

# KINGDOM OF ESWATINI

## APPLICATION FOR A PETROLEUM PERMIT 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  
Fax: +268 2404 8474  
E-mail: [info@esera.org.sz](mailto:info@esera.org.sz)  
Website: [www.esera.org.sz](http://www.esera.org.sz)

**PERMIT APPLICATIONS AND GRANTS ARE ONLY RESERVED FOR APPLICANTS  
REQUIRING TO TRANSPORT FUEL BELOW THE VOLUMES OF THE CONVENTIONAL  
PETROLEUM TANKER TRANSPORTATION MODE AS ARTICULATED IN THE PETROLEUM  
REGULATIONS**

**PETROLEUM PERMIT APPLICATION PROCESS GUIDE**

<b>APPLICANT'S PROCESS</b>			
<b>PHASE 1</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>	<b>DURATION</b>
Application form completion	Applicant downloads application form and completes it accurately	Applicant	Within 1 day
Payment of Application fee	Applicant pays application fee as per fees structure based on volumes to be handled	Applicant	
Submit Application	Applicant submits application form AND proof of payment to email address OR WhatsApp number provided below.	Applicant	
<b>ESERA INTERNAL PROCESSES</b>			
Review of application	ESERA receives and review application pack and give feedback to applicant on status of application	ESERA Officials	Within 1 day
Inspection of site where fuel will be stored	ESERA sends inspection team to Applicants' site to satisfy herself on safe handling preparedness of Applicant	ESERA Inspectors	Within 1 day
<b>DECISION ON APPLICATION</b>			
Outcome of Application	Once ESERA is satisfied about Applicant's preparedness for safe handling of the petroleum products, a permit will be issued immediately	ESERA Officials	Within 1 day

**APPLICATION FEES BREAKDOWN**

- **(0 – 200 liters)/month**; permit issued free of charge upon fulfilling certain permit conditions to ensure safe handling of products.
- **(201 – 1000 liters)/month**; permit will be granted on the payment of **E 500** application fee as well as fulfilling certain permit conditions to ensure safe handling of products.
- **(1001 – 5000 liters)/month**; permit will be granted on payment of **E 1000** application fee as well as fulfilling certain permit conditions to ensure safe handling of products.

**Note:** *All the above fees are only paid once-off when submitting your application and during renewal of same. All such permits are valid for no more than 12 months from date of issue.*

### **APPLICATION FEE PAYMENT DETAILS**

<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

### **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 LICENSE APPLICATION**

**A.1** Desired period of validity of Licence

Desired commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired validity period: \_\_\_\_ days / months.

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**SECTION B – PARTICULARS OF APPLICANT**

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

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

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

\_\_\_\_\_

**B.3** Physical and postal address of the applicant:

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

**B.4** Telephone and cellphone number of the applicant: (\_\_\_\_\_) \_\_\_\_\_

**B.5** Fax number of the applicant: (\_\_\_\_\_) \_\_\_\_\_

**B.6** E-mail address of applicant: \_\_\_\_\_

**B.7** Designated contact person on behalf of applicant:

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

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

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

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

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

**B.8** If the Applicant is a company, provide the following:

a) Names of shareholders and their holding percentage

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

b) Trading Licence number (attach a copy) \_\_\_\_\_

**B.9** Signature of Applicant (Designated Representative)

Submitted at \_\_\_\_\_ on the \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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**SECTION C – PETROLEUM PRODUCT DETAILS**

**C.1** Amount of fuel required (tick appropriate and complete)

Tick	Type	Amount (in litres)	Duration (days / months)
	Diesel		
	Petrol		
	Illuminating Paraffin		
	Other (Specify):		

**C.2** The need for fuel (e.g., standby generator, heavy machinery, etc.)

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**C.3** Mode of transportation (tick the appropriate)

Drums / jerrycans / mobile fuel tank trailer / delivered on site by licensed transporter / other (specify)

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**C.4** Storage (If not for immediate use –specify type of storage facilities on premises and attach images)

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**C.5** Location of storage facility (i.e) if any, including GPS coordinates:

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**SECTION D - DOCUMENTS TO BE ATTACHED FOR A PERMIT APPLICATION**

**Check if all documents to be attached have been included.**

PHASE	ITEM	YES	NO
1	<b><u>Have you completed all sections of the form?</u></b>		
	Section A: Particulars of licence application		
	Section B: Particulars of applicant		
	Section C: Petroleum Product Details		
2	<b><u>Documents to be attached</u></b>		
	Identity document of applicant, and in the case of corporate body, registration certificate (Form J & C & Certificate of Incorporation)		
	Valid Company Trading Licence		
	Valid Tax Clearance Certificate		
	If not for immediate use – image of storage facilities on premises		

**AFFIDAVIT**

I / We, the undersigned \_\_\_\_\_

1.  
ID / Company Trading Licence no. \_\_\_\_\_ of  
\_\_\_\_\_ Region / Inkhundla / Umphakatsi/ Town herein represented by (In the case  
of a company) \_\_\_\_\_ of ID no. \_\_\_\_\_ do  
hereby make oath and say that;

2.  
We have a legal business that has a need to purchase \_\_\_\_\_ Litres of fuel from filling stations around  
the country and the business is known by the local and / or business authorities. The fuel to be procured is  
not for sale but for self-consumption by the business. The business is available for inspection by authorities  
at any given time and I guarantee safe handling of the product.

3.  
That all the information stated above is true.

\_\_\_\_\_  
DEPONENT

THUS, DONE AND SIGNED BEFORE ME IN \_\_\_\_\_ ON THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 20\_\_\_\_, DEPONENT HAVING ACKNOLEDGED THAT THEY  
KNOW AND UNDERSTAND THE CONTENTS OF THIS AFFIDAVIT.

\_\_\_\_\_  
COMMISSIONER OF OATHS / LOCAL AUTHORITY (STAMP)