

Petroleum Licence Due Diligence Checklist

A practical checklist for reviewing petroleum licence information before relying on a supplier, customer, site, depot or commercial counterparty.

PURPOSE Help businesses distinguish a document review from independent licence verification and identify inconsistencies that warrant further checking.

Important: A discrepancy does not automatically prove misconduct. Establish the legal entity, the specific representation made and the documentary or official information that conflicts with it.

1. Confirm the legal entity

- ☐ Identify the registered company or responsible legal entity.
- ☐ Match the entity name and registration details to the licence information.
- ☐ Confirm who is making the licence representation and in what capacity.
- ☐ Check whether quotations, contracts, invoices and banking details use the same entity.

2. Review the licence information

- ☐ Licence number.
- ☐ Licence type / petroleum activity.
- ☐ Licence holder.
- ☐ Authorised premises or location where applicable.
- ☐ Status, dates and relevant conditions / supporting documentation.

3. Test the representation against the proposed activity

- ☐ Does the licence type correspond with the activity being offered?
- ☐ Does the licence belong to the entity that will contract and invoice?
- ☐ Do the site / premises details align where the licence is location-specific?
- ☐ Is another entity, brand or intermediary relying on the licence in a way that needs explanation?
- ☐ Is the document being presented as something it is not - for example an application or approval letter represented as a final licence?

4. Record inconsistencies

Document inconsistency

- ☐ Different entity name
- ☐ Different licence number
- ☐ Altered / missing pages
- ☐ Unexplained date or formatting issue

Commercial inconsistency

- ☐ Different bank beneficiary
- ☐ Unrelated website / email
- ☐ Different depot / source claim
- ☐ Activity outside represented scope

PRINTABLE CHECKLIST

Licence due-diligence record

Use this page to document what was checked, what source was relied upon and whether independent verification is required.

5. Verification record

Item checked	Information / result	Source	Date

6. When independent verification is appropriate

- ☐ The transaction value or risk is material.
- ☐ The counterparty is new or the licence claim is central to the transaction.
- ☐ Documents are incomplete, inconsistent or difficult to authenticate.
- ☐ The legal entity, licence holder, premises or activity do not clearly align.
- ☐ An objective third-party verification outcome is required for governance or approval.

[LicenseCheck petroleum licence verification](#)

7. When to consider a secure misconduct report

- ☐ A false or altered licence appears to have been knowingly presented.
- ☐ Another entity's licence details appear to be used to create a misleading impression.
- ☐ The licence representation remains materially false after reasonable verification.
- ☐ The matter forms part of suspected illegal trading, document fraud or another petroleum-integrity concern.

Next steps

Use the online resource

reportfuel.com/petroleum-licence-due-diligence-checklist/

Scan the QR code for the current online version and future updates.



Related: [Supplier Due Diligence Checklist](#) | [Licence Misrepresentation Guidance](#)

Reporting concern? [Use the secure Report Fuel reporting channel](#). Do not email incident evidence or secure access codes.

Disclaimer: This resource provides general educational guidance only and does not replace legal, regulatory, technical, laboratory, safety or emergency advice. Information should be assessed in context and verified where appropriate.