Regulatory Procedure to

Obtain Gas Connection from SNGPL



Small and Medium Enterprises Development Authority

Ministry of Industries & Production Government of Pakistan www.smeda.org.pk

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June 2022

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1. Legal Services, SMEDA-Punjab

The Legal Services (LS) is a part of Punjab office of the Small Medium Enterprises Development Authority (SMEDA) and plays a key role in providing an overall facilitation and support to the small and medium businesses. Information dissemination among the SMEs on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

2. Purpose of the Regulatory Procedure

This document will guide new entrepreneurs regarding obtaining Sui gas connection for commercial and industrial purpose in Pakistan. This will also help in understanding Sui gas connection procedure, registration options and compliance requirements available for SMEs.

3. Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions. However, SMEDA, accepts no responsibility and expressively disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

All information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

4. Words and Phrases¹

Serial #	Words and Phrases	Definition
1	CNG	Compressed Natural Gas
2	Commercial Connection	"Commercial Connection" means any connection having commercial sale like cafes, bakeries, milk shops, tea stalls, canteens, barber shops, laundries, places of entertainment like cinemas, clubs, theaters and private offices, clinics, maternity homes, etc.
2	Industrial Connection	All consumers engaged in the processing of industrial raw material into value added finished products irrespective of the volume of gas consumed including hotel industry but excluding such industries for which a separate rate has been prescribed.
3	Power Stations	"Power Stations" means and include WAPDA's & KESC's Power Stations
4	Stand Alone Meters	"Stand Alone Meters" include all residential houses/flats where gas is used for household requirements. Such as Mosques, churches, temples, madrassas, other Religious Places and Hostels attached thereto; Government and Semi-Government Offices and Hospitals, Government Guest Houses, Armed Forces Messes, Universities, Colleges, Schools and Private Educational Institutions, Orphanages and Other Charitable Institutions along with Hostels and Residential Colonies to whom gas is supplied through bulk meters.

¹ https://www.sngpl.com.pk/

5. Relevant Law

The Pakistani Laws that deal with Gas are as following:

- Oil & Gas Regulatory Authority Ordinance 2002
- Oil & Gas Regulatory Authority (Liquefied Natural Gas) Rules 2007
- Gas Infrastructure Development Cess Act 2011
- Gas Infrastructure Development Cess Rules 2011

6. Relevant Authority

Sui Northern Gas Pipelines Limited (SNGPL)

7. SNGPL Head Office in Punjab Pakistan-HQs:

Gas House, 21-Kashmir Road, P.O Box No. 56 Lahore 54000, Pakistan.

Ph: 92 42 99082000-06, 92 42 99080000.

8. List of SNGPL Offices in Punjab Pakistan:

Following is the link to get information of the offices of SNGPL in Punjab Pakistan:

https://www.sngpl.com.pk/page.jsp?pgids=1561&pgname=contact

9. Requirements & Procedure to Get a New Gas Connection

There are three types of connections available for applicants, depending on the usage of Natural Gas, which are as follows:

- Domestic
- Commercial
- Industrial

The registration procedure and evaluation varies with the type of connection being applied for.

The application form for obtaining a gas connection (Urgent or Ordinary) of Natural Gas is available free of charge from the Sui Gas office and it can also be downloaded from their website.

https://www.ssgc.com.pk/web/?page_id=4449

Now there is also a provision of online filing of gas connection application on the following link:

https://www.sngpl.com.pk/onlineapp/pages/index.jsp

10. Commercial Gas Connection in Pakistan

If the consumer is not producing a finished product and requires a gas connection for usage on business premises, then the applicant is termed as a commercial consumer.

