



**Oil and Gas Regulatory Authority**

**CHECK LIST FOR GRANT  
OF LICENSE(S) IN  
OIL SECTOR**

**Check List/ Documents to be attached along with Application form to apply for establishing new Oil Marketing Company (OMC)**

- (i) Certified true copies of the following documents issued by SECP:-
  - (a) Certificate of Registration. (Attested by any authorized person of SECP)
  - (b) Memorandum & Articles of Association which show upfront equity of Rs. 100 million and permit the company to conduct business of not less than Rs. 500 million. (Attested by any authorized person of SECP)
  - (c) Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)
  - (d) Auditor's certificate from statutory auditor that sponsors share i.e. (paid up capital) is Rs. 100 million.
  - (e) Last return of allotment of shares.
  - (f) Latest audited and certified balance sheet.
  
- (ii) Minimum Investment Programme of Rs. 500 Million over a period of three years interalia covering following details year wise:-
  - (a) Estimated sales of each product (M.tons)
  - (b) Development of depots and installations location wise to cater 20 days requirement as prescribed in GOP policy along with investment details.
  - (c) Development of retail outlets with province wise and rural/urban break up along with investment details.
  - (d) Letter of support from any bank/financial institution to the effect that company has the financial capability to raise funds as per requirement of sub-clause (b) of clause (v) of GOP criteria.
  - (e) Letter of support for supply of petroleum products from local or international source.
  - (f) Appropriate tool for showing that company has experienced personnel/man power in oil marketing from national and international industry.
  - (g) Affidavit (sworn on oath) in accordance with the format given in the GOP policy signed by the duly authorized officer of the company along with proof of authorization and properly verified by the court as under:
    - a) None of the Sponsors/ Directors/ Relatives of sponsors/ Directors is involved in any criminal case and or bank/ loan and direct and indirect Federal taxes default.
    - b) No case is pending in National or international courts for recovery of loans/tax frauds etc.
    - c) All excise formalities completed as per rules and regulation prescribed by the CBR prior to start of commercial operation.
    - d) None of the Directors is disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984)

- (h) Commitment in the form of an affidavit that transport used will meet safety and petroleum products transport standards.
- (i) An affidavit to the effect that company is not affiliated in any manner with existing oil marketing company operating in Pakistan.
- (j) An undertaking to the effect that company shall first uplift petroleum products produced by the local refineries before opting for import of the same.
- (k) Rs. 2 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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**Note:** The requisite information at ii (a, b & c) is to be provided on attached format.

**Check List/ Documents to be attached along with Application form to apply for construction & operation of new Oil Refinery**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
  - (a) Certificate of Registration. (Attested by any authorized person of SECP)
  - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)
  - (c) Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)
- (iii) Documents showing possession of the site by the applicant company
- (iv) EPA Clearance certificate & District Govt's NOC
- (v) Feasibility report/ refinery work program showing storage capacity, sufficient to meet the designed capacity of the refinery, for a minimum period of fifteen days for crude oil and seven days for refined oil products, availability of utilities including electricity, gas & water
- (vi) MOU with the relevant agencies regarding port handling facility for import and storage of crude oil and export of surplus petroleum product (if applicable)
- (vii) Letter of support from source of supply of crude oil
- (viii) Details of Refinery Configuration (including i.e. semi conversion/ fully conversion)
- (ix) Details of estimated cost of the project along with due diligence certificate from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (x) Details of proposed arrangement for receipt of crude oil & disposal of products for local consumption and export
- (xi) Details of arrangements for disposal of refinery wastes
- (xii) Details of work program & schedule of completion
- (xiii) Proposed details of emergency response system at terminal / storage
- (xiv) Details of HSE arrangements
- (xv) Affidavit from each and all of company's Directors to the effect that:
  - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
  - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
  - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
  - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (xvi) Rs. 2 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

