



REPORTING ON PROCUREMENT AND SALE OF PETROLEUM PRODUCTS

(Confidential and not available for inspection by the public)

Reporting Organization Details

Name Of Wholesaler/ Procurers:	
Month being reported:	
Contact for queries arising from this return	
1. Name :	
2. Position :	
3. Phone No. :	
4. Email address :	
Submission date to ZERA:	

Zimbabwe Energy Regulatory Authority and Ministry of Energy and Power Development

1. Contact for queries arising from this return	
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2. Position :	Statistical Analyst
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2. Contact for queries arising from this return	
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Ministry of Energy and Power Development

1. Contact for queries arising from this return	
1. Name :	P. Muverengui
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2. Contact for queries arising from this return	
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2. Position :	Senior Energy Development Officer
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Please note that this return must be completed in accordance with the following explanatory notes and instructions



REPORTING ON PROCUREMENT AND SALES OF PETROLEUM PRODUCTS

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Instructions

1. read and understand instructions before completing the form
2. Please complete this return as at the end of each month and send to ZERA on or before the 3rd of every second month according to section 43 of the Petroleum Act and your licensing conditions.
3. You are only required to write figures in the yellow column and not anywhere else
4. Where relevant, please provide explanations. Explanations to be included in the comments section
5. Number items for volumes are to be reported in full and are rounded to the nearest unit (e.g. 203 401.56 should be completed as 203 402 .
6. Provided rows and column are adequate for the Authority's data requirements therefore do not delete or add rows and columns on the return template.
7. Do not change the format of this return to PDF, Ms Word or Scan it, send it as excel format.
8. Do not enter the totals and the balances as the sheet should provide these automatically (if they differ with what you have just cross check and make corrections).
9. Use the symbol m for missing data but this should be always be accompanied by an explanation.
10. Please report all null values "zeros" in all sections by the value "0". This means if the company had no gas in the whole month we expect "zeros" for all sections to be submitted (ZERA cannot assume that non-submission means that there was no gas).
11. Instructions 9 and 10 means all sections painted in yellow should not be left blank.
12. Licensees are responsible for the submission of retail service station data for retail sites which bear their brandig and therefore should liase with them for swift completion of the sheet with retail service stations on this work book
13. Failure to submit returns is an offence as specified by section 43 of the Petroleum Act
14. All licensees should observe the provisions of section 58 of the Petroleum Act

1. Opening Stock: refers to fuel (already duty paid, storage facilities (this does not include fuel at retail

2. Local Purchase: refers to fuel bought locally by c

3. Import: refers to fuel for which a petroleum co. ZIMRA for road and rail)

4. DFI: Fuel procured through the facilitation of the consumption only

5. FCAS: Foreign Currency Auction System refers t

3.1 Pipeline: refers to fuel imported through the pip

3.2 Rail: refers to fuel imported through the rail tra

3.3 Road: refers to fuel imported through the road t

4.1: Retail: refers to fuel which was distributed or s

4.2 Agriculture: refers to fuel which was bought spe

4.3 Mining: refers to fuel which was bought specific

4.4 Food Processing: refers to fuel which was bought

4.5 Manufacturing: refers to fuel which was sold for

4.6 Transport: refers to fuel which was sold in bulk

4.7 Commercial: refers to fuel bought by corporates

4.8 Own Use: refers to fuel used by Oil Companies

4.9 Distribution losses : refers to volumes lost in th

Province: refers to the volumes distributed to the g

Own

COCO - Company owned and Company Operated R

CODO - Company Owned and Dealer Operated Ret



DEFINITIONS OF KEY TERMS
ACQUISITION AND SALES OF PETROLEUM PRODUCTS

(not available for inspection by the public)

key definitions

the quantity of fuel which the OMC holds at the beginning of the calendar month at its Depots or sites)

the quantity of fuel which a licenced OMC purchases from another OMC for resale (there is no payment of duty)

the quantity of fuel which a company pays duty and uplifted in the calendar month (duty is paid through NOIC or

