

1. Enter licences.energycom.gov.gh in the search bar of your web browser.
2. Click Register, if you do not have an account or Login with your email address and password, if you already have an account.
3. Enter your company's Legal Name and Email Address, create a Password, and click "Register". [A verification email will be sent to the email address you provided above. This message might take a few minutes]
4. Go to the Email Address you provided above and click "Verify Email Address" in your inbox. [Kindly check your "spam folder" or "junk folder" if you cannot find the verification email in your inbox]
5. On the subsequent webpage, provide your Licence Number in the space provided, if you are an existing Energy Commission Licence holder and click "search".
6. For existing licence holders, some of the details required will be filled automatically after providing the company's licence number. Kindly fill the remaining data required and click "save". [You may also review existing data]
7. For new licence applicants and manufacturers of electrical appliances, electrical equipment and renewable energy equipment, enter your company's details and contact person's details and click "save".

[The subsequent webpage displays your dashboard]
8. On your Dashboard, click "Apply for Local Content Certificate".
9. Apply for:
 - a. Certificate of Registration, if you are a manufacturer of electrical equipment, electrical appliances, or renewable energy equipment.
 - b. Certificate of Authorization, if you are licenced by Energy Commission to provide a service in the Electricity Supply Industry.

10. After clicking “Apply”, select which category your company belongs to, in the pop-up and click “Continue”.
11. On the “Local Content and Local Participation Plan” webpage, you can either fill the forms online or offline and submit later.
12. To fill the forms online, locate “You can also complete the forms online here” on the webpage.
13. To fill the forms offline, click “Download Excel Format” to download the sub-plan forms on your pc and upload the completed forms. Click “submit” after upload.
[To upload the forms, locate “Choose File” on the webpage and upload the completed forms for each respective sub-plan].
14. The downloaded forms must be extracted before proceeding to fill the forms.
15. An email with the subject “Application ready for submission” will sent to the email address you provided above. This message might take a few minutes. Go to your email and click “Click to Review” in your inbox.
16. Review all the information you have provided and if satisfied click “submit application”.
[An email will be sent to the email address you provided above confirming the receipt of your application. This message might take a few minutes]
17. The commission will send feedback on the application to the email in due time.
18. You can also track the status of your application on your dashboard.
19. For any enquiries, please contact the local content secretariat of the energy commission on 0302813756/7 or via email at eclocalcontent@energycom.gov.gh