

**DEMOCRATIC REPUBLIC OF TIMOR-LESTE**



---

**REGULATION No. 2/2016, of 28 December 2016**

**ON**

**DOWNSTREAM ACTIVITIES**

These Regulations are intended to implement the general provisions of Decree-Law No. 1/2012, of 1 February, on the exercise of Downstream Activities in Timor-Leste and establish the principles and conditions to be observed by entities that exercise Downstream Commercialization Activities, as defined in paragraph g) of Article 2 of Decree-Law No. 1/2012, of 1 February.

With the approval of this Regulation, the ANPM has the necessary legal instrument to efficiently administer and manage the registration, licensing, organization and operation of new and existing importers, exporters and traders of Fuels, Biofuels and Lubricants, thus ensuring a level of compliance that supports the development of Downstream Commercialization Activities in the Democratic Republic of Timor-Leste, in a safe and efficient manner.

Therefore, under the terms of paragraph c), of no. 2, of article 7 and paragraph f), of no. 1, of article 8 of Decree-Law no. 1/2012, of February 1st, the Director Council of ANPM approves the following Regulation:

**CHAPTER I**

**GENERAL ARRANGEMENTS**

**Article 1**

**Definitions**

1. The expressions, terms and concepts used in these Regulations and defined in Article 2 of Decree-Law No. 1/2012 of February 1 have the same meaning that is attributed to them in that law.
2. For the purposes of these Regulations:

- a) **"Applicant"**: means a natural or legal person that submits a formal application or requests the issuance of a License, authorization or approval with the ANPM;
- b) **"Annual Report on the Trading of Fuels, Biofuels and Lubricants"**: means the Report submitted annually by the Licensee, in accordance with the form included in Annex IV to this Regulation, and that includes information on the Transactions carried out in the previous Year, namely the volume of Fuels, Biofuels and Lubricants that have been imported to, and exported from, Timor-Leste in the previous calendar year, and that is relevant, namely, for the final determination of the value of the annual fee;
- c) **"Carrier of Fuels, Biofuels and Lubricants"**: means an entity contracted to transport fuels that are owned by a third party, through an appropriate Carrier of Fuels, Biofuels and Lubricants;
- d) **"Declaration of Free Circulation"** means the document in accordance with the form included in Annex VI to the present Regulation, issued by an Inspector of ANPM under article 11, confirming that the Fuels, Biofuels and Lubricants that enter the Territory of Timor-Leste comply and are in accordance with all applicable rules, regulations and specifications;
- e) **"Export"**: means the commercial activity of transferring or sending Fuels, Biofuels and Lubricants from the Territory of Timor-Leste to a foreign country;
- f) **"Exporter of Fuels, Biofuels and Lubricants"**: means an entity licensed to carry out Export activities;
- g) **"Handling of Fuels, Biofuels and Lubricants"**: means the Transportation, Transfer or Storage of Fuels, Biofuels and Lubricants;
- h) **"Import"**: means the commercial activity of bringing Fuels, Biofuels and Lubricants into the Territory of Timor-Leste;
- i) **"Importer of Fuels, Biofuels and Lubricants"**: means an entity licensed to carry out Import activities;
- j) **"Importer or Exporter of Fuels, Biofuels and Lubricants Licensed"**: means an entity licensed to undertake activities of Commercialization of Fuels, Biofuels and Lubricants under the terms of Decree-Law No. 1/2012, February 1, and this Regulation;
- k) **"Inspector"**: means an individual appointed as an inspector by ANPM to perform inspection activities under the provisions of Chapter V of Decree-Law No. 1/2012, of February 1, and other applicable regulations and rules;
- l) **"Lubricant"**: means products, most of which are petroleum derivatives, used in machinery to reduce friction of moving parts;

- m) **"Product Quality Certificate"**: means the certificate issued by an entity accredited or accepted by ANPM to ensure compliance with the regulations on Fuel, Biofuel and Lubricant Quality Standards and Specifications, and detailing the specifications of the Fuels, Biofuels and Lubricants to be Imported to, or Exported from, Timor-Leste;
- n) **"Quarterly Report"** means the Report submitted quarterly by the Licensee, in accordance with the form included in Annex V to the present Regulation, which includes information on the Transactions carried out in the previous Quarter, namely on the volume of Fuels, Biofuels and Lubricants imported to, and exported from, Timor-Leste in the previous Quarter, and which are relevant, namely, for statistical purposes and for the correction of the volume of Transactions for the purpose of determining the Annual Rate;
- o) **"Quarter"** or **"Quarterly"**: means a period of three (3) consecutive months beginning on the first day of January, April, July or October of each Year; and
- p) **"Transaction"**: means the commercial exchange of Fuels, Biofuels and Lubricants between a buyer and a seller;
- q) **"Transaction Authorization"**: means an authorization granted by ANPM under article 9, necessary for a Licensee to exercise each specific Import or Export Transaction;
- r) **"Vehicle for Transport of Fuels, Biofuels and Lubricants"**: means a road, sea, air or other tank vehicle used to transport Fuels, Biofuels and Lubricants from a foreign country to the Territory of Timor-Leste, in case of Import activities, or from the Territory of Timor-Leste to a foreign country, in case of Export activities.
- s) **"Year"**: means a calendar year;

## Article 2

### Object

The present Regulation establishes the principles, rules and conditions to be observed in the registration, organization and exercise of Commercialization Activities of Fuels, Biofuels and Lubricants in the Territory of Timor-Leste.

## Article 3

### Scope

1. The present Regulation shall apply to all entities that engage, or intend to engage, in the Commercialization of Fuels, Biofuels and Lubricants in the Territory of Timor-Leste, regardless of their nationality and nature.
2. The present Regulation shall not apply to Crude Oil and Natural Gas Trading Activities for Processing or Further Treatment, as well as to raw materials for Biofuels or for any other alternative form of fuel, which are subject to specific regulation.

