

- Reference

- * **Consolidating easy understanding in all the governmental dealings and legal proceedings and enabling the natives to get the information easily.**
- * **Facilitating the governmental services so as to enforce developing mutual trust between the native and the government administrations.**
- * **Observing appointed dates to accomplish the natives' business applications feasibly in the government administrations.**

***From the election platform for
His Excellency President Ali Abdullah Saleh
2006***

N.B.: *YPC* reserves the right, in its sole discretion, to grant the license for setting up petrol stations and the license to engage in selling the oil products. No other body has the right to engage in this business activity.

Tasks & Majors

1. **Distributing the oil products all over Yemen.**
2. **Checking on the petrol stations to secure their compliance with the procedures of safety.**
3. **Providing aircrafts with fuel in all different Yemeni airports.**
4. **Marketing the various kinds of fuel oils and lubricating oils**
5. **Raising the storage capacity to face the local using up.**
6. **Securing strategic stockpile to face any kind of throttling the oil products down.**

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Ministry of Oil & Minerals – The Company of Oil-Product Distribution (Yemen Oil Company)

Name of service:

- 1. Selling and distributing the oil products, fuel oil and lubricating oils.**

Clauses of obtaining the service:

- Governmental Corporation or Authority or Ministry.**
- A company working in a recognized commercial or an industrial field.**
- Dealing with the local price for the local companies and with the international price with the foreign companies.**
- Specifying the location and field of the activity to be performed by the company.**
- Specifying the kind of product or material it requires.**
- Specifying the actual requirements from the oil materials and the products of which.**
- Never sell these materials or products to others whether (company or station).**
- Defining the duration of the contract or the agreement.**

The Required Documents

- Banking guarantee or paying in cash.**
- Commercial Register.**
- A Contract between the Company and the Investor.**

The Application Forms used for offering the service

- Applying for loading oil products.**
- Consignment Order.**
- Invoice of Sales.**

-Cash Duties

- No duties to be imposed on the contract of action.**
- Cost the variable materials.**

-Legal Procedures

- 1. The agent or the client should clarify the aim of obtaining the service.**
- 2. The agent or the client demands to be provided with the materials from the Branch.**
- 3. The agent or the client should submit the required documents to the Branch Administration.**
- 4. The authorized is to verify the facts.**
- 5. The agent or the client should complete the missing documents.**

6. The contract between the branch and the agent or the client is to be done directly.
7. The agent or the client should demand order the consignment.
8. The agent or the client should pay the amount by check or by presenting a banking guarantee.
9. The branch should deliver the quantity to the agent's or the client's location and he is to sign for receiving the quantity.

Date of Accomplishing the Service

- This is to be done according to the procedures of acting the contract.

(1-3) Days to process drawing the materials.

The Ministry of Oil – The Company of Oil-Product Distribution (YPC)

Name of Service:

2. Granting license setting up Petrol Stations (lubrication & washing)

Clauses of Obtaining the Service:

- Providing the required distance.
- Providing the required area.
- Remoteness of the site from the crowded places and the public utilities and factories for a distance of about (150m).
- Full observance to the laws and terms issued from the Ministry of Public Works & Roads.
- Never to establish stations on top of groundwater basins and waterfalls or any province delimited by the authorities.
- Full observance and without missing any of the following clauses:
 - a) The designs and technical specifications (architect, constructional, electrical, mechanical)
 - b) Providing the procedures and the equipment for safety.

The Required Documents

- Muniments of the land.
- License of building.
- A Copy of the Identity Card.

The Application Forms for offering the service

- **Form No. (1): Application Form.**
- **Form No. (2): Report Form for the initial examination.**
- **Form No. (3): Report Form for the joint examination.**
- **Form No. (4): Agreement Form to the demand and to be authenticated.**
- **Form No. (5): License for setting up the station, and observance of the applicant.**
- **Form No. (6): Final Report Form.**

Cash Duties & Banking Guarantee

- **The duties are between (200.000) two thousand rials and (500.000) five thousand rials according to the form of classifying the station.**
- **The banking guarantee should be between (200.000) two thousand rials and (1.000.000) one million rials according to the form of classifying the station.**

Legal Procedures

1. **Offering construction applications for the company branches to be studied.**
2. **Field visit for acting the initial examination to the site.**
3. **In case of correspondent of the site to the required clauses, a joint committee from the General Administration and the Branch to review the initial examination report and then to make field visit to verify of the correspondent to the required clauses.**
4. **After verifying of the correspondent required clauses, the applicant is asked to offer the muniments of the land legally authenticated from the authorized body. Then it is to be submitted for approval to the application and to be certified and issuing a memorandum to the authorized branch which in its turn is to prepare a memo forwarded to the Office of Works so as to grant the applicant the license to set up the station.**
5. **after delivering the license of building from the Office of Works, the duties are to be accrued and a letter of the banking guarantee is to be brought, then the applicant is granted the license of construction along with all the designs and the technical specifications.**
6. **To launch in the implementation of building is to be within the duration specified in the construction license and building legalization.**
7. **After completing the building, the applicant of the license is to make an application letter confirming the readiness of the station. Then a joint committee is to be formed to approve the readiness and the correspondent of the station to the clauses and the submitted designs and to write a report in this respect.**
8. **After submitting the joint report that clarifies the fulfillment of the station to all the required clauses, the rest of the duties is to be remitted and the contract of appointment as agent is to be signed. The license of pursuing the work and the banking guarantee are to be delivered to their owner. Then a memo is to be issued for the specified branch so as to provide the station with**

the oil products as to commensurate with the need and size of the station as well as the factual necessity of the district , the capacity of the branch, and the general policy of the company.

Date of Accomplishing the Service

Three months are for completing the administrative regulations and the field visit to check the site and delivering the license of building.

One year is to complete the works of building as the specified duration in the license or less than one according to the applicant's financial circumstances and ability.

- The company endeavours to offer its services with high standards, and to secure that we kindly request you to help us come to what we aim at and you aspire to attain. Throughout your cooperation and informing us with any suggestions, you can see of use, to get to these high standards via communicating with us on the following phone numbers:

Name	Phone Number
Extension of the General Management	444045 / 444046
The Commercial Department	443438
Ebb Branch	04457571
The Municipality Branch	443181
Aircraft Provision	344161
Sana'a Branch	324960
Aden Branch	02242306
Hadhramout	0532504
Hudiadah Branch	03261594
Ma'rb Branch	06301684 / 302229
Taiz Branch	04250005
Al-Mahrah Branch	05612670
Dhamar Branch	06509402
Shabwah Office	05202048
Al-Makha Warehouses	04362213