## THE STEPS TO FOLLOW FOR THE REGISTRATION & LICENSING OF DOWNSTREAM PETROLEUM OPERATORS

Downstream Petroleum Business Operators, CAP 236 for Categories/Forms - (A, B, C, D, E, H, I, J, K, L)

STEP (1) Start – Register your Business with the Office of the Registrar and Administrator General/ Corporate Affairs Commission

Categories/Forms – (F, G,) Go to STEP (6)

STEP (2) CAP 236, Sections 48 (1) Go to - Public Works at the Ministry of Works & Housing Infrastructure (MWHI) with a plan and description of the premises which you propose to erect

STEP (3), Go to - the Factory Inspectorate at the (MLSS) as they MUST Certify the suitability upon inspection of Occupational Safety and Health in work places Nationwide

STEP (4), Go Back to (MWHI, Step 2), a structure which has already been erected, shall at the same time apply to the Director of Public Works for a Certificate

STEP (5), Categories/Forms - (A, B, C, D, I, J, K,) - CAP 236, Section 8, Subsections C & D - Sierra Leone Standards Bureau (SLSB) have to Certify the Quantity, Quality and Measurement of all Petroleum products.

Categories/Forms - E, F, G, H, L, Go to STEP (6)

STEP (6), ALL Categories/Forms - (A, B, C, D, E, F, G, H, I, J, K, L) MUST register by using the appropriate form for the respective category with the Petroleum Regulatory Agency (PRA), situated on the (1st Floor), British Council Building, at Tower Hill, Freetown. Once an operator registers with the PRA, and have conformed to the specified PAYMENT criterion and have acquired the appropriate certification/documentations from our Strategic Partners/Above STEPS, this will enable the issuance of an annual licence by the PRA for the respective category.