**CHAPTER II**  
**GENERAL PRINCIPLES FOR THE REGISTRATION, LICENSING, ORGANIZATION AND**  
**OPERATION OF FUEL, BIOFUELS AND LUBRICANTS MARKETING ACTIVITIES**

**SECTION I**  
**REGISTRATION AND LICENSING**

**Article 4**  
**General rules**

1. All entities intending to engage in Fuels, Biofuels and Lubricants Trading Activities must register with ANPM and obtain the corresponding License.
2. If the entities already registered and licensed by ANPM for the exercise of other Downstream Activities intend to exercise Fuels, Biofuels and Lubricants Commercialization Activities, they shall request and obtain a specific and independent registration and License, except if the Commercialization Activities are considered merely complementary or in support of another Downstream Activity, in which case article 8, no. 2 of Decree-Law no. 1/2012, of February 1<sup>st</sup> shall apply.

**Article 5**  
**Application**

1. The application for registration and licensing shall be made through the submission to ANPM of a Downstream Activities License Application Form, in accordance with the form included in Annex II to ANPM Regulation No. 1/2012, as amended by Regulation No. 2/2014, together with the submission to ANPM of the form included in Annex I to these Regulations. The Applicant shall indicate in the application, inter alia, the specific activity that it intends to perform, as set out in Annex I to this Regulation.
2. In addition to other information and documentation indicated in the Application Form for Downstream Activities Licenses, the Applicant of an Import or Export License shall, obligatorily, submit an Annual Plan of Commercialization Activities for Fuels, Biofuels and Lubricants for the first Year of operations, prepared in accordance with paragraph 1 of Article 8 of this Regulation.
3. When analyzing and/or reviewing the License Application, ANPM may require the Applicant to provide additional information and/or documentation not expressly provided for in Annex I to this Regulation and that is considered necessary to properly evaluate the application.
4. ANPM shall issue a determination on an application within ninety (90) days from the date it receives the last required document or information, informing the Applicant of the determination in writing, as well as the steps, procedures and period for their implementation.

5. Applications shall not be considered if:
  - a) it is foreseeable that the scheduled start-up date will exceed six (6) months;
  - b) the Applicant, any of its board members or employees have been punished for a very serious Administrative Infringement under any Downstream legislation or regulation of the Democratic Republic of Timor-Leste in the 5 (five) Years prior to filing the application.

**Article 6**  
**Approval**

1. If the application is approved, ANPM shall confirm the registration and licensing through the issuance of a License for Fuel, Biofuel and Lubricant Trading Activities.
2. The Licenses issued by ANPM under the terms of these Regulations shall present the format established in Annex I to Decree-Law No. 1/2012, of February 1, relating to the Downstream Sector.

**SECTION II**  
**ORGANISATION AND OPERATIONS**

**Article 7**  
**General Principles**

1. The Commercialization Activities of Fuels, Biofuels and Lubricants shall be carried out in facilities and infrastructures located in the Territory of Timor-Leste.
2. Workers assigned to Fuel, Biofuels and Lubricants Marketing Activities shall have an employment contract with the Licensee in one of the forms provided by the legislation of Timor-Leste, and foreign workers shall also have a valid work visa or residence permit.
3. The entities registered and licensed for the Commercialization of Fuels, Biofuels and Lubricants must have the necessary resources to exercise the respective licensed activity, namely, financial capacity, workers, equipment and necessary systems.

**Article 8**  
**Planning**

1. Together with the application referred to in Article 5 of this Regulation, and subsequently, until the 15th day of January of each year, the Importers or Exporters of Licensed Fuels, Biofuels and Lubricants shall submit an "Annual Marketing Activity Plan for Fuels, Biofuels and Lubricants" to ANPM, according to the model included in Annex II to this Regulation.
2. The Annual Marketing Activity Plan for Fuels, Biofuels and Lubricants shall include, in particular, a field for the description of the activities that the Applicant or the Licensee intend to perform, as the case may be, the requirement to submit a business plan, the explanation of procedures to be followed and the documentation to be included in the plan.

## Article 9

### Application and authorization for transaction

1. Prior to the commencement of transportation of Fuels, Biofuels and Lubricants to the Territory of Timor-Leste or from the Territory of Timor-Leste to foreign countries, Importers and Exporters of Licensed Fuels shall submit to ANPM a "Transaction Authorization Application for Commercialization of Fuels, Biofuels and Lubricants", according to the form included in Annex III to the present Regulation.
2. It is mandatory that the application shall include the following documentation and information:
  - a) The type(s) and quantity(ies) of Fuels, Biofuels and Lubricants involved in the Transaction;
  - b) The origin of the Fuels, Biofuels and Lubricants object of the Transaction;
  - c) Declaration of the entity selling the Fuels, Biofuels and Lubricants addressed to the Importer or Licensed Exporter, confirming the acquisition;
  - d) The place of storage at origin;
  - e) The place of loading for transportation;
  - f) The carrier of the Fuels, Biofuels and Lubricants and the means of transport, including any applicable certification;
  - g) The Product Quality Certificate for the Import or Export Transaction issued by an entity accredited or accepted by ANPM to ensure compliance with the regulations on Fuel, Biofuels and Lubricants Quality Standards and Specifications, detailing the specifications of the Fuels, Biofuels and Lubricants sold;
  - h) If applicable, in Export Transactions, licensed exporters shall submit to ANPM appropriate documentation justifying why the relevant product does not comply with the respective Fuel, Biofuel and Lubricant Quality Standards and Specifications of Timor-Leste, including by providing sufficient evidence that the country of destination requires different standards or product specifications;
  - i) The date on which transport starts;
  - j) The place of entry into the country of destination;
  - k) The entity for which the Fuels, Biofuels and Lubricants are intended;
  - l) The Storage facilities where the Fuels, Biofuels and Lubricants are stored;
  - m) The confirmation of sale issued by the licensed importer or exporter.
3. ANPM shall issue a decision on the application within 3 (three) working days from the date it receives the last document required, submitting to the Applicant a Transaction Authorization, as well as other documentation related to the procedures and indication of the period for its implementation.

4. If the Transaction is approved, the ANPM shall stamp and sign the Transaction Authorization Application for Fuels, Biofuels and Lubricants in the respective field of approval, and the said Application shall be considered a Transaction Authorization.
5. If the authorized Transaction is not concluded within sixty (60) days from the date of the decision of ANPM, the Transaction Authorization issued under the previous paragraphs of this Article 9 automatically lapses, in which case the Licensee shall initiate a new authorization process by submitting a new form, updated documentation and information.

