



DISCIPLINARY COMMITTEE

PENALTIES/SANCTIONS FOR VARIOUS OFFENCES

A. Inspectorate, Monitoring and Licensing (I, M &L) Department

No.	Offence	Sanction
1.	Failing to obtain authorization to construct a petroleum products retail outlet.	5 times construction permit fee
2.	Failing to obtain authorization to operate a petroleum products retail outlet.	5 times operating licence fee
3.	Delay in the payment of annual licence fees	10% of licence fee
4.	Non compliance with the general terms, conditions and obligations as contained in the licence issued by the Authority.	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC5,000.00; or/and • Suspension of operations; or • Cancellation of licence.
5.	Failing to comply with the code of practice, standard of performance and regulations prescribed by the Authority.	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC5,000.00; or/and • Suspension of operations; or • Cancellation of licence.
6.	Failing to carry out the Authority's directive after routine monitoring/inspection exercise at the operator's facility/installation.	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC5,000.00; or/and • Suspension of operations; or • Cancellation of licence.
7.	Failure to obtain authorization to clear lubricants after collecting reprieve for GSB analysis.	Payment of fine not exceeding GHC5,000.00
8.	Cheating/Under delivery of pumps (weighing scales) at retail outlets/LPG filling plants	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC5,000.00; or/and • Suspension of operations; or • Cancellation of licence.
9.	Offering adulterated product for sale to the public	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC20,000.00; or/and • Suspension of operations; or • Cancellation of licence.
10.	Failure to obtain a licence to engage in any petroleum activity	<ul style="list-style-type: none"> • Payment of fine not exceeding GHC30,000.00¹

B. Planning, Pricing and Research (PPR) Department

No	Offence	Sanction
1.	Non-performance by Oil Trading Companies (OTCs) to deliver products having been awarded contract to supply petroleum products and crude oil	Forfeiture of Performance Bond in the sum of 5% of the value of the cargo issued by a reputable Bank acceptable to NPA
2.	None performance by Bulk Distributing Company (BDC) in compliance with its import programme that have been agreed with the Authority. Any change in programme should be conducted at least 14 days to the delivery date.	<ul style="list-style-type: none"> • Forfeiture of performance Bond in the sum of 10% of the value of a cargo issued by a reputable Bank acceptable to NPA. • Failure will also attract a penalty of 5% of the value of the cargo.

C. Unified Petroleum Pricing Fund (UPPF) Department

No.	Offence	Sanction
1.	Delay in the submission of UPPF Returns within 10 calendar days following the month of operations.	<ul style="list-style-type: none"> • Cut supply of petroleum products to OMC
2	Non submission/Delay In the submission of BNI UPPF delivery forms.	Forfeit Freight claims
3.	Non payment of claims owed to UPPF.	<ul style="list-style-type: none"> • Cut supply of Petroleum Product to OMC. • charge interest of 10%
4.	Over /under statement of the total volumes of products submitted to the UPPF secretariat.	<ul style="list-style-type: none"> • Suspension of Claims
5.	Failure to obtain authorization for the lifting of petroleum products to other OMCs (Third Party Lifting) or Retail Outlets.	<ul style="list-style-type: none"> • Rejection of Claims + fine not exceeding GHC5,000.00 (1st offence) • Rejection of Claims + fine not exceeding GHC30,000 (2nd offence) • Rejection of Claims + suspension of licence for a period (3rd offence)
6.	Failure to obtain authorization for lifting of products from the Non-zonal depot	<ul style="list-style-type: none"> • Rejection of Claims
7.	Submission of false claims to the UPPF secretariat.	Suspension of operation or Cancellation of Operating licence
8.	Non-submission of UPPF Returns	Suspension or Cancellation of Operating Licence