Bangladesh Energy Regulatory Commission

IEB Shahid Prokousholi Building (5th & 6th Floor), Ramna, Dhaka-1000

Gas Division

License Application Checklist for Storage & Distribution of Compressed Natural Gas (CNG) (English)

Regulation -3	Necessary Papers/Documents	
(1)	Application in the prescribed Form approved by the Commission (Duly filled up & signed by the applicant) *	
(2)	Pay Order/Demand Draft of application fees	
(3)	(i) Memorandum & Articles of Association (Attested copy, Applicable for limited company)	
	(ii) Certificate of Incorporation (Attested copy, Applicable for limited company)	
	(iii) Corporate Authorization (Attested copy, If Applicable)	
(4)	1. NOC from the District Administration (Attested copy)	
	2. NOC from the Roads & Highways Division & Lease Agreement/ contract with the Roads & Highways Division (Attested copy, If Applicable)	
	3. Current NOC from the Department of Environment (Attested copy)	
	4. NOC from the Department of Fire Service & Civil Defense (Attested copy)	
	5. Current 'Chha Form'/NOC from the Department of Explosives (Attested copy with approved Diagram)	
	6. Permission Letter from RPGCL (Attested copy)	
	7. Deed executed between the two parties if established on the premise of a Petrol Filling Pump/station (Attested copy, if Applicable)	
(5)	Emergency Safety Plan for prevention of Natural Disaster/Accident **	
(6)	(i) Lay-out Plan of the CNG Station	
	(ii) Passport size photographs of the applicant (Attested copy, 2 Copies)	
	(iii) National ID/ Passport of the applicant (Attested copy)	
(7)	(i)	1. Demand Note issued by the gas distribution company (Attested copy) 2. Gas Purchase Agreement with the gas distribution company (Attested copy) 3. Gas Commissioning Report/Meter Card (Attested copy, if Applicable) ***
	(ii)	Partnership Deed (Attested copy, if Applicable)
	(iii)	Current Income Tax Certificate (Attested copy)
	(iv)	Current Trade License (Attested copy)
	(v)	VAT Registration Certificate (Attested copy)
	(vi)	Latest 3 month's paid gas bill (Attested copy)

* Application Form can be downloaded from www.berc.org.bd .

** Emergency Safety Plan for prevention of Natural Disaster/Accident means the description of existing numbers/types of Fire Extinguishers/ Fire Fighting Equipments, easily accessible water resources, Sand Storage & Earthing System, Information regarding the fire fighting training & the fire fighting rehearsal of the workers of the CNG Station, number of Guards for the safety of the CNG Station, Personal Protective Equipments & other safety plans to be submitted to the Commission.

*** Documents related to gas connection/ gas commissioning.