**Check List/ Documents to be attached along with Application form to apply for construction & operation of new Oil Pipeline**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
  - (a) Certificate of Registration. (Attested by any authorized person of SECP)
  - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)
  - (c) Forms 29 and 34 along with other relevant forms and documents. (Attested by any authorized person of SECP)
- (iii) EPA Clearance certificate & District Govt's NOC
- (iv) Feasibility report including proposed route, capacity, construction/ completion schedule, name of product(s) to be transported, economic feasibility, operating parameter
- (v) Document relating to throughput commitment with the users
- (vi) Details of estimated cost of the project along with due diligence certificate from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (vii) Undertaking from the user of the pipeline to the effect that pipeline shall be operated on commercial basis and throughput guarantee
- (viii) Details of HSE arrangements
- (ix) Affidavit from each and all of company's Directors to the effect that:
  - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
  - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
  - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
  - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (x) Rs. 2 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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**Check List/ Documents to be attached along with Application form to apply for construction or operation of new Oil Storage**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
  - (a) Certificate of Registration. (Attested by any authorized person of SECP)
  - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)
  - (c) Forms 29 of SECP (Attested by any authorized person of SECP)
- (iii) EPA Clearance certificate, NOC from District Govt's NOC and Ministry of Defense
- (iv) Conceptual Engineering Design of the storage facility and specifications of material
- (v) Feasibility report including economic/ Financial feasibility (along with details of per unit cost of storing the product), precise location with storage capacity (in M.Ton) construction/ completion schedule, mode of transportation of product.
- (vi) MOU with source of supply for storage of crude oil or petroleum products
- (vii) Details of estimated cost of the project along with due diligence certificate from scheduled bank to the effect that Applicant Company has the capacity to undertake the proposed investment
- (viii) Undertaking to the effect that storage will not be used for purpose other than storage of petroleum products
- (ix) Details of HSE arrangements & emergency response system
- (x) Affidavit from each and all of company's Directors to the effect that:
  - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
  - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
  - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
  - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
- (xi) Rs. 0.1 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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**Check List/ Documents to be attached along with Application Form to apply for Construction and Operation of New Oil Blending Plant, Reclamation Plant or Grease Plant**

- (i) Certificate of Registration with registrar of companies along with morandum & Articles of Association or Partnership Deed.
  - (ii) Documents showing possession of site
  - (i) EPA Clearance certificate and NOC from District Govt
  - (iv) Details of estimated cost of the project along with due diligence certificate from scheduled bank/ financial institution to the effect that Applicant Company has the capacity to undertake the proposed investment
- OR
- Details of Income tax paid during the last 5 year in case of self-financing
- (v) Details of the various units of the plant as per requirement of Part A (for Blending Plant) or Part B (for Reclamation or grease plant)
  - (vi) Undertaking to the effect that for the construction or operation he meets the minimum requirement as set out in
    - a) Part A of Schedule V for the oil blending plant; and
    - b) Part B of Schedule V for reclamation plant or grease plant
  - (vii) Details of source of lube base oil supplies
  - (viii) Organogram details
  - (ix) Details of HSE arrangements
  - (x) Affidavit from each and all of company's Directors to the effect that:
    - (a) he is not disqualified or ineligible to become or remain a Director of the company under the provisions of the Companies Ordinance, 1984 (XLVII of 1984);
    - (b) he has not failed to pay any bank advance or loan or any installment thereof or interest and mark-up thereon;
    - (c) he is not directly or indirectly involved in any criminal case or default of bank advance or loan; and
    - (d) no case is pending against the company or its Directors in national or international courts or tribunals or such other forums, howsoever called or designated for recovery of bank loan or advance;
  - (xi) Rs. 50,000/- (for each unit i.e. Blending, Reclamation, Grease) in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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**Check List/ Documents to be attached along with Application Form to apply for establishing New Lubricant Marketing Company**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certified true copies of the following documents issued by SECP:-
  - (a) Certificate of Registration. (Attested by any authorized person of SECP)
  - (b) Memorandum & Articles of Association. (Attested by any authorized person of SECP)  
(Article of Association must indicate that the prospective company will not be affiliated with any existing oil marketing company operating in Pakistan.
  - (c) Forms 29 of SECP (Attested by any authorized person of SECP)
- (iii) Details of investment plan as per format on application form
- (iv) Letter of support from source of supply.
- (v) Affidavit from each and all of company's Directors to the effect that:
  - None of the sponsors / Directors / Relatives of sponsors / Directors of the company are involved in any criminal case and or bank / loan and direct and indirect federal taxes default.
  - No case is pending in National or International Courts for recovery of loans / tax frauds etc. against the company and its Directors/sponsors.
- (vi) Letter of support from a scheduled bank/ financial institute to the effect that Applicant Company has minimum financial worth of Rs. 20 Million.
- (vii) Rs. 1 Million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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**Check List/ Documents to be attached along with Application form to apply for establishing or operation of new Oil Testing Facility**

- (i) Name and address of the Director(s) (along with Nationality & share holding)
- (ii) Certificate of Registration along with Memorandum & Articles of Association or other legal instrument
- (iii) Details of Testing Facilities/ capacities indicating precise location
- (iv) ISO certification if any
- (v) Details of Petroleum Products which can be tested
- (vi) Details of the technical expertise along with details of testing equipment (location-wise)
- (ix) Details of HSE & security arrangements
- (x) Details of tests which can be conducted
- (xi) Rs. 0.5 million in the form of Demand Draft/Pay Order in favor of OGRA (Payable at Islamabad) as licence fee.

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