-0037 entitled "Guidelines on the Registration and Issuance of Licens", to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts", this License to Operate is hereby granted to:

#### YELLOWSTONE GROUP INC.

Firecrash, Mactan Airport Road, Barangay Bankal, Lapu-Lapu City, Cebu

The issuance of this License does not exempt the LPG establishment from compliance with other applicable requirements imposed/required by other concerned government agencies.

Violation of any provision of Republic Act 11592 and its Implementing Rules and Regulations and Department Circular No. DC2022-11-0037 shall be ground for non-renewal, suspension, or revocation of this License.

This License shall be valid for the type of business activity applied for until NOV 0 5 2029. Application for the renewal of this License, including payment of the necessary fees therefor, shall be made on or before twenty (20) working days from its expiry date.

NOV 0 6 2024

WITNESS MY HAND and the Seal of this Office, on \_\_\_\_\_\_\_, at 5th Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.

DIR. RENANTE M. SEVILLA
OIC, Visayas Field Office &

Official Receipt No. 6576979

Date of Payment: October 23, 2024

Amount: P3,500.00





# FACILITY AND OPERATION STANDARDS

Annex J





# DEALER WAREHOUSE, SHOWROOM AND OUTLET

Annex F-5 and Annex J

- Building shall be made up of pre-dominantly non-combustible material (concrete/steel)
- Building shall not be part of theater, school, hotel, supermarket or place of worship
- LPG cylinders preferably be stored in open air or well-ventilated area and at ground level
- Storage area is protected by adequate security fence, with recommended minimum height of 1.8 meters
- Storage shall comply with required separation distance or compliant fire wall
- Stored cylinders shall comply with specific product PNS





# DEALER WAREHOUSE, SHOWROOM AND OUTLET

Annex F-5 and Annex J

- Stored cylinders in building shall not be located near exits, near stairways, or in areas normally used, or intended to be used, for the safe egress of occupants
- Stored cylinders shall be located to minimize exposure to excessive temperature rises, physical damage, or tampering
- Cylinders may be stacked against a fire wall not more than 400 kg in quantity. If more than 400 kg, a one-meter separation is required between stacked cylinders and fire wall to allow inspection
- Cylinders (filled and empty) must be stored upright, with valves in uppermost position
- Valves of stored cylinders (both empty and filled) shall be closed at all times





# TRANSPORT VEHICLE SPECIFICATIONS

- The main body of the cargo space shall be of metal cage. A solid or caged roof shall also be provided.
- The use of closed vehicles in transporting filled or used empty cylinders is strictly prohibited. A vehicle is deemed closed if it has solid side or back walls AND a roof.







# THREE-WHEEL VEHICLE

 A motorcycle with fixed steel cage side-car that can safely carry a load of LPG cylinders. A 3-wheeled vehicle must only have 2 stacks load of twelve (12) 11-kg cylinders or its equivalent for smaller sizes of cylinders.









# REQUIREMENTS, SUBMISSION, AND PROCESSING OF REGISTRATION AND ISSUANCE OF LICENSE TO OPERATE



**ENGR. RENELYN C. ESTIYA** 

SENIOR SRS, EIMD

DEPARTMENT OF ENERGY - VISAYAS FIELD OFFICE

# REGISTRATION





# REQUIREMENTS FOR REGISTRATION TO SELL (DEALERS AND RETAILERS)

Annex 4

- Notarized Registration Form (ANNEX 4)
- Notarized certificate of the existence of a contract to sell duly signed by both the Dealer or Retailer and the Trademark owner or Marketer;
- LTO of Dealer or Retailer;
- LTO of Trademark owner or Marketer;
- DOE registration certificate Trademark or tradename;
- DOE registration certificate LPG Seal; and
- Notarized company secretary's certificate of the authorized representative of the applicant.





