

# KINGDOM OF ESWATINI

## APPLICATION FOR A RETAIL LICENCE IN TERMS OF THE PETROLEUM ACT OF 2020



Please return completed form to:

Eswatini Energy Regulatory Authority  
First Floor, RHUS Office Park, Karl Grant Street  
P. O. Box 7137  
MBABANE  
H100  
Eswatini

Tel: +268 2404 2103  
E-mail: [info@esera.org.sz](mailto:info@esera.org.sz)  
Website: [www.sera.org.sz](http://www.sera.org.sz)

**RETAIL LICENCE APPLICATIONS AND GRANTS ARE ONLY RESERVED FOR INDIGENOUS SWATI  
PERSONS AS ARTICULATED IN THE PETROLEUM REGULATIONS**

### APPLICATION PAYMENT DETAILS

<b>Amount</b>	E 10 000.00
<b>Account Number</b>	20000528917
<b>Account Title</b>	Eswatini Energy Regulatory Authority
<b>Type of Account</b>	Corporate Current Account
<b>Bank Name</b>	Ned Bank
<b>Branch</b>	MBABANE
<b>Branch Code</b>	360164
<b>Swift Code</b>	NESWSZMX

**NB:** For Reference, put in your **COMPANY NAME**

### APPLICATION SUBMISSION DETAILS

Email: [info@esera.org.sz](mailto:info@esera.org.sz)

WhatsApp: 7808 7920

For Enquiries, please contact **ESERA Compliance Officer – Oil & Gas** on:

Tel: +268 2404 2103

Cell: +268 7808 8944

E-mail: [mhlangax@esera.org.sz](mailto:mhlangax@esera.org.sz)

**SECTION A – PARTICULARS OF LICENCE APPLICATION**

**A.1** State nature of application (mark which is applicable)

Issue of new Licence

Renewal of Licence

**A.2** Desired period of validity of Licence<sup>1</sup>

Desired commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Desired validity period: \_\_\_\_ years

**A.3** Other existing permits, approvals, authorisations required to be included as attachments

<sup>2</sup>The maximum period for which a retail licence shall be granted is **10 years** as prescribed in the Petroleum Regulations

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**SECTION B – PARTICULARS OF APPLICANT**

**B.1** Full name of applicant/ business entity:

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**B.2** Identity number of applicant, or in the case of a body corporate, registration number:

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**B.3** Nationality of applicant, or in the case of a body corporate, country of registration:

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**B.4** In the case of an authority created by law, the name of the law in terms of which that authority is established/created and/or other creation documents:

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**B.5** Physical and postal address of applicant:

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**B.6** Telephone and cellphone number of applicant:

( \_\_\_\_\_ ) \_\_\_\_\_

( \_\_\_\_\_ ) \_\_\_\_\_

**B.7** Fax number of applicant:

( \_\_\_\_\_ ) \_\_\_\_\_

**B.8** E-mail address of applicant:

\_\_\_\_\_

**B.9** Designated contact person on behalf of applicant:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

**B.10** Signature of Applicant (Designated Representative)

Submitted at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

**Witnesses:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

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**SECTION C – APPLICANTS BUSINESS DETAILS**

**C1.** Indicate by cross x type of entity or specify in “other”

**Limited Liability Company**

**Sole Trader**

**Close Corporation**

**Partnership**

**Trust**

**Other**

**Body Corporate**

**C2.** If Other specify:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C3.** Provide a valid Tax Clearance Certificate

**C4.** Postal and Physical Address (Where Retail Operations are/will be based):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION D – GEOGRAPHICAL AREA TO WHICH RETAIL APPLICATION RATES**

Please provide the following information:

- i. Description, including location and GPS coordinates, site layout, drawings, buildings and pumps for existing or proposed retail establishment. This should include a map to readily identify the area to which the application relates. Scale 1: 10 000
  - ii. Description of other activities the applicant wants to perform at the retail site
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**SECTION E – RETAILER OPERATING MODEL AND DETAILS OF PETROLEUM PRODUCTS**

**E.1** Evidence of the relevant fuel supply agreement (attach copy)

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**E.2** Oil Company brand displayed / to be displayed on site?

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**E.3** Indicate type of relationship between site owner (Land Lord), Operator (Retailer)and Supplier (Wholesaler)

RETAILER OWNED; RETAILER OPERATED

OIL COMPANY OWNED; RETAILER OPERATED

3rd PARTY OWNED, RETAIL LEASED, RETAILER OPERATED

3rd PARTY OWNED, OIL COMPANY LEASED, RETAILER OPERATED

**E.4** Site License Number (If issued)

Note: Where a new retailer applies for a retail license to replace an existing retailer, in such a case please enter the site license number.

