

No. R. 38

13 January 2006

**PETROLEUM PRODUCTS ACT, 1977****NOTICE OF INTENTION TO MAKE REGULATIONS REGARDING PETROLEUM  
PRODUCTS MANUFACTURING LICENCES**

The Minister of Minerals and Energy intends, under sections 2B, 2D, 2E and 12C of the Petroleum Products Act, 1977 (Act No. 120 of 1977), as amended by the Petroleum Products Amendment Act, 2003 (Act No. 58 of 2003), and Petroleum Products Amendment Act, 2005 (Act No. 2 of 2005), to make the regulations in the Schedule, which are hereby published for public comment under section 2E(2) of the said Act.

Comments should be submitted not later than 12h00 on 30<sup>th</sup> January 2006 to Mr. Muzi W. Mkhize at fax no. (012) 322 8570 or e-mail address [muzi.mkhize@dme.gov.za](mailto:muzi.mkhize@dme.gov.za).

Enquiries can be made at telephone number (012) 317 8646.

## SCHEDULE

### ARRANGEMENT OF REGULATIONS

Definitions .....	3
Scope of regulation .....	5
Lodging of manufacturing licence application .....	5
Acceptance of manufacturing licence application .....	6
Evaluation of a manufacturing licence application .....	6
Procedure for issuing a manufacturing licence .....	7
Rehabilitation of property used for manufacturing activities and the environment ...	7
Conditions of a manufacturing licence .....	9
Transfer of a manufacturing licence .....	11
Commencement and continuation of business under a manufacturing licence.....	11
Supporting documentation for a licence application.....	11
Documentation to be submitted to the Controller upon a successful application ...	13
Annual information to be submitted to Controller by licensed manufacturer .....	13
Amendment of licence.....	14
Application for duplicate licence.....	14
Surrender, suspension and cancellation of licence .....	15
Time period for decision making .....	16
Appeals.....	16
False Declarations .....	16
Additional Information .....	16
Publication of data by the Controller .....	16
ANNEXURE A: FORMS.....	18
ANNEXURE B: APPLICATION AND LICENCE FEES.....	19

## Definitions

- 1 In this Regulation any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned and unless the context indicates otherwise—

**“Act”** means the Petroleum Products Act 1977, (Act No. 120 of 1977) as amended;

**“biofuel”** means a biodegradable and renewable fuel or fuel component extracted from vegetable matter;

**“certified copy”** means a photocopy of an original document that has been—

- (a) attested as a true copy of the original and is marked with the words “original seen” or “true copy of original document”; and
- (b) signed and stamped by a—
  - i) Commissioner of Oaths as contemplated in the Justices of the Peace and Commissioners Oath Act, 1963 (Act No. 16 of 1963); or
  - ii) a competent authority, in the case of the Title Deeds, Environmental Impact Assessment Record of Decisions, Zoning certificates;

**“certificate of compliance”** means a written statement which states that the petroleum product meets the specifications and standards stipulated in the Regulations regarding Petroleum Products Specifications and Standards in terms of Section 12C(1)(e) of the Act;

**“Charter”** means the Charter in Schedule 1 of the Act;

**“Controller”** means the Controller of Petroleum Products as contemplated in Section 3(1) of the Act;

**“declaration”** means an affidavit, affirmation or solemn or attested declaration made before a commissioner of oaths as contemplated in the Justices of the Peace and Commissioners Oath Act 1963, (Act No. 16 of 1963);

**“manufacturing facility”** means plant and equipment that is used to undertake licensed manufacturing activities;

**“permit-holder”** means any person who has a written permission from an owner of a property to develop a manufacturing facility as contemplated in section 2A(4)(a) of the Act;

DRAFT FOR PUBLIC COMMENT

**Scope of regulation**

- 2 This Regulation applies to manufacturing licences.