#### **Article 10**

#### **Supporting Documents**

Fuels, Biofuels and Lubricants must always be accompanied by the Transaction Authorization and the Product Quality Certificate, as well as any other documentation required by ANPM under the terms of the other applicable Regulations, namely a certified copy of the valid Operator Downstream Activity License.

#### **Article 11**

#### **Verification of Commercialization**

1. The Fuels, Biofuels and Lubricants shall be inspected by the ANPM Inspector at the exit and entry of the Territory of Timor-Leste, with the objective of examining the quantity and the respective documents.
2. The ANPM Inspector may affix a seal, stamp, signature, or other written record in the documentation submitted, certifying that the inspection occurred.
3. If according to the documentation presented by the Importer the Fuels, Biofuels and Lubricants that entered the Territory of Timor-Leste comply and are in accordance with all applicable rules, regulations and specifications, the ANPM Inspector issues a Declaration for Free Movement, according to the model included in Annex VI to this Regulation. If it is subsequently determined that Fuels, Biofuels and Lubricants do not comply with all applicable rules, regulations and specifications, the Importer shall be subject to any administrative, criminal or other sanctions, applicable by reason of the provision of false declarations and the import in violation of applicable laws and regulations.
4. If an Administrative Infringement is detected, the Inspector of ANPM shall, if applicable, prevent the Fuels, Biofuels and Lubricants from leaving or entering the Territory of Timor-Leste, as the case may be, by seizing them, sealing the tanks and retaining all supporting documentation and other documents that may serve as evidence of the Infringement.
5. In the cases referred to in no. 4, the ANPM Inspector shall immediately prepare the respective Notice of Infraction or Report of Infraction and send it to the ANPM Inspection Division responsible for the investigation of Administrative Infractions in the Downstream sector to initiate the respective procedure. The Importer or Exporter of Fuels, Biofuels and Lubricants Licensed shall always be notified in detail of the seizure of Fuels, Biofuels and Lubricants under paragraph 4, as provided in Chapter V of Decree-Law no. 1/2012, of 1<sup>st</sup> February.

6. The rules contained in this article do not exempt or substitute the obligation of the Licensee to comply with the customs and tax legislation and other rules that may be applicable to the import or export of Fuels, Biofuels and Lubricants to the Territory of Timor-Leste or outside it.

#### **Article 12**

#### **Handling of Fuels, Biofuels and Lubricants**

All Handling of Fuels, Biofuels and Lubricants for Import or Export purposes that takes place in the Territory of Timor-Leste must comply with the provisions of Decree-Law No. 1/2012, of 1<sup>st</sup> February, and with the complementary regulations of the Downstream sector.

#### **Article 13**

#### **Annual and Quarterly Reports**

1. Until the 15<sup>th</sup> day of January of each year, the Licensed Importers and Exporters of Fuels, Biofuels and Lubricants must submit to ANPM an Annual Report on the Commercialization Activities of Fuels, Biofuels and Lubricants, containing all relevant information on the Transactions carried out in the previous year.
2. The Annual Report on the Commercialization Activities of Fuels, Biofuels and Lubricants shall be submitted to ANPM according to the form included in Annex IV, which contains the explanation of the procedures to be observed and the information to be included.
3. Until the 15<sup>th</sup> day of the first month of each Quarter, the Licensed Importers and Exporters of Fuels, Biofuels and Lubricants shall submit to ANPM a Quarterly Report, containing all relevant information about the Transactions carried out in the previous Quarter.
4. The Quarterly Report must be submitted to ANPM in accordance with the form included in Annex V, which contains the explanation of the procedures to be observed and the information to be included.

### **CHAPTER III**

### **FEES AND OBLIGATIONS**

#### **Article 14**

#### **Fees**

1. The granting of a License for Fuel, Biofuel and Lubricant Trading Activities is subject to the payment of Annual Fees.
2. The Annual Fees are due based on the quantity of Fuels, Biofuels and Lubricants foreseen in the Annual Plan of Fuels, Biofuels and Lubricants Trading Activities.
3. The Annual fee for Import and Export activities is USD \$0.0005/L.
4. If the actual amount of Fuels, Biofuels and Lubricants imported or exported reflected in the Annual Report of Trading Activities for Fuels, Biofuels and Lubricants, or in the Quarterly Report, is lower or higher than the amount indicated in the Annual Plan of Trading Activities

for Fuels, Biofuels and Lubricants, there must be a correction mechanism that allows to reconcile the payment of the fee with the actual amount imported and exported, following the annual or quarterly audit of ANPM.

5. The fees shall be paid by the Licensee before the issuance or renewal of the License.
6. Failure to comply with the obligation to pay the fees shall result in the refusal to issue or renew, or cancellation of the License, as the case may be.
7. In case of extemporaneous renewal of a License, the fees shall be increased by 50%.
8. The transfer or alteration of the Commercialization License is subject to the payment of a fee corresponding to 50% of the fee.

### **Article 15** **Obligations of Licensees**

Without prejudice to other obligations and requirements set forth in these Regulations, in Decree-Law No. 1/2012 of 1<sup>st</sup> February, and other rules and regulations applicable to the performance of their activities, Licensees shall, as applicable:

- a) Keep ANPM informed of the status of their scheduled activities and of any changes to their deadlines and details;
- b) Contract transportation services that comply with all national and international rules and standards, particularly with regard to the safety of persons and the environment;
- c) Comply with all laws and regulations in force in the Democratic Republic of Timor-Leste, namely with regard to the environment, Standards and Quality Specifications for Fuels, Biofuels and Lubricants, tax, customs and security;
- d) Pay the fees determined by ANPM under the present Regulation;
- e) Ensure that they employ in their operations personnel with the necessary experience to carry out Fuel, Biofuels and Lubricants Marketing Activities.

