



MALTA RESOURCES AUTHORITY

**APPLICATION FOR THE GRANTING, RENEWAL OR TRANSFER OF AN AUTHORISATION TO OPERATE AN AUTOGAS RETAIL STATION**

Malta Resources Authority  
Millennia  
Triq Aldo Moro  
Marsa, MRS 9065  
MALTA

Tel. : +356 2122 0619  
Fax.: +356 2295 5200  
Email: enquiry@mra.org.mt  
www.mra.org.mt

### LPG Market Regulations

Granting <input type="checkbox"/>	Renewal <input type="checkbox"/>	Transfer <input type="checkbox"/>
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#### A. Applicant's details

<b>To be filled if application is made on behalf of a Company / Legal Organisation or by an Authorised Local Representative for Companies not registered in Malta</b>			
Name of Company / Legal person:	VAT No: (if applicable)	Company Registration No: (if applicable)	
Type of Company / Legal Legal person:			
<input type="checkbox"/> LTD	<input type="checkbox"/> PLC	<input type="checkbox"/> Corporation	<input type="checkbox"/> Legal Person
<input type="checkbox"/> Other (Specify) _____			
<b>Details of Legal Representative of the company or legal person in relation to this application</b>			
Title:	Full Name:		
I.D. No. / Passport No:		Position Held:	
Contact Address:			
Address where authorised facility is located: (if applicable)			
Tel. No.:	Mobile No.:	Fax No.:	E-mail Address:

<b>To be filled if application is made by an Individual</b>			
Title:	Full Name:		
I.D. No./Passport No:		VAT No: (if applicable)	
Contact Address:			
Address where authorised facility is located: (if applicable)			
Tel. No:	Mobile No:	Fax No:	E-mail Address:

## B. Business details of applicant

(to be filled only in case of a company or other incorporated legal person)

Indicate the details below of current directors or any other officers, company secretary, partners or members of the committee of management. Identify, as applicable, the chairman, chief executive, managing director, finance director, and any other director with specific duties.

(If more space is required please fill in a separate sheet of paper and attach with this application form)

Full Name	ID No./Passport No.	Address	Position

## C. Regulatory Approval/Actions

Has the applicant or, in the case of a company or other incorporated legal person, any one of the shareholders / promoters or directors been found guilty or convicted or been subject to any form of enforcement action by any regulatory authority or convicted of a criminal offence in the past 5 years or are any charges now pending?

If yes please provide full particulars in a separate, signed<sup>1</sup> and dated statement YES  NO

Has the applicant or, in the case of a company or other incorporated legal person, any one of the shareholders / promoters or directors ever had a licence or permit or other form of registration of any kind refused, suspended, revoked or cancelled by any regulatory authority?

If yes please provide full particulars in a separate, signed<sup>1</sup> and dated statement YES  NO

## D. Licensing history of applicant

Has the applicant or any of its major shareholders / promoters or affiliates been previously licensed / authorised by the MRA? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Authorised provider's / Licensee's Name	Activity	Authorisation / Licence No	Still Active? YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>
			YES <input type="checkbox"/> NO <input type="checkbox"/>

<sup>1</sup> To be signed by the Legal Representative in case of a company

## E. Operational details

### Section E.1 - Indicate details of Site Operator/s

*(If more space is required please fill in a separate sheet of paper and attach with this application form)*

Full Name	I.D. Card Number

### Section E.2 - Indicate details of Authorised Facility

*(If more space is required please fill in a separate sheet of paper and attach with this application form)*

Tank No.	Capacity (litres)	Indicate location of storage <sup>2</sup>	Date of First Installation of Tank	Dispenser Number

## F. Competent person responsible for the certification and assessment of the Authorised facility for which this request for an Authorisation is being submitted

Title:	Name:	I.D. No. / Passport No. :	Registration No:	Engineering Warrant No:
Name of Company / Legal person: <small>(if applicable)</small>				
Contact Address:				
Tel. No:	Mobile No:	Fax No:	E-mail Address:	

## G. Declaration by competent person

I, the undersigned competent person, hereby declare that I have examined the authorised facility for which this application is being submitted. I have found the said authorized facility to be fully in conformity with the technical information supplied together with this application, complying with the requirements laid down in regulations or bye laws in force and in approved Codes of Practice. I have submitted all the technical documents I consider to be relevant to allow a proper assessment of this application form.