The commercial consumers are further classified into following two categories:

10.1 Low Pressure Commercial Consumers

- Low-pressure commercial consumers are those who are running a commercial concern and are using up to 300 cubic feet per hour of natural gas
- The applicants are required to pay the security, calculated on the load being used, in addition to Rs. 5000 as service line charges which is the fixed amount for low pressure commercial consumer
- The monthly charges include sales tax, withholding tax and meter rent

10.2 High Pressure Commercial Consumers

- High-pressure commercial consumers are those who are have a usage of more than 300 cubic feet per hour of natural gas,
- The applicants are required to pay a security, which is calculated on the basis of actual load being used, the total installation and service line charges required to get the high pressure commercial connection.
- The requirements for this connection are the same as those for an industrial connection, however the tariff is higher,
- The monthly charges include sales tax, withholding tax and meter rent

11. Industrial Gas Connection in Pakistan

The consumer is defined as an "Industrial Consumer" on the requirements, which are as follows:

- Whether the business concern in producing finished products or not.
- The amount of load being used by the consumer
- Where the consumer/business concern is using 500 cubic feet of natural gas and is producing a finished product, may be categorized as an industrial consumer.
- The sales tax, withholding tax, and Meter Rent are included in the monthly bill.

 Some businesses producing finished products may be classified as low-pressure commercial consumers on the basis of the load of gas being used. The final classification depends on a physical evaluation and survey of the premises conducted by the sales officer

The sales representative conducts a physical survey of the applicant's site, and makes an estimate of the load of gas to be used by the applicant at the business premises. The load is calculated according to an approximate appliance flow rate, which calculates the amount of gas to be used according to the appliance being used. The load of gas to be used is different for different businesses, such as boilers, large stoves for hotels, casting machines, steel factories etc.

12. Process of Commercial / Industrial Gas Connection

Submission of Application

- Filled Application Form (can be obtained from SNGPL office or downloaded free) (Refer to Annexures),
- · Copy of CNIC,
- Property Title Document,
- NOC from Development Authority/Gorvt. Agencies (if applicable),
- NTN, Partnership Deed/ Memorandum/Articles of Association/ Board Resolution (if applicable).
- Application Fee

Site Survey & Demand Notice

- Site survey is conducted (within six weeks after the receipt of application).
- Demand Notice is issued (on feasible application within one week after survey)

Note: A regret notice is intimated on non- feasible application. Contract between SNGPL and the Applicant (within one month of issuance of demand notice)

Bill of Security & Service Line Charges

- Deposit of Security & Service line charges in Bank (within 15 days of issuance of bill)
- Security Deposit & Service Line Charges are calculated on the basis of load.
- Start of Service Agreement (SA) in computerized system (within one week of receipt of payment in SNGPL Account)

Service Line & Meter Installation

- Field order for service line & meter installation (2-8 weeks after start of Service Agreement)
- Meter Reading & Start of billing (first bill from the next bill cycle after installation)

12.1 Site Survey & Demand Notice

A survey of the premises is conducted in approximately six weeks of the issuance of the acknowledgement slip of application. If the application is declared feasible after the survey, a demand notice is issued. On the non-feasible application a regret notice is intimated to the applicant. A contract is signed between SNGPL and the applicant within one month of issuance of the demand notice.

12.2 Security Deposit & Service Line Charges

After the issuance of the demand notice, the security deposit is required to be deposited in the scheduled bank. The amount of security deposit is calculated based upon the gas load. In addition to the security deposit the service line charges for connection are to be paid.

Security deposit and the service line charges for high-pressure and industrial consumers is the actual cost incurred on the installation and are calculated by approximate appliance flow rate i.e. the average load of gas per appliance or machine, such as a boiler, a casting machine etc. On the basis of this a three-month advance bill is required to be paid equivalent to estimated 3 months of gas consumption/connection load. For an Industrial Connection, the applicant is required to pay the cost of material used in installation.

Field service and meter installation in issued within 2-8 weeks after start of Service Agreement.

NOTE: The time period for gas connections is eight weeks approximately. However, the time for installation of an industrial connection depends on the applicant as to when he submits the demand notice with the security deposit. Once this is completed the process of installation of the connection is initiated.

