

# BRIEFING ON

## LPG INDUSTRY REGULATION ACT & DC2022-11-0037

---



DEPARTMENT OF ENERGY  
VISAYAS FIELD OFFICE

# OUTLINE OF PRESENTATION

---

- Salient Points of Republic Act 11592 and DOE Department Circular DC2022-11-0037 and other DOE Issuances in the LPG Industry
  - **ENGR. J. REY D. MALEZA**
- Requirements, Submission and Processing in the Registration and Issuance of License to Operate as Qualified LPG Participants
  - **ENGR. RENELYN C. ESTIYA**



# REPUBLIC ACT 11592 AND DOE ISSUANCES ON PRODUCT, FACILITY AND TRANSPORT STANDARDS

---

**ENGR. J. REY D. MALEZA**

Chief

Oil Industry Management Division

DOE - Visayas



# REPUBLIC ACT 11592

---

ACT ESTABLISHING THE REGULATORY FRAME WORK FOR THE SAFE  
OPERATION OF THE LIQUEFIED PETROLEUM GAS INDUSTRY, DELINEATING  
THE POWERS AND FUNCTIONS OF VARIOUS GOVERNMENT AGENCIES,  
DEFINING AND PENALIZING CERTAIN PROHIBITED ACTS

**(LPG INDUSTRY REGULATION ACT – LIRA)**

SIGNED – OCTOBER 14, 2021

EFFECTIVITY – NOVEMBER 9, 2021

IRR EFFECTIVITY – JUNE 24, 2022



# IMPLEMENTING RULES AND REGULATIONS

---

- Joint Department Circular JDC2022-05-0001
  - Signed May 20, 2022



# IMPLEMENTING RULES AND REGULATIONS

---

- Joint Department Circular JDC2022-05-0001
  - IRR of Republic Act 11592
- DOE Department Circular 2022-11-0037
  - Guidelines on Registration and Issuance of LTO to Qualified LPG Participants
- DOE Department Circular 2022-11-0032
  - Rules and Procedures for DOE Administrative Cases
- Joint Department Circular JDC2022-11-0002
  - LPG Cylinder Exchange, Swapping and Improvement Program



# RELATED RULES AND REGULATIONS

---

- DOE Department Circular 2013-09-0022
  - Minimum Standards in LPG Transport
- PNS 02-2022
  - LPG Transport Minimum Standards (Bulk and Cylinder)
- PNS DOE 02-2022
  - LPG Dealers Showroom and Warehouse Standards
- DPNS 05-2024 LPG Retail Outlet Standards
- RA 9514
  - Fire Code of the Philippines



---

# DOE DEPARTMENT CIRCULAR DC2022-11-0037

- Guidelines on the Registration and Issuance of License to Operate to Qualified LPG Industry Participants and Penalizing Certain Prohibited Acts
- Signed on November 22, 2022
- Effectivity – January 7, 2023



# POLICY DECLARATION

---

- PROTECT THE INTERESTS OF THE END-CONSUMER
- ENSURE THE END-CONSUMERS' GENERAL WELFARE
- ESTABLISH STANDARDS OF CONDUCT FOR BUSINESSES



# 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.



# ROLES OF GOVERNMENT AGENCIES

---

- Chapter II, Republic Act 11592



# ROLES OF GOVERNMENT AGENCIES

---

- 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



# ROLES OF GOVERNMENT AGENCIES

---

- 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



# ROLES OF GOVERNMENT AGENCIES

---

- 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



# ROLES OF GOVERNMENT AGENCIES

---

- 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 of 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

## APPLICATIONS

Section 1.2 and Sections 18 - 24

## II. LICENSE TO OPERATE

- all qualified LPG participants

## II. REGULAR REPORTS



# 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



# DEFINITION OF IMPORTANT TERMS

- **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



# DEFINITION OF IMPORTANT TERMS

---

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



# DEFINITION OF IMPORTANT TERMS

---

- **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



# DEFINITION OF IMPORTANT TERMS

- **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



# DEFINITION OF IMPORTANT TERMS

---

- **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



# DEFINITION OF IMPORTANT TERMS

---

- **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 direct and exclusive trade or sale of LPG in cylinders to End-consumers whose maximum floor stock is determined by the DOE



# DEFINITION OF IMPORTANT TERMS

---

- **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



# DEFINITION OF IMPORTANT TERMS

---

- **LPG CYLINDER** - refers to a transportable and refillable 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

Rule 2, Sections 4

---

- ✓ 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

Rule 2, Sections 4

---

- ✓ 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

Rule 2, Sections 4

- 
- ✓ 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

Rule 2, Sections 15



# 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

Rule 2, Sections 16



# REGISTRATION

---



# REGISTRATION OF AUTHORITY TO SELL 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 authorized 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.

Rule 3, Sections 21



# SAMPLE CERTIFICATE OF REGISTRATION AUTHORITY TO SELL AN LPG BRAND



Republic of the Philippines  
Department of Energy  
Visayas Field Office



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

COR Code: VFO-LPG-DLR-2024-10-1592

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 08 August 2029  
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 06 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

Supplier: PETRON CORPORATION - MANDAUE CITY, CEBU

5<sup>th</sup> Floor, Escario Building, 731 Escario Street, 6000, Cebu City, Philippines  
(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



Republic of the Philippines  
Department of Energy  
Visayas Field Office



## 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 | Plate 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 conveyance clearance.

Issued on **NOV 06 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  
(032) 253-2150, 253-3459, 253-7222  
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 upon application for the issuance of LTO and any **additional** Trademark or Tradename it is authorized to sell AFTER the issuance of the LTO
- LTO shall have a validity of FIVE YEARS 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 License 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 05 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.*

*WITNESS MY HAND and the Seal of this Office, on NOV 06 2024, 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



# DEALER WAREHOUSE, SHOWROOM AND OUTLET

Annex F-5 and Annex J

- 
- The floor of the storage area should be level, free from depressions and compacted or paved with a suitable materials and design to carry the expected load;
  - The position chosen for storage shall be at ground level and never below it in cellars or basement and be readily accessible;
  - The fire wall may be a wall of a building, in which case the following additional requirements must be met:
    - a. There must be no openings in the wall above the cylinders stored or within 2 meters horizontally;
    - b. There must be no overhanging eaves or similar projections constructed from combustible materials above any stored cylinder; and
    - c. No external stairway or fire escape



