**[Checklist : Gas (Propane/Butane)]**

**Bangladesh Energy Regulatory Commission**

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

**Application Checklist for Propane/Butane Storage, Bottling, Distribution and Marketing**

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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. 5,000/- only) |
| (3) | Passport size Photographs of the Applicant (2 Copies, Attested) |
| (4) | National ID/Passport copy of the applicant (Attested) |
| (5) | Import Registration Certificate (if applicable) |
| (6) | Site Clearance Certificate from Department of Environment (DoE) [if applicable)] |
| (7) | License from Directorate of Fire Service and Civil Defense (if applicable) |
| (8) | NOC from Department of Explosives (with approved Diagram) [if applicable)] |
| (9) | Emergency Safety Plan/Measurements \*\* |
| (10) | Lay-out Plan of Storage |
| (11) | Company Memorandum and Articles of Association (if applicable) |
| (12) | Certificate of Incorporation (if applicable) |
| (13) | Corporate Authorization (if applicable) |
| (14) | LC/Invoice Documents for Propane/Butane Import (if applicable) |
| (15) | Income Tax Certificate (Attested) |
| (16) | Trade License (Attested) |
| (17) | 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 and rehearsal of the workers, number of trained workers for safety purpose, worker’s personal protective equipments and other safety plans to be submitted along with application form.