



in association with



NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

REPORT ON THE PROCESS AUDIT 1999-2004 REFINERIES AND PRODUCT IMPORTATION

APPENDIX E: DPR – PERMIT TO IMPORT

Presented to
The National Stakeholder Working Group

by

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in association with

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and

CMA Ltd

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The report and all appendices relating to the report are intended for the use of the National Stakeholder Working Group of the NEITI for the purpose of that initiative and are not to be relied upon by other parties.

APPENDIX E_1_DPR

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

These guidelines are in compliance with Petroleum (Amendment) Decree No. 37 of 1997 and are intended to facilitate the DEREGULATION of the Petroleum Products sector as recently announced by the Special Adviser on Petroleum.

A. ELIGIBILITY

The following categories of companies may apply for PERMIT to import Petroleum products.

- (i) Petroleum Products Marketing Company (PPMC) Ltd
- (ii) Major Petroleum Products Marketing Companies
- (iii) Independent Petroleum Products Marketing Companies with receptacles/storage facilities
- (iv) Independent Petroleum Products Marketing Companies with throughput arrangements with NNPC/PPMC or with any of the Major Petroleum Products Marketing Companies.

B CONDITIONS FOR IMPORTATION OF PETROLEUM PRODUCTS

- (i) Application for import Permit which must be on company's letter headed Paper or on DPR's prescribed form shall be forwarded to the Director of Petroleum Resources. Department of Petroleum Resources (DPR), 7, Kofo Abayomi Street, Victoria Island-Lagos
- (ii) All applications must be accompanied with;
 - (a) A copy of the Certificate of Incorporation of the applicant's company
 - (b) A Copy of the current Storage/Sales licence issued by the DPR.
 - (c) A Bank reference.
 - (d) Tax Clearance Certificate
- (iii) Every import Permit shall have duration of 90 days from the date of issue.
- (iv) An application/processing fee of fifty thousand naira (N50,000.00) in Bank Draft shall be made payable to the **Federal Government of Nigeria (DPR FEES Account)** by every applicant for the importation of Petroleum products.
- (v) Each importer of Petroleum products shall be required to submit returns on the previous importation for which permit was granted, along with copies of all relevant invoices and shipping documents, before any subsequent application for an Import Permit can be approved.

- (vi) For every new application for a permit, the permit granted to a company for a previous importation must be surrendered to the Department of Petroleum Resources.
- (vii) All imported Petroleum products must meet the acceptable International Standard quality specifications as approved by the Dept. of Petroleum Resources.
- (viii) At least 7 days prior to the arrival of the imported cargo at a Nigerian Port, the importer shall ensure that the **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.

C. FACILITIES INSPECTION

All facilities for the storage of imported petroleum products must be inspected by the DPR prior to licensing. The facilities must meet the specification for the storage of class 'A' petroleum products (Gasoline and kerosene) and class 'B' petroleum products (AGO). All permanently placed bulk storage tanks containing class 'A' petroleum products shall be installed within a bundwall capable of containing the contents of the largest of the storage tanks plus ten per cent of the capacity of the remaining tanks and where there is only one tank, the bundwall shall be capable of containing the content of the tank. In addition such tanks shall:

- (i) Be fitted with access doors sufficiently large to enable easy access and vents capable of relieving any excess pressure or vacuum.
- (ii) Have access to the roofs by means of a ladder or staircase of a type approved by the Director, Petroleum Resources and all floating roof tanks shall have adequate wind girders.
- (iii) Have provision for containing any leakage to prevent oil contaminating the water when located above water.
- (iv) Be provided with efficient electrical resistance not exceeding ten ohms when measured by an earth resistance tester of the 'Merger' or similar type.
- (v) Facilities must conform with all safety standards for receiving and storing petroleum products.

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DEPARTMENT OF PETROLEUM RESOURCES