# DEALER WAREHOUSE, SHOWROOM AND OUTLET

## Annex F-5

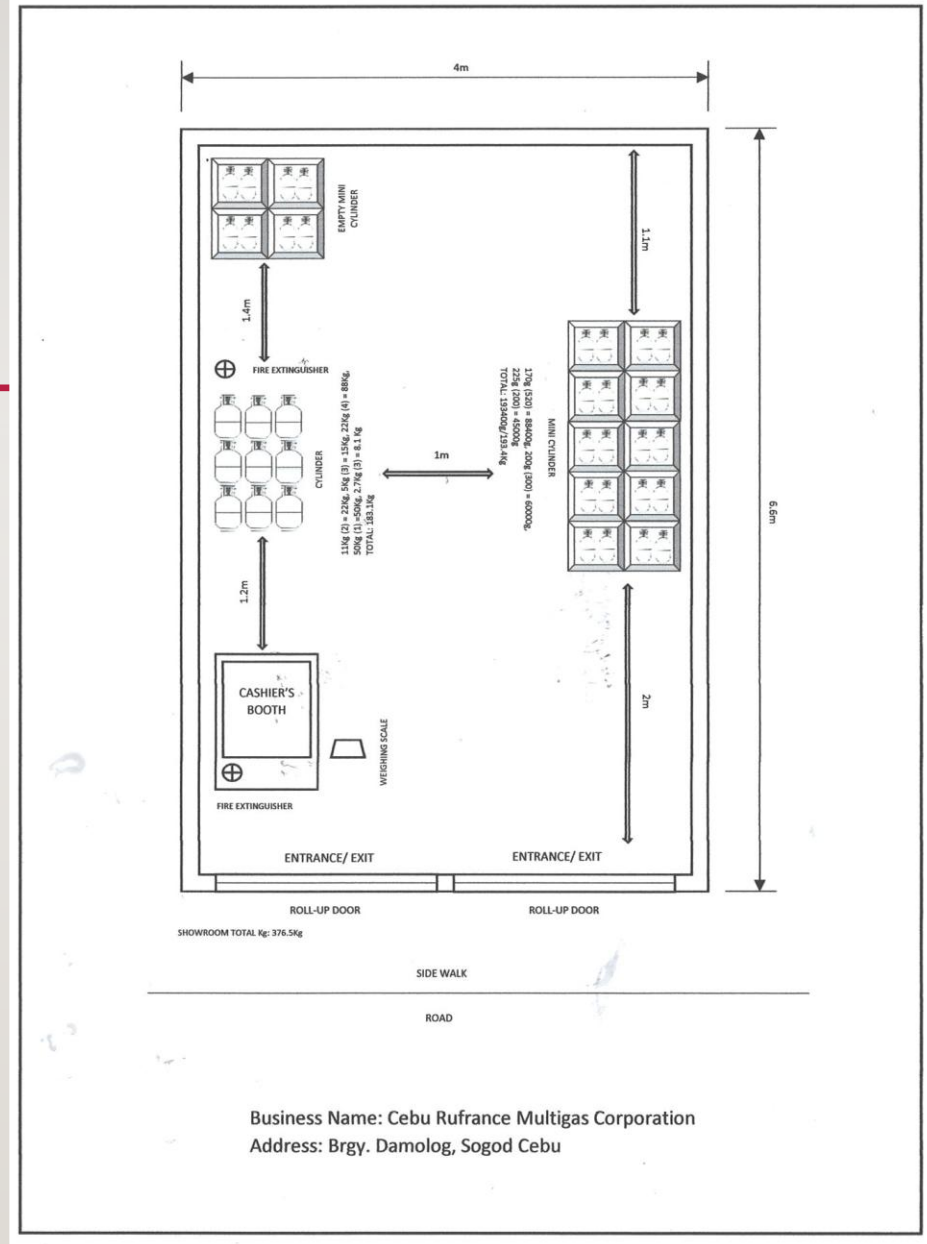
---

- Any loading platform, and any roof provided over a storage place, shall be predominantly constructed from non-combustible materials;
- All LPG storage facilities shall be clearly marked with notices on each externally visible side and presence at entrances to storage area indicating the presence of LPG.



# TYPICAL DEALER WAREHOUSE LAYOUT

Annex F-5



# CYLINDERS STACKING (DEALER AND RETAIL OUTLET)

## Annex J

| Total LPG<br>Kg   | Minimum separation distance<br>storage to boundary or fixed<br>ignition source from the nearest<br>cylinder (where no fire wall is<br>provided)<br>M | Minimum separation<br>distance to boundary or<br>fixed ignition source from<br>radiation wall<br>(where provided)<br>m | Size of<br>stack<br>Kg |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------|
| Up to 400         | 1                                                                                                                                                    | Nil                                                                                                                    | 400                    |
| 400 – 1,000       | 3                                                                                                                                                    | -1.0                                                                                                                   | 1,000                  |
| 1,000 – 4,000     | 4                                                                                                                                                    | 1.0                                                                                                                    | 1,000                  |
| 4,000 – 6,000     | 5                                                                                                                                                    | 1.5                                                                                                                    | 3,000                  |
| 6,000 – 12,000    | 6                                                                                                                                                    | 2.0                                                                                                                    | 3,000                  |
| 12,000 – 20,000   | 7                                                                                                                                                    | 2.5                                                                                                                    | 7,000                  |
| 20,000 – 30,000   | 8                                                                                                                                                    | 3.0                                                                                                                    | 9,000                  |
| 30,000 – 50,000   | 9                                                                                                                                                    | 3.5                                                                                                                    | 9,000                  |
| 50,000 – 60,000   | 10                                                                                                                                                   | 4.0                                                                                                                    | 10,000                 |
| 60,000 – 100,000  | 11                                                                                                                                                   | 4.5                                                                                                                    | 10,000                 |
| 100,000 – 150,000 | 12                                                                                                                                                   | 5.0                                                                                                                    | 20,000                 |
| 150,000 – 250,000 | 15                                                                                                                                                   | 6.0                                                                                                                    | 30,000                 |
| Above 250,000     | 20                                                                                                                                                   | 7.0                                                                                                                    | 30,000                 |



