

# **PROCEDURE GUIDE FOR THE GRANT OF APPROVAL FOR THIRD PARTY BLENDING AND LUBRICANTS FILLING PLANT**

This procedure guide is issued pursuant to the provisions of the Petroleum (Amendment) Decree No. 37 of 1977 section 4(1) which stipulates that, no person shall import, store, sell or distribute any petroleum products in Nigeria without a license granted by the Director of Petroleum Resources.

## **1.0 Third Party Blending Operations**

### **1.1 Application Requirements**

All applications for approval of Third Party Blending Operations shall be made by on the Company's letter headed paper and forwarded to the Director, Department of Petroleum Resources or any of its offices nationwide.

Each application shall be accompanied by the following documents:

- i) A copy of valid lube blending plant license for the blending company where the lubricants are to be blended.
- ii) A copy Storage and Sales license for lubricants of applicant (this itemizes the various retailing or distribution outlets for the blended lubricants)
- iii) A copy of Certificate of registration of Trade Names and Identification under which the applicant intends to market the lubricants from Ministry of Trade & Investment.
- iv) Payment of Processing fee of Seventy-Five Thousand Naira (N75,000) Only for Third Party Approval application.
- v) Third Party Agreement between the applicant and the blending company stating the following details:
  - ✓ Total quantity in litres of lubricants to be blended broken downs into respective grades.
  - ✓ Quality specification of lubricants to be blended
  - ✓ Blending Laycan

### **1.2 Approval Processes**

Upon receipt of the above requirements and a satisfactory review of the constituent submissions, the Department shall grant approval for the Third-Party Blending operation.

The approval shall however be subject to the following conditions:

- ✓ Approval shall have a validity period of 180 days
- ✓ All third party blended batches must carry a quality/quantity certificate which must be endorsed by a DPR representative before the blended batch leaves the blending plant.

## **2.0 Lubricant Filling Plant**

### **2.1 Application requirements**

All applications for Approval to Construct Lubricant Filling Plant shall be made by on the Company's letter headed paper and forwarded to the Director, Department of Petroleum Resources or any of its offices nationwide.

Each application shall be accompanied by the following documents:

- ✓ Evidence of registration with Corporate Affairs Commission (CAC) – Copy of Certificate of Incorporation.
- ✓ A Certified True Copy of Company's Memorandum and Articles of Association
- ✓ Current Tax Clearance Certificate of Company
- ✓ A Proof of Ownership of land where filling plant is to be sited.
- ✓ A letter from appropriate Town Planning Authority, authorizing the siting of the filling plant at the proposed site.
- ✓ A Certified Copy of Land Survey Map.
- ✓ A copy of proposed layout drawings of the filling plant showing relative distances (in meters) of various units within the plant and the interrelationship with adjoining properties.
- ✓ Evidence of Payment of the Prescribed Application fee of Two Hundred and Fifty Thousand Naira (N250,000) Only payable via DPR online payment platform.
- ✓ Submit the filling plant engineering design details showing interface with associated auxiliaries

Upon submission of the above, a Site Suitability Inspection Exercise shall be conducted by the Department (Requirements for suitability of site are stated in Appendix 1)

The Department shall grant an Approval to Construct/Install the filling plant upon satisfactory appraisal of the above submission.

## 2.2 Licensing/Approval Processes

Upon completion of construction/installation of the filling plant, the applicant shall:

- ✓ Apply for Approval/License to operate the filling plant on company letter headed paper.
- ✓ Submit evidence of payment of Statutory and Processing fees of N75,000 and N50,000 via DPR Online Payment Portal for issuance of Approval/License to Operate the filling plant
- ✓ Submit a Third-Party Blending Agreement with a licensed blending company where the blending operation is to be carried out stating the following details:
  - a. Total quantity in litres of lubricants to be blended broken downs into respective grades.
  - b. Quality specification of lubricants to be blended
  - c. Blending Laycan
- ✓ Forward a copy of valid lube blending plant license for the blending company where the lubricants are to be blended.
- ✓ Install an on-site quality control laboratory for recertification of the bulk lubricant blend upon arrival at the filling plant to ensure that there is no alteration of quality parameters over the transit process
- ✓ Install Safety and Firefighting facilities at the filling plant.
- ✓ Provide the Product Trade Name(s) and Registration under which they intend to market their product (with the Ministry of Trade and Investment)
- ✓ Ensure that all bulk lubricant blend samples are accompanied by a product quality and quantity Certificate which must be endorsed by DPR before discharge at the filling plant.

The Department shall grant a license/approval to operate the filling plant upon satisfactory appraisal of the above submissions