

(Regulations N°001/LPG/R/GP-EWS/RURA/2018 of 10/01/2018 Governing Liquefied Petroleum Gas Business in Rwanda)

APPLICATION FORM FOR LIQUEFIED PETROLEUM GAS (LPG) LICENSES

1. Name of business/applicant _____

2. Details of applicant:

a) Physical address:

District _____

Sector _____

Cell _____

Email address _____

Telephone number _____

b) Location of business premises:

Plot No _____ Building Name _____

Street _____

District _____

c) Location of office premises (if different from above):

Plot No _____ Building Name _____

Street _____

District _____

3. (a) A list of required documents for each LPG license can be found just below next to this application form.

(b) All required documents should be submitted together with the licence application.

4. Nature of business (sole proprietorship, cooperative, partnership, company):

5. Type of activity to be licensed or authorized (tick as appropriate):

(i) Installation of LPG Plant or Bulk Storage Facility

(ii) Upgrade of LPG Plant or Bulk Storage Facility

(ii) LPG Plant Operations

(iii) LPG Importation

(iv) LPG Transportation

(v) LPG Wholesale

(vi) Installation of a Reticulation of LPG in Residential or Commercial Buildings

(vii) Operating a Reticulation of LPG in Residential or Commercial Buildings

(viii) Specify any other _____

6. Indicate if you

a. Own storage facilities (If so, give details including location and capacity)

b. Have hospitality/rental arrangement (If so, give details including copies of any agreements) _____

7. Do you intend to market your product locally? _____ . If Yes,

(a) Give the number and locations of Retail Outlets

(b) Give the number and locations of distribution (wholesale) points including their capacities _____

8. DECLARATION

- i. I/We have read and understood the relevant articles of the Regulations N°001/LPG/R/GP-EWS/RURA/2018 of 10/01/2018 Governing Liquefied Petroleum Gas Business in Rwanda and agree to abide with them.
- ii. I/We hereby certify that the information given above is to my/our knowledge true and accurate.
- iii. I/We understand that it is an offence to give false information in an application for a licence.
- v. I/We understand that any person or company found altering or rebranding an LPG cylinder without the brand owner’s permission shall have their licence revoked and be sanctioned.
- vi. I/We declare that I/We shall not buy LPG from un-licenced resellers or sell LPG to illegal/un-licenced reseller/ refillers.
- vii. I/We understand that I/We should conduct an honest LPG business.

Name of Company/Person _____

Name and ID/PP No of person signing Declaration _____

Designation and telephone number _____

Signature & Stamp (if any) _____ Date _____

Email address _____

Note: The applicant who is granted a license has to pick it up within 30 days after being notified.

I. Required Application Documents for License to Install LPG Plant or Bulk Storage Facility

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	a copy of the land documents registered under the project developer name;
3	a copy of construction permit issued by the competent authority;
4	a copy of an environmental impact assessment certificate;
5	a copy of a business registration certificate;
6	detailed drawings design of the proposed LPG plant;
7	proof of payment of 200,000 RWF as the license application fee.

II. Required Application Documents for Authorization to Upgrade LPG Plant or Bulk Storage Facility

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	a copy of the rehabilitation permit issued by the competent Authority;
3	a copy of installation license where applicable;
4	detailed designs related to the upgrading;
5	agreement between the bulk storage facility owner and the filling unit owner (<i>in case the owner of the filling unit to be upgraded is different from the storage facility owner</i>);
6	a proof of payment of 100,000 RWF as application fee for upgrading.

I. Required Application Documents for LPG Plant or Bulk Storage Facility Operations License

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	a 5 years' LPG business plan;
3	a copy(ies) of written contract(s) to fill LPG in cylinders on behalf of a licensed brand owner who has (have) allocated him a minimum forty (40) tons equivalent empty cylinders or; proofs of ownership of the brand with a minimum forty (40) tons equivalent empty cylinders;
4	weighing scale calibration certificate from RSB;
5	a copy of proof of valid insurance of the LPG plant or bulk storage facility;
6	proof of payment of 200,000 RWF as the license application fee.

II. Required Application Documents for LPG Importation License

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	copy of company domestic registration certificate related to the activity;
3	LPG importation business plan of at least five years;
4	proof of payment of 100,000 RWF as the license application fee;
5	copy of agreement with a licensed bulk storage owner, or proof of ownership of bulk storage facility.

