#LP Gas, a clean, efficient, and safe energy for South Africa.

LPGSA Portal Safe Appliance Permit Application Guide

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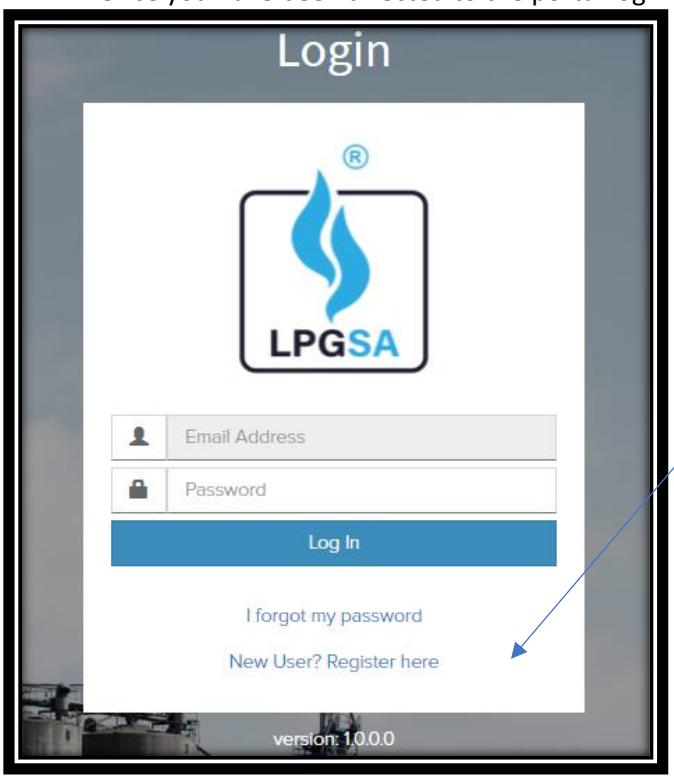
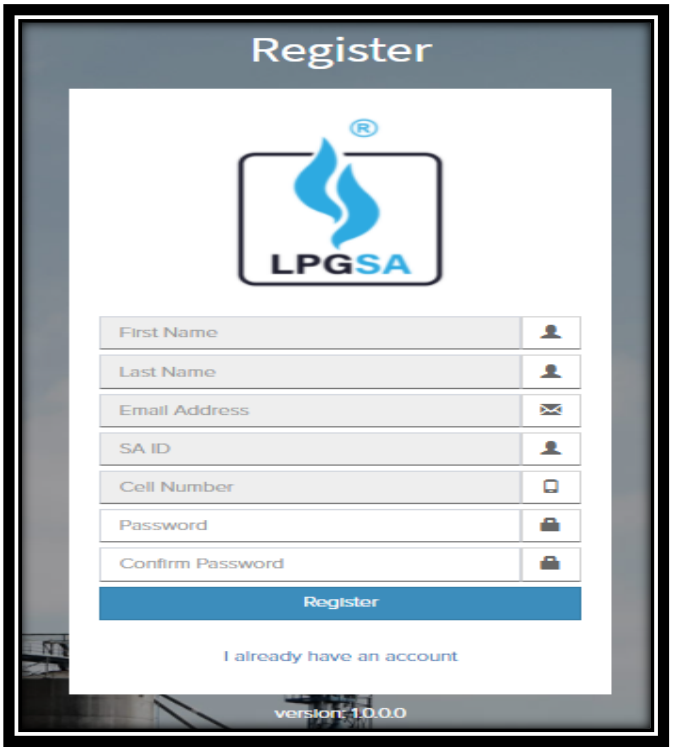
1. Registration and login:

1.1. Follow the portal link available from the LPGSA website. www.lpgas.co.za

1.2. Once you have been directed to the portal log in screen via the link you can now register as a user.



1.3. Enter the relevant details and click register



1.4. Upon successful registration, an activation link will be sent to your email. Follow the link to activate your user profile. You are now almost ready to start submitting your applications online. To log in, just simply enter the credentials that you registered with. Should you be making safe appliance permit and membership applications for a company you will need to submit a company information form to link your profile to that of your company.

2. Applicant types:

2.1. First time applicants

As a first-time applicant, you will need to send through your company information such that a company profile can be added onto the system. This information will be submitted via the administrator request form available on the website.

