

INTRODEALS APPOINTMENT LETTER

Name and Surname of Applicant: _____
Registered Name of Business: _____
Trade Name of Business: _____

Dear Client,

To confirm our appointment authorising us to proceed with your application in terms of the Petroleum Products Act, please complete this appointment letter and email to salome.introdeals@mwebbiz.co.za

An invoice will then be sent to you in accordance with what you have indicated.

Payment of the invoice

Pay 50% of the invoice into the bank account indicated on the invoice.

Checklists and all other documentation will then be sent to you for completion.

After your application has been submitted to the Department of Mineral Resources and Energy (DMRE) and a reference number is received as well as permission to advertise, the remaining 50% is payable.

Always send proof of payment to ensure prompt handling of your application.

**APPLICATIONS WILL ONLY BE SUBMITTED
ONCE WE HAVE RECEIVED ALL
DOCUMENTATION ON THE CHECKLIST!**

The Act allows 90 working days after the 20 days for objections have expired. This is 4 months. Time limits are not subject to alteration.

PROCESS AND TIME SCHEDULE

- After submission to the DMRE, we receive a reference number and permission to advertise. **The remaining 50% is now payable.**
- Advertisements are placed in two local papers. The Act allows 20 working days for objections. Nothing happens until this period has elapsed.
- The Department of Mineral Resources and Energy (DMRE) has 90 working days within which to process the Application. If any additional information is needed or there are any problems with the application, this process is halted and the 90 period begins *ab initio* from the date the information is received by the DMRE.

- Strict compliance with the Application process is required by legislation and no deviation is tolerated. Therefore, although timelines have been stipulated these are not absolute and are liable to change in light of objections or additional information requirements as delineated above.

We undertake to facilitate the procurement of Licences in terms of the Petroleum Products Amendment Act, 1997 relying on the documentation submitted by you, our client. We cannot be held liable for any failure by the DMRE to approve a licence or request any further information. If you fail to provide documents, we cannot submit your application.

Please ensure that all documentation is **in English** as failure to do so will unduly halt or delay the process as the DMRE requires all documentation in English.

Time period to obtain a licence

**It will take a period of 6 to 8 months from the date of submission of the Application (when all additional information is in place).
In the case of a New Development the process can take 9 months or longer.**

3. FEES

<i>Annual Submission of Fuel Retail licence</i>	
One site	R2 600
Two to four sites	R2 200
Five and more sites	R2 000
<i>New To Industry (NTI)</i>	
New Retail application	R17 000
Courier Costs	R 500
Advertising 2 ads in two local newspapers	R 5 000
NPV (R1 500) & Business Plan (R5 500)	R 7 000
Outcome: (payable directly to DMRE)	R 500
SUB TOTAL (Excluding payment to DMRE)	
	R 29 500
New Site application	
Courier Costs	R 500
Advertising 2 ads in two local newspapers	R 5 000
Outcome: (payable directly to DMRE)	R 1 000
SUB TOTAL (Excluding payment to DMRE)	
	R16 500
TOTAL	R46 000

<i>Retail Application (Existing filling station) – Change of Hand</i>	
Retail Application	R 17 000
Courier Costs	R 500
Advertising 2 ads in two local newspapers	R 5 000
NPV (R1 500) & Business Plan (R5 500)	R 7 000
Outcome: (payable directly to DMRE)	R 500
TOTAL (Excluding payment to DMRE)	R 29 500
<i>Wholesale Application:</i>	
Wholesale application	R 17 000
Courier Costs	R 500
Advertising ads in two local newspapers	R 4 000
NPV (R1 500) & Business Plan (R5 500)	R 7 000
Outcome: (payable directly to DMRE)	R 1 000
TOTAL (Excluding payment to DMRE)	R 28 500
<i>Site Transfer: (existing licence)</i>	
Site application	R 8 000
Courier Costs	R 500
Outcome: (payable directly to DMRE)	R 500
TOTAL (Excluding payment to DMRE)	R 8 500
<i>Amendments</i>	
Amendment	R 6 000
Courier Costs	R 500
Outcome: (payable directly to DMRE)	R 500
TOTAL (Excluding payment to DMRE)	R 6 500
<i>Notification</i>	
Notification	R 2 500
Courier Costs	R 500
TOTAL	R 3 000
<i>Application for a Duplicate Licence</i>	
Duplicate licence	R 6 000
Courier Costs	R 500
Outcome: (payable directly to DMRE)	R 500
TOTAL	R6 500

Follow Ups	
Follow Up	TBD
Courier Costs/Messenger	R 500
TOTAL	TBD
TBD – To be determined	

The above-mentioned does not include the following:

- Fees payable in respect of other professional services- e.g. hearings and appeals.
- Direct Payments to the Department of Mineral Resources and Energy for the licence. The amounts are indicated for your ease of reference in our Fee Table but these amounts are not included in our fees for the respective applications.
Advertising costs may be more than the amount allocated – the excess will be for the Applicant's account.

3.1 Fees are payable as follows:

50% On receipt of the Invoice from Introdeals.

50% On receipt of acceptance letter from DMRE and permission to advertise.

Please quote your reference number on the invoice when making any payment into our bank account and when faxing us proof of payment.

Please note that we cannot commence with any work on your application until you have faxed us proof of payment. It is therefore imperative that you do this as a matter of urgency to expedite the process.

For any further information please do not hesitate to contact us.

Regards,

INTRODEALS

Petroleum Licensing experts

012 – 460 9991

www.introdeals.co.za

salome.introdeals@mwebbiz.co.za

admin@introdeals.co.za

Type of Application:

- Annual Submission of Retail Licence
- Annual Submission of Wholesale Licence
- New Development
- Retail Application (Change of hand)
- Site transfer
- Temporary Application
- Wholesale Application (With storage facility)
- Wholesale Application (Without storage facility)
- Amendment
- Notification
- Follow ups

Other (Please supply details) _____

Client Details:

Name of Client: _____

Name of the Company (Entity) _____

Company Reg. no: _____

Trade name: _____

VAT Number: _____

Region: _____

Physical Address: (Petroleum Activity): _____

Postal Address: _____

Contact Number: _____

Email Address: _____

Contact details of person responsible for payment of the account: *(Please supply the details of a specific contact person)*

Contact Name: _____

Telephone Number (Office): _____

Cellphone Number: _____

Email Address: _____

Name of applicant: _____

ID number: _____

Date: _____

Signature: _____