	_		Annex 4 September 2022
Applic	ation for Registration by a Dealer or Retailer – Author (via LPG-filled pressure ves		Crademark or tradename
		1	Date
Energy	ment of Energy-Visaya: Field Office Industry Management Division r, Ecorio Building, Ecorio Street ity		
Dear Si	r/Madam:		
	pliance with the Department Circular No. 2022-11-0037, we following details below:	e wish to info	orm you of this application
Α.	Company Details		
:	Company Name     Business Address     (Number, Street, Bogs, Mum/City, Province & Region     GPS Coordinates (longitude & latitude)     Telephone Number     Email Address	1	
В. 1	Establishment Details		
	Establishment Business Name     Business Address (Number, Street, Bggg, Mun/City, Province & Region     GPS Coordinates (longitude & latitude)     Telephone Number     Email Address	):	
C	Application Details		
	Type of Application	: 🗀 First	( ) Additional
D. :	Supporting Documentary Requirements.		
	Certified true copy of the following:		
	1. Notarized certificate of the existence of a contract to Retailer and the Trademark owner or Marketer. 2. LTO of Dealer or Retailer. 3. LTO of Trademark owner or Marketer. 4. DOE registration certificate - Trademark or trademane. 5. DOE registration certificate - LPG Seal; and 6. Notarized company secretary's certificate of the authori		

3rd Floor, Council Building, 731 Council Street, 6000, Cebu City, Philippines Tel. No. (Truskline) (032) 233-2150, 253-3459, 253-7222 365-6666 ("Invov. doc. onv. dy: E-mail: yto. odministrator. onv. dy

		Very truly yo	urs,
Reminder/Instru			nation & signature of applican thorized representative
Submit the start of su     Pay the su     to the Bu     Issuance:	his application form with complete dide of an LPG-filled pressure vessel with pplication fee based on the order of peans of Theorems.  Of registration shall not be later than to	occumentary attachments to DOE-VFO this a Trademark or professors. payment via cash, postal money orderin wenty (20) working days from the offici. Circular on the DOE handling office of	amager's check or cashier's check payer
	AC	KNOWLEDGMENT	
REPUBLIC OF	F THE PHILIPPINES	)	
	IPALITY OF	)s.s	
CITY/MUNIC	a Notary Public for and in		, this, this
CITY/MUNIC	a Notary Public for and in	the City/Municipality of	
CITY/MUNIC	a Notary Public for and ir20, personally appear	the City/Municipality ofed presenting his/her identification.	ation, so wif:
BEFORE ME, day of	a Notary Public for and ir20, personally appear  Name	the City/Municipality ofed presenting his/her identification.	Date & Place of Issue
EFFORE ME, day of known to me an application, who with full author. This application	a Notary Public for and in 20_, personally appear Name  ad to me known to be the saidth he/she acknowledged being to sign in that capacity.	the City/Municipality of ed presenting his/her identifies  Competent Evidence of Identity  me person who executed and	Date & Place of Issue  voluntarily signed the foregoin  nd voluntary act and deed, as
known to me an application, whis application attachment, duly	a Notary Public for and in 20_, personally appear  Name  and to me known to be the saidth he/she acknowledged beity to sign in that capacity.  In consisting of	a the City/Municipality of ed presenting his/her identifies  Competent Evidence of Identity  me person who executed and offere me as his/her own free a	Date & Place of Issue  voluntarily signed the foregoind voluntary act and deed, at d to DOE-VFO with comple
known to me an application, whis application attachment, duly	a Notary Public for and in 20_, personally appear  Name  and to me known to be the saidth he/she acknowledged beity to sign in that capacity.  In consisting of	a the City/Municipality ofed presenting his/her identificated presenting his/her identificated and identity	Date & Place of Issue  voluntarily signed the foregoind voluntary act and deed, at d to DOE-VFO with comple





### CERTIFICATE OF REGISTRATION – AUTHORITY TO SELL AN LPG-FILLED CYLINDER BEARING A TRADEMARK OR TRADENAME COR Code: VFO-LPG-DLR-2025-09-0648

This is to certify that

#### ANKS CHARLES LPG SUPPLY STALL #27 PUBLIC MARKET, T. PADILLA, CEBU CITY, CEBU

Has duly complied with the registration requirements of Rule 3, Section 21. Registration – Authority to Sell an LPG Cylinder Bearing a Trademark or Trade name of Department Circular No. DC2022-11-0037 and is hereby authorized to sell the

Trademark or Trade Name	Size (in kg)
JPR	170g, and 225g

Suspension, revocation, or cancellation of its License to Operate as LPG Dealer shall cause the automatic suspension, revocation, or cancellation of its trading authority and this Registration Certificate.