13. Flow Chart of Stepwise Procedure Flow Chart 1-Submission of Application Documents Required: Filled Application Form, Copy of CNIC, Property Title Document, Layout Map, NOC from Govt. Agencies/ Development Authority (if applicable), NTN, Partnership Deed/ Memorandum/ Articles of Association. BOD Resolution (if applicable) 2(1) In case distribution network does not exists in front of the premises, 100 % cost shall 2- Site Survey and Calculations of Load etc. be charged from the applicant. 3-Allocation of Load from HO on the basis of Regional Survey Report 4-Issuance of Demand Notice on feasible Application 5-Deposit of security & service line charges into Bank 6-Start of Service Agreement (SA) in computerized system 7-Waiting for turn (issuance of IT program) for gas connection 8-Field order for service line & meter installation 9-Meter reading & Billing on Monthly Basis

14. Annexure: A

Page 1 of 2



SUI SOUTHERN GAS CO. LTD.

APPLICATION FORM FOR COMMERCIAL CONNECTION

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FULL NAME AND ADDRESS OF CONSUMER (IN BLOCK LETTERS) PULL NAME AND ADDRESS OF CONSUMER (IN BLOCK LETTERS) N.I.C. NO.: POSTAL CODE NO. NEAREST EXISTING CONSUMER NO. NEAREST EXISTING CONSUMER N/C NO. NATURE OF BUSINESS: CONTACT ADDRESS OGS PIPELINE INSTALLATION HAS BEEN COMPLETED AS PER ATTACHED SKETCH AND STANDARD LIAD DOWN BY SUI SOUTHERN GAS CO. LID. AT THE ABOVE-MENTIONED PREMISES. WE UNDERTAKE THAT IF ANY PIPE-PITTINGS, COOKS, ETC., ARE FOUND DEFECTIVE AT ANY STAGE, SUI SOUTHERN GAS CO. LID. AT THE ABOVE-MENTIONED PREMISES. WE UNDERTAKE THAT IF ANY PIPE-PITTINGS, COOKS, ETC., ARE FOUND DEFECTIVE AT ANY STAGE, SUI SOUTHERN GAS CO. LID. AT THE ABOVE-MENTIONED PREMISES. PLEASE ACCEPT PAYMENT OF SSOC FEE/CHARGES THROUGH ATTACHED PLEASE ACCEPT PAYMENT OF SSOC FEE/CHARGES THROUGH ATTACHED PAGE ACCEPT PAYMENT OF SSOC FEE/CHARGES THROUGH ATTACHED BATE DATE BRANCH FOR RS. AND INSTALL CONNECTION.	SKETC	Н										AR	EA I	NO.				1	TAR	IFF			•	401	(TH						Y	EAI	ł					
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Sui Southern Gas Co. Ltd. — Commercial Connection Application Form



Annexure - B

Annex-A

SUI NORTHERN GAS PIPELINES LIMITED APPLICATION FOR RLNG* BASED INDUSTRIAL GAS CONNECTION

1.	Name & address of the firm	
2.	Where gas is required	
Tek	phone No: Office: _	Fax:
3.	Income Tax Registration (NTN)	
4.	General Sales Tax No.	
5.	Purpose for which gas is required	
6,	Anticipated requirement of RLNG with details of equipment	
7.	Name & designation of person authorized to sign the Gas Sales Contract.	
8, If near	SNGPL gas network doesn't exist in front est Location, where Company's network ex	of your premises, approximate distance (in meters) from tists
9. N	earest SNGPL consumer No.	Name
auth	 the information stated above or provided it is not procedurally, technically or opremises, or 	above is correct to the best of my knowledge. SNGPL is nnection, if led to the Company is found contrary to the facts, or operationally feasible to provide gas supply at the said inistry of Petroleum & Natural Resources
All	relevant documents of the property and busing	ness are enclosed.
1.	Signature : Name: N.I.C# (copy attached)	
* RL	NG- Regasified Liquefied Natural Gas	