# RETAIL OUTLET

## Annex G-5

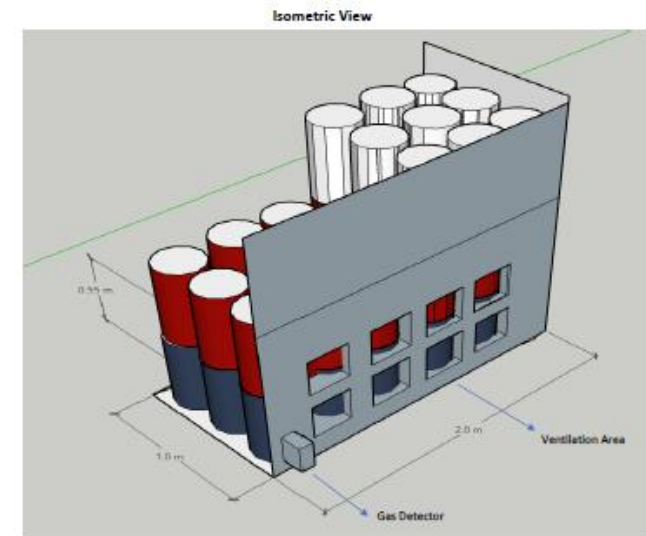
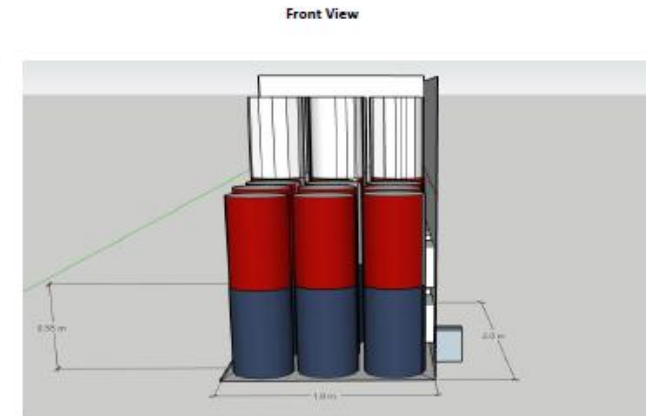
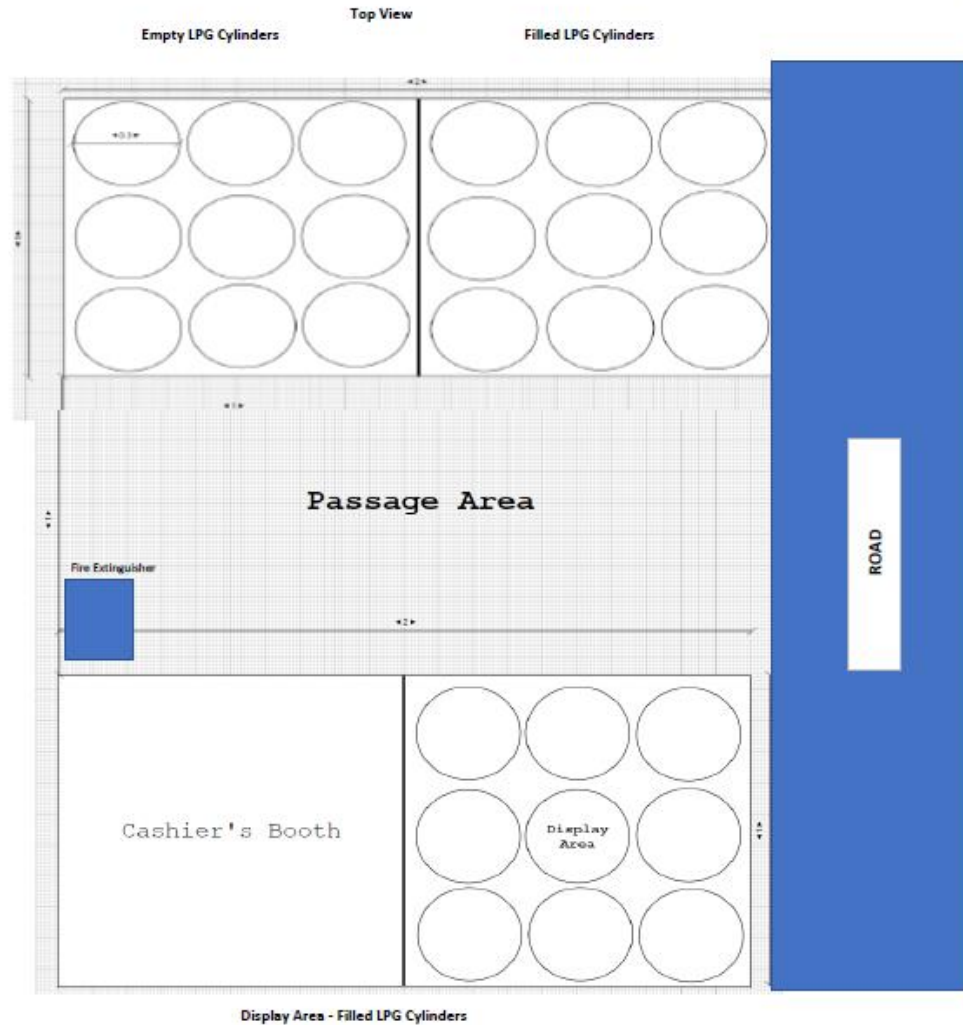
---

- **Building shall be made up of predominantly non-combustible material (concrete/steel)**
- Building shall not be part of theater, school, hotel, supermarket or place of worship
- Store should be well-ventilated area
- **MINIMUM** floor area for filled and empty cylinders is **two (2) square meters** (excluding area for cashier's booth and display area)
- Stored cylinders shall comply with specific product PNS
- The gas leak detector must be mounted in the lower portion of the wall
- No drains or opening shall be allowed in the floor of the building





## Typical Retail Outlet Layout Design



### Structural Requirements:

- 1.) Building shall be made up of predominantly non-combustible material (Concrete/Steel);
- 2.) Building should not be part of a Theatre, School, Hotel, Supermarket or a place of worship;
- 3.) Store should be well ventilated;

- 4.) Minimum floor area for filled and empty LPG cylinders is two (2) square meters, (excluding area for cashier's booth and display area);
- 5.) The gas leak detector must be mounted (0.5 to 1.0m - to be verified) from the floor; and
- 6.) No Drains or opening shall be allowed in the floor of the building.

