



## **GUIDELINES FOR THE IMPORTATION OF PETROLEUM PRODUCTS INTO NIGERIA**

These Guidelines are made pursuant to Paragraph 4(1) of the Fourth Schedule to the Petroleum Act CAP P10 L.F.N 2004 and are intended to clearly define the regulatory requirements for the issuance of Petroleum Products Importation Permit and the administration of Vessel Arrival Notification & Cargo Discharge at Jetties.

### **A. ELIGIBILITY**

All companies duly registered under the Corporate Affairs Commission (CAC) as providers of goods and services in the downstream sector of the Nigerian oil and gas Industry are eligible to apply for Import Permit of Petroleum Products subject to having access to appropriate Storage Facilities which could be owned or leased from third parties.

### **B. APPLICATION CONDITIONS FOR ISSUANCE OF PETROLEUM PRODUCTS IMPORT PERMIT**

1) Application for Import Permit shall be made through the designated online portal at [impexgas.dpr.gov.ng](http://impexgas.dpr.gov.ng) or from the DPR official website at [www.dpr.gov.ng](http://www.dpr.gov.ng)

2) The following documents shall be uploaded with the application at the online portal:-

- i. A copy of the Certificate of Incorporation of the applicant's company
- ii. A copy of the company Article and Memorandum of Association
- iii. A Copy of the current Storage/Sales license issued by the DPR (where applicable)
- iv. A Bank reference with committed and explicit statements
- v. Tax Identification Number (TIN)

3) The following fees payable in respect of an application for import permit shall be made through the applicable electronic payment system on the portal:-

- i. An application fee of **Seventy Five Thousand Naira only (₦75,000.00 / 30 MT)**
- ii. Processing fee of **Two Hundred and Ten Thousand Naira only (₦210, 000. 00 / Application)**

The processes for making these payments are fully described on the Portal

### **C) SPECIAL NOTICE ON APPLICATION FOR PETROLEUM PRODUCT IMPORT PERMIT:-**

- i. All documents submitted online would be verified and if found acceptable a permit will be issued to the applicant
- ii. Every Import Permit shall have a duration of 90 days from the date of issue
- iii. For every new application for a permit, the permit granted to a company for a previous importation would be recertified on System
- iv. All imported Petroleum Products must meet the National Quality Standard specifications as approved by the Department of Petroleum Resources
- v. Each importer of petroleum products shall be required to submit returns on System on the previous importation for which permit was issued, upload copies of all relevant invoices and shipping documents, before any subsequent application for an Import Permit to be approved. Such documents to be uploaded on the portal shall include:-
  - a) Relevant Invoices
  - b) Bill of Lading
  - c) Photocopy of Approved Form “M”
  - d) Clearance or Import duty payment from Nigeria Customs & Excise
  - e) Import Clearance Form duly certified by DPR representative at the jetty.
  - f) Detail cargo information, such as direct shipment, ship-to-ship, name of mother vessel, certificate of quality, last port of call etc.
  - g) A copy of the “Certificate of Quantity” and “Certificate of Quality” of previous imported and delivered products duly authenticated by DPR (to be made available (for renewal of import permit))
  - h) Evidence of utilization of the quantity of products for which import permit was previously granted

### **D) VESSEL ARRIVAL NOTIFICATION**

Clearance of vessels for discharge at receiving facilities shall be duly implemented upon the importer notifying the Department at least **3 days** prior to the arrival of the vessel at a Nigerian Port and providing the following documents at the designated online portal:

- i. Certificate of Quality of the consignment issued by the exporting refinery or a competent authority in the country of origin is submitted to the DPR
- ii. Copy of Certificate of Quantity
- iii. Copy of “Form M” raised for the transaction
- iv. Copy of Letter of Credit for the transaction

- v. Letter from a bank attesting that the transaction was funded through the bank
- vi. Copies of all relevant invoices
- vii. Copy of Cargo Manifest
- viii. Copy of Ullage Report

An importer shall pay a Vessel Notification processing fee of **Two Hundred & Twenty Thousand Naira only (N220,000:00)** to the Department of Petroleum Resources through the designated electronic payment system on the Petroleum Product Import Permit electronic portal of the Department.