SMDDA

Annexure -C

AND REAL PROPERTY.	SUI NORTHERN GAS PIPELINES LIMITED	Consumer No.
A A	CONTRACT FOR THE SUPPLY OF GAS FOR COMMERCIAL USE	DEPOSIT PAID
-E 0		Amount Rs.
ORU	3Y THIS CONTRACT, made between SULNORTHERN GAS PIPELINES LIMITED incorporated under the Companies Cydirance 1934, and having its registered office at 21.	Receipt No
	Kasimir Road, Lahore (tereination referred to as the "Company"), and (full rame, description and postal address of the Consumer for submission of natural gashills)	Receipt Date
Name in	Block Leners	
Naheoly	ss Load MCFleby, CFTheorrType of Business	
Type of F	rocess/Product	
Natural g	is required for (Full Description of Purpose)	THE PARTY SERVICE
	gas Supply Address	
		uil
	55 Address	
Telephon		
	ompany: [] Pablic Limited. [] Private Limited. [] Parmership [So o Proprietoralisp	nail
	ter called "the Consumer") the Consumer agrees to purchase from the Company and the Company agrees	to spenju neteral ere in the Commercial (6.8) document
and local	ou of the premises)	a supply named gas to us Constitue, in full descri
and spor	ereful use at the above noted parmipse as an end Consumer from the	upon the terms and conditions set forth bege hire of the meter particulars hereof are set out below er successor thereof unigned by the Government).
L	TERMS AND CONDITIONS	
(0)	SECURITY DEPOSIT Consumer, immediately at the time of the execution of this Constant shall pay to the Company the sign each or bank guarantee or in any other form as approved and offered by the Company from time.	of Ri. as the "Security Depo
	Pakistan, in accordance with the enclosed profession, or is my often from as may be equired by the Comittee the Consumer to earn intensity and an intensity of the Company from time to time, adjustable againg the Company, is insufficient to cover the basic guarantee, or not equivalent to the alternative option offered by the Company, then the Company and the Com	if in cash or hank guirantee from any scheduled b impany. The security if deposited in the form of ca- inst outstanding bills on yearly basis. If during the reb billing mooths supply either in case of cash dep by many by nation to the Consumer accesses the S.
(b)	If aubsequent to the execution of this Contract by the Consumer and the Company. The Consumer shall desire installation of additional burner, equipment entailing increase in consumption approval of the Company or the usual consumption of natural gas by the Consumer shall be otherwise in or the price of natura, gas or tent for the meter shall be increased in accordance with the terms of this Co	orensed;
(0)	or any new tax or charge shall be levied on natural gas by any Government or local or other authority or be increased;	
	then in addition to the sum mentioned in sub-clause (i) above, the Company shall have the right to dema shall pay to the Company shall, amount in cash or furnish a bank garantee in lieu of this amount from enclosed proforms, or account of additional deposits as the Company may down necessary or expedient sub-clause (i) of this clause shall not exceed the amount which, according to the estimate that the Company ander this Contract on second of estimated consumption of natural gas in three most three most the entire that the mater.	n any scheduled bank in Pakistan in accordance w Provided the total amount required to be deposited take may from time to time make, the Commerce and
(0)	The Security Deposit if in cash is a security to be retained by the Company fair the duration of this Con- Deposit for the purposes of the Company from time to time. The Company shall be entitled to set off for the Consumer to the Company or any account whotevert. No connection for natural gas being applied of the Consumer prints the appropriate prevailing Security Deposit to the Company or frombin	ors the amount of Security Deposit any amounts du
N)	the Consumer under the Cause. The Consumer under the treatment of the required level throughout the duration of the Company from the Security Deposit or the consumption of natural gas and/or contineted lead success fecunity Deposit or matural gas consumption for the sound consumerior of the consu	the Contract and in the event of any draw or coduct
	Deposit on demand being made by the Company so it is traintained at the level required by the Compan If the Security Deposit is in the form of a bank guarantee, the Company may exceld the said guarantee consumer to the Company. In addition, the Company may exceed the bank guarantee if less than formig not familished by the Company to still the Company rose.	y, to recover amounts centified as being due from the flat remains for its willicity and an adequate replacers were for right to discovery.
v)	case of failure to deposit the additional Security Deposit by him, within the time limit given by the Com-	pany in the notice issued to the Consumer.
L.	PRICE	pany in the notice issued to the Consumer.
ź. (i)	PRICE. Subject to the provisions hereinafter made, the Centamor shall pay to the Company for all natural gas a tax Authorits. Notwithstanding the foregoing, the Constance that he liable to pay the minimum charges are consumption level representing the minimum charges.	pany in the notice issued to the Consumer. upplied to the Consumer at the prevailing rates notif if the consumption during any billing month; falls
ž.	PRICE Subject to the provisions bereinafter made, the Consumer shall pay to the Company for all natural gas a tac Authories. Notwithstanding the foregoing, the Consumer shall be liable to may see minimum charges.	pany in the notice issued to the Consumer. urplied to the Consumer at the prevailing sales and it. if the consumption during any billing month, falls. 2. 2. 2. 2. 2. 2. 2. 3. 3. 3