Any request for cancellation of this Registration shall require a submission of notification to this Field Office (FO).

This Certificate of Registration (CoR) shall remain valid until July 10, 2028 consistent with the Supplier's Agreement unless suspended or cancelled for due cause by the Department of Energy. Further, this CoR shall be prominently displayed in the concerned LPG establishment's premises and/or place of business.

Issued on Sept. 17, 2025, at 5th Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.

DIR. REVANTE M. SEVILLA OIC, VISAYAS FIELD OFFICE



THIS SERVES AS YOUR OFFICIAL DOCUMENT, NO NEED TO CLAIM ANY DOCUME

- 5th Floor, Escario Building, 731 Escario Street, 6000, Cebu City, Philippines
   (032) 253-2150, 253-3459, 253-7222
- vfo.admin@doe.gov.ph





CERTIFICATE OF REGISTRATION

# LICENSE TO OPERATE (LTO)

**RULE 4** 



(DEALER)

Annexes F, F-I to F-5 and Annex K

- Completely Filled Notarized Application Form (Pro-Format)
- Company/Business Profile (Pro-Format)
- Outlet Profile (Pro-Format)
- List of Motor Vehicles (Model/Make/Capacity, with LTO OR/CR and BFP Conveyance Permit and photo, per Vehicle) – [compliance to PNS on LPG Transport]
- Executive Briefer of Operation
- Scaled Layout Plan of the Facility (e.g. Warehouse, Showroom)
- SEC or DTI or CDA Registration Certificate



(DEALER)

Annexes F, F-I to F-5 and Annex K

- Articles of Incorporation, if SEC Registered
- Latest General Information Sheet (GIS), if SEC Registered
- Business Permit indicating the applied LPG Industry activity
- BIR Registration for the <u>applied LPG Industry activity</u>
- Fire Safety Inspection Certificate of the Facility (e.g. Warehouse, Showroom)
- Facility Occupancy Certificate from the LGU (Office of Building Official)
- Fire Prevention and Response Manual



(DEALER)

Annexes F, F-I to F-5 and Annex K

- List of Trained and Qualified Service Personnel from DOE recognized organization, with attached
   Certificate
- Notarized Company Secretary Certification for authorized representative and signatory
- Latest digital pictures (5R, with date/time stamp) showing the following:
  - ✓ Full, front and back views of the facility/store
  - ✓ Price Display Board
  - ✓ Weighing Scale/Devices
  - ✓ LPG Cylinders (on display and stock), and
  - ✓ Safety and Informational Signs



(DEALER)

Annexes F, F-I to F-5 and Annex K

- DOE Legal Clearance of No Pending Case
- Proof of Payment of Fees

#### Note:

ALL applicable required entries and requirements in Annexes F, F-1 to F-5, and K should be FULLY COMPLIED



# **DEALER**

APPLICATION FORM FOR LICENSE TO OPERATE

(ANNEXES FOR REGISTRATION\Annex F- LTO - Dealer.fnl.docx )

SUPPORTING DOCUMENTS

(ANNEXES\_LTO\Annexes F-1 to F-5 - LTO (LPG) - Dealer.fnl\_1663806315.xlsx)