## **CHAPTER IV** **INSPECTION**

### **Article 16** **General Marketing Rules**

1. The Licensees that perform Fuel, Biofuels and Lubricants Marketing Activities must cooperate fully with the ANPM Inspectors or any entity accredited by ANPM that participates in any inspection, namely answering all questions and submitting and/or delivering all documentation and reports requested.
2. The Licensees shall keep records in their offices in the country of all relevant documentation, including Transaction Authorizations, Product Quality Certificates,

Quarterly Reports and Annual Reports on Activities for Fuels, Biofuels and Lubricants submitted to ANPM and any additional information referred to in Article 9.

3. All records shall be kept in one of the official languages of Timor-Leste and/or one of the working languages, except for the Quarterly Reports and Annual Reports on the Marketing of Fuels, Biofuels and Lubricants Activities, which shall always be prepared in the official language used in the form included in Annexes IV and V to this Regulation, respectively.
4. The documents shall be made available to the Inspection Division of ANPM upon request.

#### **Article 17**

##### **Inspection of Imported Fuels, Biofuels and Lubricants**

1. All Fuels, Biofuels and Lubricants purchased outside the Territory of Timor-Leste and imported into the country may only be sold to the public or used after verification of a prior inspection confirming the type of Fuels, Biofuels and Lubricants and that their specifications comply with the Regulation on Standards and Specifications of Qualities of Fuels, Biofuels and Lubricants.
2. The inspection referred to in no. 1 shall take place as soon as possible after the entry of the product into the Territory of Timor-Leste, when it is in the tanks of the initial Fuel Transport Vehicle and, in any case, before any operation of unloading or transfer to other means of transport or to Storage facilities.

#### **Article 18**

##### **Inspection of Fuels, Biofuels and lubricants for export**

Fuels, Biofuels and Lubricants intended for sale to a foreign country shall be subject to a prior inspection to confirm the type of Fuel, Biofuel and Lubricant and their specifications, which shall be certified through a certificate or declaration issued by ANPM.

### **CHAPTER V**

#### **INFRINGEMENTS**

##### **Article 19**

##### **Classification of Offences**

1. Violations of the provisions of these Regulations are classified as very serious, serious and light and are punishable under Article 57 of Decree-Law No. 1/2012 of 1<sup>st</sup> February.
2. The following acts shall constitute a minor infraction, punishable by a monetary penalty of US\$ 250 to 15,000, or US\$ 1,250 to 75,000, respectively, depending on whether the individual or legal entity is involved:
  - a) Employment of workers assigned to Activities of Commercialization of Fuels, Biofuels and Lubricants without the existence of an adequate labor contract in one of the forms foreseen in the legislation of Timor-Leste;

- b) Employment of foreign workers assigned to Activities of Commercialization of Fuels, Biofuels and Lubricants, who do not have the respective valid work visa or residence permit;
  - c) Violation of the obligations of the Fuels, Biofuels and Lubricants to be accompanied by a Transaction Authorization and a Product Quality Certificate, as well as any other documentation required by ANPM, namely certified copy of the valid Downstream Activity License of the operator; and
  - d) Violation of the obligation of the operator to keep records in its office in the country and in one of the official or working languages of Timor-Leste, of all relevant documentation, including namely Commercialization Authorizations, Product Quality Certificate, Quarterly Reports, Annual Reports of Marketing Activities for Fuels, Biofuels and Lubricants and Annual Plans of Marketing Activities for Fuels, Biofuels and Lubricants submitted to ANPM, as well as any additional information mentioned in article 9.
3. The following acts constitute a serious infraction punishable by a monetary penalty of US\$ 750 to 50,000 dollars, or US\$ 15,000 to 300,000 dollars, respectively, depending on whether the individual or legal entity is involved:
- a) The non-fulfillment of the obligation to submit, in due time, to ANPM the Annual Commercialization Activities Plan for Fuels, Biofuels and Lubricants, in accordance with the form included in Annex II;
  - b) The non-compliance with the obligation to submit, in due time, to ANPM the Annual Report or the Quarterly Report of the Commercialization Activities of Fuels, Biofuels and Lubricants, in accordance with the forms included in Annex IV and V, respectively;
  - c) Export of Fuels, Biofuels and Lubricants to foreign countries without compliance with ANPM inspection as referred to in article 18;
  - d) The entry or exit of Fuels, Biofuels and Lubricants from Timor-Leste without adequate verification in accordance with article 11 of the present Regulation;
  - e) Violation of articles 15, 16 or 17 of the present Regulation; and
  - f) Non-compliance with any other technical or other standards provided for in the present Regulation, which are not classified as Minor or Very Serious Infringements.
4. The following acts shall constitute a very serious offence punishable by a financial penalty of US\$ 1,500 to 150,000 dollars, or US\$ 75,000 to 1,000,000 dollars, respectively, depending on whether the natural or legal person is involved:
- a) Carrying out Commercialization Activities of Fuels, Biofuels and Lubricants without the necessary registration and licensing with ANPM, in accordance with articles 4 and 5 or after expiry of the period provided for in paragraph 1 of article 20 for existing operators;

- b) Carrying out Commercialization Activities of Fuels, Biofuels and Lubricants in violation of the terms and conditions foreseen in the respective License;
  - c) Transportation of Fuels, Biofuels and Lubricants to the Territory of Timor-Leste or foreign countries without compliance with the obligation to previously submit to ANPM a Transaction Authorization Application for Commercialization of Fuels, Biofuels and Lubricants, in accordance with the form included in Annex III;
  - d) Import of Fuels, Biofuels and Lubricants into Timor-Leste without the Product Quality Certificate issued by a competent entity;
  - e) Imports of Fuels, Biofuels and Lubricants to Timor-Leste that do not comply with the specifications set forth in the Standards and Specifications of Qualities of Fuels, Biofuels and Lubricants Regulation, without obtaining prior authorization from ANPM for that purpose under the same Regulation;
  - f) Sale to the public of Fuels, Biofuels and Lubricants purchased outside the Territory of Timor-Leste and imported into the country without a prior inspection confirming the type of Fuel, Biofuels and Lubricants and that their specifications comply with the Regulation of Standards and Specifications of Qualities of Fuels, Biofuels and Lubricants; and
  - g) Sale in Timor-Leste of Fuels, Biofuels and Lubricants intended for export and which do not comply with the applicable Fuel, Biofuels and Lubricant Quality Standards and Specifications.
5. The infractor that commits an infraction under the present Regulation may also be subject to accessory sanctions, as provided in Decree-Law No. 1/2012, of February 1.