Annexure - D

	Consumer No.
SUI NORTHERN CAS PIPELINES LIMITED CONTRACT FOR THE SUPPLY OF GAS FOR INDUSTRIAL USE	DEPOSIT PAID
BY THIS CONTRACT, made between SUI NORTHERN GAS PIPELINES LIMITED incorporated under the	Amount Rs.
Companies Ordinance 1984, and having its registered office at 2: "Kashmir Road, Lahore (breinafter referred to as the "Company"), and (full name, description and postal address of the Consumer for submission of natural gas bills)	Receipt Date
Name in Block Letters	
Natural Gas Lead MCF/day, CFF/hour Type of Industry/Process/Product	
Natural Gas required for (Full Description of Purpose)	
i)Natural Gas Supply Address	
Telephone No. Fax No.	Email
li)Bushess Address	
Telephone No. Fax No.	Email
Type of Company: [Public Limited] Private Limited] Partnership 1 Sole Proprietorship	
(hereinafter called "the Consumer") the Consumer agrees to purchase from the Company and the Company at description and location of the premises)	grees to supply "natural gas" to the Consumer, at (
description and occasion of the promises)	
for Industrial use at the above noted premises as an end Consumer from the	
(In the context of this Contract, Authority/Competent Authority means Oil and Gas Regulatory Authority or any	other successor thereof assigned by the Government)
1. SECURITY DEPOSIT TERMS AND CONDITIONS	
cast or bank guarantee or in any other form as approved and offered by the Company from time to time, during an year, inclusive of meter tent and all. Government taxes as the "Security Deposit" in cash or accordance with the enclosed proferms, or in any other form as may be required by the Company. The Consumer to earn interest at the rate fixed by the Company from time to time, adjustable against outstanding the Security Deposit, in the sole discretion of the Company, is risufficient to cover beiling morths suggested to the alternative option offered by the Company, then the Company may by notice to the Company countries to the control of the Company and the company of the usual current particular lateral and the Company of the Company of the usual current particular lateral and the Company of the Company of the current particular lateral particular lateral company of the current particular lateral l	bank guarantee flom any schedured bank in Pakistan, security if deposited in the form of cash will entitle is hillson yearly basis. If during the course of this Comp ply exhice in case of cash deposit or benk guaranter, or nor increase the Security Deposit and upon such notice, eased amount to the Compony, nitural gas by the Consumer subject to the prior sed; et;
ingreased; then in addition to the sum mentioned in suf-clause (ii) shows, the Company shall have the right to demand f pay to the Company such amount in cash or furnish a bank guarantee in lieu of this amount from any sel proforms, on account of additional deposits as the Company may down necessary or expedient. Provided the of this always shall not exceed the amount which, operating to the estimate that the Company may form to	tom the Consumer and the Consumer on such demand it reduled bank in Pakistan, in occordance with the each total amount required to be deposited under sub-clause me to time make, the Consumer shall pay to the Comp
under this Contract on account of estimated consumption of natural gas in three months together with taxes motor. (iii) The Security Deposit if in each is a security to be retained by the Company for the duration of this Com Deposit for the purposes of the Company from time to time. The Company shall be entitled to set off from Consumer to the Company on any account whomever. No connection for ratural gas being supplied here Consumer paying the appropriate provailing Security Deposit to the Company or furnishing an appropriat	tract and the Company may at its option use the Secu- the amount of Security Deposit any amounts due from ander will be activated or maintained in the absence of
Clause. Clause. The Consumer undertakes to maintain Security Deposit at the required level throughout the duration of the Company from the Security Deposit or the consumption of natural gas and/or connected load increases for deposit or natural gas consumption increases beyond the normal consumption of existing equipments, the	Contract and in the event of any draw or deduction by any reason whatsoever beyond the level of current secur
demand being made by the Company so it is maintained at the level required by the Company.	
v) If the Security Deposit is in the form of a bank guarantee, the Company may encash for said guarantee to rec Consumer to the Company. In addition, the Company may encash the bank guarantee if less than formight formished by the Consumer to the setisfaction of the Company. Despite the above, the Company reserves the failure to deposit the additional Security Deposit by turn, within the same limit given by the Company in the	remains for its validity and an adequate replacement is e right to disconnect the supply of the Consumer is case
 PRICE Subject to the provisions hereinafte: made, the Consumer shall pay to the Company for all natural gas supp Authority. Netwithstanding the foregoing, the Consumer shall be liable to pay the minimum charges, if 	
consumption level representing the minimum charges, as notified by the Authority from time to time. The price of natural gas charged by the Company to the Corsumer as set forth in the bills of the Correspon, to say the same. The price of natural gas susplied is subject to change from time to time by the Authority as effectively as and when specified by the Authority. The Company shall not be obliged to provide any number of the Authority as a continuous contraction.	shall be binding on the Consumer and the Consumer ago of any new price shall be binding on the Consumer pays
Consumer. 3. METER RENT The Consumer shall also pay to the Company rent of the motor at the rate prescribed by the Company and on which the meter is fixed upto the daze when the same shall be removed, provided if the quantity of naturative of different size, the Consumer shall pay rent of the new meter at the rate prescribed by the Company	ral gas consumption necessitates replacement of meter b
the meter is subject to ravision, from time to time, with the prior approval of the Authority. $\widehat{1}$	