		Annex F
		September 2022
	Application for Issuance of Liceuse to LPG Dealer	o Operate
		Date
Energy	tment of Energy- Visayas Field Office Industry Management Division or, Escario Building, Escario Street City	
Dear S	Sir/Madam:	
	pliance with the Department Circular No. <u>2022-11-0037</u> , plea as follows:	ase be informed of this application with
A.	Company Details	
	Company Name     Business Address     (Number, Street, Beng, Mun/City, Province & Region)     GPS Coordinates (longitude & latitude)     Telephone Number     Email Address	:
В.	Establishment Details	
	Business Address (Number, Street, Bogs, Mum/City, Province & Region)     GPS Coordinates (longitude & latitude)     Telephone Number	:
C.	Application Details	
	1. Type of application	: Original 🔔 Renewal ( )
D.	Supporting Documentary Requirements	
	Please refer to the documentary requirements in Amnexes F-	1 to F-4 for compliance.
E.	Compliance to Standards	
	The LPG product, Ancillary equipment, actual construction practice shall comply with Annex J - List of reference promulgated PNS or in the absence thereof any international Please refer likewise to the Dealer Outlet Layout Design in Template in Annex K for compliance.	standards/codes based on the latest lly accepted codes or standards.

3rd Floor, Ecocio Building, 731 Ecocio Steest, 6000, Cebu City, Philippines Tel. No. (Trankline) (032) 233-2150, 253-3450, 253-7222 385656638 ("oww.doc.osv.nb; E-mail: y/o.admin/iv/doc.osv.nb

	Very truly yo	urs,
	Name, design authorized re	ation & signature of applicant presentative
Reminders' Instructions:  1. This application shall be made per company and 2. Submit this application form with complete do operate (LTO) before the start of commercial of 3. Pay the application fee based on the DCE-VTO DCE ensuresy content repursant propels to the D 4. Instance of License to operate shall not be later 5. DCE-VTO may father require a properation of 6. Refer to Section 31 of this Department Circular	connectary attachments to DGE-VFO ( pertains), order of payment via bank transfer, pos- lepartment of discusses than twenty (20) working days from no in the details of application in a pre-appl	or the issuance of the required License tal money order/manager's check or act celpt of gentleations leation comformer; and
ACK	CNOWLEDGMENT	
REPUBLIC OF THE PHILIPPINES CITY/MUNICIPALITY OF	) )\$.\$	
BEFORE ME, a Notary Public for and in th of20, personally appeared pr	e City/Municipality of resenting his/her identification  Competent Evidence of Identity	this d
of20, personally appeared pr	Competent Evidence of	, to wit:
Name  Name  known to me and to me known to be the san application, which he/she acknowledged betwith full authority to sign in that capacity.  This application consisting of	Competent Evidence of Identity  ne person who executed and fore me as his/her own free a	Date & Place of Insue  Voluntarily signed the foregoind voluntary act and deed, as
Name  Name  known to me and to me known to be the san application, which he/she acknowledged betwith full authority to sign in that capacity.	Competent Evidence of Identity  ne person who executed and fore me as his/her own free a conjugate of the co	Date & Place of Issue  Voluntarily signed the foregoin and voluntary act and deed, as d to DOE-VFO with comple
Name  Name  known to me and to me known to be the sar application, which he/she acknowledged betwith full authority to sign in that capacity.  This application consisting of	Competent Evidence of Identity  The person who executed and fore me as his/her own free a criginal copy/jes, submitteet my hand on the day, year at	Date & Place of Issue  Voluntarily signed the foregoin and voluntary act and deed, as d to DOE-VFO with comple



- APPLICATION FORM FOR (DEALER)
- <u>SAMPLE\Annex F- LTO Dealer\_ I.fnl.docx</u>

# (RETAIL OUTLET)

Annexes G, G-I to G-5 and Annex K

- Completely Filled Notarized Application Form (Pro-format)
- Company/Business Profile (Pro-format)
- Outlet (Establishment) Profile (Pro-format)
- Certification of Existing Supply Contract
- List of Motor Vehicles (Model/Make/Capacity, with LTO OR/CR and BFP Conveyance Permit and photo, per Vehicle) [compliance to PNS on LPG Transport]
- Executive Briefer of Operation
- Scaled Layout Plan of the Facility/Establishment (e.g. Warehouse, Showroom)
- SEC or DTI or CDA Registration Certificate