Upon receipt of the above information, the system administrator will log the company, and link you (the applicant) as the company administrator.

2.2. Existing applicants

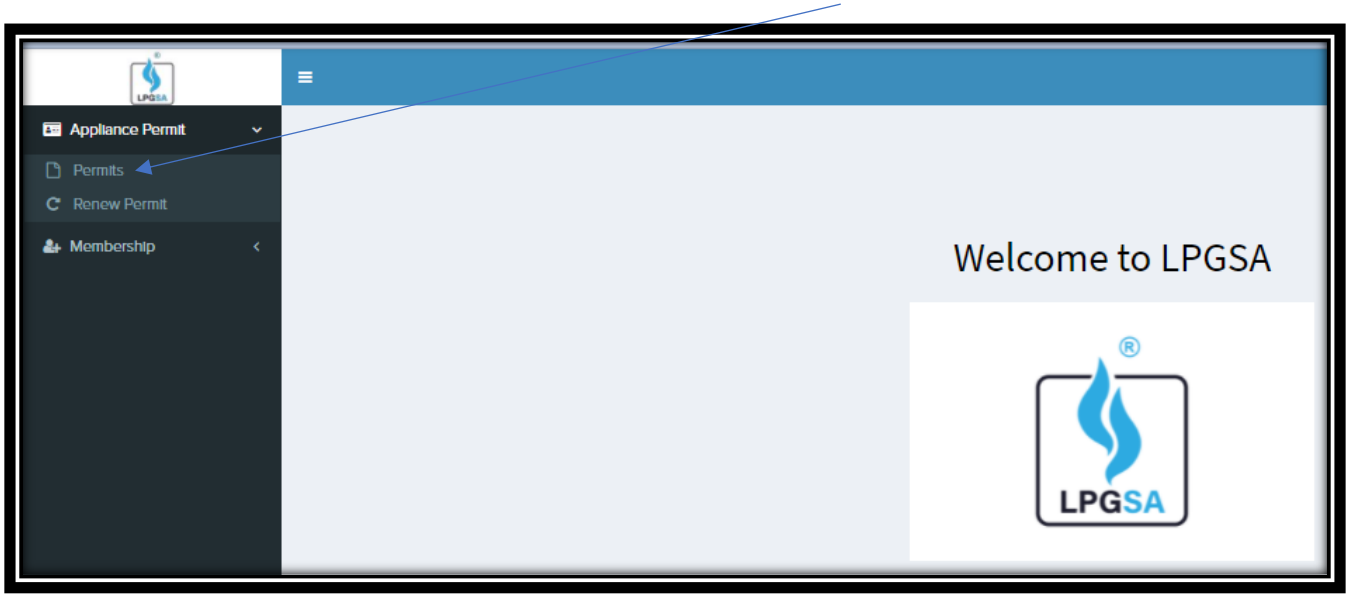
As an existing applicant, your company profile will already be loaded onto the system. We will however require that company details be confirmed and updated. This information will be submitted via the administrator request form available on the website.

Upon receipt of the above information, the system administrator will update company details where necessary, and link you (the applicant) as the company administrator.