Name in Full: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>2</sup> Indicate whether storage is located above ground or is buried underground

## H. Details of previous authorised provider / licence holder

Title:	Full Name:	Previous Licence No:	
I.D. No./Passport No:	VAT No: (if applicable)	Company Registration No: (if applicable)	
Contact Address:			
Tel. No:	Mobile No:	Fax No:	E-mail Address:

## I. Declaration by applicant

I, the undersigned applicant, hereby confirm that the information contained in this application is true and correct, and that it represents accurately the information being requested.

I undertake to inform the Malta Resources Authority of any changes in the information contained in this application, and I authorise the Malta Resources Authority to carry out the necessary investigations in order to verify this information. I understand that with the authorisation that I am automatically being subject to the conditions listed in the authorisation / requirements of the Authority. I also understand that the conditions included in the authorisation may be modified as prescribed by the Liquid Petroleum Gas Market Regulations, 2008. I also undertake to give any information that, from time to time, may be requested by the Authority.

I understand that the Authority may take any action in the event that the authorised facility is not maintained in accordance with the approved standards, Codes of Practice, authorisation conditions or requirements of the Authority or if any material alteration is carried out without the prior consent of the Authority

Name in Full: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **J. Documentation to be supplied together with application**

(to be submitted only in case of an application for a new licence or transfer of a licence)

### **In case of a Company:**

- (i) Certified copies of the Memorandum and Articles of Association of the company or deed of partnership or other deed or authenticated agreement establishing the corporate body
- (ii) A certified copy of the registration certificate of the company
- (iii) Certificate of good standing issued by the Registry of Companies
- (iv) A notarized copy of the identity cards or passport of the Directors and Secretary of the company
- (v) Police Conduct Certificates of Legal Representative and of the Directors of the company
- (vi) Full particulars in a separate, signed and dated statement of any convictions or enforcement actions undertaken by a regulatory authority in last 5 years or any pending charges, as requested in Section C of this application. NIL certification is also required
- (vii) Full particulars in a separate, signed and dated statement of any refusal, suspension, revocation, invalidation or cancellation of any authorisation or permit or other form of registration by any regulatory authority, in any country either to the applicant or any of the company's directors. NIL certification is also required
- (viii) The following documentation on the site operator/s who will be responsible for the day-to-day operation of the station;
  - a. A notarized copy of the identity cards or passport
  - b. Police conduct certificate

### **In case of an individual:**

- (i) A notarized copy of the ID Card
- (ii) Police conduct certificate
- (iii) Full particulars in a separate, signed and dated statement of any convictions or enforcement actions undertaken by a regulatory authority in last 5 years or any pending charges, as requested in Section C of this application. NIL certification is also required
- (iv) Full particulars in a separate, signed and dated statement of any refusal, suspension, revocation, invalidation or cancellation of any authorisation or permit or other form of registration by any regulatory authority, in any country either to the applicant or any of the company's directors. NIL certification is also required
- (v) The following documentation on the site operator/s who will be responsible for the day-to-day operation of the station;
  - i. A notarized copy of the identity cards or passport
  - ii. Police conduct certificate

### **Technical Details:**

- (i) Development permit
- (ii) Drawing of site plans and the technical details of tanks, pipes and dispensing pumps.
- (iii) Copies of insurance covering third party liability. The Authority reserves the right to request the applicant to alter the cover in a manner that is acceptable to it.
- (iv) A copy of the maintenance service contract which is to include a provision of an emergency service;
- (v) Competent Person Report on Site Construction Description including risk and safety assessment of site, compiled by a competent person.

**K. Data Protection Notice**

All personal data submitted to the Authority shall be used only in relation to the processing of this application and the management of consequent Notifications and/or Authorisations. The information may however be transmitted to third parties (including other Government authorities, departments or bodies in the exercise of their official authority), in whole or in part, where required or allowed by law.

Under the data protection legislation, you have the right to request, in writing, information on the personal data we hold about you. Although all reasonable efforts will be made to keep your information updated, you are kindly requested to inform us of any change in relation to the personal data held by this organization. In any case if you consider that certain information about you is inaccurate, you may request rectification of such data.

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**L. For office use**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Amount due: \_\_\_\_\_

Amount paid: \_\_€120\_\_\_\_\_

Reference file number: \_\_\_\_\_

Official stamp:

Send completed application and all attachments to:

**Director of Energy Resources  
Malta Resources Authority  
Millennia  
Aldo Moro Road  
Marsa MRS 9065  
Malta**