# REQUIREMENTS FOR LTO (RETAIL OUTLET)

Annexes G, G-I to G-5 and Annex K

- Articles of Incorporation, if SEC Registered
- Latest General Information Sheet (GIS), if SEC Registered
- Notarized Company Secretary Certification for authorized representative and signatory
- Business Permit indicating the applied LPG Industry activity
- BIR Registration for the applied LPG Industry activity
- Fire Safety Inspection Certificate of the Facility/Establishment (e.g. Warehouse, Showroom) – [indicating the LPG business activity]
- Facility Occupancy Certificate [City/Municipal Engineer's Office]



# (RETAIL OUTLET)

Annexes G, G-I to G-5 and Annex K

- Latest Digital Photographs (5R, with date/time stamp) showing the following:
  - ✓ Full, front and back views of the facility/store
  - ✓ Price Display Board
  - ✓ Weighing Scale/Devices
  - ✓ LPG Cylinders (on display and stock), and
  - ✓ Safety and Informational Signs
- DOE Legal Clearance of No Pending Case
- Proof of Payment of Fees

#### Note:

ALL applicable required entries and requirements in Annexes G, G-I to G-5, and K should be FULLY COMPLIED



# **RETAILER**

APPLICATION FORM FOR LICENSE TO OPERATE

(ANNEXES FOR REGISTRATION\Annex G - LTO - Retailer.fnl.docx )

SUPPORTING DOCUMENTS

(ANNEXES\_LTO\Annexes G-1 to G-5 - LTO (LPG) - Retailer.fnl\_1663806315.xlsx)





### REPUBLIC OF THE PHILIPPINES DEPARTMENT OF ENERGY

Visayas Field Office Cebu City

Reference Code No.: VFO-DLR-AnksCharlesLPGSupply-001-09-2025-0158

#### LICENSE TO OPERATE

Having complied with the provisions of Republic Act No. 11592, otherwise known as "LPG Industry Regulation Act" and its Implementing Rules and Regulations and the Department Circular No. DC2022-11-0037 entitled "Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and Penalizing Certain Prohibited Acts", this License to Operate is hereby granted to:

#### ANKS CHARLES LPG SUPPLY

Stall #27 Public Market, T. Padilla, Cebu City, Cebu

The issuance of this License does not exempt the LPG establishment from compliance with other applicable requirements imposed/required by other concerned government agencies.

Violation of any provision of Republic Act 11592 and its Implementing Rules and Regulations and Department Circular No. DC2022-11-0037 shall be ground for non-renewal, suspension, or revocation of this License.

This License shall be valid for the type of business activity applied for until <u>Sept. 16, 2030</u>. Application for the renewal of this License, including payment of the necessary fees therefor, shall be made on or before twenty (20) working days from its expiry date.

WITNESS MY HAND and the Seal of this Office on <u>Sept. 17, 2025</u>, at 5<sup>th</sup> Floor Escario Building, 731 Escario Street, Capitol Site, Cebu City, Philippines.

DIR. RENANTE M. SEVILLA OIC, VISAYAS FIELD OFFICE

Official Receipt No.: 7564211

Date Issued: Sept. 11, 2025

Amount: P3500.00

THIS SERVES AS YOUR OFFICIAL DOCUMENT, NO NEED TO CLAIM ANY DOCUMENTS

CKIP: This is a computer-generated License to Operate certificate. Please report any discrepancies or errors.

LICENSE TO OPERATE

# SUPPLY CERTIFICATE

(FORMAT)

- SUPPLY CERTIFICATE\DEALER.pdf
- SUPPLY CERTIFICATE\RETAILER.pdf
- SUPPLY CERTIFICATE\REFILLING
   PLANT.pdf
- SUPPLY CERTIFICATE\REFILLING
   AGREEMENT.pdf



### PRE-APPLICATION CONFERENCE

Section 25

The OIMB or FO may further require a presentation on the details of application in a pre-application conference.