III. Required Application Documents for Transportation and Distribution of LPG in Bulk/Cylinders and LPG Bobtail Truck License

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	copy of a LPG transportation business registration certificate;
3	LPG transportation business plan of at least five years;
4	copies of insurances and inspection certificates of trucks or lorries to be used;
5	proof of access to a suitable parking yard where applicable;
6	proof of payment of 50,000 RWF as the license application fee;
7	valid certificate of calibration for the LPG tank mounted on each vehicle if the vehicle is for transportation in bulk.

IV. Required Application Documents for LPG Wholesale License

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	copy of a LPG wholesale business registration certificate;
3	weighing scale calibration certificate from RSB;
4	a list indicating quantity of cylinders and brand's owners including cylinders' serial numbers;
5	proof of ownership of a LPG cylinder brand or copy of distributorship agreement from licensed operator having a brand;
6	proof of payment of 100,000 RWF as the license application fee.

V. Required Application Documents for a Licence to Install a Reticulation of LPG in Residential or Commercial Buildings

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	copy of construction permit issued by the competent Authority;
3	copy of land document;
4	environmental impact assessment certificate;
5	proof of payment of 50,000 RWF as the license application fee.

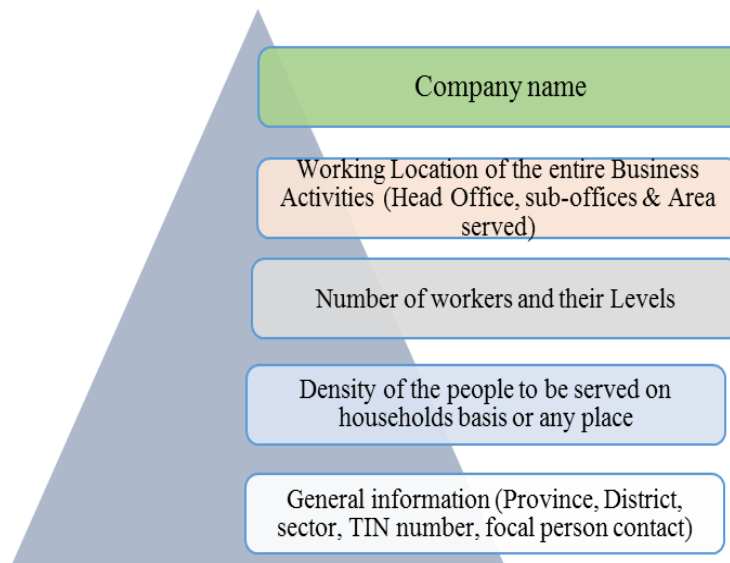
VI. Required Application Documents for a Licence to Operate a Reticulation of LPG in Residential or Commercial Buildings

S/N	Required Documents
1	application letter addressed to the Director General of RURA;
2	copy of business registration certificate for operating a reticulation of LPG in residential or commercial buildings;
3	proof of access to legal supply of LPG;
4	valid type-approval, verification and calibration certificates of the metering equipment to connected consumers issued by RSB;
5	proof of payment of 100,000 RWF as the license application fee.