Oil Company for large consumers, NGOs, developmental agencies for their own

the quantity of fuel bought using the money from the auction system

Mode of Transport

the quantity of fuel transported by pipeline (for Petrol report only unleaded (ULP))

the quantity of fuel transported by road (for Petrol report only unleaded (ULP))

the quantity of fuel transported by rail (for Petrol report only unleaded (ULP))

Sector Distribution

the quantity of fuel sold to local service stations (all dealers)

the quantity of fuel sold specifically for agricultural machinery, transport and equipment

the quantity of fuel sold specifically for mining machinery, transport equipment

the quantity of fuel sold specifically for food processing industry

the quantity of fuel sold for the purpose of manufacturing goods and services

the quantity of fuel sold specifically for transport of goods and passengers

the quantity of fuel sold to Government institutions and companies for use in vehicles

the quantity of fuel sold for their operations

the quantity of fuel sold for the distribution of fuel to all the above mentioned customers

Province

the geographical areas which are demarcated by national provincial boundaries

Ownership of Service Stations

the quantity of fuel sold at a Retail Service Station

the quantity of fuel sold at an Oil Service Station

Broad Description	Detailed Description	Variable	Value	Total
Stocks	<i>Stocks held at the beginning of the month by location</i>	NOIC (ltrs)		-
		Own Depot (ltrs)		
		Retail Sites (ltrs)		
Local Purchases	<i>Purchases from a local ZERA Licenced Company for resale</i>	Name of local supplier		
		Volume (ltrs)		
Funding	<i>Total Import Funding (funding used for buying fuel in the month)</i>	LCs (US\$)		-
		DFI (US\$)		
		FCAS (US\$)		
Imports	<i>Imports by mode of transport (this is duty paid fuel)</i>	Pipeline (ltrs)		-
		Rail (ltrs)		
		Road (ltrs)		
Sales	<i>Disaggregated sales by whether DFI or Non DFI arrangement</i>	DFI (ltrs)		-
		Non DFI (ltrs)		
Sector Distribution	<i>Retail Service Station</i>	Volume (ltrs)		
	<i>Commercial</i>	Volume (ltrs)		
	<i>Public Services, Non Governmental</i>	Volume (ltrs)		
	<i>Agriculture/ Forestry</i>	Volume (ltrs)		
	<i>Mining, Quarrying and exploration</i>	Volume (ltrs)		
	<i>Construction</i>	Volume (ltrs)		
	<i>Domestic Navigation</i>	Volume (ltrs)		
	<i>Food and Beverages Processing</i>	Volume (ltrs)		
	<i>Fishing Industry</i>	Volume (ltrs)		
	<i>Manufacturing Industry</i>	Volume (ltrs)		
	<i>Transport (Buses and Haulage</i>	Volume (ltrs)		
	<i>OMC to OMC (fuel sold to another</i>	Volume (ltrs)		
	<i>Own Use (fuel used for own</i>	Volume (ltrs)		
Provinces	<i>Provincial Distribution</i>	Harare		-
		Bulawayo		
		Manicaland		
		Mash Central		
		Mash East		
		Mash West		
		Mat North		
		Mat South		
		Midlands		
		Masvingo		