**Lodging of manufacturing licence application**

- 3 Any person who has to apply for a manufacturing licence, must—
- (1) complete the application form contained in Annexure A; and
  - (2) lodge that application with the Controller together with the documents specified in regulation 28.
- 4 A person contemplated in regulation 3 that does not qualify in terms of Section 2D of the Act must not commence with the construction of a manufacturing facility until a manufacturing licence has been issued by the Controller.
- 5 When lodging an application contemplated in regulation 3, an applicant that does not qualify in terms of Section 2D of the Act, must have published, in a prominent manner, in two official languages one of which must be English, a notice of the application in four of the most popular newspapers, two of which must be—
- (1) local newspapers circulating in the area of the proposed activity; and
  - (2) national newspapers.
- 6 The notice must state—
- (1) the name of the applicant;
  - (2) the object of the application;
  - (3) the place where the application will be available for inspection by any member of the public;
  - (4) the period within which any objections to the issuing of the licence may be lodged with the Controller; and
  - (5) the address of the Controller where any objections may be lodged.
- 7 The period contemplated in subregulation 6(4) must be 14 days from the date of publication of the notice.

### **Acceptance of manufacturing licence application**

8 Before accepting a manufacturing licence application, the Controller must be satisfied that–

- (1) applicant is the owner or has a written permission of the owner, of the property on which the manufacturing facility is or will be located;
- (2) the application form has been completed in full;
- (3) the notice contemplated in regulation 5 was published; and
- (4) all the documents specified in regulation 28 have been submitted with the application form.

### **Evaluation of a manufacturing licence application**

9 In evaluating an application for any manufacturing licence, the Controller must verify that the information and the documents submitted with the application form are true and correct.

10 In evaluating a manufacturing licence application by any person that does not qualify in terms of Section 2D of the Act, except in the case of an application for a facility manufacturing biofuels, the Controller must be satisfied that the–

- (1) need for additional capacity has been proven;
- (2) location of the manufacturing activity promotes growth and developmental objectives;
- (3) manufacturing activity will-
  - (a) contribute to regional and national security of supply of petroleum products;
  - (b) facilitate development of local industries;
  - (c) promote global competitiveness;
  - (d) promote use of local input materials;
  - (e) promote efficient use or development of logistical infrastructure;
  - (f) promote a reduction of energy costs into economy;
  - (g) promote transformation in the liquid fuels industry; and

- (h) increase the participation of HDSA in the liquid fuels industry.

**Procedure for issuing a manufacturing licence**

11 The Controller must, if satisfied that an application for a manufacturing licence meets the requirements of the Act and this Regulation—

- (1) inform the applicant that the application is successful;
- (2) require the applicant to, within the period stipulated by the Controller—
  - (a) deposit the application fee into a Bank account as stipulated in Annexure B; and
  - (b) submit documents specified in regulation 29; and
- (3) then issue the manufacturing licence upon receipt of the documentation contemplated in subregulation (2)(b).

12 A manufacturing licence must include—

- (1) the name of the licensee;
- (2) the licence number;
- (3) the identity number or company registration number of the licensee;
- (4) the location of the manufacturing facility as represented by the Erf, stand or Lot number;
- (5) the maximum design capacity of the manufacturing facility;
- (6) each type of petroleum product the licensee is licensed to manufacture;
- (7) the date of issue of the licence; and
- (8) the Controller's signature.

**Rehabilitation of property used for manufacturing activities and the environment**

13 An environmental management plan, approved by competent authorities, contemplated in regulation 29(2) must contain—

- (1) a description of the environment likely to be affected by the proposed manufacturing activity;

- (2) an assessment of the potential impacts of the proposed manufacturing activity on the environment, socio-economic conditions and cultural heritage, if any;
- (3) a summary of the assessment of the significance of the potential impacts, the proposed mitigation and management measures to minimise adverse impacts;
- (4) financial provision which must include-
  - (a) the determination of the quantum of the financial provision contemplated in regulation 16; and
  - (b) details of the method providing for the financial provision contemplated in regulation 14;
- (5) planned monitoring and performance assessment of the environmental management plan;
- (6) closure and environmental objectives;
- (7) a record of public participation undertaken and the results thereof; and
- (8) an undertaking by the applicant regarding the execution of the environmental management plan.

