**[Checklist : Gas (LPG)]**

**Bangladesh Energy Regulatory Commission**

TCB Building(3rd Floor), 1, Karwanbazar,Dhaka-1215

**Application Checklist for Storage, Bottling, Distribution and Marketing of LPG Licence**

**(Main/Satellite Plant)**

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| SL No. | **The following Papers/Documents are to be submitted with Application Form** |
| (1) | Prescribed Application Form (Duly filled up and signed by the Applicant) \* |
| (2) | Pay Order/Demand Draft of Application fees (TK. 10,000/- only) |
| (3) | Passport size Photographs of the Applicant (2 Copies, Attested) |
| (4) | National ID/Passport copy of the applicant (Attested) |
| (5) | Approval Letter of EMRD |
| (6) | Project Status/Plant Completion Report |
| (7) | Project Profile |
| (8) | Import Registration Certificate |
| (9) | Registration Certificate from BIDA |
| (10) | Approval Letter from Port Authority |
| (11) | Site Clearance Certificate from DoE |
| (12) | Licence from Directorate of Fire Service and Civil Defense |
| (13) | NOC from Department of Explosives (with approved Diagram) |
| (14) | Technical Agreement/Report for Plant Commissioning and Trial Run by the Internationally Recognized Organizations/Vendor |
| (15) | Emergency Safety Plan \*\* |
| (16) | (a) Lay-out Plan of LPG Bottling Plant |
| (b) Process Flow Diagram |
| (c) Piping and Instrumentation Diagram |
| (17) | Company Memorandum and Articles of Association |
| (18) | Certificate of Incorporation |
| (19) | Corporate Authorization |
| (20) | LC/Invoice Documents for LPG Import (if applicable) |
| (21) | Income Tax Certificate (Attested) |
| (22) | Trade License (Attested) |
| (23) | VAT Registration Certificate (Attested) |

\* Application Form can be downloaded from [www.berc.org.bd](http://www.berc.org.bd) .

\*\* Emergency Safety Plan for prevention of natural disaster/accident means the description of existing numbers/types of fire extinguishers/fire fighting equipments, easily accessible water resources,sand storage and earthing system, information regarding the fire fighting training & the fire fighting rehearsal of the workers of the LPG plant, number of trained workers for safety purpose, workers personal protective equipments, jacket, etc. and other safety plans to be submitted along with application form.