

**APPLICATION FORM**  
**FOR THE RENEWAL / EXTENSION IN CNG PRODUCTION & MARKETING LICENCE**  
**UNDER RULE 3 AND 7 OF THE CNG RULES 1992**

**(A) APPLICANT CNG STATION DETAILS:**

(i)	<b>Title of CNG Station:</b> (as per OGRA record)				
(ii)	<b>Site Location:</b> (as per OGRA record)			<b>District</b>	
(iii)	<b>Mailing Address:</b>				
(iv)	<b>License No:</b>		<b>Issue Date</b>		<b>Valid till</b>
(v)	<b>Contact No.:</b>			<b>Email:</b> (if any)	
(vi)	<b>Title of OMC Retail Outlet (if any)</b>				

**(B) CHECK LIST:**

- (i) Affidavit / Undertaking as per prescribed format regarding renewal in CNG Marketing Licence duly signed by the Authorized Signatory/partners, issued by the notary public; ☐
- (ii) **Rs.25,000/-** as renewal fee of CNG Production & Marketing licence in the form of pay order/bank draft in the favor of OGRA payable at Islamabad; ☐  
Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
DD/Pay order no: \_\_\_\_\_ Date: \_\_\_\_\_
- (iii) Attested copy of **valid** Explosive Licence (Form-B) with respect to your CNG Station granted by Department of Explosive; ☐
- (iv) NOC in original from Oil Marketing Company regarding renewal in your CNG Marketing Licence OR; attested copy of valid lease agreement signed between Oil Marketing Company and your CNG Station while clearly mentioning its execution date, validity date, expiry date & exact site address **(if applicable)**; ☐
- (v) Applicable penalty as per schedule given below:-

<b>If formalities are completed before 3 months of expiry of Licence</b>	<b>If formalities are completed before expiry of licence but not before 3 months</b>
Not applicable	Rs.50,000/-

**(if applicable)**

Bank Name: \_\_\_\_\_ Amount: \_\_\_\_\_  
DD/Pay order no: \_\_\_\_\_ Date: \_\_\_\_\_

- (vi) Attach evidence of Annual Inspection Fee for current year; ☐
- (vii) Attach latest TPI proforma duly signed by 3<sup>rd</sup> party inspector (if any); **(Note: This application shall only be considered if CNG Station is declared in compliance with the CNG Rules 1992)** ☐

I hereby **affirm/certify** that:-

- a) All information/documents submitted with this application are correct/true in all respect;
- b) Requisite formalities as indicated in the above checklist (i.e. B (i) to (viii)) have been fulfilled. In case any formality(ies) is missing/not completed, this application may be returned without consideration and I shall not have any objection on this act of OGRA;

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note:** Your application would be considered as submitted from date of receipt of complete application along with all requisite formalities.

**AFFIDAVIT**  
**EXTENSION IN CNG MARKETING LICENCE**

*(on original stamp paper, signed by all partners and verified by notary public)*

That I ----- son of ----- bearing CNIC  
No.----- resident of -----  
----- being ----- of -----  
----- do hereby solemnly affirm, declare and undertake as under:

- i. That for the establishment/ operation of aforesaid CNG station, I/We have applied for extension in Marketing Licence in favour of (name of CNG station).
- ii. That the site is litigation free and physical location of the site is not changing.**
- iii. That there is no restraining orders passed by any court of law / authority in respect of the installation / operation of the instant site and extension / renewal of CNG Marketing Licence.
- iv. That I/We have not violated any laws, rules of the local authority or court orders relating to extension / renewal of the said CNG Licenc. Further, in case of withdrawal/ termination of any permission/ NOC for any reasons whatsoever, I/We at all times and under all circumstances comply with the requirement of applicable laws of land including OGRA ordinance, rules, regulations, and terms & conditions of license as amended from time to time.
- v. That I/We, at all times and under all circumstances, keep the Authority harmless from and against all liabilities and claims, all fines and penalties, fees and charges, all losses, costs, damages, suits, complaints etc. arising out of any of my/ our act.
- vi. I/We understand that in case, any provided document or statement made in this affidavit is proved false, my/our Licence shall be revoked forthwith without any notice and I/We shall obey the orders of the Authority (OGRA).
- vii. *“Keeping in view the potential hazards connected with the use of flare gas at CNG station, I/ We shall operate our CNG station only by using SNGPL/ SSGCL system gas. In case, I / we are found involved in making alteration in CNG Works for use of flare gas at CNG Station, at any stage, the Authority may cancel the licence in the interest of ensuring the safety and well-being of the general public. Also, I / We shall, without exception, indemnify the Authority, against all such liabilities, lawsuits, and prevent it from any related legal proceedings”*

\_\_\_\_\_  
***Signatures of all Partners***