14 Financial provision required in terms of regulation 29(2)(b) to achieve the total quantum for the rehabilitation, management and remediation of negative environmental impacts must be provided for by one or more of the following methods-

- (1) an approved contribution to a trust fund as required in terms of section 10(1)(CH) of the income Tax Act, 1962 (Act No. 58 of 1962) and must be in the format as approved by the Controller from time to time;
- (2) a financial guarantee from a South African registered bank or any other or financial institution approved by the Controller guaranteeing the financial provision relating to the environmental management plan in the format as approved by the Controller from time to time;
- (3) a deposit into the account specified by the Controller in the format as approved by the Controller from time to time; or
- (4) any other method as the Controller may determine.



- 15 In the case of subregulation (3), proof of payment must be submitted to the Controller as contemplated in subregulation 29(2)(b) prior to the acceptance of the environmental management plan.
- 16 The quantum of the financial provision, which must be determined in consultation with a competent person, must include a detailed provision for costs that could be incurred in the event of-
- (1) premature closure regarding-
    - (a) the rehabilitation of the property and the environment;
    - (b) the prevention and management of pollution of the atmosphere;
    - (c) the prevention and management of pollution of water and the soil; and
    - (d) the prevention of spillage and leakage into the ground, of chemical substances brought into or produced on the property;
  - (2) decommissioning and final closure of the operation; and
  - (3) post closure management of residual and latent environmental impacts.
- 17 The holder of a manufacturing licence must annually update and review the quantum of the financial provision-
- (1) in consultation with a competent person;
  - (2) as required in terms of the approved environmental management plan; or
  - (3) as requested by the Controller.
- 18 Any inadequacies with regard to the financial provision must be rectified by the licensee-
- (1) in an amendment of the environmental management plan, as the case may be; or
  - (2) as determined by the Controller.

### **Conditions of a manufacturing licence**

19 A licensed manufacturer must-

- (1) only manufacture petroleum products within the maximum design capacity stated on its licence;

- (2) maintain strategic crude and finished products stocks in compliance with applicable policy requirements;
- (3) in the Republic of South Africa, only sell petroleum products to—
  - (a) licensed wholesalers;
  - (b) licensed retailers;
- (4) if so instructed, submit to the Controller, within the period specified in the instruction, information—
  - (a) necessary for the regulation of petroleum products;
  - (b) on petroleum products sold and crude oil stored during the period specified in the instruction;
  - (c) on stock levels of petroleum products, in terms of applicable policy requirements; and
  - (d) in respect of progress in complying with the objectives of the Charter;
- (5) comply with the Charter;
- (6) submit information stipulated in regulation 30;
- (7) comply with the provisions of the fuel specifications in accordance with regulations contemplated in Section 12C (1)(e) of the Act
- (8) if so directed by the Controller, desist from supplying petroleum products to a licensed wholesaler or retailer, that is not in compliance with the Act or the conditions of its wholesale or retail licence;
- (9) inform the Controller, in writing, of any change of address, name of the licensee or telephone number within 30 days of the relevant change taking effect;
- (10) pay the annual licence fee determined in Annexure B before the anniversary of the date of issue of the licence; and
- (11) when selling petroleum products to licensed a wholesaler or retailer, issue a certificate of compliance to the buyer.

20 In the event that licensed manufacturer wishes to increase the maximum design capacity of a manufacturing facility, the licensed manufacturer must apply to the Controller, as contemplated in regulation 3.

21 A manufacturing licence or a certified copy thereof, must be prominently displayed at the place of business, where any person entering the manufacturing facility may read it.

22 A licensed manufacturer must at all times comply with the Act, this Regulation and all other national, provincial and local government laws applicable for the operation of the activity concerned, including laws relating to labour, safety, hazardous substances, security, health and environment.

#### **Transfer of a manufacturing licence**

23 In event of a change of ownership of the property or the manufacturing activity, the licensed manufacturer must, within six months of the change, apply to the Controller for an amendment to the licence.

24 The provisions of this Regulation shall *mutatis mutandis* apply.

#### **Commencement and continuation of business under a manufacturing licence**

25 A licensed manufacturer must commence with developing or expanding a manufacturing facility within a period of twenty-four months after the date on which a manufacturing licence has been issued to the licensee, failing which the licence lapses.

