



NATIONAL CAPITAL DISTRICT COMMISSION
COMPLIANCE DIRECTORATE
LICENSING DIVISION

CHECKLIST

APPLICATION FOR LICENSE TO TRADE AS FUEL DISTRIBUTION/INDUSTRIAL GAS

☐ NEW ☐ CHANGE OF MANAGEMENT ☐ NEW OWNERSHIP ☐ ADDITIONAL ACTIVITY

APPLICATION WILL NOT BE ACCEPTED IF CHECKLIST IS INCOMPLETE

No.	Document Name	Responsible	Enclosed/ Indicate	Note	Office Use Only
01	Application FORM.1	NCDC		Completed form ,signed & dated	
02	Inflammable & Dangerous Goods License/certificate	Labour Department		Valid	
03	Physical Planning Approvals	NCDC		Applicable if land use changes occur	
04	Building Authority Approvals	NCDC		Applicable if structural changes occur	
05	Land Title/Lease Agreement or Consent letter	Landlord		Valid Lease	
06	Certificate of Incorporation	IPA		Local & Foreign Enterprise	
07	Company Extract	IPA		Local & Foreign Enterprise	
08	Certificate of Registration of Business Name.	IPA		Valid	
09	Certificate Permitting Foreigners to Operate Business in PNG	IPA		Applicable if foreign owned entity	
10	Land Tax & Garbage Rate	NCDC		Evidence of payment	
11	Copy of License for previous operator	Applicant		Application if COM	

Processed by:
(Customer Services Officer)

Date:/...../ 20.....

Checked by:
(Co-ordinator – Administration)

Date:/...../ 20.....