**RENEWAL OF REGISTRATION PERMIT TO OPERATE IN THE UPSTREAM PETROLEUM INDUSTRY**

1. Name of Company (as indicated on Certificate of Incorporation)

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1. Petroleum Commission Permit Number

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1. Petroleum Commission Permit Issue Date

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

1. Petroleum Commission Permit Expiry Date

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1. Contact details

**Street Address:**

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

**Postal Address:**

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

**Email Address:**

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

**Website (if any):**

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

**Contact Person:**

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

**Mobile Number of Contact Person:**

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

1. Any change in ownership structure? YES NO

7a. List all Individuals/Companies with shares in the applicant company.

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| **Name of Shareholder** | **Address** | **Nationality** | **Percentage Share in the Company** |
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7b. Beneficial Ownership - if shareholders in *7a* are companies, please provide a list all actual beneficial owners.

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| --- | --- | --- | --- |
| **Name of Shareholder** | **Address** | **Nationality** | **Percentage Share in the Company** |
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1. List Executive Directors and Senior Management Team of the company

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| **Name of Director** | **Occupation/Profession** | **Nationality** | **Position in the Company** |
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1. Category of Permit applied for: **A.** Specialized **OR** **B.** General
2. a) Indicate at most two (2) activities in order of preference from ***either*** Category A or B from the Commission’s Classification Of Upstream Petroleum Industry Companies list provided.

b) Provide a description of the range of activities applicant proposes to undertake in relation to 10(a).

PART TWO – Financial Capability and Technical Competency of Applicant

1. ***Financial Capability***
2. Provide Audited Financial Reports for the last twelve (12) months. If your company undertook services for the upstream petroleum industry and other sectors, in addition to Audited Financial Reports, provide letter from Auditors showing your upstream oil and gas revenue for the past year under audit.
3. Indicate sources where applicant raises funds for its operations in Ghana.
4. Quantum of up to date investment in Ghana.
5. Indicate contracts executed in respect of upstream petroleum support services over the past year.

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| **Description of Contract** | **Name of Company work was done for** | **Contract Duration (Start date and end date)** | **Contract Value** |
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1. Provide a copy of contract performance certificates if any, for each contract executed.

**B. Management and Technical competencies**

1. a) Provide Organizational Chart.

b) Provide detailed information on the number of staff and their expertise. *(Include Name, Gender, Position and Nationality of Staff)*.

1. Indicate sources from which applicant obtains equipment and other facilities to support petroleum activities.

PART THREE – Plans and Programmes

1. Provide a report and evidence of company’s Programmes and amount spent for the past year on the following:

 (a) Organizational Development Programme

 i. Company’s strategy for organizational development/ growth.

ii. Company’s employment plan indicating number of people who have been employed.

(b) Technology Transfer Programme

(c) Training Programme

 (d) Corporate Social Responsibility & Social Development Programme

PART FOUR – Health, Safety, Security and Environment

1. Are there any particular incidents including near misses in which your company
encountered or was involved over the past one year? (YES) (NO)

If YES, give details of incidents (Near misses, Injuries, Property or equipment damage, and or environmental releases not permitted.)

(ii) Indicate measures employed by your company to solve HSSE challenges.

PART FIVE – Local Content

1. Provide the percentage of Ghanaian participation in respect of ownership.

2. Employment: Please provide a breakdown of your company’s staff.

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| **POSITIONS** | **NUMBER OF GHANAIANS** | **NUMBER OF FOREIGNERS** | **TOTAL** |
| MANAGEMENT |  |  |  |
| OTHER POSITIONS |  |  |  |

1. Infrastructural Investments - *(The amount of money spent on infrastructure in Ghana).*
2. Value of Service:

a) Services rendered by other companies to the applicant in the past twelve (12) months in order for applicant to operate. (ie. Catering, logistics, etc)

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| **TYPE OF SERVICE** | **CONTRACT SUM** | **NAME OF COMPANY(CLIENT)** |
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1. Services rendered by the applicant in the past twelve (12) months to other companies

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| **TYPE OF SERVICE/CONTRACT** | **CONTRACT SUM** | **NAME OF COMPANY(CUSTOMER)** |
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5. List the raw materials utilised (*This applies to companies which use raw materials for their activities)*

6. List the Ghanaian Finished Goods utilised.

PART SIX – Miscellaneous

Any other relevant information which applicant wishes to offer or further proposal which applicant seeks to make in relation to this application.

**According to Regulation 46 (1) & (2) of the Petroleum (Local Content and Local Participation) Regulations,**

1. A person who submits a plan, returns, report or other document and knowingly makes a false statement, commits an offence and is liable on summary conviction to a fine of not less than one hundred thousand penalty units and not more than two hundred and fifty thousand penalty units or to a term of imprisonment of not less than two years and not more than five years or to both.
2. A citizen who acts as a front or connives with a foreign citizen or company to deceive the Commission as representing an indigenous Ghanaian company to achieve the local content requirement under these Regulations, commits an offence and is liable on summary conviction to a fine of not less than one hundred thousand penalty units and not more than two hundred and fifty thousand penalty units or to a term of imprisonment of not less than one year and not more than two years or to both.
3. A person who connives with a citizen or indigenous Ghanaian company to deceive the Commission as representing an indigenous Ghanaian company to achieve the local content requirement under these Regulations, commits an offence and is liable on summary conviction to a fine of not less than one hundred thousand penalty units and not more than two hundred and fifty thousand penalty units or to a term of imprisonment of not less than one year and not more than two years or to both.

DECLARATION BY APPLICANT:

I/We declare that the information provided and documents submitted with this application are true and authentic. I/We am/are aware that my/our application stands disqualified if the contrary is the case, and that I/We may be prosecuted for false information.

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**NAME OF APPLICANT POSITION IN COMPANY SIGNATURE DATE**

SUBMISSION OF APPLICATION

Duly filled application forms and related documents should be comb bound and submitted in triplicate. After the review and assessment of the application, appropriate fees will be communicated to the applicant in writing and payment to the Commission should be made in Banker’s Draft, payable to **PETROLEUM COMMISSION, GHANA**.

THE CHIEF EXECUTIVE OFFICER

PETROLEUM COMMISSION, GHANA

P.O. BOX CT 228, CANTONMENTS

ACCRA, GHANA

Telephone: 233 302 953 393/2; 0302 902505

Email: [info@petrocom.gov.gh](file:///C%3A%5CDocuments%20and%20Settings%5CAdministrator.SERVER%5CDesktop%5Cinfo%40petrocom.gov.gh); gcd\_permitting@petrocom.gov.gh

Annexes/Attachments

Please complete the relevant checklist to ensure that you have attached all required documents.

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| --- | --- |
|  | **DOCUMENTS TO ACCOMPANY APPLICATION** |
|  | \*Cover Letter  |
|  | \*Application form |
|  | \*Company Regulations  |
|  | \*Copy of Expiring Permit |
|  | \*Audited Financial Reports & / Letter from Auditors indicating petroleum upstream revenue from the past year  |
|  | \*Valid Tax Clearance Certificate |
|  | \*Valid SSNIT Clearance Certificate |
|  | Copies of other valid regulatory certificates, licenses and permits (eg: EPA permit, Air Operator Certificate, Aviation Licence, FDA Hygiene Certificate, etc) |
|  | Other relevant Documents (Please list) |
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