3. Submitting Safe Appliance permit applications:

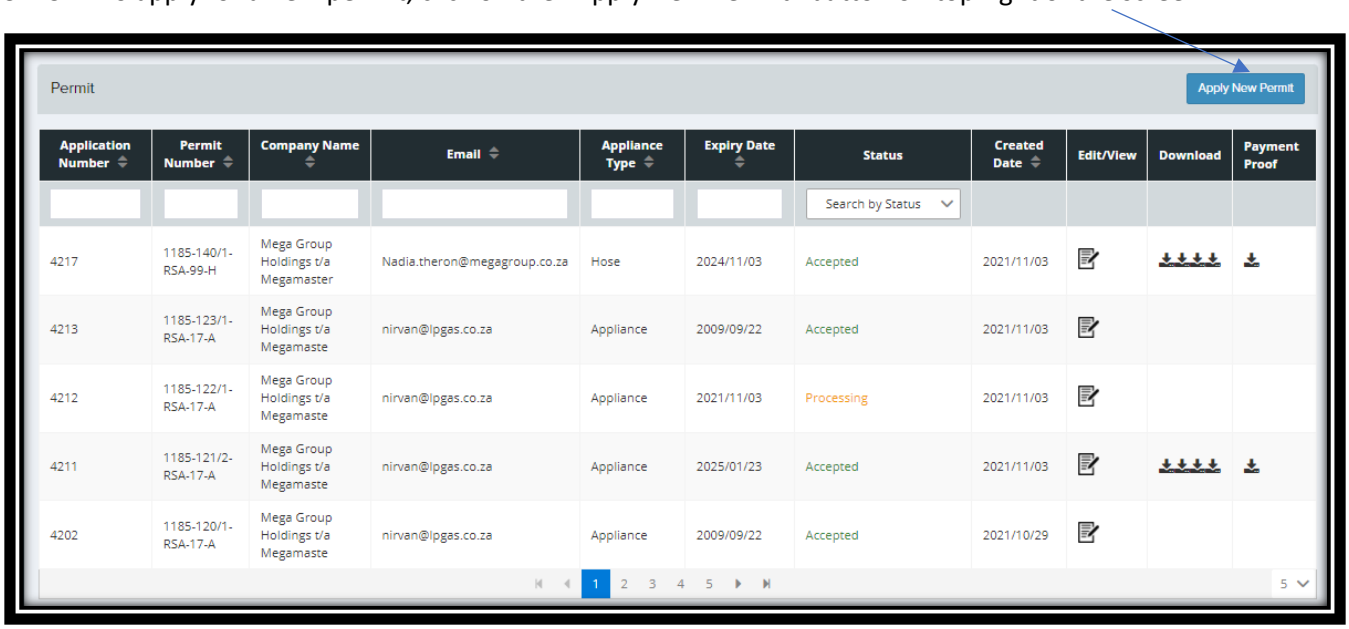
3.1. New permit applications

3.1.1. Once logged on as the company administrator: Click on the “Permit “Tab on the left menu block.

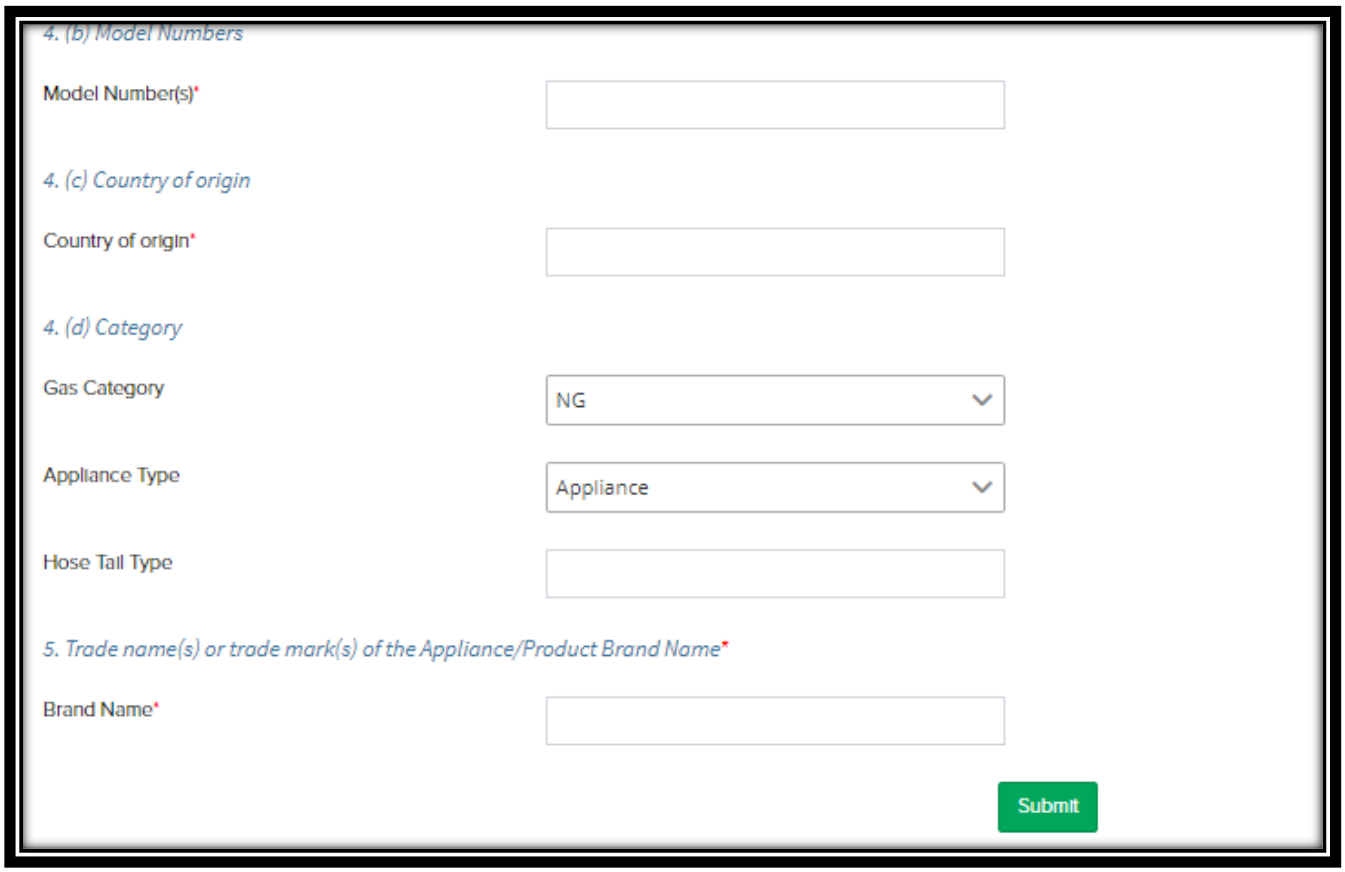


3.1.2. Under this tab you can also view all valid, and discontinued permits.

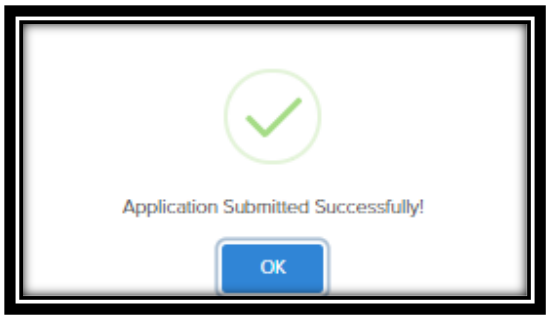
3.1.3. To apply for a new permit, click on the “Apply New Permit” button on top right of the screen



