

ENERGY REGULATION BOARD

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CHECKLIST LICENCE FOR THE RIGHT TO ENGAGE IN THE IMPORTATION OF LUBRICANTS

Completed Application Forms (to be filled in triplicate) with all supporting documents stated below to be attached:

Requirement	Check
• BUSINESS PLAN: 5 YEARS (FOR FIRST TIME APPLICANTS) AND OR 3 YEARS (FOR RENEWALS)	
• LATEST SIGNED AUDITED FINANCIAL STATEMENTS BY AN AUDIT FIRM REGISTERED WITH ZICA (FROM THE PREVIOUS YEARS BUT NOT MORE THAN 2 YEARS) (IF BUSINESS IS ALREADY OPERATIONAL)	
• CERTIFICATE OF INCORPORATION OR CERTIFICATE OF REGISTRATION OF THE APPLICANT ISSUED BY RELEVANT AGENCIES WITHIN ZAMBIA	
• PROOF OF FUNDS, I.E., BANK STATEMENT (SIX MONTHS BANK STATEMENT FOR BUSINESS ALREADY IN EXISTENCE FOR MORE THAN 6 MONTHS) OR COMMITMENT LETTER FROM SPONSOR (ON THE SAME TERMS AS THE APPLICANT)	
• LIST OF CURRENT SHAREHOLDERS/MEMBERS AND DIRECTORS ISSUED BY THE RELEVANT REGISTRATION AGENCIES IN ZAMBIA	
• LATEST ANNUAL RETURNS FROM THE RELEVANT REGISTRATION AGENCY IN ZAMBIA	
• MUST HAVE STORAGE EITHER OWNED OR LEASED	
• VALID FIRE CERTIFICATE FOR THE PROPOSED STORAGE FROM LOCAL AUTHORITY/COUNCIL	
• LATEST AND VALID TAX CLEARANCE CERTIFICATE FROM THE ZAMBIA REVENUE AUTHORITY (ZRA) (<i>If the TCC will expire during the licensing period the applicant should be required to submit a fresh TCC</i>)	

Requirement	Check
<ul style="list-style-type: none"> COMPLETED APPENDIX FOR THE LICENCE TO IMPORT PETROLEUM PRODUCTS (LUBRICANTS) 	

Application duly/not duly lodged. (Cross out what is not applicable)

Submitted by: Date:
(Name and Signature)

Received by: Date:
(Name and Signature)

Checked by: Date:
(Name and Signature)