**Bangladesh Energy Regulatory Commission**

TCB Building (3rd Floor), 1 Karwan Bazar, Dhaka 1215

Gas Division

Checklist for storage & distribution of Auto Gas (LPG) Station License application

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| Regulation -3 | Necessary paper/Documents |
| 1 | Application in the latest prescribed form (duly filled up & signed by the applicant) \* |
| 2 | Pay order/Demand draft of the application fees |
| 3 | 1. Memorandum & Articles of Association (Attested copy, applicable for limited company)
2. Certificate of Incorporation (Attested copy, applicable for limited company)
3. Corporate authorization (Attested copy, if applicable)
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| 4 | 1. NOC from the District Administration (Attested copy)
2. NOC from the Roads & Highways Division and lease agreement/contract with the Roads & Highways Division (Attested copy, if applicable)
3. Up-to-date NOC from the Department of Environment (Attested copy)
4. NOC from the Department of Fire Service & Civil Defense (Attested copy)
5. Up-to-date ‘Umo’ form/NOC from the Department of Explosives (Attested copy of approved as build drawing)
6. Deed executed between the parties if auto gas station is established on the premise of a petrol/CNG station (attested copy, if applicable)
7. NOC from oil company (if LPG station to be built in petrol pump/station premises)
8. Primary Permission from Energy and Mineral Resources Division
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| 5 | Emergency safety plan for prevention of natural disaster/accident\*\* |
| 6 | 1. Lay-out plan of the Auto Gas station
2. Latest passport size photographs of the applicant (Attested copies, 2 copies)
3. National ID of the applicant (Attested copy)
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| 7 | i) | LPG purchase agreement with the LPG operator/distribution company (Attested copy) |
| ii) | Partnership deed (Attested copy, if applicable) |
| iii) | Up-to-date Income tax certificate (Attested copy) |
| iv) | Up-to-date Trade license (Attested copy) |
| v) | VAT registration certificate (Attested copy) |

 \*Application Form can be downloaded from www.berc.org.bd

\*\* The description of existing numbers/types of fire extinguishers/firefighting equipment, easily accessible water sources, sand storage & earthing system, information regarding the firefighting training & firefighting rehearsal of the workers of the auto gas station, number of guards for the safety of the auto gas station, personal protective equipment and other safety plans to be submitted to the Commission.