3.1.4. Complete all the relevant fields as would be required on the current application form B and upload all the required documents (i.e., test report and QMS certificate) and click the submit button at the bottom of the screen.



3.1.5. You will receive an on screen notification that your application has been successful.

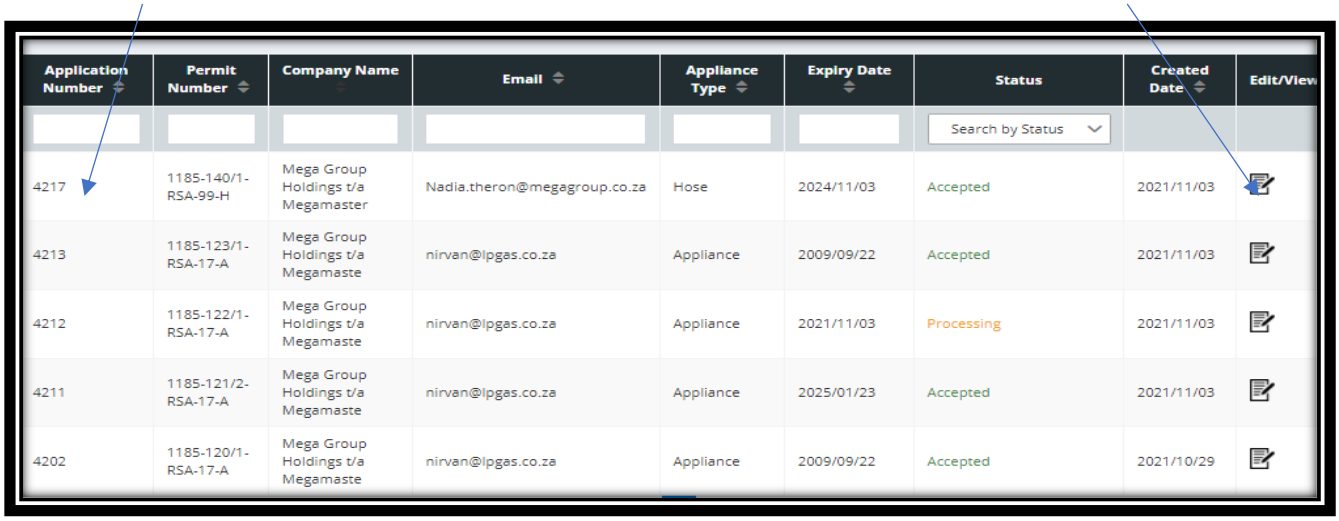


3.1.6. Once the application has been assessed and either accepted or rejected by the system administrator, you will receive and email confirming this. All emails will contain an application ID which will assist in identifying your permit application on the system.

