ENERGY COMMISSION



LICENCE APPLICATION GUIDELINES

for

SOLAR PV WATER PUMP SERVICE PROVIDERS

IMPORTATION LICENCE

JUNE, 2023

IMPORTATION LICENCE FOR SOLAR PV WATER PUMP SYSTEMS

Procedure for the acquisition of the Licence

- 1.1 An applicant shall complete and submit one (1) hard copy and a soft copy of the application to the Energy Commission Head Office.
- 1.2 An applicant shall ensure that all Exhibits are clearly labelled with all pages sequentially numbered for each stage of the application process.
- 1.3 An applicant shall make payment of the Licence Application Fee via Ghana.Gov online platform (www.ghana.gov.gh) and attach the receipt to the application. The Licence application fee is as per the Schedule of Licence Fees.

Requirements for Acquisition of the Importation Licence for Solar PV Water Pump Systems

Required Submissions			
Exhibit ILP1	Signed Application Letter		
Exhibit ILP2	Business Registration with Local Participation requirements		
Exhibit ILP3	Names and contact details of Principal Officers and Directors		
Exhibit ILP4	Local Content and Local Participation		
Exhibit ILP5	Company Profile indicating Business Model.		
Exhibit ILP6	Certification/Test Reports from Ghana Standards Authority (GSA) or any other agency approved by the Commission/GSA in respect of the proposed product specification		
Exhibit ILP7	Receipt of Licence Application Fee		

REQUIRED SUBMISSIONS

Exhibit ILP1 – Signed Application Letter: A signed application letter (on the applicant's business letterhead) addressed to the Executive Secretary of the Energy Commission.

Exhibit ILP2 - "Business Registration with Local Participation requirements" Provide evidence that the applicant has registered with the Office of the Registrar of Companies and is compliant with the Local Participation provisions of the Local Content and Local Participation Regulations, 2017 (L.I. 2354). Exhibits required include:

- a. Business Registration Documents;
 - i. Certificate of Incorporation or Registration; and
 - ii. Form A (Sole Proprietorship) or Form 3 (Limited Liability).

Exhibit ILP3 – Names and Contact Details of Principal Officers and Directors: Provide contact details of the current directors and principal officers. Details should include their addresses, telephone numbers and e-mail addresses. All foreign staff of the company may be required to provide copies of valid Residence and Work Permits granted by the Ghana Immigration Service.

Exhibit ILP4 – Local Content and Local Participation: Proof of compliance with the Local Content and Local Participation Regulations, 2017 (L.I. 2354) to the extent of recruiting personnel and procurement of equipment/services for construction. Applicant shall submit the underlisted Exhibits (refer to Guidelines for Local Content and Local Participation Regulations):

Exhibit LP1	-	Employment and Training Sub-Plan
Exhibit LP2	-	Research and Development Sub-Plan
Exhibit LP3	-	Technology Transfer Sub-Plan
Exhibit LP4	-	Legal Services Sub-Plan
Exhibit LP5	_	Financial Services Sub-Plan
Exhibit LP6	-	Allied Service Sub-Plan
Exhibit LP7	-	Ancillary Services Sub-Plan (where applicable)
Exhibit LP8	-	Fuel, Lubricant, and Water Supply Services Sub-Plan
Exhibit LP9	-	Ownership / Shareholding)
Exhibit LP11	-	Standard Certifications

Exhibit ILP5 – Company Profile indicating Business Model: Provide a Company Profile outlining the scope and nature of operation, and the business model for the proposed activity. The business model may include information on the types of solar PV pumps to be imported such as Rotating (Centrifugal pump) and Positive Displacement pumps (submersible pump, floating submersible pump, surface-mounted pump).

Exhibit ILP6 - Certification/Test Reports from Ghana Standards Authority or any other relevant agency: Provide copies of certification/product test reports from Ghana Standards Authority (GSA) or any other agency approved by the Commission/GSA in respect of the proposed product specification.

Exhibit ILP7 – Proof of Payment of Licence Application Fee: Receipt confirming the payment of the prescribed fee. (Reference Schedule II – Schedule of Licence Fees and Charges).

LICENCE CONDITIONS

The licence holder shall:

- 1. carry out operations from the office location(s) specified by the licence;
- 2. ensure that the solar PV pump and accessories (switches, controllers, disconnects, etc.) to be imported meet the required Technical Standards set by the Ghana Standards Authority or prescribed by any relevant Legislative Instruments, at all times;
- 3. furnish the Commission with annual returns on the types, country of origin, number, and capacity of solar pumps and accessories imported;
- 4. grant the Commission and relevant statutory bodies the right of access to the facility, where the imported products are stored, to inspect the products; and
- 5. furnish the Commission within 20 working days with details of the licence holder's financial, technical, and any other relevant information, upon request

Renewal of Licence

The licence holder shall provide the following information to the Commission at the time of renewal (at least 60 working days before expiry) of the Licence:

Serial	Country of Origin		Quantity		Brand Name		Type of	Capacity
Number	Pump	Controller	Pump	Controller	Pump	Controller	Pump	of pump (Motor rating)

A. Annual Solar Pump Importation and Distribution Report

SCHEDULE OF LICENCE FEES

		ANNUAL OF FEE (GHC)	TERM OF LICENCE	
(GHQ)	FEE (GHU)	FIXED	VARIABLE	
5000.00	500.00	5000.00	Nil	1 year
	ON FEE (GH¢)	ON FEE LICENCE (GHC) FEE (GHC)	ON FEE LICENCE FEE (GHC) (GHC) FEE (GHC) FIXED	ON FEE (GHC)LICENCE FEE (GHC)FEE (GHC)FEE (GHC)FIXEDVARIABLE



APPLICATION FORM

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

- $\hfill\square$ Wholesale Electricity Supply
- □ Electricity Sales (from a Renewable Energy Source)
- □ Mini-Grid Operation
- $\hfill\square$ Manufacturing or Assembling of Renewable Energy Products
- Installation & Maintenance of Solar PV Water Pumping Systems
- Installation & Maintenance of Renewable Energy Products
- Importation of Renewable Energy Products
- Importation of Solar PV Water Pumping Systems
- □ Exportation of Renewable Energy Products
- Charcoal Production (for Export)
- □ Briquette / Pellet Production (for Export)
- Biofuel Production
- Bulk Biofuel Transportation
- Bulk Charcoal Transportation
- Charcoal Wholesale or Storage

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

Legal Name	
Postal Address	
Telephone #	Email
Website address (if any)	
A-3 Office location addres	3S
House/Plot Number	
Street Name	
Digital Address	
Town/City	Region
A-4 Contact person for re	
Name	
Title	
Business address	
Telephone #	E-mail
A-5 Customer Segment (C	check all that apply)
Residential	
Commercial	
🗆 Industrial	
A-6 Location of plant whe	ere applicant intends to establish generation service (Generation
Licence)	
Community	
Town/City	
District	
Region	
	nate start date that the applicant proposes to begin delivering

