

### INFORMATION REQUIRED FOR PETROL STATION NEW BUILD

	INFORMATION REQUIRED WITH THE APPLICATION FORM	Tick if complete/NA
1.	Signed Application Form	
2.	Feasibility study done by the Oil company or by an independent company and approved by the Oil company	
3.	Letter or formal correspondence from an oil company approving the new site	
4.	Letter of appointment or correspondence that the applicant(s) has (have) been or will be appointed as a dealer(s)	
5.	Environmental Impact Assessment (EIA) and/or Traffic Impact Assessment	
6.	Proof of application to the Department of Energy for the Site License	
7.	Proof of application to the Department of Energy for the Retail License	
8.	Draft building plans	
9.	Proof of application to the council for the approval of the building plans	
10	Bills of Quantities (BOQ) listing detailed development costs	
11.	Signed/Draft Franchise agreement	
12.	Draft lease agreement	
13.	Statement of personal assets and liabilities	
14.	Business plan covering the following among other things	
14.1	Business background: <ul style="list-style-type: none"> <li>▪ Name of the entity that has been established for the purpose of running the new petrol station</li> </ul>	





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	<ul style="list-style-type: none"> <li>▪ Name of the entrepreneur(s) and the shareholding</li> <li>▪ Address of the location or site where the new petrol station will be built</li> <li>▪ Total funding requirements for the project</li> <li>▪ Of the total amount, indicate how much is required from NEF</li> </ul>	
14.2	Summary of the feasibility study and its conclusion	
14.3	Detailed breakdown of funding requirements covering among others:	
14.3.1	Total amount for development costs as per the Bills of Quantity	
14.3.2	Tanks and equipment	
14.3.3	CCTV cameras	
14.3.4	Wet stock (fuel & lubricants)	
14.3.5	Dry stock for the convenience shop	
14.3.6	Preliminary costs (before the business operates)	
14.3.7	Furniture, office and IT equipment	
14.3.8	Generator	
14.3.9	Initial operating expenses (for three months)	
14.4	Description of the facilities for the petrol stations	
14.4.1	Number of underground tanks and the total capacity of the tanks in terms of the litres	
14.4.2	Number of islands and number of nozzles per island	
14.4.3	Capacity for ULP 95 (tank storage in litres)	
14.4.4	Capacity for ULP 93 (tank storage in litres)	





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14.4.5	Diesel Extra 500 ppm (tank storage in litres)	
14.4.6	Other Diesel products (tank storage in litres)	
14.4.7	List other products/revenue lines	
15.	List competition and the distance from your site	
16.	Organisational structure with the list of positions and headcount per position	
17.	Profile of key management/owner(s) detailing experience and qualifications	
18.	Financial projections for five years with Income Statement, Balance Sheet and Cash Flow Statement which includes clear financial assumptions:	
18.1	Monthly fuel volumes for the first 24 months based on the feasibility study	
18.2	Show separate monthly volumes for diesel and petrol and the total	
18.3	Show monthly revenues for the convenience store, lubricants and other revenue items for the first 24 months	
18.4	Show assumption on the fuel gross profit margin based on RAS (Regulatory Accounting System). The margin to be based on the agreement with the Oil company	
18.5	If there are any additional rebates offered by the oil company, indicate the amount	
18.6	Show gross profit percentage assumption for the convenience store and other revenue line items	







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18.7	Show franchise fees	
18.8	Salary of the owner	
18.9	Breakdown of monthly salaries for staff showing each position, headcount and salary per headcount and the total salary bill per month	
18.10	Assumptions on other administrative expenses	