# LTO PROCESSING TIME

- The receipt and evaluation of the application, and the issuance of the registration certificate and LTO shall comply with the timeline and procedure provided for in the EVOSS and the Citizen's Charter
- Incomplete submission (in documentary requirements, with complete details and correct forms) shall be <u>immediately rejected</u> and need <u>to re-apply</u>



# LTO APPLICATION

- Application may be submitted by walk-in (in-person) submission or by carrier/mail
- LTO shall be issued WITHIN TWENTY DAYS after submission of application with complete requirements and full compliance of standards [COMPLETE REQUIREMENTS + NO PENDING CASE + PAYMENT OF FEES]



# VALIDITY OF CERTIFICATE OF AUTHORITY TO SELL

The validity/duration of the issued Authority to Sell is DEPENDENT on the validity/duration of the Supply Contract/Agreement submitted

NOTE:

Application for Registration is PER BRAND

## REPORTORIAL REQUIREMENTS

Section 25

- All DOE-regulated LPG industry participants shall submit the prescribed written or electronic forms or reports to the DOE
- The DOE shall be prohibited from sharing, disclosing, or making available to the general public and other LPG industry participants any information, document, plan, and report constituting trade secrets, proprietary data, and other legitimate commercial information which are confidential or privileged in nature



## REPORTORIAL REQUIREMENTS

Sections 29.5 and 29.6

#### **DEALER**

- I. Annual Update Report on Company Profile
- Annual Update Report on Facility Profile
- Annual Update Report on LPG Supply and Demand Balance
- Annual Update Report on Inventory of LPG Cylinders
- Certification on Existing Contracts

#### **RETAILER**

- I. Annual Update Report on Company Profile
- 2. Annual Update Report on Facility Profile
- 3. Annual Update Report on LPG Supply and Demand Balance
- 4. Annual Update Report on Inventory of LPG Cylinders
- Certification on Existing Contracts



### SUMMARY OF SUBMISSIONS

#### DEALER

REGISTRATION

LICENSE TO OPERATE

✓ APPLICATION FORM - ANNEX F

✓ CHECKLIST - ANNEX F-I

✓ COMPANY PROFILE - ANNEX F-2

✓ OUTLET PROFILE - ANNEX F-3

✓ LIST OF TRANSPORT VEHICLE - ANNEX F-4

✓ STANDARDS - ANNEX F-5

### SUMMARY OF SUBMISSIONS

#### RETAILER

REGISTRATION

LICENSE TO OPERATE

✓ APPLICATION FORM - ANNEX G

✓ CHECKLIST - ANNEX G-I

✓ COMPANY PROFILE - ANNEX G-2

✓ OUTLET PROFILE - ANNEX G-3

✓ LIST OF TRANSPORT VEHICLE - ANNEX G-4

✓ STANDARDS - ANNEX G-5

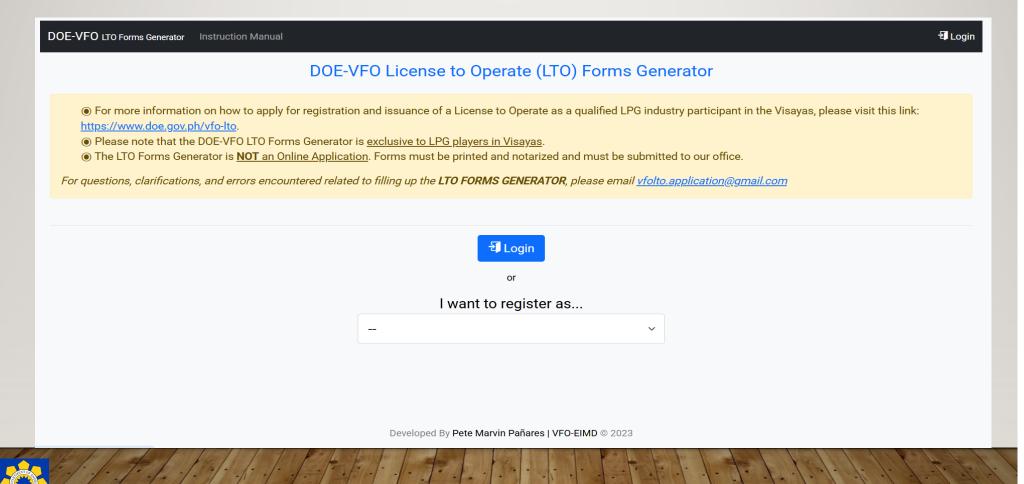
# LTO DIGITAL FORMS FOR RETAILER/DEALER

**Online Form** 

https://bit.ly/vfoltoapplication



### LTO DIGITAL FORMS FOR RETAILER/DEALER



## **FACEBOOK PAGE**

• <a href="https://www.facebook.com/doevisayas">https://www.facebook.com/doevisayas</a>