# TYPICAL RETAIL OUTLET LAYOUT

Annex F-5

# RETAIL OUTLET CLASSIFICATION

(Annex G-6)

| Classification                           | Maximum Floor Stock Requirement                                                                                                                                                                                                 | Definition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Pure LPG Retail Outlets               | Maximum aggregate quantity of LPG stored inside the establishment is 350 kgs for all brands and sizes.                                                                                                                          | <i>Refers to a natural or juridical person involved in the sale of LPG in cylinders directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is <b>350 kgs for all brands and sizes.</b></i>                                                                                                                                                                                                                                                                      |
| 2. Retail Outlets with other merchandise | <p>Maximum aggregate quantity of LPG stored inside the establishment is 110 kgs for all brands and sizes.</p> <p>Maximum aggregate quantity of LPG less than 1kg stored inside the establishment is 110 kgs for all brands.</p> | <p><i>Refers to a natural or juridical person involved in the sale of LPG in cylinders directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is <b>110 kgs for all brands and sizes.</b></i></p> <p><i>Refers to a natural or juridical person involved in the sale of LPG less than 1kg directly to end consumers, having a maximum aggregate quantity of LPG stored inside the establishment is <b>110 kgs for all brands (40 crates of 12 pcs).</b></i></p> |



# CYLINDERS STACKING (DEALER AND RETAIL OUTLET)

## Annex J

---

- 11-kg maximum at three (3) layers (empty and filled)
- 1-kg to 2.7 kgs. maximum at six (6) layers (empty and filled)
- 22-kg maximum at two (2) layers (empty and filled)
- 50-kg at single stacking only (empty and filled)
- Max of cylinder cluster is 10 rows by 10 rows for 11-kg to 50-kg
- Max aggregate quantity of LPG stored inside a building is 5,000 kgs.



---

# DRAFT PHILIPPINE NATIONAL STANDARDS ON LPG DEALER'S SHOWROOM AND WAREHOUSE WITH SAFETY REQUIREMENTS

<https://www.doe.gov.ph/announcements/draft-philippine-national-standard-pns-lpg-dealers-showroom-and-warehouse-requirements>



## Annex K

- PRICE DISPLAY BOARD**

**Brand Size(kg) Price**

**LPG xxx kg Pxxx.00**

**LPG xxx kg Pxxx.00**

**Font size =6 inches height**



# WEIGHING DEVICE



# WEIGHING DEVICE

---



EACH LPG FACILITY SHALL HAS ITS OWN WEIGHING DEVICE

THE WEIGHING DEVICE SHALL BE REGULARLY CALIBRATED AND SEALED EVERY 12 MONTHS BY THE AUTHORIZED CALIBRATING ENTITY



# TRANSPORT VEHICLE SPECIFICATIONS

---

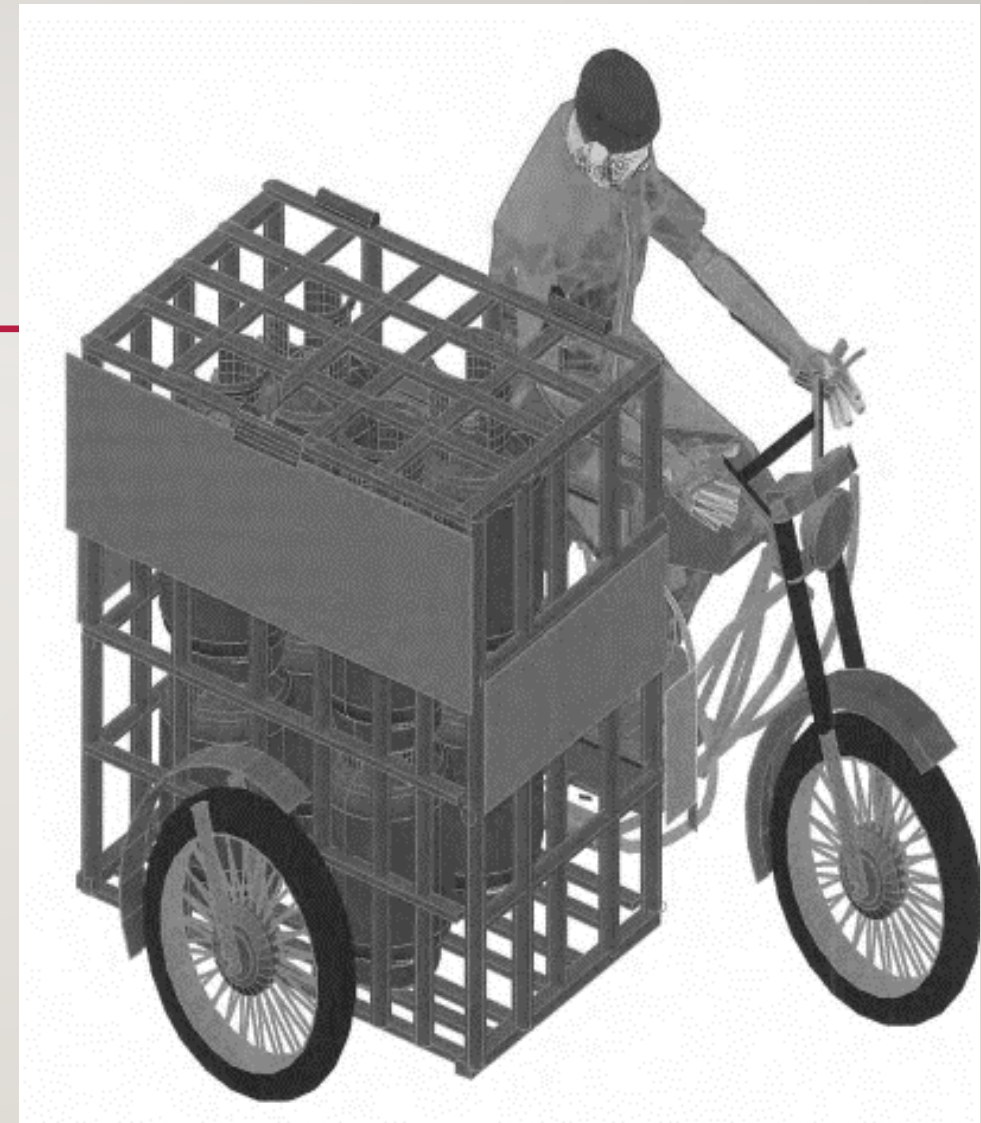
- The main body of the cargo space shall be of metal cage. A solid or caged roof shall also be provided.
- The use of closed vehicles in transporting filled or used empty cylinders is strictly prohibited. A vehicle is deemed closed if it has solid side or back walls AND a roof.



