



## Enterprise Support Service Centre (ESSC) Portal

### Registration Requirements on the ESSC Platform

These Terms and Conditions outline the minimum documentation requirements for registration and participation on the Enterprise Support Service Center (ESSC) Online Platform. All Oil & Gas Operators and Suppliers of Goods and Services must comply with the following requirements to ensure transparency, legal compliance, and readiness for engagement in petroleum-related activities.

#### **I. Oil & Gas Operators**

The operator shall upload the minimum information when sign in to the ESSC online platform as follow:

1. **Company Registration Certificate** issued by the National Directorate of Registries and Notary (Ministry of Justice) or other relevant authority.
2. **Tax Registration Certificate**
3. **Business License** from the National Directorate of Commerce (Ministry of Tourism, Commerce and Industry), if applicable.

#### **II. Suppliers of Goods and Services**

The Suppliers intending to register and operate through the ESSC Platform must upload the following documents:

1. **Company Registration Certificate** issued by the National Directorate of Registries and Notary (Ministry of Justice) or other relevant authority.
2. **Tax Registration Certificate.**
3. Business License from the National Directorate of Commerce (Ministry of Tourism, Commerce and Industry), if applicable.
4. **Tax Returns for the past two (2) years**, if applicable.
5. **Tax and Social Security Clearance** Certificate confirming no outstanding liabilities.
6. **Staff List and CVs of key personnel** (e.g., Project Managers, Technical Directors, Engineers).



### III. Registration Procedures

To register on the ESSC Online Platform, follow these steps:

#### 1. Access the Platform

Visit the ESSC Online Platform via <https://essc-anp.tl>.

#### 2. Create an Account

Select the appropriate category (Oil & Gas Operator or Supplier) and complete the account creation form with basic company information.

#### 3. Upload Required Documents

Upload all mandatory documents listed under your category.  
Ensure that all files are clear, valid, and in PDF format.

#### 4. Submit for Review

Once all documents are uploaded, submit your application for review.  
You will receive a confirmation email upon successful submission.

#### 5. Verification and Approval

The ESSC team will verify the submitted documents.  
If additional **information is required, you will be notified via email.**

#### 6. Account Activation

Upon approval, your account will be activated, and you will gain access to platform features including procurement opportunities, supplier engagement tools, and reporting dashboards.



# Minimum Requirements for Registration on the ESSC Platform

These Terms and Conditions outline the minimum documentation requirements for registration and participation on the Enterprise Support Service Center (ESSC) Online Platform. All Oil & Gas Operators and Suppliers of Goods and Services must comply with the following requirements to ensure transparency, legal compliance, and readiness for engagement in petr-

## I. Oil & Gas Operators

Operators must upload the following documents when registering

-  Company Registration Certificate issued by the National Directorate of Registries and Notary (Ministry of Justice) or other relevant authority.
-  Tax Registration Certificate.
-  Business License from the National Directorate of Commerce (Ministry of Tourism, Commerce and Industry), if applicable.

## II. Suppliers of Goods and Services

Suppliers intending to register and operate through the ESSC Platform:

-  Company Registration Certificate issued by the National Directorate of Registries and Notary (Ministry of Justice) or other relevant authority.
-  Tax Registration Certificate
-  Business License from the National Directorate of Commerce (Ministry of Tourism, Commerce and Industry), if applicable
-  Tax and Social Security Clearance Certificate confirming no outstanding liabilities
-  Staff List and CVs of Key Personnel (e.g. Project Managers, Technical Directors, Engineers)

## III. Registration Procedures



### Access the Platform

Visit the ESSC Online Platform via <https://essc-anp.tl>



### Create an Account

Select the appropriate category (Oil & Gas Operator or Supplier) and complete the account creation form with basic company information.



### Upload Required Documents

Upload all mandatory documents listed under your category. Ensure that all files are clear, valid, and in PDF format.



### Submit for Review

Once all documents are uploaded, submit your application for review. You will receive a confirmation email upon successful submission.



### Report Issues Promptly

Notify the ESSC support team of any technical issues, suspicious activity, or breaches of conduct.



### Participate in Training and Updates

Attend scheduled training sessions and stay informed about platform updates, new features, and policy changes.



### Report Issues Promptly

Notify the ESSC support team of any technical issues, suspicious activity, or breaches of conduct.