3.1.7. Should you be required to make any changes or submit updated supporting documents you can do so by logging onto the portal and selecting the edit icon on your application ID.

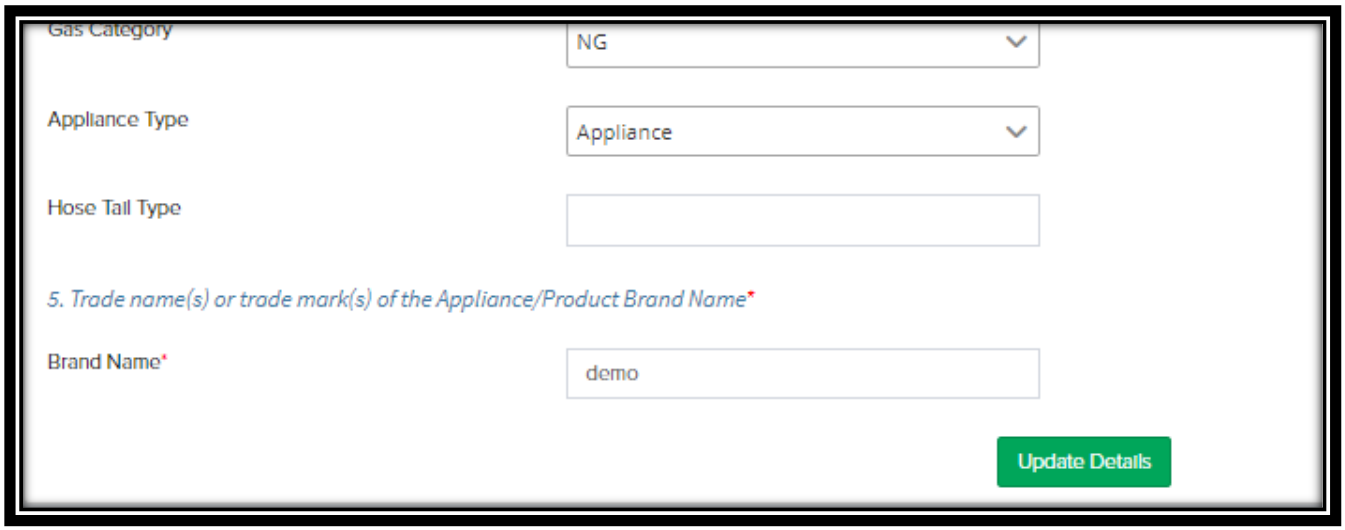
Application ID

Edit/View Icons



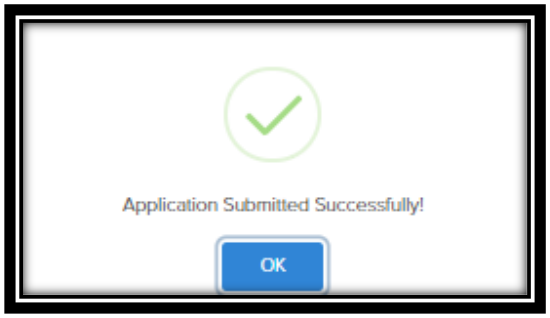
Application Number	Permit Number	Company Name	Email	Appliance Type	Expiry Date	Status	Created Date	Edit/View
						Search by Status		
4217	1185-140/1-RSA-99-H	Mega Group Holdings t/a Megamaster	Nadia.theron@megagroup.co.za	Hose	2024/11/03	Accepted	2021/11/03	
4213	1185-123/1-RSA-17-A	Mega Group Holdings t/a Megamaste	nirvan@lpgas.co.za	Appliance	2009/09/22	Accepted	2021/11/03	
4212	1185-122/1-RSA-17-A	Mega Group Holdings t/a Megamaste	nirvan@lpgas.co.za	Appliance	2021/11/03	Processing	2021/11/03	
4211	1185-121/2-RSA-17-A	Mega Group Holdings t/a Megamaste	nirvan@lpgas.co.za	Appliance	2025/01/23	Accepted	2021/11/03	
4202	1185-120/1-RSA-17-A	Mega Group Holdings t/a Megamaste	nirvan@lpgas.co.za	Appliance	2009/09/22	Accepted	2021/10/29	