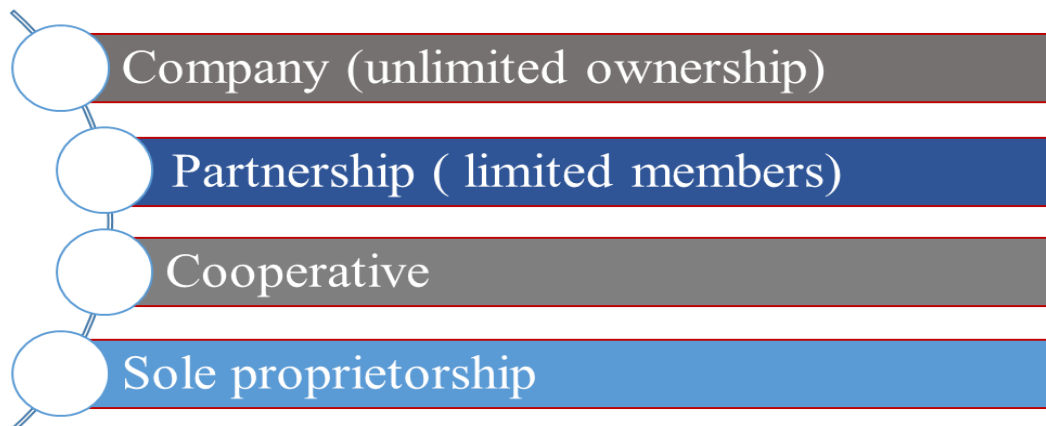
BUSINESS PLAN GUIDELINE

I. Executive Summary

This is a term used in **business** for a brief note that summarizes a longer report, proposal or group of related reports in such a way that readers can rapidly become acquainted with a large body of material without having to read it all. It will usually contain a brief statement of the problem or proposal covered in the major document(s), background information, concise analysis and main conclusions. It is intended as an aid for decision making by business managers.



II. Profile



III. Mission statement

This is a formal, short, written statement of the purpose of a **company** or **organization**. The mission statement should guide the actions of the organization, spell out its overall goal, provide a sense of direction, and guide decision-making. It provides "the framework or context within which the company's strategies are formulated.

Mainly this should state the company goals in a formal summary of the aims and values.

IV. Principle Objectives

This is a **mission**, purpose, or **standard** that can be reasonably achieved within the expected timeframe and with the available **resources**. In general, an objective is broader in **scope** than a goal, and may **comprise** of several different **goals**. Objectives are the most basic **planning tools** underlying all planning and **strategic activities**.

V. Business Impact to the Country

This should entail its impact to the entire sector, public, economy and to regulation as well.

VI. SWOT analysis

Strengths: refers to (toughness, solidity, durability or stability)

Weaknesses: refers to break, scratch, chip, dent, pit, nick;

Opportunities: refers (chance, occasion, favorable time)

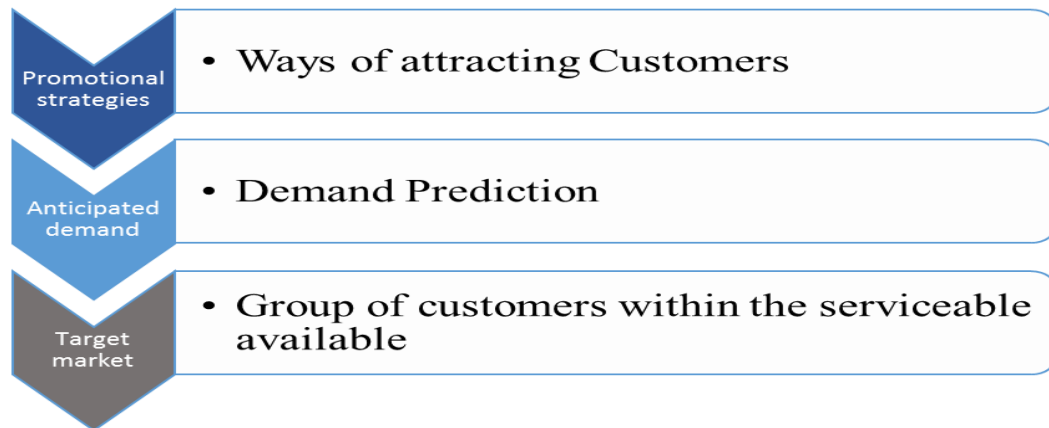
Threats: refers to the (complications, worries, technical hitches)

Specify the objective of the business venture or project and identify the internal and external factors that are favorable and unfavorable to achieving the objective.

VII. Market and Competition

✓ Under this section, one should be able to identify the following information:

Promotional strategies, anticipated demand, Target market, etc



VIII. Financial analysis

- ✓ **Detailed investment plan:** In this chapter, one should present the total investment made capturing sources of the investment.
- ✓ **Projected balance sheet (at least 5 years):** It should contain both assets and liabilities.
- ✓ **Projected profit and loss account (at least 5 years):** this should entail all revenues (Breakdown for the 1st year), costs and other operating expenses to result into net profit/ net loss which will be shifted to the Balance sheet to increase or reduce the capital.
- ✓ **Depreciation of assets:** This may refer to the reduction in the value of an asset over time, it is also a method of reallocating the cost of a tangible asset over its useful life span to reflect its loss of value through age and use. "**provision should be made for depreciation of fixed assets**"
- ✓ **Cash flows projections (at least 5years):** This shows all breakdowns of all revenues and expenses during a certain period.

IX. Conclusion

Briefly explain why the business plan is going to be successful.