## **CHAPTER VI FINAL PROVISIONS**

### **Article 20 Importers and Exporters of Fuels, Existing Biofuels and Lubricants**

1. The entities that currently exercise Activities of Commercialization of Fuels, Biofuels and Lubricants have ninety (90) days from the publication of this Regulation to submit to ANPM a License Application for Downstream Activities and other documentation required under the terms of article 5 of this Regulation.
2. The entities that on the date of entry into force of this Regulation exercise Activities of Commercialization of Fuels, Biofuels and Lubricants have a period of one hundred and eighty (180) days to conform their activities with the rules and requirements established in this Regulation.

**Article 21**

**Repeal**

All previous provisions and acts which contravene the provisions of this Regulation are hereby repealed.

**Article 22**

**Entry into force**

This Regulation shall enter into force on the day following its publication in the Official Gazette.

Approved by the Director Council of ANPM on 10 October 2016

Members:

1) Gualdino do Carmo da Silva – President

\_\_\_\_\_

2) Jose Manuel Gonçalves – Member

\_\_\_\_\_

3) Jorge Martins – Member

\_\_\_\_\_

4) Verawati Corte Real de Oliveira – Member

\_\_\_\_\_

5) Nelson de Jesus – Member

\_\_\_\_\_

**ANNEX I**

**ADDITIONAL INFORMATION AND DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION FOR REGISTRATION AND LICENSING OF FUELS, BIOFUELS AND LUBRICANTS COMMERCIALIZATION ACTIVITIES**



| 1. APPLICANT'S IDENTIFICATION   |   |  |
|---|---|--|
| Company Name or Firm:   |   |  |
| Type of Identification Document:                                      | Identification Document No.   |  |
| Tax Identification No. (TIN):   |   |  |
| Certificate of registration No.:                                      | Share Capital:  |  |
| Activity License No.:   |   |  |
| Representative:   |   |  |
| Address:  |   |  |
| Municipality:   | Administrative Post:  | Suco:  |
|   |   | Village:   |
| Telephone:  | Fax:  |  |
| E-mail:   |   |  |
|   |   |  |
| 2. TYPE OF APPLICATION  |   |  |
| For ANPM use only<br>Please tick "✓" in the appropriate box:          |   |  |
| <input type="checkbox"/> Import Activities                            | Is the Applicant already registered and licensed with ANPM for the exercise of other Downstream Activities? | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| <input type="checkbox"/> Export Activities                            |   | In the case of an entity that currently carries out Marketing Activities, has the applicant submitted this application within the 90-day time limit set out in Article 20(1) of these Rules? |
| <input type="checkbox"/> New License <input type="checkbox"/> Renewal | <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |

| 3. DOCUMENTS  |   |  |
|---|---|--|
| Please tick "✓" in the appropriate box to confirm that the Applicant has submitted the required documents:                    |   |  |
|   | Applicant's Use   | Employee's Use   |
| Annex II of this Regulation duly filled in (Annual Plan of Activities of Commercialization of Fuels, Biofuels and Lubricants) | <input type="checkbox"/> Yes <input type="checkbox"/> No  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Additional Documents<br>Please specify<br>_____<br>_____<br>_____                                    | <input type="checkbox"/> Yes <input type="checkbox"/> Não | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| 4. APPLICANT'S DECLARATION  |  |
|---|--|
| NOTE: This form and any additional information is from public record and will remain on file. By submitting this form the Applicant declares that he/she will not use the information received now or later for any illegal or unlawful purpose.  |  |
|   | To be filled in by ANPM                            |
| I certify that all information contained in this form is complete and correct. I am aware that the information provided to ANPM is subject to analysis and audit. The detailed records that comprise the information contained in this form are available upon request.<br><br>Assinatura: _____<br><br>Local: _____ Data: ____/____/____ | Signature of the responsible official<br><br>_____ |

**Notes:**

- i) The application for registration and licensing must be made through the submission of a Downstream Activities License Application to ANPM, according to the model included in Annex II to ANPM Regulation no. 1/2012, complemented with the submission of this form to ANPM;
- (ii) The Applicant must indicate in the application the specific activity that it wishes to perform;
- iii) The entities that already exercise Commercialization Activities of Fuels, Biofuels and Lubricants have 90 days, after the publication of this Regulation, to submit to ANPM a Downstream Activities Licensing Application Form;
- iv) The Applicants shall also include the information and documentation indicated in the Application Form for Downstream Activities Licensing;
- v) The ANPM may require the Applicant to provide additional information and/or documentation deemed necessary to properly evaluate the application;
- vi) Applications are not considered if: (a) it is foreseeable that the scheduled start date for operations will exceed 6 months; (b) The Applicant, any of its board members or employees have been punished with a very serious Administrative Infringement under any Downstream legislation or regulation of the Democratic Republic of Timor-Leste in the 5 Years prior to the application;
- vii) The entities that require registration and licensing for Fuel, Biofuels and Lubricants Trading Activities must have the appropriate resources to perform the respective licensed activity, namely, financial capacity, workers, equipment and necessary systems;
- viii) The Commercialization Activities of Fuels, Biofuels and Lubricants shall be carried out in facilities and infrastructures located in the Territory of Timor-Leste;
- ix) The installation and operation of Fuel storage infrastructures in the Territory of Timor-Leste are subject to specific Regulations.