#### **E) CONDITIONS FOR CARGO DISCHARGE AT THE JETTIES**

A vessel laden with imported Petroleum Products shall only be allowed to discharge at the indicated jetty where:

- i. There is an evidence of import permit for the product.
- ii. The imported product has been fiscalised in the presence of a DPR official
- iii. A re-certification analysis of the product composite sample is conducted in the presence of a DPR official and the result certified on- spec.

**A Vessel shall therefore not Discharge until the Laboratory Re-certification of a Product is conducted**

- iv. Documents received from the vessel are not in conflict with those earlier uploaded by importer of the product

A Certificate of Quantity will be issued by the DPR representative that witnessed the Discharge based on the shore tank receipts from the vessel.

#### **F) PRODUCT CERTIFICATION FOR FOREX RETURNS**

For product certification to importers that utilized CBN funded FOREX, the following documents must be submitted online for processing of product discharge certification letter to CBN.

- i. Copy of import permit used for the cargo
- ii. Bill of lading (Mother/Daughter Vessel)
- iii. Certificate of Quantity (Mother/Daughter Vessels)
- iv. Certificate of Quality
- v. Letter from financing bank (addressed to DPR)
- vi. Copy of Form M
- vii. Invoices (Proforma & Commercial)

- viii. Letter from Supplier (Addressed to DPR)
- ix. Sovereign Debt Guarantee (SDG)
- x. Vessel Report/clearance form (Issued by DPR)
- xi. Certificate of Quantity issued by DPR at discharge point
- xii. Returns on product importation for which permit was granted, including DPR endorsed copies of trucking records and bank records of collections

Documents would be verified and if found satisfactory, a Product certification letter will be issued.

#### **G) MISCELLANEOUS**

- i. An importer shall be charged an expeditionary fee of **One Hundred & Sixty Five Thousand only (N165, 000:00)** upon any variation of Vessel arrival from the approved Vessel Arrival Date Scheduled with the Department of Petroleum Resources
- ii. The Director of Department of Petroleum Resources shall propose an appropriate Administrative fee for payment by an importer for the breach of any Provisions of these Guidelines

All complaints or comments related to the implementation of these Guidelines should be made in writing to The Director, Department of Petroleum Resources, 7, Kofo Abayomi, Victoria Island, Lagos, Nigeria or through the feedback tab of the website of the Department at [www.dpr.gov.ng](http://www.dpr.gov.ng)

**1<sup>st</sup> June 2015**

**DEPARTMENT OF PETROLEUM RESOURCES**



Department of Petroleum Resources

---

## **GUIDELINES**

### **FOR GRANT OF PERMIT FOR**

### **BULK LIQUEFIED PETROLEUM GAS (LPG) OFF-TAKE**

Date: 15: 08: 2014  
Revision No/Date: 001/15: 08: 2014  
Approved by: DPR Management  
Department of Petroleum Resources 2014

**Copyright:**

**All rights reserved. This document is the property of the Department of Petroleum**

**Resources (DPR), and the copyright thereof is vested in the DPR. The use of any part of this document as a quote or in any publication shall be acknowledged and/or referenced.**

**GUIDELINES FOR THE GRANT OF PERMIT FOR BULK LIQUEFIED  
PETROLEUM GAS (LPG) OFF-TAKE**

These guidelines are made pursuant to the provisions of the Petroleum (Amendment) Decree No. 37 of 1977.

1, ELIGIBILITY

The following categories of companies may apply for PERMIT for off-take of bulk Liquefied Petroleum Gas from Process Plants, Refineries, LNG plant, etc for the Nigerian market.