3.1.8. Correct any information that requires updating and/or upload new documents and click the update button at the bottom of the screen

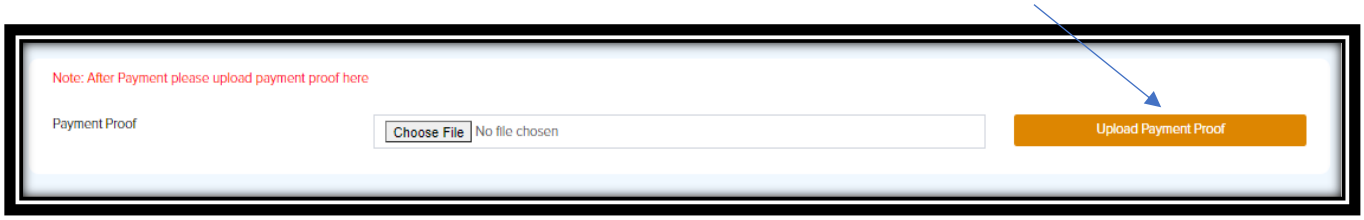


3.1.9. You will receive an on screen notification that your application has been successful.

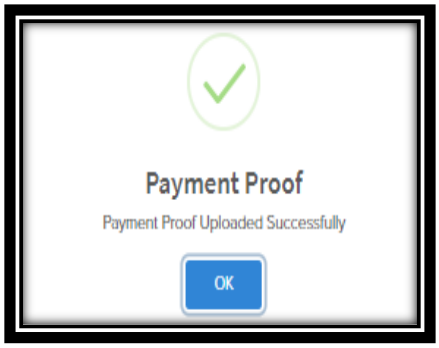
Once your application has been verified and accepted by the LPGSA administrator you will receive an email confirmation. You confirmation will also request you to make payment for your application. This email notification will also contain a Proforma Invoice to make payment. The email will contain an application ID which will assist in identifying your permit application on the system.



3.1.10. You can now log onto the portal and submit your proof of payment by selecting the edit icon on your application ID and then uploading your proof of payment for the application. Select the file where your proof of payment is saved and click the upload payment proof button on the top right of the screen

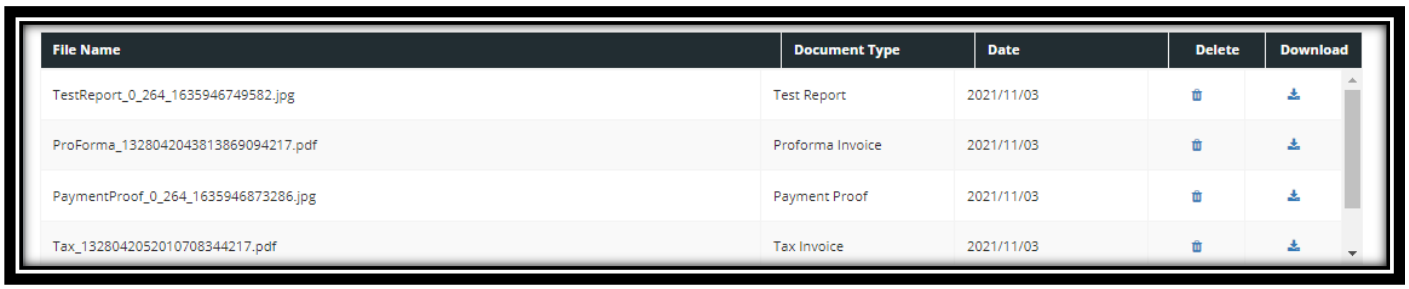


3.1.11. You will receive an on-screen confirmation of your submission



3.1.12. Once payment has been cleared by the LPGSA administrator, you will receive two emails. One containing the permit certificate and the second containing your tax invoice.