**ANNEX II  
ANNUAL PLAN OF FUEL, BIOFUELS AND LUBRICANTS  
COMMERCIALIZATION ACTIVITIES**



| 1. APPLICANT'S IDENTIFICATION   |  |          |
|---|--|----------|
| Company Name or Firm:   |  |          |
| Type of Identification Document:  | Identification Document No.:   |          |
| Tax Identification No. (TIN):   |  |          |
| Certificate of registration No.:  | Share Capital:   |          |
| Activity License No.:   |  |          |
| Representative:   |  |          |
| Address:  |  |          |
| Município:  | Administrative Post:   | Suco:    |
|   |  | Village: |
| Telephone:  | Fax No.:   |          |
| E-mail:   |  |          |
| 2. TYPE OF APPLICATION  |  |          |
| Please tick "√" in the appropriate box:   |  |          |
| First Annual Plan to be submitted with the application for registration and licensing of the Commercialization Activities of Fuels, Biofuels and Lubricants related to:<br><br>Year _____ |  |          |
| Annual plan submitted after the issue of the relevant License concerning the:<br><br>Year _____   | Activity registered by the Applicant:<br><br><input type="checkbox"/> Imports of Fuels, Biofuels and Lubricants<br><input type="checkbox"/> Export of Fuels, Biofuels and Lubricants |          |

| <b>3. BUSINESS PLAN ENVISAGED</b>  |  |  |   |                 |
|--|--|--|---|-----------------|
| Please tick "√" in the appropriate box to confirm what activities the Applicant anticipates to perform and complete the necessary information below: |  |  |   |                 |
| <b>Fuel</b>  | <b>Importa/<br/>Export /<br/>Trade</b>                             | <b>Seller (in case of<br/>Import or<br/>Marketing)</b> | <b>Buyer (in case of<br/>Export or<br/>Marketing)</b> | <b>Quantity</b> |
| Domestic or Industrial Propane   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Domestic or Industrial Butane  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| AutoGas  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Gasoline   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Kerosene   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Automotive Diesel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Marine Diesel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Fuel oil   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Diesel from Heating  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Avgas  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Jet-A1   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Marine Bunker Fuel   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Fuel for Turbo Generator   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Cutback Asphalt MC250  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Cutback Asphalt RC2  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Asphalt 80/100   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |
| Asphalt 100/200  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |   |                 |

| 4. PLANS AND DOCUMENTS   |  |  |
|--|--|--|
| Please tick "✓" in the appropriate box to confirm that the Applicant has submitted the required documents: |  |  |
|  | Usu do Requerente  | Usu do Funcionário                                       |
| Business plan  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation to be included in the business plan  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Additional Documents<br>Please specify<br>_____<br>_____<br>_____                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| 5. APPLICANT'S DECLARATION  |   |
|---|---|
| NOTE: This form and any additional information is from public record and will remain on file. By submitting this form the Applicant declares that he/she will not use the information received now or later for any illegal or unlawful purpose   |   |
|   | To be completed by ANPM   |
| I certify that all information contained in this form is complete and correct. I am aware that the information provided to ANPM is subject to analysis and audit. The detailed records that comprise the information contained in this form are available upon request.<br><br>Signature: _____<br><br>Place: _____ Date: ___/___/___ | ANPM Seal<br><br><br>Signature of the responsible official<br><br>_____ |

**Note:**

- i) Until the 15th day of January of each year, the Importers, Exporters and Licensed Fuel Merchants must submit the present "Annual Plan of Fuel Trading Activities" to ANPM;
- ii) Prior to the commencement of fuel transportation to the Territory of Timor-Leste or foreign countries, Importers, Exporters and Licensed Fuel Merchants shall submit a "Fuel Trading Transaction Authorization Application" in accordance with the model included in Annex III to the Fuel, Biofuels and Lubricants Trading Regulations;
- iii) All products imported to Timor-Leste or exported to foreign countries (to the extent that they are not exempt under the terms of the Fuel, Biofuels and Lubricants Trading Regulations), must be accompanied by a Product Quality Certificate, issued by an entity accredited or accepted by ANPM for that purpose, in case of export, or by an entity in the country of origin recognized by ANPM for that purpose, in case of import;
- iv) In accordance with Article 23(4) of the Regulation on Standards and Quality Specifications for Fuels, Biofuels and Lubricants, Applicants shall provide evidence from the supplier or producer of the products that they have provided proof of their specifications of origin.
- v) Unless expressly provided otherwise in the Regulation of Marketing of Fuels, Biofuels and Lubricants, the expressions, terms and concepts used in this form have the meaning assigned by the Regulation on Standards and Quality Specifications of Fuels, Biofuels and Lubricants.

**ANNEX III  
APPLICATION FOR FUEL, BIOFUELS AND LUBRICANTS  
TRANSACTION AUTHORIZATION,**



| 1. APPLICANT'S IDENTIFICATION   |  |                         |  |          |
|---|--|-------------------------|--|----------|
| Company Name or Firm:   |  |                         |  |          |
| Type of Identification Document:  |  |                         | Identification Document No.:   |          |
| Tax Identification No. (TIN):   |  |                         |  |          |
| Certificate of registration No.:  |  |                         | Share Capital:   |          |
| Activity License No.:   |  |                         |  |          |
| Representative:   |  |                         |  |          |
| Address:  |  |                         |  |          |
| Municipality:   | Administrative Post:   | Suco:                   |  |          |
|   |  | Village:                |  |          |
| Telephone:  |  | Fax No.:                |  |          |
| E-mail:   |  |                         |  |          |
| 2. TYPE OF APPLICATION  |  |                         |  |          |
| Please tick "√" in the appropriate box:   |  |                         |  |          |
| Activity registered by the Applicant:   |  |                         |  |          |
| <input type="checkbox"/> Imports of Fuels, Biofuels and Lubricants  |  |                         |  |          |
| <input type="checkbox"/> Export of Fuels, Biofuels and Lubricants   |  |                         |  |          |
| 3. FUELS TO IMPORT OR EXPORT  |  |                         |  |          |
| Please check "√" in the appropriate box to confirm the activities the Applicant wishes to perform and provide the required information below: |  |                         |  |          |
| Fuel  | Import/<br>Exporting /<br>Commercialization                        | Transport start<br>date | Information on the<br>place of entry into<br>the country of<br>destination | Quantity |
| Propane<br>Domestic or<br>Industrial  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                         |  |          |
| Butane<br>Domestic or<br>Industrial   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                         |  |          |