#### ADVISORY TO ALL LPG INDUSTRY PARTICIPANTS:

Relative to the implementation of Department Circular No. DC2022-11-0037, or the Guidelines on the Registration and Issuance of License to Operate to Qualified DOE-Regulated LPG Industry Participants and penalizing Certain Prohibited Acts, pursuant to Republic Act (RA) No. 11592, otherwise known as LPG Industry Regulation Act and its Implementing Rules and Regulations (IRR), the DOE – Visayas Field Office will start receiving applications for Registration and Issuance of License to Operate to LPG Refillers, Independent Haulers, Dealers, Retailers, Auto-LPG Dispensing Stations, LPG Centralized System and Bulk Consumers operating in the Visayas.

For *Visayas applicants*, you may download our excel forms https://bit.ly/vfoltoforms or you may use our **Digital Application Filing Form** with auto-generated formats of required Annexes by accessing the link https://bit.ly/vfoltoapplication

Please be informed, however, that we are not accepting applications by email. Applications may be submitted by mail carrier or in-person.



## **FACEBOOK PAGE**

### DOE – VFO LTO APPLICATION ONLINE LINKS

# doe.gov.ph/vfo-lto

FOLLOW US ON FACEBOOK
FOR ANNOUNCEMENT/ADVISORY

/doevisayas



## **IMPORTANT REMINDERS**

We do NOT accept ONLINE
APPLICATION, or by email. Application shall only be submitted either in-person or send through mail / carrier





## THANK YOU

www.doe.gov.ph vfo.oims@doe.gov.ph FB:/doevisayas



Energy Industry Management Division DEPARTMENT OF ENERGY Visayas Field Office 3<sup>rd</sup> Floor, Escario Building 731 Escario Street, Capitol Site Cebu City 032-2537222 / 253 2150 / 253 3459 Local 202, 216, 217

## PROHIBITED ACTS

**ATTY. BARITONE A. BUSI** 

Legal officer IV DOE - Visayas





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(a)(1) Engaging in an activity without a valid license to operate or registration from the DOE, whichever is applicable	- P5,000 for each day of operation
Section 38(b)(1) Knowingly transacting with, or selling or distributing LPG, LPG pressure vessels, or LPG seals to an LPG industry participant who does not have the required licenses, certificates, clearances or permits, whichever is applicable	- P10,000 for every LPG pressure vessel` or seal, and if applicable, closure until required licenses and permits are secured





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(c)(l)(i) Failing to comply with the safety designs including fire safety requirements for refining plants, refilling plants, depots, storage areas, motor vehicles, retail outlets, warehouses, Auto-LPG conversion shops, Auto-LPG dispensing stations, and other related facilities of LPG industry participants	- P300,000, provided that for retail outlets the fine shall be P10,000
Section 38(c)(1)(ii) Failing to comply with safety practices	- P300,000, provided that for retail outlets the fine shall be P10,000





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(c)(1)(iv) Failing to comply with requirements on measuring devices	- P300,000, provided that for retail outlets the fine shall be P10,000
Section 38(c)(6) Failing to comply with the safety design and requirements, permits, and clearances of motor vehicles transporting LPG in bulk and LPG cylinders and cartridges	- P300,000, provided that for retail outlets the fine shall be P10,000





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38 (d)(3) Selling and distributing defective, injurious, unsafe, dangerous, noncompliant or substandard LPG pressure vessels	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel
Section 38(d)(4) Selling and distributing refilled LPG cartridges	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel
Section 38(d)(5) Selling and distributing LPG-filled cylinders without a seal, with a tampered, fake, or broken seal, or with a seal not belonging to the trademark owner.	- P25,000 for every LPG pressure vessel or seal and confiscation of the said LPG pressure vessel or seal, provided that in the case of broken seals, the fine shall be P1,000 for every LPG cylinder