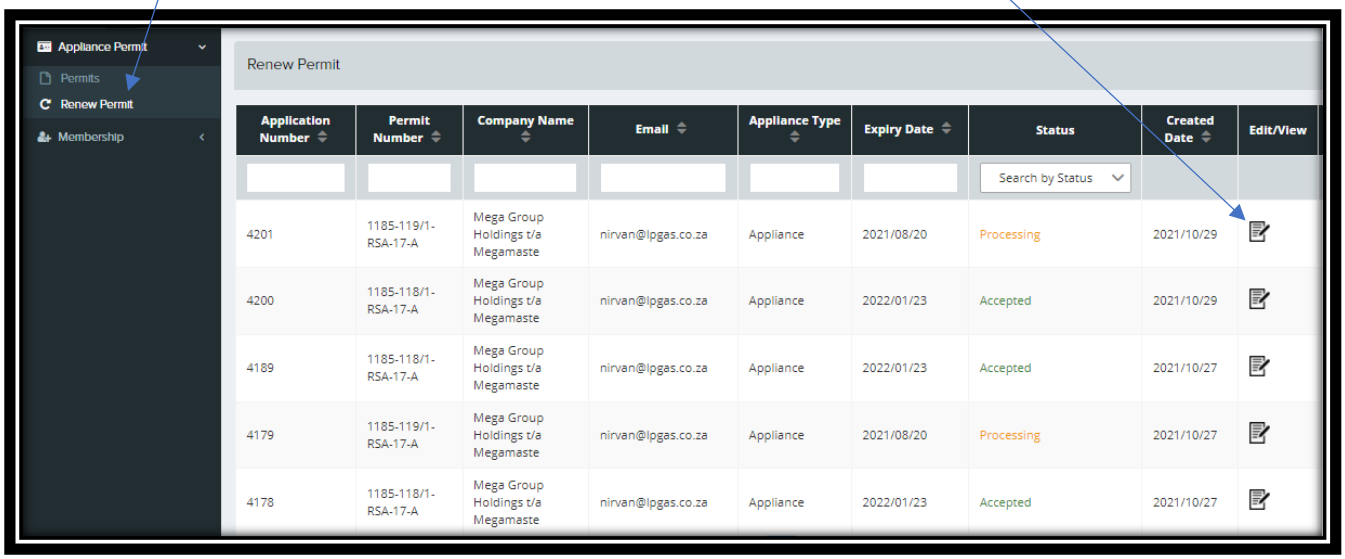
3.1.13. All permit certificates, invoices and supporting documentation can be accessed and viewed by clicking on the edit/view button for the application.



File Name	Document Type	Date	Delete	Download
TestReport_0_264_1635946749582.jpg	Test Report	2021/11/03		
ProForma_13280420438138690942l7.pdf	Proforma Invoice	2021/11/03		
PaymentProof_0_264_1635946873286.jpg	Payment Proof	2021/11/03		
Tax_13280420520107083442l7.pdf	Tax Invoice	2021/11/03		

3.2. Renewals

3.2.1. Once logged on as the company administrator, all permits that can be renewed or discontinued will be listed under the renewal tab on the left menu block. Click on the edit/view button on the permit you want to apply for renewal or update as discontinued. Permits will be available for renewal 90 days before their expiry date.



3.2.2. Where necessary, complete the required fields, and upload all the required documents (i.e., test report and QMS certificate) and the click the renew permit button at the bottom of the screen.