# THREE-WHEEL VEHICLE

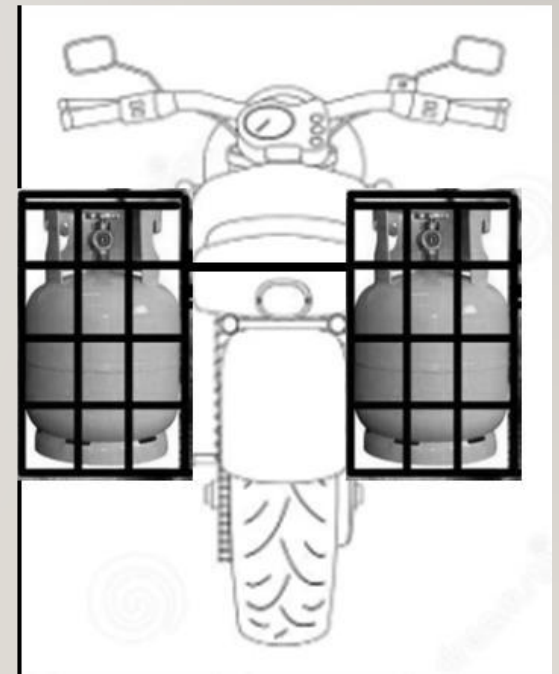
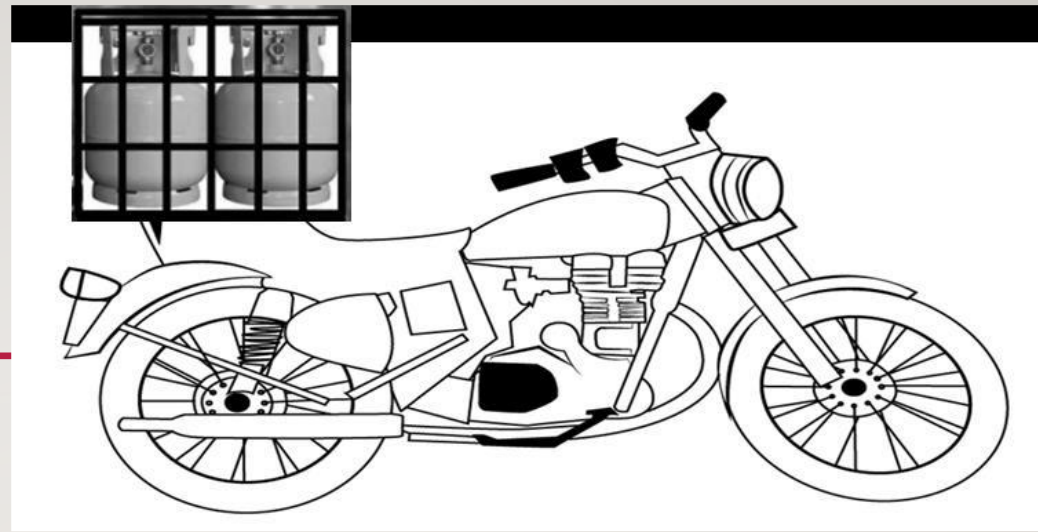
---

- 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.



# TWO-WHEEL VEHICLE

- A motorcycle with fixed steel cage that can safely carry a maximum of two (2) 11-kg LPG cylinders or four (4) 2.7-kg cylinders. In all cases, the steel cage should not obstruct the side mirror view of the driver.
- For LPG in less than one (1) liter water capacity cylinder or canister, the use of crates or cases is required to ensure proper and safe stacking.



# WARNING SIGNAGES

- **Legend:**

A. Diamond (square-on-point) logo background color, international red.

- measurement = 10 % in. H x 10 % in. W 16
- words "flammable gas", number "2" and "flame" color, white
- white border distance from tip of logo, 0.5 inch

B. Specific LPG brand name / names that it represents / services or sells / Company Hauler's Name, as applicable

- Font Color, royal blue

C. Address and telephone no. of letter "B"

- Font Color, royal blue
- Caution signage and Department of Energy Hotline Telephone Number
- Font Color, international red

E. Board background color, white



# CORRECT AND COMPLIANT 4-WHEEL TRANSPORT

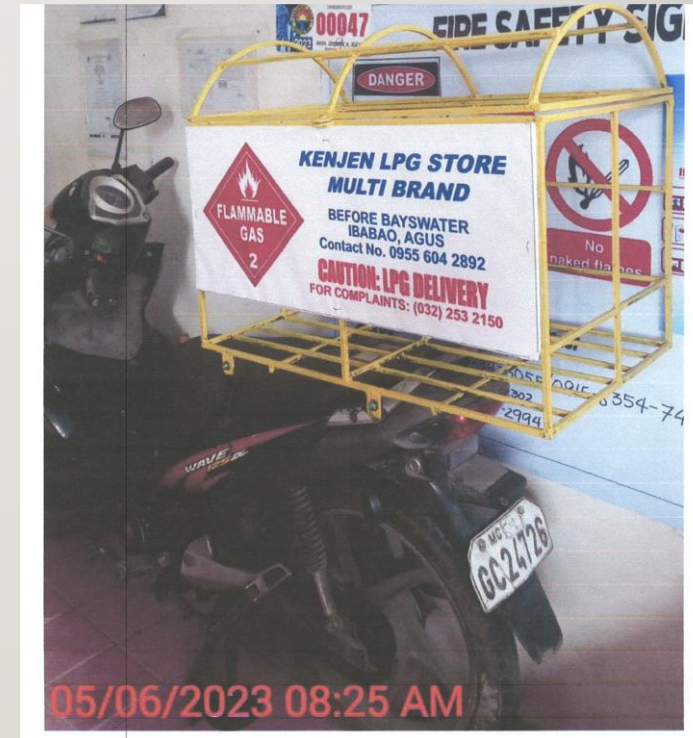
---



**NON-COMPLIANT LPG  
DELIVERY TRANSPORT  
SHALL NOT BE ACCEPTED  
FOR ISSUANCE OF  
REGISTRATION  
CERTIFICATE**



# CORRECT AND COMPLIANT 3-WHEEL AND 2-WHEEL TRANSPORT



# SAMPLE OF INAPPROPRIATE LPG TRANSPORT



Hindi pagsunod sa wastong side-car na disenyo, overloading.



Hindi pagsunod sa tamang paglagay ng silindro ng LPG (Naka-pahiga)



Paggamit ng closed van.



# SAMPLE OF INAPPROPRIATE LPG TRANSPORT



# OWNERSHIP OF LPG VESSEL

(Section 13)

---

- Ownership of LPG cylinder belongs to the Trademark Owner or Marketer whose trademark or trade name is duly registered with the IPO and whose permanent mark or durable marking, whichever is applicable and consistent with the requirements of the PNS, appears on the LPG cylinder.
- Ownership of LPG cartridge belong to the Trademark Owner or Marketer whose trademark or trade name is duly registered with the IPO and whose durable marking, consistent with the requirements of the PNS, appears on the LPG cartridge.



# CYLINDER EXCHANGE AND SWAPPING

---

Trademark owners or Marketers shall be the direct participant, negotiator, and decision maker in the actual LPG Cylinder Swapping and Improvement Program.



