ENERGY COMMISSION

LICENCE MANUAL

for

SERVICE PROVIDERS IN THE RENEWABLE ENERGY INDUSTRY

(INSTALLATION AND MAINTENANCE LICENCE)

September, 2012

INSTALLATION AND MAINTENANCE LICENCE

Acquisition of Installation and Maintenance Licence

Required Submissions	
Exhibit IM1 -	Company Registration Certificates, including Forms 3 and 4
Exhibit IM2 -	Principal Officers, Director and Partners, their qualifications and contact details (locational address, email, telephone).
Exhibit IM3 -	Type of renewable energy technology whether solar, wind, minihydro, biogas, etc.
Exhibit IM4 -	Business Plan or Company Profile
Exhibit IM5 -	A copy of Certified Electrical Wiring Professionals (CEWP) Certificate granted to the company's technical staff
Exhibit IM6 -	Receipt of Initial Licence Fee

Procedure for the Acquisition of Installation and Maintenance Licence

- An applicant shall submit a signed application letter addressed to the Executive Secretary of the Commission.

- Applicants shall fill and submit one original application form signed by a Principal Officer (reference - Application Form).

- Applicants shall attach receipt confirming the payment of prescribed licence application fee (reference– Schedule of Licence Fee).

- Applicants shall provide two (2) hard copies and a soft copy (if available) of the above exhibits as separate attachment, clearly labelled and all pages sequentially numbered.

- The applicant shall provide the receipt confirming the payment of the Initial Licence fee after theCommission has communicated the Outcome of its Decision on an application to the applicant.

Licence Conditions

1 The licence holder shall provide the following information to Commission at the end of the year:

1.1 Personnel Skill Upgrade Information

Name of Technician	Position	Qualification	Skills acquired in the year

1.2 Installation

Date of Installation	Type of technology	Number of installations	Capacity of installation (W or m^3)	Information on client *(Name, Locational address, Tel & Email)*

1.3 Maintenance

Date of Maintenance	Type of technology	Number of systems maintained	Capacity of systems maintained (W or m^3)	Information on client *(Name, Locational address, Tel & Email)*

2 The licence holder shall furnish the Commission within 20 working days of request with details of the licence holder's financial, technical and any other relevant information.

Duration of Licence

Type of Licence	Term of Licence
Installation and Maintenance Licence	1 year

SCHEDULE I

APPLICATION FORM

A-1 Applicant/Company intends to be licensed for the service of: (check all that apply)

- ☐ Wholesale Supply
- ☐ Biofuel Production
- ☐ Bulk Biofuel Transportation
- ☐ Bulk Biofuel Storage
- ☐ Biofuel Export
- ☐ Charcoal Production
- ☐ Bulk Charcoal Transportation
- ☐ Charcoal Wholesale/Storage
- ☐ Charcoal Export
- ☐ Briquettes Production
- ☐ Briquettes Export
- ☐ Importation of Renewable Energy Products
- ☐ Installation and Maintenance

A-2 Applicant/Company's legal name, postal address, telephone number and web site address

Legal Name_____

Postal Address_____

Telephone #_____Fax # _____

Website address (if any)

_____

A-3 Office location address

House/Plot Number

_____

Street Name_____

Town/City_____Region_____

A-4 Contact person for regulatory matters

Name_____

Title_____

Business address

_____

Telephone #_____Fax # _____

E-mail address (if any)_____

A-5 Customer Segment (Check all that apply)

- Distribution Company
- Bulk Customer
- Refinery
- Oil Marketing Company
- Public
- Overseas customer
- Industrial, commercial and residential

A-6 Location where applicant intends to establish production or service facility

Community_____

Town/City_____

District_____

Region_____

A-7 Provide the approximate start date that the applicant proposes to begin delivering service

_____

A-8 Number of years in Business _____

SIGNATURE_____

DATE_____

SCHEDULE II

Schedule of Licence Fees

TYPE OF PERMIT	APPLICATION FEE (GH₵)	SIZE OF PLANT	INITIAL LICENCE FEE (GH₵)	ANNUAL OPERATING FEE (GH₵)	
				FIXED	VARIABLE
Installation and Maintenance of Renewable Energy Technologies	3,500.00		350.00	1,750.00	Nil

**** Fees will be reviewed annually.***