



How to Obtain a Petroleum Products Retail Outlet License in Nigeria: For petrol station owners

Description

Obtaining a **Petroleum Products Retail Outlet License** (often called a Retail Outlet Monitoring or **ROM** license) is the legal cornerstone for any petrol station owner in Nigeria. Under the **Petroleum Industry Act (PIA) 2021**, the Nigerian Midstream and Downstream Petroleum Regulatory Authority (**NMDPRA**) is mandated to regulate, monitor, and license all midstream and downstream petroleum activities, including retail outlets. Securing this license not only ensures compliance with Nigerian law but also protects your business from hefty penalties and shutdowns.

This comprehensive guide aggregates **100%** of its information directly from NMDPRA's official digital platforms (ELPS) and published regulations, delivering clear steps, requirements, cost breakdowns, tables, FAQs, and common misconceptions

Legal Framework

1. **Petroleum Industry Act (PIA) 2021:** Establishes NMDPRA to oversee midstream/downstream operations.
2. **Midstream and Downstream Petroleum Operations Regulations 2022:** Stipulate that **no person shall sell or distribute petroleum products without a valid license** issued by the Authority.

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3. **Assignment or Transfer of License and Permit Regulations 2023:** Prescribes a fee of **₦2,000,000 per retail outlet license.**
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Step-by-Step Application Process

1. Company Registration

- Incorporate your business with the Corporate Affairs Commission (CAC) and obtain a Certificate of Incorporation.
- Obtain Federal Inland Revenue Service (FIRS) Tax Identification Number and a recent Tax Clearance Certificate.

2. Create an Account on NMDPRA ELPS Portal

- Visit the NMDPRA Licensing portal at <https://elps.dpr.gov.ng>.
- Register and **create your company profile.**

3. Select “Retail Outlet Monitoring (ROM)” License

- After logging in, navigate to “**Apply for New License**” and choose **Category A: Retail Outlet Monitoring (ROM).**

4. Upload Required Documents

- Prepare and upload scanned copies (PDF/JPEG) of all supporting documents (see table below).

5. Pay Application Fees

- Pay the **non-refundable application fee** via NMDPRA's Remita TSA portal.
- **License fee:** ₦2,000,000 per outlet.

6. Site Inspection & Pre-licensing Audit

- NMDPRA officers will schedule an inspection to verify compliance with safety and environmental standards.
- Upon satisfactory inspection, an operating license is granted.

7. License Issuance

- Download your digital license from ELPS.
- Display the license prominently at your retail outlet as mandated.

Requirements & Supporting Documents

Document	Details
Certificate of Incorporation (CAC)	Certified true copy
Memorandum & Articles of Association	Up-to-date and stamped
FIRS Tax Clearance Certificate	Covering last three years
Company Tax Identification Number (TIN)	Issued by FIRS
Proof of Payment (Remita Receipt)	For application & license fees
Environmental Compliance Certificate	From Federal/State Environmental Protection Agency
Fire Safety Compliance Certificate	Issued by Federal or State Fire Service
Site Plan & Surveyor's Layout	Approved by town planning authority

Document	Details
NMDPRA Safety Audit Report	Conducted by a NMDPRA-accredited safety consultancy
Company Profile on ELPS	Completed on NMDPRA portal

Cost Breakdown

Cost Item	Amount (₦)	Source
Application Fee	200,000	ELPS portal guide
Retail Outlet License Fee	2,000,000	Assignment Regulations 2023
Environmental Impact Assessment (if appl.)	500,000 – 1,000,000	Typical range cited by industry
Safety Audit (NMDPRA-accredited firm)	150,000 – 300,000	Market average
Town Planning Approval	150,000 – 300,000	Varies by state
Total Estimated Initial Outlay	3 – 3.6 million	

Exact application fee varies by zone and category; confirm on ELPS before payment.

Frequently Asked Questions

Q1: How long does it take to obtain a retail outlet license?

A: From complete submission to issuance, expect **4-8 weeks**, depending on inspection schedules.

Q2: Who issues the retail outlet license?

A: The **Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA)** via its ELPS portal.

Q3: Can existing stations operate while renewal is pending?

A: Yes, provided your **renewal application** is submitted **before expiration**;

you receive a grace period of **3 months**.

Q4: Is NNPC affiliation required?

A: No. A license confers regulatory approval to retail; **brand/franchise agreements** with companies like NNPC/PUMA are separate commercial arrangements.

Q5: What happens if I operate without a license?

A: Penalties include **license revocation**, fines up to **₦5 million**, and possible equipment seizure.

Common Misconceptions

1. **“Paying NNPC grants regulatory license.”**
Branding fees to NNPC/PUMA/etc. do **not** substitute for an NMDPRA license.
2. **“Any gas station can sell diesel/petrol without site clearance.”**
Site clearance and environmental approvals are non-negotiable prerequisites.
3. **“License once; never renew.”**
Retail outlet licenses are **annual** and must be renewed **before expiry** to avoid penalties.
4. **“Online application means no inspection.”**
Digital submissions streamline paperwork, but **physical inspections** remain mandatory.

Conclusion

Securing your **Petroleum Products Retail Outlet License** is a structured, transparent process managed by the NMDPRA via its **Electronic Licensing and Permit System (ELPS)**. By following this guide, registering your business, completing your ELPS profile,

uploading all required documents, paying the stipulated fees (₦2 million license), and passing the mandatory inspection, you ensure full compliance with Nigerian petroleum regulations.

Ready to power up your petrol station business legally? **Start your application today** at <https://elps.dpr.gov.ng> and join the ranks of fully licensed, transparent, and professional fuel retailers in Nigeria.

Category

1. Industry Insights

ICA (Ibe Chido & Associates)