# CYLINDER EXCHANGE AND SWAPPING PROGRAM

---

The Department Circular shall uphold the right of end-consumers **to freely choose** the trademark or trade name of the LPG-filled cylinders they want to purchase and **be allowed at all times** to exchange an empty LPG cylinder bearing a particular Trademark or tradename with another subject to the following requirements:

- ✓ The end-consumer is in actual custody of the empty LPG cylinder;
- ✓ The end-consumer is in possession of the official receipt or sales invoice of the deposit clearly showing the date of purchase, amount of deposit, name of end-consumer and the dealer or retail outlet from where the cylinder was purchased. Loss of the official receipt or sales invoice shall waive the right of the end-consumer to avail of the exchange; and
- ✓ The end-consumer shall be subject to the rules prescribed...



# CYLINDER DEPOSIT REFUND

- The refund of LPG cylinder deposit shall be **mandatory** for the dealers and retailers subject to the following requirements:
  - ✓ The refund shall not be allowed for illegally imported and uncertified LPG cylinder;
  - ✓ The dealer or retailer attending the end-consumer is not authorized to sell the chosen trademark or tradename for exchange;
  - ✓ The end-consumer is in actual custody of the empty LPG cylinder;
  - ✓ The end-consumer is in possession of the official receipt or sales invoice of the deposit clearly showing the date of purchase, amount of deposit, name of End- consumer and the Dealer or Retail outlet from where the cylinder was purchased. Loss of the official receipt or sales invoice shall waive the right of the End-consumer to avail the refund; and
  - ✓ The end-consumer shall be able to claim the deposit only from the dealer or retailer outlet from where the cylinder was purchased.



# STATUS OF THE LPG CYLINDER EXCHANGE AND SWAPPING

---

- Advisories were issued in May 2024 and January 2025
  - ✓ Establishment of the RPITF and NPPTF is ongoing with the scheduled election of officers
  - ✓ “Marketer-to-Marketer” agreement is encouraged to initially introduce the program
  - ✓ Temporary refrain from accepting opposition in the absence of an agreement or until the Program is fully implemented



# STATUS OF THE LPG CYLINDER EXCHANGE AND SWAPPING

ADVISORIES WERE ISSUED IN  
MAY 2024 AND JANUARY 2025

## MEMORANDUM

To : All LPG Marketers and Trademark Owners  
Date : 06 January 2025  
Subject : LPG Cylinder Exchange, Swapping and Improvement Program

This is to inform all LPG industry participants of this Bureau's ongoing preparations for the full implementation of the LPG Cylinder Exchange, Swapping and Improvement Programs as provided for in Republic Act 11592 otherwise known as the "LPG Industry Regulation Act" (LIRA).

A key feature of the Program is the establishment and election of officers of the National Program Policy Task Force (NPPTF) and the Regional Program Implementation Task Force (RPITF). Deliberations on election procedures/requirements being participated in by LPG industry association representatives is currently ongoing.

As a measure to initially introduce the Program, all concerned LPG Marketers and Trademark Owners may opt to commence with the "Marketer-to-Marketer" swapping of properly branded opposition cylinders in their possession under the following conditions:

- Prior to the exchange, accumulation and actual swapping of opposition cylinders, participating Marketers and Trademark owners shall ensure that a swapping arrangement has already been stipulated by and between the concerned Marketers through a duly subscribed and notarized Swapping Agreement, copy furnished the DOE-OIMB and the concerned DOE Field Office;
- Cylinder swapping shall only be among LPG Marketers and Trademark Owners who are holders of a valid DOE License to Operate (LTO);
- Cylinder swapping shall be undertaken in either of the swapping parties' premises within their common trading area;
- All LPG cylinders subject for swapping shall be PNS compliant; and
- In case of imbalance of inventory of cylinders for swapping, a buy back scheme may be resorted to at a reasonable cost agreeable to both parties.

Please note, however, that while cylinder exchange at the retail level is encouraged to benefit the consumers, the lack of a clear arrangement among Marketers and Trademark owners on how to swap opposition cylinders often results in undue accumulation of such cylinders to the detriment of each Marketer/Owner.

Thus, in the absence of a Swapping Agreement between the concerned parties, all Marketers and Trademark owners are hereby required to advise its dealers/retailers to temporarily refrain from accepting empty cylinder/s of such opposition brand in exchange for its own filled cylinder/s until the full implementation of the Cylinder Exchange, Swapping, and Improvement Programs.

All LPG Marketers and Trademark owners are directed to submit a monthly report to the DOE-OIMB on the number of opposition cylinders in its possession, as well as the details of its swapping activities, if any. (See Annex A).

Further, all LPG industry participants are hereby reminded that illegal refilling, tampering, defacing or destroying captured opposition cylinders are strictly prohibited and penalized under the LIRA and other applicable laws, rules and regulations governing the LPG business.

Your full compliance and cooperation is hereby enjoined.

  
Atty. RINO E. ABAD  
Director  
Oil Industry Management Bureau



# VERIFICATION OF INFORMATION PROVIDED

(Section 32.1)

- 
- Exercise of regular visitorial powers to ensure the effective implementation of the Act which shall include the power to SCRUTINIZE or VERIFY the information provided for in the reportorial requirements of the DOE-regulated industry participants and to INSPECT their premises, LPG seals, filled and unfilled LPG pressure vessels, including those in transit which are for distribution and sale, other ancillary equipment, motor vehicle and other related equipment, tools and paraphernalia used in the operation



# SUSPENSION, CESSATION AND CLOSURE

---

- Nothing...shall preclude the DOE from ordering the SUSPENSION or CESSATION of the operation of the facility, or the CLOSURE thereof until such time that the mandatory requirements or corrective measures directed by the DOE have been met
- Without prejudice to other administrative remedies, the DOE may, during the pendency of an administrative proceeding, suspend the operations of the concerned business of an LPG industry participant subject of the proceeding within a **maximum period of forty-five (45) calendar days** to prevent undue interference in the ongoing investigation and tampering of evidence in accordance with the implementing rules and regulations of this Act.



# SHARING OF FINES AND PENALTIES

Section 34 and 35 of JDC2-22-05-001 I

---

- The city or municipality where the principal place of business of an LPG industry participant is located shall be allotted a **forty percent (40%) share of the proceeds** from fines and penalties collected by the DOE from the concerned LPG industry participant: *Provided*, That the remaining sixty percent (60%) shall be utilized by the DOE to implement the provisions of this Act including information dissemination, capacity building, and research and development.
- The LGU shall utilize its share from the fines and penalties collected pursuant to Section 47 of this Act exclusively for the purpose of transporting, hauling, storing, decanting, and disposing confiscated LPG, LPG pressure vessels, and ancillary equipment.



