



PETROLEUM COMMISSION GHANA

RENEWAL OF REGISTRATION PERMIT TO OPERATE IN THE UPSTREAM PETROLEUM INDUSTRY

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

2. Petroleum Commission Permit Number

3. Petroleum Commission Permit Issue Date

4. Petroleum Commission Permit Expiry Date

5. Any change in contact details? YES NO

If yes, provide new contact details

Street Address:

Postal Address:

Telephone:

Fax Number:

Email Address:

6. Any change in ownership structure? YES NO

If yes, provide new ownership structure. Also provide evidence of transfer of ownership shares.

(Available from Registrar General's Department).

Name of Shareholder	Address	Nationality	Percentage Share in the Company

7. List Directors and Management Team of the company with detailed addresses

Name of Director	Occupation/Profession	Address

8. Category of Permit Applied for: A. Specialized OR B. General

9. a) Provide a description of the range of activities applicant offers in Ghana.

b) Indicate at most two (2) activities in order of preference from the Commission's Categories list provided.

PART TWO – Financial Capability and Technical Competency of Applicant

A. Financial Capability

1. Provide Audited Financial Reports.
2. Indicate sources where applicant raises funds for its operations in Ghana.
3. Quantum of up to date investment in Ghana.
4. Indicate contracts executed in respect of upstream petroleum support services over the past year.

Description of Contract	Name of Company worked for	Contract Duration	Contract Value

5. Provide a copy of contract performance certificates if any, for each contract executed.

B. MANAGEMENT AND TECHNICAL COMPETENCIES

1. Provide Organizational Chart indicating key management and technical staff.
2.
 - a) Provide detailed information on the number of staff and their expertise.
 - b) Indicate expertise to be sourced locally and or internationally.
3. Indicate sources from which applicant obtains equipment and other facilities to support its activities.

PART THREE – Plans and Programmes

1. Provide the evidence of company’s Programmes and amount spent for the past year on the following:
 - (a) Employment Programme
 - (b) Technology Transfer Programme
 - (c) Training Programme
 - (d) Social Development Programme
 - (e) Environmental Management Programme (including decommissioning where applicable).

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 FOUR – Local Content

Provide a description of the proportion of Ghanaian participation in respect of:

- I.** Ownership (*This is to verify if the company is an Indigenous Ghanaian Company or foreign company*).
- II.** Employment:
 - a)** Management (*This is the proportion of Ghanaians in top management positions. Where there is no Ghanaian, a succession plan for the position must be provided*).
 - b)** Other Positions (*This is to give the proportion of Ghanaians who hold other positions other than management positions*).
- III.** Infrastructure Investments (*The quantum of investment in infrastructure in Ghana*).
- IV.** Value of Service:
 - a)** Rendered by other companies to the applicant in order for applicant to operate.
 - b)** Rendered by the applicant to other companies (*where applicable*).
- V.** Raw Materials Utilised (*This applies to companies which use raw materials in production.eg Catering*).
- VI.** Ghanaian Finished Goods Utilised.
- VII.** Level of Ghanaian participation in the procurement of imported goods.

PART FIVE – Miscellaneous

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

PART SIX – Annexes/attachments

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

DOCUMENTS TO ACCOMPANY APPLICATION	CHECK
Cover Letter	<input type="checkbox"/>
Company Regulations (If change of shareholding has taken place)	<input type="checkbox"/>
Audited Financial Reports	<input type="checkbox"/>
Valid Tax Clearance Certificate	<input type="checkbox"/>
Valid SSNIT Clearance Certificate	<input type="checkbox"/>
Copy of the Expiring Permit	<input type="checkbox"/>
Other Documents (please list)	<input type="checkbox"/>

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.

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. 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
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ACCRA
GHANA

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