|                                  |  |  |  |  |
|----------------------------------|--|--|--|--|
| AutoGas                          | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Gasoline                         | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Kerosene                         | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Car Diesel                       | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Marine Diesel                    | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Fuel oil                         | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Heating Diesel                   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Avgas                            | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Jet-A1                           | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Marine Bunker Fuel               | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Fuel for Turbo Generator Cutback | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Asphalt MC250 Cutback            | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Asphalt RC-2                     | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Asphalt 80/100                   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |
| Asphalt 100/200                  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |  |  |  |

| 4. DOCUMENTS   |  |  |
|--|--|--|
| Please tick "✓" in the appropriate box to confirm that the Applicant has submitted the required documents:   |  |  |
|  | Usu do Requerente  | Usu do Funcionário                                       |
| Documentation to certify the origin of Fuels, Biofuels and Lubricants  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation issued by the entity selling the Fuels, Biofuels and Lubricants to the Importer or Licensed Exporter, confirming the acquisition   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation issued by the entity selling the Fuels, Biofuels and Lubricants to the Importer or Licensed Exporter confirming the place of storage at origin   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation to certify the place of loading for transport  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation on the carrier of Fuels, Biofuels and Lubricants and on the means of transport, including any applicable certification   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation issued by the entity selling the Fuels, Biofuels and Lubricants to the Licensed Importer, confirming that the type of Fuels, Biofuels and Lubricants and their specifications are in accordance with the legislation and regulations of Timor-Leste on Fuel, Biofuels and Lubricants Quality Standards and Specifications, and detailing the specifications of the Fuels, Biofuels and Lubricants sold | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation of the entity(ies) for which the Fuels, Biofuels and Lubricants are intended   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation to confirm the Storage Infrastructure where Fuels, Biofuels and Lubricants are stored  | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Documentation issued by the Importer, Exporter or Licensed Merchant, confirming the sale   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Additional Documents<br>Please specify<br>_____<br>_____<br>_____   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

| 5. APPLICANT'S DECLARATION  |   |
|---|---|
| NOTE: This form and any additional information is from public record and will remain on file. By submitting this form the Applicant declares that he/she will not use the information received now or later for any illegal or unlawful purpose.  |   |
| I certify that all information contained in this form is complete and correct. I am aware that the information provided to ANPM is subject to analysis and audit. The detailed records that comprise the information contained in this form are available upon request.<br><br>Signature: _____<br><br>Place: _____ Date: ___/___/___ | To be filled in by ANPM<br><br><br>Signature of the responsible official<br><br>_____ |

|  |  |
|--|--|
| <b>6. ANPM'S DECISION</b><br>For official use only   |  |
| Transaction Approval<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Not Approved<br><input type="checkbox"/> Deferred / Returned (additional elements requested) |  |
| <b>Deferred / Returned (additional elements requested):</b><br>_____<br>_____<br>_____   |  |
| <b>Transaction Authorization Number</b> _____  |  |
| Approval Officer<br><br>Name:<br><br>Position:<br><br>Signature<br><br>_____   | ANPM Seal<br><br><br><br>Date: _____<br><br>Valid until: _____ |

**Note:**

- i) Prior to the commencement of transportation of Fuels, Biofuels and Lubricants to the Territory of Timor-Leste or foreign countries, Importers, Exporters and Merchants of Fuels, Biofuels and Lubricants Licensed shall submit a "Fuel, Biofuels and Lubricants Trade Permit Application Form" for approval by ANPM;
  
- ii) ANPM shall make a decision regarding the application within 3 days from the date it receives the last required documents, submitting a Transaction Authorization to the applicant, as well as other documentation regarding the procedures and the period for its implementation;
  
- iii) In case of approval of the Transaction, the ANPM shall stamp and sign the "Application for a Transaction Authorization to Trade Fuel, Biofuels and Lubricants" in the respective field, the referred Application being subsequently considered a Transaction Authorization;
  
- iv) If the authorized Transaction is not concluded within sixty (60) days from the date of ANPM's decision, the Transaction Authorization automatically lapses, in which case the Licensee shall initiate a new authorization process by submitting a new form, updated documentation and information.

**ANNEX IV  
ANNUAL REPORT ON FUEL, BIOFUELS AND LUBRICANT  
COMMERCIALIZATION ACTIVITIES**



| 1. APPLICANT'S IDENTIFICATION    |                              |          |
|----------------------------------|------------------------------|----------|
| Company Name or Firm:            |                              |          |
| Type of Identification Document: | Identification Document No.: |          |
| Tax Identification No. (TIN):    |                              |          |
| Certificate of registration No.: | Share Capital:               |          |
| Activity License No.:            |                              |          |
| Representative:                  |                              |          |
| Address:                         |                              |          |
| Municipality:                    | Administrative Post :        | Suco:    |
|                                  |                              | Village: |
| Telephone:                       | Fax:                         |          |
| E-mail:                          |                              |          |

| 2. TYPE OF APPLICATION                          |  |
|---|--|
| Please tick "√" in the appropriate box:         |  |
| Annual Report concerning the:<br><br>Year _____ | Activity registered by the Applicant:<br><br><input type="checkbox"/> Imports of Fuels, Biofuels and Lubricants<br><input type="checkbox"/> Export of Fuels, Biofuels and Lubricants |

| <b>3. REPORT OF ACTIVITIES PERFORMED</b>   |  |                                 |  |                 |
|--|--|---------------------------------|--|-----------------|
| Please check "√" in the appropriate box to confirm the Applicant's activities and provide the information required below |  |                                 |  |                 |
| <b>Fuel</b>  | <b>Import/<br/>Export /<br/>Commerce</b>                           | <b>Transport start<br/>date</b> | <b>Information on the<br/>place of entry into<br/>the country of<br/>destination</b> | <b>Quantity</b> |
| Propane<br>Domestic or<br>Industrial   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Butane<br>Domestic or<br>Industrial  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| AutoGas  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Gasoline   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Kerosene   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Car Diesel   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Marine Diesel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Fuel oil   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Heating Diesel   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Avgas  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Jet-A1   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Marine Bunker Fuel   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Fuel for Turbo<br>Generator<br>Cutback   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt MC250<br>Cutback   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt RC-2   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt 80/100   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt 100/200  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |

| 4. DECLARATION BY THE APPLICANT   |  |
|---|--|
| NOTE: This form and any additional information is from public record and will remain on file. By submitting this form the Applicant declares that he/she will not use the information received now or later for any illegal or unlawful purpose   |  |
| <p>I certify that all information contained in this form is complete and correct. I am aware that the information provided to ANPM is subject to analysis and audit. The detailed records that comprise the information contained in this form are available upon request.</p> <p>Signature: _____</p> <p>Place: _____ Date: __/__/____</p> | <p style="background-color: #cccccc;">To be filled in by ANPM</p> <p>ANPM Seal</p> <p>Signature of the responsible official</p> <p>_____</p> |

**Note:**

Until the 15<sup>th</sup> day of January of each year, the Importers, Exporters and Licensed Fuel Merchants must submit this "Annual Report on the Trading Activities of Fuels, Biofuels and Lubricants" to ANPM, which includes all relevant information regarding the Transactions carried out in the previous year.