26 The Controller may, upon application in writing, extend the period contemplated in regulation 25 for consecutive periods of six months for a total period not exceeding 36 months from the date of issue of the manufacturing licence in regulation 25.

27 The Controller may request any information necessary, from the applicant, concerning an application contemplated in regulation 26.

#### **Supporting documentation for a licence application**

28 An application for a licence must be, in a manner specified in Annexure A, be accompanied by—

- (1) a certified copy of the title deed of the property on which the manufacturing facility is located or is proposed to be located and if applicable, the written permission of the owner of the property on which the manufacturing facility is located or is proposed to be located;
- (2) a certified copy of the applicant's identity document and, in the case of a non-South African citizen, a permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be;
- (3) a certified copy of its registration documents, if the applicant is a corporate entity or a trust-
  - (a) a certified copy of the Certificate of Incorporation (CM1) if the applicant is a company; or
  - (b) a certified copy of the Founding Statement (CK1) if the applicant is a close corporation;
- (4) proof of payment for any other monies due, by any other Act or regulations for the purposes of rehabilitating the manufacturing property and the environment upon the cessation of licensed manufacturing activities;
- (5) a declaration by the applicant giving reasons why any certified copy required in this Annexure is not provided;
- (6) a declaration by the applicant of compliance with the Charter or a statement of its plans to meet the requirements of the Charter;
- (7) proof of the publication of the notice of application contemplated in regulation 5.
- (8) certified copies of-
  - (a) the land use zoning certificate issued by a competent authority, authorising the manufacturing activity on the property; and
  - (b) the Record of Decision of the environmental authorities in accordance with the Environmental Conservation Act, 1989 permitting manufacturing operations on the property or a copy of a similar approval by an environmental authority or competent authority; and

- (9) a declaration by the applicant of compliance with all national, provincial and local government legal requirements applicable for the operation of the activity concerned that are in force at the time the application is made.

**Documentation to be submitted to the Controller upon a successful application**

29 Before the Controller issues a licence, the applicant must submit-

- (1) proof of payment of the application fee to the Controller; and
- (2) in the case of an person that does not qualify in terms of Section 2D of the Act-
  - (a) an environmental management plan; and
  - (b) proof of financial provision for the purposes of rehabilitation of the environment affected by the manufacturing activities upon the cessation of such activities.

**Annual information to be submitted to Controller by licensed manufacturer**

30 A licensed manufacturer must submit to the Controller, in the manner specified in Annexure A, not later than the end of February of each year, information in respect of the preceding calendar year-

- (1) a declaration that the ownership of the licensed activity has not changed;
- (2) the volumes of each petroleum product manufactured;
- (3) the volumes of each petroleum product sold to-
  - (a) licensed wholesalers; and
  - (b) licensed retailers;
- (4) the volumes of each petroleum product purchased from licensed wholesalers.
- (5) the volumes of each petroleum product purchased or sold outside the Republic of South Africa;
- (6) the number of employees by race, gender and disabled persons;

- (7) progress and an updated plan in respect of complying with the objectives of the Charter;
- (8) a report on the training and the number and title of the qualifications obtained by learners in the employ of the licensee; and
- (9) an auditor's opinion on whether or not the licensed manufacturer is a going concern.

### **Amendment of licence**

31 A licensee may apply, in writing, to the Controller for a licence to be amended by-

- (1) specifying the amendment sought; and
- (2) setting out the reasons for the amendment sought.

32 The Controller must consider the request and may issue an amended licence, provided that-

- (1) the change will not affect any rights, debts, liabilities or obligations of the licensee, nor render defective any legal proceedings by or against the licensee, and any legal proceedings that could have been continued or commenced by or against it prior to such change; and
- (2) the applicant has paid the amendment fee stipulated in Annexure B, and .
- (3) the obligations in regulation 25 are enforced

### **Application for duplicate licence**

33 In the event that a licence has been lost, damaged or destroyed the licensee must apply to the Controller for a duplicate thereof.