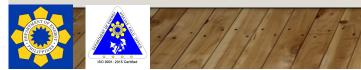


VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(d)(6) Selling or distributing LPG pressure vessels without the necessary markings and safety and quality marks as required by the PNS, or the standards governing LPG pressure vessel manufacture, requalification, and repair, whichever is applicable	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel
Section 38(d)(8) Filling LPG pressure vessels with LPG mixed with another finished or unfinished petroleum or non-petroleum product, substance or material resulting in the failure of the LPG to meet the required PNS.	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(d)(10) Refilling of LPG cartridges	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel
Section 38(d)(11) Hauling, loading, transporting, or permitting the loading and transportation of LPG in bulk, or LPG-filled cylinders or cartridges in quantities greater than the rated capacity of the motor vehicle or in such manner that endangers the life and safety of its passengers or the public	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel
Section 38(d)(12) Storing LPG in pressure vessel more than the volume prescribed in RA 9514 and its IRR	- P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(d)(14) Possessing of illegal or fake LPG seals	P25,000 for every LPG pressure vessel and seal and confiscation of the said LPG pressure vessel or seal, provided, that in the case of broken seals, the fine shall be P1,000 for every LPG cylinder
Section (38)(e)(1) Failing to submit periodic reports as may be required	- P20,000
Section 38 (e)(2) Refusing, preventing, or obstructing the inspection of its premises and records	- P300,000





VIOLATION	PENALTY (FIRST OFFENSE)
Section 38(e)(4) Failing to submit the Certification pursuant to Section 34 of the Act	- P20,000
Section 38(e)(5) Failing to comply with other responsibilities in Chapter III of the Act and implemented under Rule 2 of this DC	- P20,000
UNDERFILLING Section 39(a) Refill, sell, transfer or deliver LPG when the net quantity is less than the LPG pressure vessel content required at the refilling plant	<ul> <li>P20,000 for every LPG pressure vessel</li> <li>Upon conviction, imprisonment of six to twelve (6-12) years</li> </ul>





VIOLATION	PENALTY (FIRST OFFENSE)
UNDERFILLING Section 39(b) The dealer or retail outlet when the quantity of LPG in a pressure vessel sold, transferred, or delivered is less than the required pressure vessel content quantity	<ul> <li>P20,000 for every LPG pressure vessel</li> <li>Upon conviction, imprisonment of 6 – 12 years</li> </ul>
If applicable, a broken, tampered, absent or removed seal, or an LPG pressure vessel that does not have the proper seal attached to it, shall be considered prima facie evidence of underfilling	





VIOLATION	PENALTY (FIRST OFFENSE)
ILLEGAL REFILLING	
Section 40(a) Filling or refilling of LPG pressure vessels with products or substances other than LPG in an effort to achieve the correct net weight	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>
Section 40(b) Filling or refilling of LPG cylinders directly from LPG bulk storage trucks	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>





VIOLATION	PENALTY (FIRST OFFENSE)
ILLEGAL REFILLING	
Section 40(d) Refilling of LPG from one LPG cylinder to another cylinder	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>
Section 40(c)Refilling of LPG cylinders other than in duly licensed LPG refilling plant	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>





VIOLATION	PENALTY (FIRST OFFENSE)
ILLEGAL REFILLING	
Section 40(f) Refilling of LPG cylinders that are not compliant with the PNS	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>
Section 40(f)(4) Refilling of LPG cylinders by Auto-LPG dispensing stations	<ul> <li>P25,000 for every LPG pressure vessel and confiscation of the said LPG pressure vessel</li> <li>In the case of illegal refilling, upon conviction, the criminal penalty shall be imprisonment of 6 – 12 years</li> </ul>







## THANK YOU

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Energy Industry Management Division DEPARTMENT OF ENERGY Visayas Field Office 3<sup>rd</sup> Floor, Escario Building 731 Escario Street, Capitol Site Cebu City 032-2537222 / 253 2150 / 253 3459 Local 202, 216, 217