**ANNEX V**  
**QUARTERLY REPORT ON FUEL, BIOFUELS AND LUBRICANT**  
**COMMERCIALIZATION ACTIVITIES**



| 1. APPLICANT'S IDENTIFICATION    |                              |          |
|----------------------------------|------------------------------|----------|
| Company Name or Firm:            |                              |          |
| Type of Identification Document: | Identification Document No.: |          |
| Tax Identification No. (TIN):    |                              |          |
| Certificate of registration No.: | Share Capital:               |          |
| Activity License No.:            |                              |          |
| Representative:                  |                              |          |
| Address:                         |                              |          |
| Município:                       | Administrative Post:         | Suco:    |
|                                  |                              | Village: |
| Telephone:                       | Fax:                         |          |
| E-mail:                          |                              |          |

| 2. TYPE OF APPLICATION  |   |
|---|---|
| Please tick "√" in the appropriate box:   |   |
| <p>Quarterly Report on:</p> <p><input type="checkbox"/> 1st Quarter of the Year</p> <p><input type="checkbox"/> 2nd Quarter of Year</p> <p><input type="checkbox"/> 3rd Quarter of Year</p> <p><input type="checkbox"/> 4th Quarter of the Year</p> | <p>Activity registered by the Applicant:</p> <p><input type="checkbox"/> Imports of Fuels, Biofuels and Lubricants</p> <p><input type="checkbox"/> Export of Fuels, Biofuels and Lubricants</p> |

| <b>3. REPORT OF ACTIVITIES PERFORMED</b>  |  |                                 |  |                 |
|---|--|---------------------------------|--|-----------------|
| Please check "√" in the appropriate box to confirm the Applicant's activities and provide the required information below: |  |                                 |  |                 |
| <b>Fuel</b>   | <b>Import/<br/>Export /<br/>Commerce</b>                           | <b>Transport start<br/>date</b> | <b>Information on the<br/>place of entry into<br/>the country of<br/>destination</b> | <b>Quantity</b> |
| Propane<br>Domestic or<br>Industrial  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Butane<br>Domestic or<br>Industrial   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| AutoGas   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Gasoline  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Kerosene  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Car Diesel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Marine Diesel   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Fuel oil  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Heating Diesel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Avgas   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Jet-A1  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Marine Bunker Fuel  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Fuel for Turbo<br>Generator<br>Cutback  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt MC250<br>Cutback  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt RC-2  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt 80/100  | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |
| Asphalt 100/200   | <input type="checkbox"/> Import<br><input type="checkbox"/> Export |                                 |  |                 |

| 4. DECLARATION BY THE APPLICANT   |   |
|---|---|
| <p><b>NOTE:</b> This form and any additional information is from public record and will remain on file. By submitting this form the Applicant declares that he/she will not use the information received now or later for any illegal or unlawful purpose</p>   |   |
| <p>I certify that all information contained in this form is complete and correct. I am aware that the information provided to ANPM is subject to analysis and audit. The detailed records that comprise the information contained in this form are available upon request.</p> <p>Signature: _____</p> <p>Place: _____ Date: __/__/____</p> | <p>A preencher pela ANPM</p> <p>ANPM Seal</p> <p>Signature of the responsible official</p> <p>_____</p> |

**Note:**

Until the 15th day of the first month of each Quarter, Importers, Exporters and Licensed Fuel Merchants must submit this "Quarterly Report on the Trading Activities of Fuels, Biofuels and Lubricants" to ANPM, which includes all relevant information regarding the Transactions made in the previous Quarter.

**ANNEX VI  
FREE MOVEMENT DECLARATION**



**DECLARATION FOR FREE CIRCULATION**

**ANPM, IN ITS CAPACITY AS REGULATOR OF THE DOWNSTREAM SECTOR IN TIMOR-LESTE AND IN THE EXERCISE OF ITS LICENSING POWERS, UNDER ARTICLE 11, NO. 3, OF REGULATION NO.../2016, OF ..., HEREBY GRANTS FREE CIRCULATION TO THE \_\_\_\_\_ INCLUDED IN TRANSACTION AUTHORIZATION NUMBER: \_\_\_\_\_**

|   |                                     |                 |
|---|-------------------------------------|-----------------|
| <b>Company Name or Firm:</b>            |                                     |                 |
| <b>Type of Identification Document:</b> | <b>Identification Document No.:</b> |                 |
| <b>Tax Identification No. (TIN):</b>    |                                     |                 |
| <b>Certificate of registration No.:</b> | <b>Share Capital:</b>               |                 |
| <b>Activity License No.:</b>            |                                     |                 |
| <b>Representative:</b>                  |                                     |                 |
| <b>Address:</b>                         |                                     |                 |
| <b>Município:</b>                       | <b>Administrative Post:</b>         | <i>Suco:</i>    |
|   |                                     | <i>Village:</i> |
| <b>Telephone:</b>                       | <b>E-mail:</b>                      |                 |

|   |   |
|---|---|
| <p style="text-align: center;"><b>Approval Officer</b></p> <p><b>Name:</b></p> <p><b>Position:</b></p> <p style="text-align: center;"><b>Officer's Signature</b></p> <p style="text-align: center;">_____</p> | <p style="text-align: center;"><b>ANPM Seal</b></p> <p><b>Date:</b> _____</p> |
|---|---|