34 An application contemplated in regulation 33 must be accompanied by –

- (1) a certified copy of the applicant's identity document if the applicant is an individual;
- (2) a certified copy of its registration documents, if the applicant is a corporate entity, trust or body other than an individual;

- (3) the license number of the licence that has been lost, damaged or destroyed; and
- (4) a proof of payment of application fee as specified in Annexure B.

### **Surrender, suspension and cancellation of licence**

35 A licensee may at any time, by written notice, surrender a licence to the Controller.

36 If a licensee fails to comply with any provision of the Act or this Regulation, notwithstanding any other penalty, which may be imposed under the Act or any other law, and subject to Regulation 37, the Controller may cancel or suspend the licence.

37 The Controller may not cancel or suspend a licence unless—

- (1) the licensee has been informed in writing of the intention to cancel or suspend such licence by—
  - (a) setting out the particulars of such failure or contravention; and
  - (b) calling upon the licensee to make such representations to the Controller that may be necessary, within 30 days after the date of that notice;
- (2) the Controller has considered—
  - (a) any steps taken by the licensee to remedy the failure or contravention concerned or to prevent any such failure or contravention from being repeated; and
  - (b) any other relevant matters submitted by way of representations contemplated in subregulation (1)(b).

38 A licence ceases to be valid if—

- (1) the licence is surrendered to the controller;
- (2) the licence is cancelled by the Controller;
- (3) the licensee fails to comply with the Act or this Regulation and does not remedy the failure within the time period specified by the Controller; or
- (4) The licensed activity is no longer a going concern.

39 If a licence has ceased to be valid, the licensee must surrender the licence to the Controller within a period of 14 days from the date of receipt of the notification to that effect.

#### **Time period for decision making**

40 The Controller must make a decision, as required by this Regulation, within a period of 90 days provided that in the first 12 months of operation of this Regulation, the period must be 300 days.

#### **Appeals**

41 The period contemplated in section 12A(3) of the Act shall be 90 days.

#### **False Declarations**

42 The Controller may revoke or amend any decision or the award of any licence that was influenced by a false declaration, including any material non-disclosure.

#### **Additional Information**

43 The Controller may request additional information from an applicant that may be necessary to enable the Controller to make a decision regarding the granting of a licence or the continued validity of that licence thereafter.

44 The Controller may request additional information from a licensee that may be necessary for regulatory purposes.

#### **Publication of data by the Controller**

45 The Controller will, after 12 months of the commencement of Amendment Act, as at the end of June and December each year, and within 30 days of the end of these months, publish data on-

- (1) valid manufacturing licences;



- (2) valid manufacturing licences held by historically disadvantaged South Africans;
- (3) new manufacturing licences issued;
- (4) suspended, terminated or surrendered manufacturing licences; and
- (5) the licence numbers of all valid licences.

DRAFT FOR PUBLIC COMMENT

**ANNEXURE A: FORMS**

DRAFT FOR PUBLIC COMMENT



the dme

Department:  
Minerals and Energy  
REPUBLIC OF SOUTH AFRICA

# APPLICATION FORM FOR A MANUFACTURING LICENCE

**PETROLEUM PRODUCTS ACT 120 OF 1977, AS AMENDED - PETROLEUM PRODUCTS REGULATIONS 2005**

## INSTRUCTIONS

1. READ REGULATIONS BEFORE COMPLETING THIS APPLICATION FORM.
2. USE CAPITAL LETTERS AND WHERE APPLICABLE MARK WITH A ☒.

**OFFICIAL USE ONLY**

MANUFACTURING LICENCE NUMBER

[illegible]

## SECTION 1: APPLICANT'S DETAILS

REGISTERED  
NAME  
IN FULL

[illegible]TRADING  
NAME  
IN FULL[illegible]

POSTAL  
ADDRESS OF  
REGISTERED  
OFFICE

[illegible]

POSTAL CODE

[illegible]

PHYSICAL  
ADDRESS OF  
REGISTERED  
OFFICE

[illegible]

POSTAL CODE

--	--	--	--

BUSINESS  
TEL NO.  
(INCLUDE  
CODE)

[illegible]MOBILE PHONE  
NUMBER[illegible]FAX NO.  
(INCLUDE  
CODE)[illegible]



[illegible]

☐ EASTERN CAPE   ☐ FREE STATE   ☐ GAUTENG   ☐ KWAZULU-NATAL

☐ LIMPOPO   ☐ MPUMALANGA   ☐ NORTHERN CAPE   ☐ NORTH WEST

☐ WESTERN CAPE

NOTE: Coordinates must be recorded from the centre of the property, or can be obtained from EIA report.