Broad Description	Detailed Description	Variable	Value	Total
Stocks	<i>Stocks held at the beginning of the month by location</i>	NOIC (ltrs)		-
		Own Depot (ltrs)		
		Retail Sites (ltrs)		
Local Purchases	<i>Purchases from a local ZERA Licenced Company for resale</i>	Name of local supplier		
		Volume (ltrs)		
Funding	<i>Total Import Funding</i>	LCs (US\$)		-
		DFI (US\$)		
		FCAS (US\$)		
Imports	<i>Imports by mode of transport (Unleaded Petrol Only)</i>	Pipeline (ltrs)		-
		Rail (ltrs)		
		Road (ltrs)		
Sales	<i>Disaggregated sales</i>	DFI (ltrs)		-
		Non DFI (ltrs)		
Sector Distribution	<i>Retail Service Stations</i>	Volume (ltrs)		
	<i>Commercial</i>	Volume (ltrs)		
	<i>Public Services, Non Governmental Organisations and Embassies</i>			
	<i>Agriculture/Forestry</i>	Volume (ltrs)		
	<i>Mining, Quarrying and exploration</i>	Volume (ltrs)		
	<i>Construction</i>	Volume (ltrs)		
	<i>Domestic Navigation</i>	Volume (ltrs)		
	<i>Food and Beverages Processing</i>	Volume (ltrs)		
	<i>Fishing Industry</i>	Volume (ltrs)		
	<i>Manufacturing Industry</i>	Volume (ltrs)		
	<i>Transport (Buses and Haulage</i>	Volume (ltrs)		
	<i>OMC to OMC (fuel sold to another</i>	Volume (ltrs)		
Blending	<i>Ethanol Volume Used for blending/ Average Blending Ratio</i>	Volume (ltrs)		
		Average Blending Ratio (%)		
Provinces	<i>Provincial Distribution</i>	Harare		-
		Bulawayo		
		Manicaland		
		Mash Central		
		Mash East		
		Mash West		
		Mat North		
		Mat South		
		Midlands		
Masvingo				

Broad Description	Detailed Description	Variable	Value	Total
Stocks	<i>Stocks held at the beginning of the month by location</i>	NOIC (ltrs)		-
		Own Depot (ltrs)		
		Retail Sites (ltrs)		
Local Purchases	<i>Purchases from a local ZERA Licenced Company for resale</i>	Name of local supplier		
		Volume (ltrs)		
Funding	<i>Total Import Funding</i>	LCs (US\$)		-
		DFI (US\$)		
		FCAS (US\$)		
Imports	<i>Imports by mode of transport</i>	Pipeline (ltrs)		-
		Rail (ltrs)		
		Road (ltrs)		
Sector Distribution	<i>Retail Service Stations (Domestic)</i>	Volume (ltrs)		
	<i>Manufacturing Industry</i>	Volume (ltrs)		
	<i>OMC to OMC (fuel sold to</i>	Volume (ltrs)		
Provinces	<i>Provincial Distribution</i>	Harare		-
		Bulawayo		
		Manicaland		
		Mash Central		
		Mash East		
		Mash West		
		Mat North		
		Mat South		
		Midlands		
Masvingo				

Broad Description	Detailed Description	Variable	Value	Total
Stocks	<i>Stocks at the beginning of the month by location</i>	NOIC (ltrs)		-
		Own Depot (ltrs)		
Funding	<i>Total Import Funding</i>	LCs (US\$)		-
		DFI (US\$)		
		FCAS (US\$)		
Imports	<i>Imports by mode of transport</i>	Pipeline (ltrs)		-
		Rail (ltrs)		
		Road (ltrs)		
Sector Distribution	<i>International Aviation</i>	Volume (ltrs)		
	<i>Domestic Aviation</i>	Volume (ltrs)		
Airport	<i>Airport Distribution</i>	Robert Mugabe International Airport		-
		Joshua Mqabuko Nkomo		
		Victoria Falls		
		Charles Prince		
		Thornhill		
		Kariba		
		Bufallo Range		

Broad Description	Detailed Description	Variable	Value
Stocks	<i>Stocks at the beginning of the month by location</i>	NOIC (ltrs)	
		Own Depot (ltrs)	
Funding	<i>Total Import Funding</i>	LCs (US\$)	
		DFI (US\$)	
		FCAS (US\$)	
Imports	<i>Imports by mode of transport</i>	Pipeline (ltrs)	
		Rail (ltrs)	
		Road (ltrs)	
Sector Distribution	<i>International Aviation</i>	Volume (ltrs)	
	<i>Domestic Aviation</i>	Volume (ltrs)	
Airport	<i>Airport Distribution</i>	Robert Mugabe International Airport	
		Joshua Mqabuko Nkomo	
		Victoria Falls	
		Charles Prince	
		Thornhill	
		Kariba	
		Bufallo Range	

Total	
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Identification D

Number	Service Station Name <i>(as written on licence)</i>	Ownership <i>(indicate whether COCO/CODO)</i>
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