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**E.5** Volumes (Litres) Sold in the last calendar year (existing market participants) and projections for new entrants (based on detailed traffic count):

Unleaded Petrol: \_\_\_\_\_

Diesel 50ppm: \_\_\_\_\_

Paraffin: \_\_\_\_\_

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**SECTION F – FINANCIAL INFORMATION (EXISTING OPERATIONS AND PROJECTIONS FOR NEW ENTRANTS)**

For each operation, the following information is required:

**E.1** Income statement (Existing Operators):

- ✦ Draft Previous financial year (Separate direct operating costs and overheads)
- ✦ Segregation of fuel related revenue from other sources such as retailer operated convenience stores

**E.2** Balance Sheet (Existing Operators)

- Draft Previous Financial Year for existing operators

**E.3** For New Applicants proof of financial means for the undertaking (i.e. Bank Guarantee, Proof of Credit Facility, Bank Statements not more than 3 months)

**E.4** New entrants must outline the intended business plan for the licence period applied for. This must include the following:

- Vehicle count justifying projected volumes
- Cashflow projections

**E.5** All applicants must provide an Occupational Health, Safety, Risk and Quality Management Plan

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## DOCUMENTS TO BE ATTACHED FOR A NEW RETAIL LICENCE APPLICATION

Check if all documents to be attached have been included.

PHASE	ITEM	YES	NO
1	<b>Have you completed all sections of the form?</b>		
	<b>Section A:</b> Particulars of licence application		
	<b>Section B:</b> Particulars of applicant		
	<b>Section C:</b> Applicant's Business Details		
	<b>Section D:</b> Geographical area to which retail application rates		
	<b>Section E:</b> Retailer operating model and details of petroleum products		
	<b>Section F:</b> Financial information (existing operations and projections for new entrants)		
	Declaration signed by applicant and commissioner of oaths		
2	<b>Documents to be attached</b>		
	Motivation for the retailing activity proposed in the form of business plan (new entrant)		
	Director's ID copies		
	Form J & C		
	Certificate of Incorporation		
	Trading Licence		
	Valid SRA Tax Clearance		
	Fuel supply agreement		
	Declaration by the applicant stating that the applicant is not owned in any way by a licensed wholesaler (all applicants)		
	Environmental Approval (New Entrants Only)		
	Traffic Count analysis with projections (New Entrants Only)		
	Bank Guarantee/Proof of Credit Facility/ Bank Statements (New entrants only)		
	Income statements and Balance sheet in the form of audited financial statements/Management accounts (existing applicants)		
	Valid tax clearance certificate (existing applicants)		
	Location Maps and GPS Coordinates (all applicants)		
	Service Station Designs and construction agreements (New Entrants only)		
	MoU with competent construction company to demonstrate preparedness regarding the construction.		
	Occupational Health, Safety, Risk and Quality Management Plan		
	Proof of land ownership or right of land use- Lease/title deed /king's consent (all applicants)		
	Letter indicating municipal approval for use of land for purpose intended (new entrant)		
	Traffic Approvals –in case changes will be made to road signage and designs (New entrant only)		
	Proof of payment of application fee (all applicants)		
If necessary, the original or certified copy of a declaration by the applicant giving reasons why any attachment required is not provided.			

**DECLARATION**

I (full names) \_\_\_\_\_ hereby declare that all information provided herein is within my personal knowledge and that-

- a) I am duly authorised to make this declaration;
- b) I am the designated person responsible for this licence and any conditions attached thereto;
- c) I have read and understood the regulations related hereto, with specific reference to the Petroleum Regulation regarding any false declaration; and
- d) all information provided herein is to the best of my knowledge true and correct.

Signed at \_\_\_\_\_(place) on this \_\_\_\_\_day of \_\_\_\_\_(month).  
\_\_\_\_\_(year).

\_\_\_\_\_  
Signature

I certify that the deponent-

- (a) has acknowledged that he/she knows and understands the contents of this application form and its annexures, that he/she has no objection to taking the prescribed oath and that he/she considers the oath binding on his/her conscience; and
- (b) has in the prescribed manner sworn that the contents of this application form and its annexures are true and signed same

before me at \_\_\_\_\_(place) on this \_\_\_\_\_day of \_\_\_\_\_(month)  
20\_\_\_\_(year).

\_\_\_\_\_  
Signature

**COMMISSIONER OF OATHS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Capacity: \_\_\_\_\_

Stamp