		0			1			11
--	--	---	--	--	---	--	--	----

		o			1			11
--	--	---	--	--	---	--	--	----

[illegible][illegible]

**DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR A MANUFACTURING LICENCE**

1. A certified copy of the title deed of the property on which the manufacturing facility is located or is proposed to be located and if applicable the written permission of the owner of the property on which the manufacturing facility is located or is proposed to be located.
2. A certified copy of the applicant's identity document and, in the case of a non- South African citizen, permanent residence permit or employment permit and proof of residence in South Africa, or proof of domicile in South Africa, as the case may be.
3. A certified copy of the business entity's registration documents, if the applicant is a corporate entity or a trust.
4. A certified copy of the Certificate of Incorporation (CM1) if the applicant is a company.
5. A certified copy of the Founding Statement (CK1) if the applicant is a Close Corporation.
6. Proof of payment for any monies due, by any other Act or regulations for the purposes of rehabilitating the manufacturing property and the environment upon the cessation of licensed manufacturing activity.
7. A declaration by the applicant giving reasons why any certified copy required in this Annexure is not provided.
8. A declaration by the applicant of compliance with the Charter or a statement of its plans to meet the requirements of the Charter.
9. Proof of the notice of application, published in four of the most popular newspapers, two of which must be circulating in the area of the proposed activity, and two in national newspapers.
10. certified copies of- (a) the land use zoning certificate issued by a competent authority, authorising the manufacturing activity on the property; and (b) the Record of Decision of the environmental authorities in accordance with the Environmental Conservation Act, 1989 permitting manufacturing operations on the property or a copy of a similar approval by an environmental authority or competent authority.
11. A declaration by the applicant of compliance with all national, provincial and local government legal requirements applicable for the operation of the activity concerned that are in force at the time the application is made.

**DECLARATION**

I (full names).....hereby declare  
that all information provided herein is within my personal knowledge true and correct

1. I am duly authorised to make this declaration;
2. I am the designated person responsible for this license and any conditions attached thereto;
3. have read and understood the regulations related hereto, with specific reference to Regulation 42 regarding any false declaration; and
4. all information provided herein is to the best of my knowledge true and correct.

Signed at.....(place) on this..... day of.....(month)  
..... (year).

.....  
Signature

I certify that the deponent:

- (a) has acknowledged that he knows and understand the contents of this application form and its annexures, that he has no objection to taking the prescribed oath and that he considers the oath binding on his conscience; and
- (b) has in the prescribed manner sworn that the contents of this application form and its annexures are true and signed same before me at ..... (place) on this .....day of .....(month).....(year).

\_\_\_\_\_  
**COMMISSIONER OF OATHS**

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

Address: \_\_\_\_\_

Capacity: \_\_\_\_\_

**NOTE:** If this application form is completed electronically it must be printed out, signed and submitted with the necessary supporting documents to the address below.

**Submit this form to:-**

**Controller of Petroleum Products  
Department of Minerals and Energy  
Private Bag X59  
Pretoria  
0001**

**Or**

**Controller of Petroleum Products  
Department of Minerals and Energy  
Mineralia Centre  
234 Visagie Street  
Pretoria  
0001**

**Enquires**

Contact: Director Petroleum and Gas Regulation

Contact No.: (012) 317 8648

Fax No.: (012) 322 8570

E-Mail: [petroleum.controller@dme.gov.za](mailto:petroleum.controller@dme.gov.za)





the dme

Department:  
Minerals and Energy  
**REPUBLIC OF SOUTH AFRICA**

**MANUFACTURING LICENCE ANNUAL INFORMATION (SUBMISSION FORM)**  
**PETROLEUM PRODUCTS ACT 120 OF 1977 AS AMENDED - PETROLEUM PRODUCTS REGULATIONS 2005**

