



Public Utilities
Regulatory Authority
Equity in development

**GUIDELINES & MINIMUM CRITERIA
FOR
APPLYING
FOR
PETROLEUM IMPORTATION, RE-
EXPORT & RETAIL
LICENCES**

An applicant for a petroleum retail licence shall comply with the following requirements:

1. A letter of intent outlining purpose, nature and rationale for application should be submitted to the Gambia Public Utilities Regulatory Authority (PURA).
2. A completed application form along with supporting documentation could be submitted either via the NPIS online system or hand delivered to PURA:

The Gambia Public Utilities Regulatory Authority (PURA)

94, Kairaba Avenue,

P. O. Box 4230

Bakau,

The Gambia

Tel. (220) 4399601 / 4399606

Fax: (220) 4399905

E-mail pura@pura.gm

3. A receipt of payment will be given for each application submitted to PURA.
4. All applications and supporting material should be submitted in English.
5. Applicants must submit 4 copies of each application and supporting documentation. PURA reserves the right to request additional copies of applications and supporting documentation.
6. Additional information may be requested by PURA or submitted by the applicant in respect of any application at any time before making its recommendations to the Minister.
7. Applicants are required to notify PURA of any change of the information submitted with the application. Notification should be done within fifteen (15) working days after the date of the initial submission.
8. Applicants are required to meet all costs arising from:
 - a. the preparation and submission of applications
 - b. providing any additional information requested and
 - c. the processing of each application including responding to comments and attending at, and making submissions to PURA concerning these applications.

PURA, the Minister responsible for Petroleum and Energy and/or the Government of The Gambia will not accept responsibility or liability for such costs, regardless of whether or not a licence is granted.

9. All applications and supporting documentation become the property of PURA upon submission. PURA reserves the right to make public the names of corporate entities which have submitted applications as well as such information about the contents of the applications as it deems appropriate. Members of the public and other interested parties

will have the right to inspect all applications and supporting documentation and to submit comments to PURA.

10. All supporting material submitted with individual applications which may contain sensitive/confidential information concerning business or commercial or financial affairs should be submitted along with the application in a sealed envelope marked “**Confidential Information**”.

- a. Where PURA proposes to disclose any such information, it will give the applicant reasonable notice and an opportunity to make representations to PURA before PURA makes a final decision on disclosure of such information.

11. PURA reserves the right to request applicants conduct presentations, if necessary.

12. Applicants should be prepared to send a representative(s) to PURA discuss their applications and supporting documentation, if requested by PURA.

13. The following key documents must be submitted for Retail Licences

- a. Fire Certificate from The Gambia Fire & Rescue Services
- b. Environmental Impact Assessment from National Environmental Agency
- c. A detailed engineering design (in A3 paper format, scale 1:100) of the fuel station (for retail licences)
 - i. Bill of Quantities associated to each site plan
- d. Development Permit from Physical Planning
- e. Official Bank Statements or Bank Guarantee
 - i. Bank Statements must cover 75% of submitted BOQ's at the time of application
- f. TIN Certificate
- g. Business Plan
- h. Certificate of Good Character
- i. Copies of ID or Passport
- j. Certificate of Incorporation or Business Registration Certificate
- k. Memo & Articles of Association (provided that the business is a company)
- l. Cover letter
- m. Affidavit sworn to by the applicant or its representative.

14. The following key documents must be submitted for Importation Licences

- a. Cover letter
- b. Affidavit sworn to by the applicant or its representative.
- c. TIN Certificate
- d. Official Bank Statements and Bank Support Letter;
 - i. Bank Statements must cover a duration of 6 months prior to the application
 - ii. Closing balances over preceding 6 months must be over D3 million Dalasis

- e. Supplier Contracts (if any)
- f. Business Plan
 - i. Description of business
 - ii. Mission, Vision
 - iii. SWOT Analysis
 - iv. Market & Competition
 - v. Revenue Model
 - vi. 5 Year Financial Forecasts (Income Statement, Cashflow)
 - vii. 5 Year Import Plan, per product (Minimum volumes 20m litres per annum)
- g. Certificate of Good Character
- h. Copies of ID or Passport
- i. Certificate of Incorporation or Business Registration Certificate
- j. Memo & Articles of Association (provided that the business is a company)
- k. Upon approval:
 - i. For Licensees without a minimum of 3 retail stations, a deposit of D1.5 million dalasis into a PURA specified bank account with the Central Bank of The Gambia for the duration of the license.

15. The following key documents must be submitted for Re - Export Licences

- a. Cover letter
- b. Affidavit sworn to by the applicant or its representative.
- c. TIN Certificate
- d. Official Bank Statements and Bank Support Letter;
 - i. Bank Statements must cover a duration of 6 Months prior to the application
 - ii. Closing balances over preceding 6 months must be over D1 million Dalasis
- e. Supplier Contracts (if any)
- f. Business Plan
 - i. Description of business
 - ii. Mission, Vision
 - iii. SWOT Analysis
 - iv. Market & Competition
 - v. Revenue Model
 - vi. 5 Year Financial Forecasts (Income Statement, Cashflow)
 - vii. 5 Year Re - Export Plan, per product (Minimum volumes 20m litres per annum)
- g. Certificate of Good Character
- h. Copies of ID or Passport
- i. Certificate of Incorporation or Business Registration Certificate
- j. Memo & Articles of Association (provided that the business is a company)

CHECKLIST

No	Application Requirements	
1	Duly signed Cover letter on applicant's letterhead	
2	Duly completed application form	
3	Declaration (Affidavit) by the applicant with name, designation, signature and date	
4	Official Bank Statement or Bank Guarantee	
5	Business plan for the License applied for to be enclosed	
6	Valid EIA	
7	Development Permit	
8	Approved Engineering Design (A3 paper format scale 1:100)	
9	Fire Certificate	
10	TIN Certificate	
11	Certificate of Good Character	
12	Clear Copies of ID for directors and shareholders or notarized copies of passports in case of foreigners	
13	Memo and Articles of Association	
14	Copy of Certificate of Incorporation/Business Registration Certificates or equivalent and similar documents for other shareholder companies where there is chain ownership in the applicant	