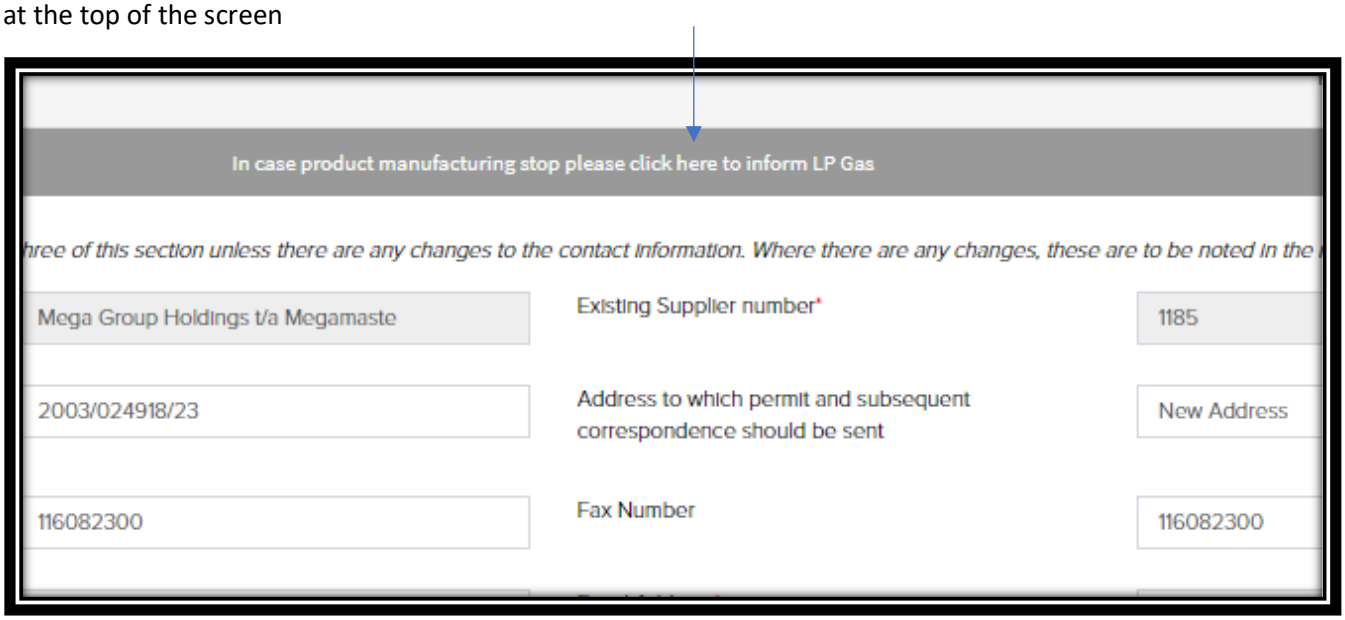
Step 3.1.4 to 3.1.13 under new applications will be the same for renewal application

3.3. Discontinued products / Products no longer being imported or manufactured.

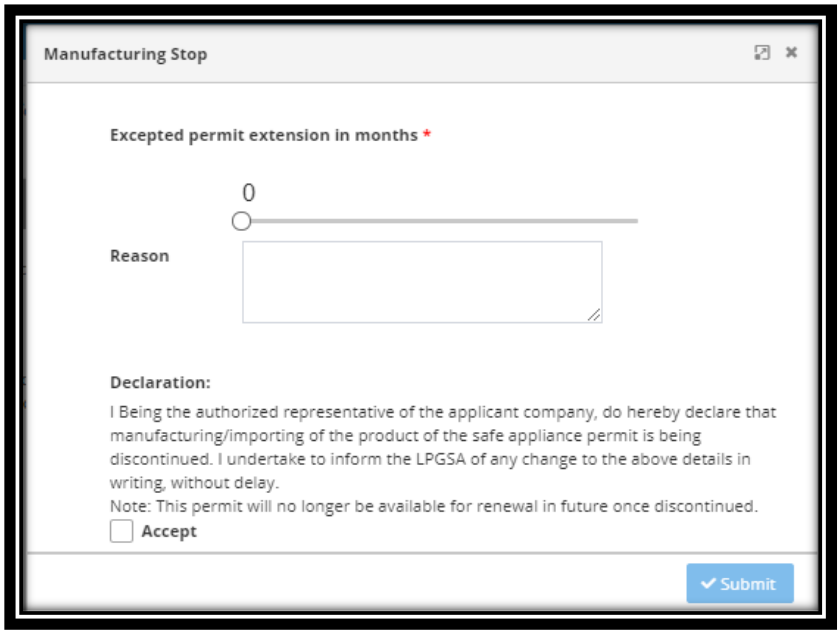
3.3.1. Once logged on as the company administrator, all permits that can be renewed or discontinued will be listed under the renewal tab on the left menu block. Click on the edit/view button on the permit you

want to apply for renewal or update it as discontinued. Permits will be available for renewal 90 days before their expiry date.

To inform that a product is no longer been imported or manufactured. Click on the button in the grey block at the top of the screen



Provide the reasons for marking the permit as discontinued, accept the declaration and submit.



Once verified by the LPGSA administrator, the permit will be marked and discontinued. You will no longer receive renewal reminders for that product. You will be able to access via the view/edit button history and permit details.