## INSTRUCTIONS

1. READ REGULATIONS BEFORE COMPLETING THIS APPLICATION FORM.
2. USE CAPITAL LETTERS AND WHERE APPLICABLE MARK WITH AN ☒.

PLEASE COMPLETE

MANUFACTURING LICENCE NUMBER

[illegible]

## SECTION 1: COMPLETE LICENSEE'S DETAILS

REGISTERED  
NAME  
IN FULL

[illegible]

TRADE NAME  
IN FULL

[illegible]

ENTER DETAILS OF CONTACT MEMBER OF ENTITY

**TITLE**

--	--	--	--

FAMILY NAME

[illegible]

FIRST NAME

[illegible]

IDENTITY NO.

[illegible]**SECTION 2: COMPLETE IF THERE IS A CHANGE IN LICENSEE'S PARTICULARS**

TRADE NAME  
IN FULL

[illegible]

POSTAL  
ADDRESS OF  
REGISTERED  
OFFICE

[illegible]

POSTAL CODE

--	--	--	--

BUSINESS  
TEL NO.  
(INCLUDE  
CODE)

[illegible]

MOBILE  
PHONE  
NUMBER[illegible]

FAX NO.  
(INCLUDE  
CODE)

[illegible]E-MAIL  
ADDRESS[illegible]

**SECTION 3: COMPLETE IF THERE HAS BEEN A CHANGE OF DESIGNATED PERSON OF THE ENTITY (IN CASE OF INDIVIDUAL, ENTER APPLICANTS DETAILS)**

TITLE

--	--	--	--

FAMILY NAME

[illegible]

FIRST NAME

[illegible]

IDENTITY NO.

[illegible]

**SECTION 4: INFORMATION TO BE COMPLETED IN RESPECT OF VOLUMES (LITRES) PURCHASED OUTSIDE THE REPUBLIC OF SOUTH AFRICA IN THE LAST CALENDAR YEAR**

## PETROL

[illegible]

DIESEL

[illegible]ILLUMINATING  
PARAFFIN[illegible]LIQUIFIED  
PETROLEUM  
GAS[illegible]

**JET FUEL**

[illegible]

AVIATION  
GASOLINE

[illegible]

VOLUMES (LITRES) SOLD OUTSIDE THE REPUBLIC OF SOUTH AFRICA IN LAST CALENDAR YEAR

PETROL 

--	--	--	--	--	--	--	--	--	--	--	--

DIESEL 

--	--	--	--	--	--	--	--	--	--	--	--

ILLUMINATING  
PARAFFIN 

--	--	--	--	--	--	--	--	--	--	--	--

LIQUIFIED  
PETROLEUM  
GAS 

--	--	--	--	--	--	--	--	--	--	--	--

JET FUEL 

--	--	--	--	--	--	--	--	--	--	--	--

AVIATION  
GASOLINE 

--	--	--	--	--	--	--	--	--	--	--	--

INDICATE NUMBER OF EMPLOYEES BY RACE, GENDER AND DISABILITY

BLACK EMPLOYEES:

MALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
FEMALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
DISABLED	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				

COLOURED EMPLOYEES:

MALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
FEMALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
DISABLED	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				

INDIAN EMPLOYEES:

MALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
FEMALE	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				
DISABLED	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>				

WHITE EMPLOYEES:

MALE

--	--	--	--

FEMALE

--	--	--	--

DISABLED

--	--	--	--

TOTAL NUMBER OF EMPLOYEES

--	--	--	--	--	--

INDICATE OWNERSHIP BY HISTORICALLY DISADVANTAGED SOUTH AFRICANS (HDSA's) IN  
PERCENTAGE

			%
--	--	--	---

**DOCUMENTS TO BE ATTACHED WITH THE SUBMISSION OF THE MANUFACTURING ANNUAL INFORMATION**

1. A declaration by the licensee that the ownership of the licensed activity has not changed.
2. The volumes of each petroleum product manufactured.
3. The volumes of each petroleum product sold, within the Republic of South Africa, to- a. licensed wholesalers, and b. licensed retailers.
4. Progress and an updated plan in the respect of complying with the objectives of the Charter.
5. A report on the training and the number and title of the qualifications obtained by learners employed by the licensee.
6. An auditor's opinion on whether or not the licensed manufacturer is a going concern.