# DOE OFFICE REGISTRATION AND REGULATORY JURISDICTION

---

- OIL INDUSTRY MANAGEMENT BUREAU

- Refiner, Importer, Bulk distributor, Independent Bulk Hauler, Terminal or depot owner/operator and Trademark owner or Marketer.

For Refiller, Dealer, Retailer, Independent Cylinder and/or Cartridge Hauler, Auto-LPG dispensing station owner/operator, Centralized LPG piping system owner/operator and Bulk consumer, the handling DOE offices shall be

- |                               |   |                                  |
|-------------------------------|---|----------------------------------|
| • OIMB                        | - | NCR, REGIONS 4 AND 5             |
| • LUZON FIELD OFFICE          | - | CAR, REGIONS 1, 2 AND 3          |
| • <b>VISAYAS FIELD OFFICE</b> | - | <b>REGIONS 6, 7, 8 (and NIR)</b> |
| • MINDANAO FIELD OFFICE       | - | REGIONS 9, 10, 11, 12 AND 13     |



# END OF TOPIC I

---

[facebook.com/doevisayas](https://facebook.com/doevisayas)





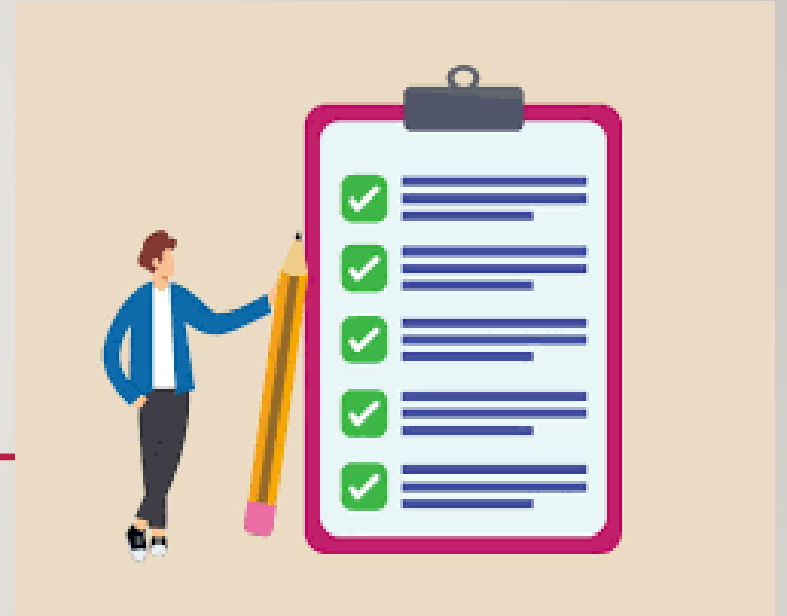
# REQUIREMENTS, SUBMISSION, AND PROCESSING OF REGISTRATION AND ISSUANCE OF LICENSE TO OPERATE

---

**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.





Republic of the Philippines  
DEPARTMENT OF ENERGY

Annex 4  
September 2022

**Application for Registration by a Dealer or Retailer – Authority to Sell a Trademark or tradename  
(via LPG-filled pressure vessel)**

Date \_\_\_\_\_

**Department of Energy- Visayas Field Office**

Energy Industry Management Division  
3<sup>rd</sup> Floor, ~~Escario~~ Building, ~~Escario~~ Street  
Cebu City

Dear Sir/Madam:

In compliance with the Department Circular No. 2022-11-0037, we wish to inform you of this application with the following details below:

**A. Company Details**

1. Company Name :
2. Business Address  
(Number, Street, ~~Baro~~, Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

**B. Establishment Details**

1. Establishment Business Name :
2. Business Address  
(Number, Street, ~~Baro~~, Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

**C. Application Details**

1. 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 sell duly signed by both the Dealer or 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 tradename;
5. DOE registration certificate – LPG Seal; and
6. Notarized company secretary's certificate of the authorized representative of the applicant.

3rd Floor, ~~Escario~~ Building, 731 ~~Escario~~ Street, 6000, Cebu City, Philippines  
Tel. No. (Trunkline) (032) 253-2150, 253-3459, 253-7222  
~~XXXXXXXXXX~~ [www.doe.gov.ph](http://www.doe.gov.ph); E-mail: [yfo-admin@doe.gov.ph](mailto:yfo-admin@doe.gov.ph)

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant  
or authorized representative

**Reminder/ Instructions:**

1. Submit this application form with complete documentary attachments to DOE-VFO for the issuance of registration before the start of sale of an LPG-filled pressure vessel with a Trademark or tradename;
2. Pay the application fee based on the order of payment via cash, postal money order/manager's check or cashier's check payable to the Bureau of Revenue;
3. Issuance of registration shall not be later than twenty (20) working days from the official receipt of the complete application; and
4. Refer to Sections 21 and 31 of this Department Circular on the DOE handling office of this application.

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S

**BEFORE ME**, a Notary Public for and in the City/Municipality of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared presenting his/her identification, *to wit:*

| Name | Competent Evidence of Identity | Date & Place of Issue |
|------|--------------------------------|-----------------------|
|      |                                |                       |

known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

This application consisting of \_\_\_\_\_ ( ) original copy/ies, submitted to DOE-VFO with complete attachment, duly signed by the applicant.

**IN WITNESS WHEREOF**, I have hereto set my hand on the day, ~~year~~ and place above the written.

**NOTARY PUBLIC**

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

# LICENSE TO OPERATE (LTO)

---

RULE 4



# REQUIREMENTS FOR LTO (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



# REQUIREMENTS FOR LTO (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 applied LPG Industry activity
- 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



# REQUIREMENTS FOR LTO (DEALER)

Annexes F, F-1 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



# REQUIREMENTS FOR LTO (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-I 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 License to Operate  
LPG Dealer

Date \_\_\_\_\_

Department of Energy- Visayas Field Office

Energy Industry Management Division  
3<sup>rd</sup> Floor, ~~Eurodo~~ Building, ~~Eurodo~~ Street  
Cebu City

Dear Sir/Madam:

In compliance with the Department Circular No. 2022-11-0037, please be informed of this application with details as follows:

A. Company Details:

1. Company Name :
2. Business Address  
(Number, Street, ~~Brgy.~~ Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

B. Establishment Details:

1. Establishment Business Name :
2. Business Address  
(Number, Street, ~~Brgy.~~ Mun/City, Province & Region) :
3. GPS Coordinates (longitude & latitude) :
4. Telephone Number :
5. Email Address :

C. Application Details:

1. Type of application : Original ( ☐ ) Renewal ( ☐ )

D. Supporting Documentary Requirements:

Please refer to the documentary requirements in Annexes F-1 to F-4 for compliance.

