

Annexure-A

Standard Operating Procedure for Transfer of LPG Construction/ Marketing Licence / Ownership/ works under Rule 11 of LPG Rules, 2001 including Proforma (Flag-A as a part of the Procedure) is as under -

- a) The application for Change of Ownership/ Transfer of LPG licence/ Works shall be submitted by the licensee as per prescribed proforma alongwith the requisite documents.
- b) It shall be ensured that: -
 - i) All the requisite documents are attested by a Class-I Gazatted Officer and copy of ID Card of the Gazatted Officer attesting the documents is also submitted.
 - ii) Transfer Application Form is signed by both the Transferor and the Transferee.
 - iii) The latest photographs of the Transferor and the Transferee are submitted.
- c) The attendance of the Owner (s) OR the person duly lawfully authorized by the Owner (s) for specific purpose of Transfer of LPG Construction/ Marketing Licence/ Ownership/ Works shall be taken and physical verification of owners (old as well as new) is done by a Law Officer and DED level Officer of LPG Department (officer concerned) jointly through original CNICs as well as signatures in person and thumb impressions.
- d) After receipt of the request/ application on the prescribed Proforma alongwith the requisite documents, the seller (s) and buyer (s) shall be called upon in person, in OGRA's office / concerned city as per the request of the licensee as per the existing procedure being followed in the CNG cases.
- e) As per the existing procedure adopted by the Authority in CNG licence transfer cases, the licensees who are unable to travel to Islamabad for the purpose of physical appearance/ Verification are allowed/ facilitated for such transfer/ process at the suggested place/ city on payment of Verification Charges amounting to Rs. 100, 000/-.
- f) Proposed charges for such outstation verification for LPG/ CNG, henceforth, may be revised as under owing to increase in expenses: -
 - (i) **Rs. 150, 000/- for verification from Peshawar upto Lahore/ Faisalabad.**
 - (ii) **Rs. 200, 000/- for verification from Karachi/Quetta where Airfare/ wherever Air Journey is involved.**
- g) Concerned Officer (LPG) and Law Officer shall examine/ check the complete papers/ case submitted and presented to them and shall verify, check/ examine that the documents are in order.
- h) After completion of the above formalities, the case shall be placed before the Authority by the concerned officer of the LPG Department for consideration and approval under the LPG (Production and Distribution) Rules, 2001.

 

APPLICATION FORM
FOR
TRANSFER OF LPG LICENSE

(A) Request for:

- Tick the applicable box
- a) Transfer of LPG Construction License/ Ownership/ Works under Rule 11 of LPG Rules, 2001
- b) Transfer of LPG Marketing License/ Ownership/ Works under Rule 11 of LPG Rules, 2001

(B) Information About LPG Plant:

- (i) Name of the Company: _____
- (ii) Site / Plant Address: _____
- (iii) Mailing Address: _____
- (iv) Licence No: _____ Dated: _____ Valid till : _____
- (vi) Office Telephone: Area Code (_____) _____
- (vii) Email: _____
- (viii) Whether Last Annual Inspection Report is Okay i.e the instant LPG facility is in compliance with the LPG Rules 2001:-
Yes: _____ No: _____
- (xi) Statement on the Legal Paper that no Litigation is pending against the Company or any of its Directors.
- (x) State clearance of all outstanding dues of OGRA including Periodic Inspection Fee.

(C) Name of the all Existing Owners/ Directors (Attested copy of SECP documents):

- (i) Mr/Ms/Mrs _____ S/D/o
- (ii) Mr/Ms/Mrs _____ S/D/o
- (iii) Mr/Ms/Mrs _____ S/D/o
- (iv) Mr/Ms/Mrs _____ S/D/o

We the lawful owners of M/s _____ of _____ company having registration NO. _____ (detail mentioned above) shall sell LPG Licence M/s _____ having registration No. _____ to the following Directors:

(D) Name of all Proposed New Owners:-

- (i) Mr/Ms/Mrs _____ S/D/o
- (ii) Mr/Ms/Mrs _____ S/D/o
- (iii) Mr/Ms/Mrs _____ S/D/o
- (iv) Mr/Ms/Mrs _____ S/D/o

(E) It is requested to acknowledge Change of Ownership / Transfer of Licence alongwith Works of the LPG Facility in favour of aforesaid all Proposed New Owners / Company (as per Para D above). We have attached the following documents (Attested by Class-I gazetted officer):

Attached please tick

- | | | |
|--------|--|--------------------------|
| (i) | Attested copies of CNIC of all Existing & Proposed New Owners; | <input type="checkbox"/> |
| (ii) | Photographs of all Existing and Proposed New Owners; | <input type="checkbox"/> |
| (iii) | Attested copy of Sale Agreement / Deed between all Existing & Proposed New Owners; | <input type="checkbox"/> |
| (iv) | Certificate of Incorporation alongwith memorandum & article of Association of the buyer company | <input type="checkbox"/> |
| (v) | An affidavit regarding Change of Ownership / Transfer of Licence alongwith Works, signed by all the Existing & Proposed New Owners. | <input type="checkbox"/> |
| (vi) | SECP document specifically Form 29 w.r.t. all proposed new owners / company. | <input type="checkbox"/> |
| (vii) | SECP document specifically Form 29 of the existing Company showing names of all existing owners. | <input type="checkbox"/> |
| (viii) | Processing Fee of Rs. 50,000/- in favor of OGRA in the form of Bank Draft/ Pay Order payable at Islamabad. (including other applicable documents/ charges as per Standard Operating Procedure) | <input type="checkbox"/> |

(G) Further, we (all the Existing & Proposed New Owners) hereby affirm that all the facts and information given in the form is correct and that no material facts have been concealed from the Authority. We hereby indemnify OGRA from all losses or damages that may be occasioned to the Authority by the Change of Ownership/ Transfer of License of LPG facility and to this effect "Undertaking" is being attached for information and record please.

(H) Signature of all Existing Owners:

1) _____ 2) _____ 3) _____

4) _____

(I) Signature of all Proposed New Owners:

1) _____ 2) _____ 3) _____

4) _____