**DECLARATION**

I (full names).....hereby declare that:

1. I am duly authorised to make this declaration;
2. I am the designated person responsible for this licence and any conditions attached thereto;
3. I have read and understood the regulations related hereto , with specific reference to Regulation 42 regarding any false declaration; and
4. all information provided herein is to the best of my knowledge true and correct.

Signed at.....(place) on this... day of.....(month)  
..... (year).

.....  
Signature

Level of Authority .....(Owner, Director etc)

I certify that the deponent:

- (a) has acknowledged that he knows and understand the contents of this declaration, application form and its annexures, that he has no objection to taking the prescribed oath and that he considers the oath binding on his conscience; and
- (b) has in the prescribed manner sworn that the contents of this application form and its annexures are true and signed same before me at ..... (Place) on this .....day of .....(Month).....(Year).

---

**COMMISSIONER OF OATHS**

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

Address: \_\_\_\_\_

Capacity: \_\_\_\_\_

**NOTE:** If this Annual submission form is completed electronically it must be printed out, signed and submitted with the necessary supporting documents to the address below.

**Submit this form to:-**

**Controller of Petroleum Products  
Department of Minerals and Energy  
Private Bag X59  
Pretoria  
0001**

**Or**

**Controller of Petroleum Products  
Department of Minerals and Energy  
Mineralia Centre  
234 Visagie Street  
Pretoria  
0001**

**Enquires**

Contact: Director Petroleum and Gas Regulation

Contact No.: (012) 317 8646

Fax No.: (012) 322 8570

E-Mail: [petroleum.controller@dme.gov.za](mailto:petroleum.controller@dme.gov.za)

**ANNEXURE B: APPLICATION AND LICENCE FEES**

Manufacturing licence application fee in respect of a manufacturing facility that qualifies in terms of section 2D of the Act	R 1 000
Manufacturing licence application fee in respect of a manufacturing facility that does not qualify in terms of section 2D of the Act in respect of petroleum products manufactured from any hydrocarbon including petroleum, crude oil, natural gas, natural gas liquids, or coal or any combination thereof	R 10 000
Annual manufacturing licence fee in respect of petroleum products manufactured from any hydrocarbon including petroleum, crude oil, natural gas, natural gas liquids, or coal or any combination thereof	R5 000
Annual manufacturing licence fee in respect of petroleum products manufactured from other raw materials	R 500
Duplicate licence application fee	R 500
Amendment licence fee	R 500

Payment must be deposited into the following relevant regional account closest to the region where the application is lodged—

**Bank:** ABSA Bank

**Account holder:** Department of Minerals and Energy Petroleum Products

<b>BANK ACCOUNT NUMBER</b>	<b>ABSA BRANCH NAME</b>	<b>SPECIAL ACCOUNT NAME</b>
40-5362-0443	Andries/Schoeman	Deposit Account- Pretoria Head Quarters
40-5916-0483	Parktown	Gauteng Sub Deposit Account
40-5916-0572	Klerksdorp	North West Sub Deposit Account
40-5916-0603	Pietersburg	Limpopo Sub Deposit Account
40-5916-0637	Kimberley	Northern Cape Sub Deposit Account
40-5916-0687	Port Elizabeth	Eastern Cape Sub Deposit Account
40-5916-0776	Heerengracht	Western Cape Sub Deposit Account
40-5916-4128	Dundee	Kwa-Zulu Natal Sub Deposit Account
40-5916-4233	Welkom	Free State Sub Deposit Account
40-5916-4275	Witbank	Mpumalanga Sub Deposit Account

Include your reference number on the deposit slip.