E. Compliance to Standards:

The LPG product, Ancillary equipment, actual construction of an LPG facility and code of safety practice shall comply with Annex J - List of reference standards/codes based on the latest promulgated PNS or in the absence thereof any internationally accepted codes or standards. Please refer likewise to the Dealer Outlet Layout Design in Annex F-5 and Price Display Board Template in Annex K for compliance.

Very truly yours,

\_\_\_\_\_  
Name, designation & signature of applicant or  
authorized representative

Reminders/ Instructions:

1. This application shall be made per company and/or per establishment - facility, plant or ~~subsite~~
2. Submit this application form with complete documentary attachments to DOE-VFO for the issuance of the required License to operate (LTO) before the start of commercial operation.
3. Pay the application fee based on the DOE-VFO order of payment via bank transfer, postal money order/manager's check or actual DOE treasury counter payment payable to the Department of ~~Energy~~
4. Issuance of License to operate shall not be later than twenty (20) working days from receipt of ~~application~~
5. DOE-VFO may further require a presentation on the details of application in a pre-application conference; and
6. Refer to Section 31 of this Department Circular for the DOE handling office of this ~~application~~

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S

BEFORE ME, a Notary Public for and in the City/Municipality of \_\_\_\_\_, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared presenting his/her identification, *to wit:*

| Name | Competent Evidence of Identity | Date & Place of Issue |
|------|--------------------------------|-----------------------|
|      |                                |                       |

known to me and to me known to be the same person who executed and voluntarily signed the foregoing application, which he/she acknowledged before me as his/her own free and voluntary act and deed, and with full authority to sign in that capacity.

This application consisting of \_\_\_\_\_ ( ☐ ) original copy/ies, submitted to DOE-VFO with complete attachment, duly signed by the applicant.

IN WITNESS WHEREOF, I have hereto set my hand on the day, ~~year~~ and place above the written.

NOTARY PUBLIC

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

# SAMPLE

---

- APPLICATION FORM FOR (DEALER)
- [SAMPLE\Annex F- LTO - Dealer\\_I.fnl.docx](#)

# REQUIREMENTS FOR LTO (RETAIL OUTLET)

Annexes G, G-1 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*]



# REQUIREMENTS FOR LTO (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](#))



# 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 immediately rejected and need to re-apply

Sections 18.2, 19.4, 20.5, 21.4, 22.4, 23.3, 25,



# 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

1. 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
5. Certification on Existing Contracts

## RETAILER

1. 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
5. Certification on Existing Contracts



# SUMMARY OF SUBMISSIONS

---

- DEALER

- REGISTRATION

- ✓ REGISTRATION FOR AUTHORITY TO SELL - ANNEX 4

- LICENSE TO OPERATE

- ✓ APPLICATION FORM - ANNEX F

- ✓ CHECKLIST - ANNEX F-1

- ✓ 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

- ✓ REGISTRATION FOR AUTHORITY TO SELL - ANNEX 4

- LICENSE TO OPERATE

- ✓ APPLICATION FORM - ANNEX G

- ✓ CHECKLIST - ANNEX G-1

- ✓ 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**

---

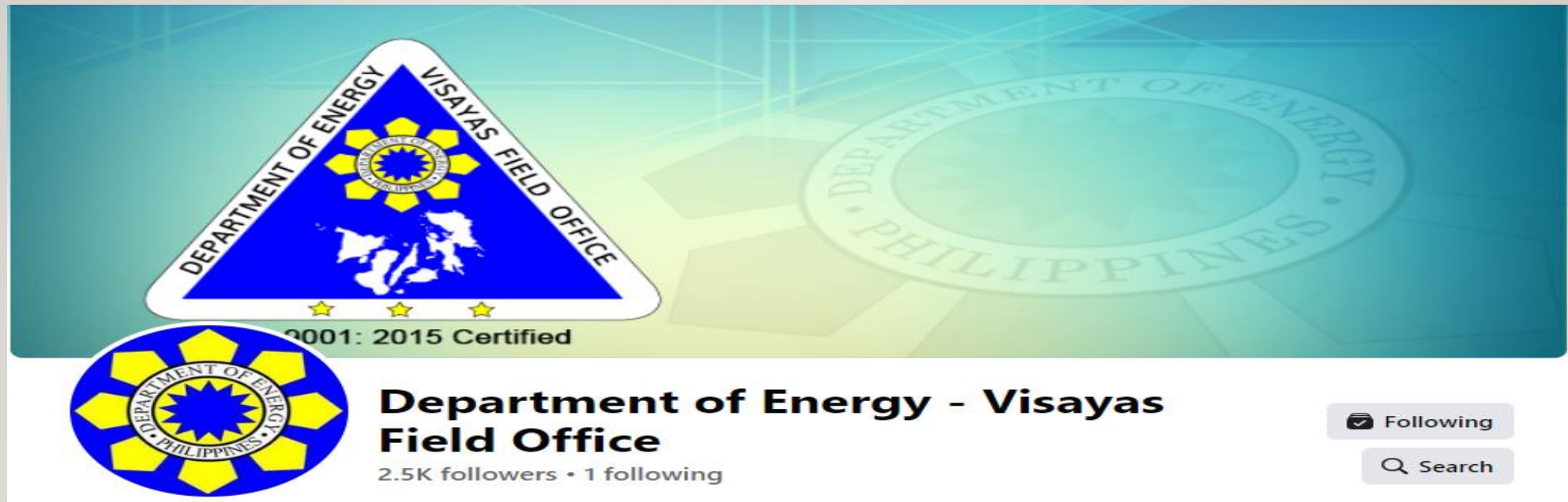
**Online Form**

**<https://bit.ly/vfoltoapplication>**



# FACEBOOK PAGE

- <https://www.facebook.com/doevisayas>





Department of Energy - Visayas Field Office

February 1 · 🌐

**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.

**APPLICATION FOR ISSUANCE OF  
LICENSE TO OPERATE (LPG)**

*For LPG Visayas Applicants*

Download our Excel forms

<https://bit.ly/vfoltoforms>

or

Use our Digital Application Filing Form  
with auto-generated formats of required Annexes  
<https://bit.ly/vfoltoapplication>



You, Pete Marvin, Stephanie Jainar and 17 others



# FACEBOOK PAGE

# DOE – VFO LTO APPLICATION ONLINE LINKS

---

[doe.gov.ph/vfo-lto](https://doe.gov.ph/vfo-lto)

FOLLOW US ON FACEBOOK  
FOR ANNOUNCEMENT/ADVISORY  
[/doevisayas](https://www.facebook.com/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](http://www.doe.gov.ph)**  
**[vfo.oims@doe.gov.ph](mailto: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