- (i) Petroleum Products Marketing Companies with current licensed LPG receptacles/storage facilities
- (ii) DPR licenced LPG Depot operators (owners)
- (iii) DPR licenced LPG plant operator
- (iv) Petroleum Products Marketing Companies that may not own receptacles, but have contractual agreement with current LPG licenced operator

2, CONDITIONS FOR BULK LPG OFF-TAKE PERMIT

- (i) Application for bulk LPG off-take Permit which must be made on DPR's prescribed application form and accompanied by a covering letter on company's letter head, shall be forwarded to the Director, Department of Petroleum Resources (DPR), 7 Sylvester Ugo Crescent, Off Obafemi Awolowo Way, Jabi District, Abuja
- (ii) All applications must be accompanied with;
  - (a) A copy of the Certificate of Incorporation of the company making the application.
  - (b) A copy of the company Article and Memorandum of Association (original to be sighted by DPR)
  - (c) A Copy of the current LPG depot/plant licence issued by the DPR.
  - (d) A Bank reference with committed and explicit statements
  - (e) 3-Years Current Tax Clearance Certificate
  - (f) An application fee of **One Hundred Thousand Naira (N100, 000.00) only** shall be charged for every 5,000 MT of product. All fees shall be in Bank Drafts and made payable to the **Federal Government of Nigeria (DPR FEES Account)** unless otherwise indicated in the form. Bank Drafts written "FGN" shall not be honoured. A DPR service charge of **One Hundred Thousand Naira (N100, 000.00) only** per application shall also be charged and made payable to the **Department of Petroleum Resources.**
  - (g) Evidence of the company's storage facility or a **copy of the storage facility Management Agreement (where applicable) which shall be a legal document and subject to certification by DPR.**

- (iii) Every LPG off-take Permit shall have duration of Twelve Calendar months from the date of issue.
- (iv) Each permit holder of Bulk Liquefied Petroleum Gas (LPG) off-take shall be required to submit returns on previous off-take for which permit was granted, along with copies of all relevant invoices and/or shipping documents, before any subsequent application for renewal of Permit can be approved.

Such returns shall include but not limited to the following documents:-

- a) Relevant Invoices
  - b) Bill of Lading
  - c) Clearance or product duty payment from Nigeria Customs & Excise
  - d) LPG product Clearance Form duly certified by DPR representative at the point of loading/jetty.
  - e) Detail cargo information, such as direct shipment, ship to ship, name of mother vessel, certificate of quality, last port of call etc
  - f) A copy of the “Certificate of Quantity” and “Certificate of Quality” of previous product and delivered products duly authenticated by DPR (to be made available (for renewal of off-take permit).
  - g) Evidence of utilization of the quantity of products for which permit was previously granted.
- (v) For every renewal application for LPG off-take permit, the original copy of permit granted to a company for the previous period must be surrendered to the Department of Petroleum Resources.
  - (vi) All LPG products must meet National Standard quality specifications as approved by the Department of Petroleum Resources.
  - (vii) For coastal off-take, at least 7 days prior notice must be given for LPG lifting clearance, the permit holder shall ensure that the **Certificate of Quality** of the consignment issued by the source (Plant, Refinery, LNG, etc) or a competent authority of product origin is submitted to the DPR.

### 3, FACILITIES INSPECTION AND CERTIFICATION

- (i) All facilities for the storage of LPG products must be inspected by the DPR prior to licensing. The facilities must meet the specification for the storage of Liquefied Petroleum Gas (LPG).
- (ii) In addition, all bulk storage facilities/receptacles (LPG depots) must be equipped with a well furnished quality control laboratory.
- (iii) Facilities must also conform to all safety and environmental standards for receiving and storage of LPG products.



4, CONDITIONS FOR CARGO DISCHARGE AT THE JETTIES

Any vessel laden with LPG products shall only be allowed to discharge where:

- i. There is an evidence of off-take permit used for the product.
- ii. A re-certification test of the product quality has been conducted in the presence of a DPR official and the result certified on- spec. A vessel shall therefore not discharge until a DPR accredited laboratory recertification of a product is conducted.
- iii. The OFF-TAKER complies with the one week mandatory submission of the “Certificate of Quality”, bill of lading and other relevant documents in respect of the products.
- iv. Documents received from the vessel are not in conflict with those submitted by the permit holder.

**August, 2014**

**DEPARTMENT OF PETROLEUM RESOURCES**