SALEDA

Annexure – E

SPECIMEN AFFIDAVIT FOR COMMERCIAL GAS CONNECTION IN CASE OF SOLE PROPRIETORSHIP ON RS. 100/ - NON JUDICIAL STAMPED PAPER

I/we	S/o,D/o,W/o
Resident of	
(Address)	
I hereby solemnly affirm and	declare that:
	in the said firm /shop and I am the exclusive and sole proprietor of the
1	y responsible for all the matter relating to SNGPL.
	he terms and condition of the gas supply contract signed by me for supply of
• •	hop/premises and regulations enforced from time to time by SNGPL.
	y gas bill/dues on the due date as per company's rules and procedure.
	Applicant's Signature
	CNIC
.Witnesses:	
Signature	
CNIC	
Name	
2-Witnesses:	
Signature	
Name	
CNIC	
Note: Attested copies of	CNICs to be enclosed



Annexure –F

SUI NORTHERN GAS PIPELINES LIMITED

APPLICATION FOR RLNG* BASED INDUSTRIAL GAS CONNECTION

1.	Name & address of the firm	
2.	Where gas is required	
Tel	ephone No: Office: _	Fax:
3.	Income Tax Registration (NTN)	
4.	General Sales Tax No.	
5.	Purpose for which gas is required	
6.	Anticipated requirement of RLNG with details of equipment	
7.	Name & designation of person authorized to sign the Gas Sales Contract.	
8. It	f SNGPL gas network doesn't exist in front rest Location, where Company's network ex	of your premises, approximate distance (in meters) from kists
9. N	Jearest SNGPL consumer No	Name
autl	 morized to disqualify my request for gas content in the information stated above or providing it is not procedurally, technically or premises, or 	led to the Company is found contrary to the facts, or operationally feasible to provide gas supply at the said inistry of Petroleum & Natural Resources
1.	Signature : Name: N.I.C#	
	(copy attached)	
* RL	NG= Regasified Liquefied Natural Gas	

SMERDA