

ENERGY COMMISSION



LICENCE APPLICATION GUIDELINES

for

SOLAR PV WATER PUMP SERVICE PROVIDERS

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INSTALLATION & MAINTENANCE LICENCE

JUNE, 2023

INSTALLATION AND MAINTENANCE LICENCE FOR SOLAR PV WATER PUMP SERVICE PROVIDERS

Procedure for the Acquisition of Installation and Maintenance 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 the Acquisition of Installation and Maintenance Licence of Solar PV Water Pump Systems

Required Submissions	
Exhibit IMP1	Signed Application Letter
Exhibit IMP2	Business Registration with Local Participation requirements
Exhibit IMP3	Names and contact details of Principal Officers and Directors
Exhibit IMP4	Local Content and Local Participation
Exhibit IMP5	Company Profile indicating business model.
Exhibit IMP6	Copy of Professional Certificate required for the installation: • Certified Electrical Wiring Professionals Certificate (CEWP) • NVTI Grade 1 Certificate in Plumbing
Exhibit IMP7	Receipt of Licence Application Fee

REQUIRED SUBMISSIONS

Exhibit IMP1 – Signed Application Letter: A signed application letter (on the applicant's business letterhead) addressed to the Executive Secretary of the Energy Commission.

Exhibit IMP2 – 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 IMP3 – 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 IMP4 – 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 IMP5 – Company Profile indicating Business Model: Provide company profile outlining the scope and nature of operation, and the business model for the proposed activity. The business model may include any of the following:

- 1. Applications and purposes of the use of solar PV pump, such as:
 - irrigation (small, medium, large-scale)
 - livestock water supply
 - small town water supply
 - community-scale water supply
 - industrial water supply

- mining water supply
 - recreation water supply (e.g., hotel swimming pools)
 - aquaculture water supply
 - domestic, commercial, and institutional water supply
2. Types of solar PV motor-pump configurations such as:
- a. Rotating
 - Centrifugal pump
 - b. Positive displacement
 - submersible pump
 - floating submersible pump
 - surface-mounted pump
3. Type of motors such as:
- a. DC motor: Permanent Magnet Synchronous Motors (PMSM), Brushless DC motors (BLDC), Switched Reluctance Motor (SRM) - brush or brushless
 - b. AC induction motor
4. Pump and motor ratings

Exhibit IMP6 – Copy of Professional Certificate: Provide a copy of the relevant Professional Certificate for the activity, for which the application is being made Certified Electrical Wiring Professionals Certificate (CEWP) for the solar PV installation and NVTI Grade 1 Plumbing Certificate for the pump installation].

Licence Conditions

The licence holder shall:

1. not sell electricity from the installed systems to any consumer or entity in Ghana;
2. carry out operations from the office location(s) specified by the licence;
3. ensure that the components of the solar PV Water pumping systems meet the required Technical Standards set by the Ghana Standards Authority or prescribed by any relevant Legislative Instruments, at all times;

4. ensure that the construction, operation and maintenance of solar PV water pumping systems, comply with the relevant Legislative Instruments and manufacturer's guidelines;
5. furnish the Commission with annual returns on the number, types, capacity, digital address (Ghana Post GPS/ GPS Coordinates), etc. of all solar pumping systems installed/maintained (using Tables B and C);
6. grant the Commission and relevant statutory bodies the right of access to inspect the installed systems at any reasonable time;
7. furnish the Commission within 20 working days of request, with details of the licence holder's financial, technical and any other relevant information.



Requirements for Renewal of Licence

The licence holder shall provide the following information to the Commission at the time of renewal of the licence.

A. Personnel Skills Upgrade Information

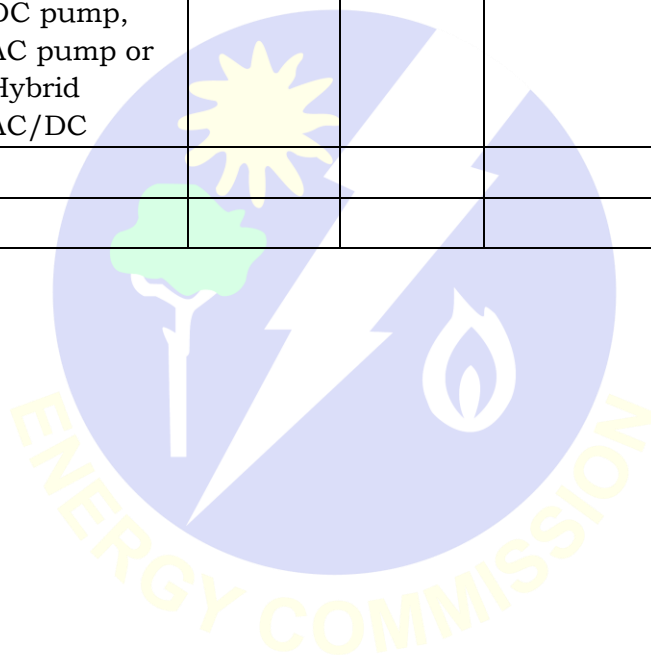
Name of Technician	Position	Training undertaken	Qualification	Relevant Skills acquired in the last year

B. Installation Report

[illegible]

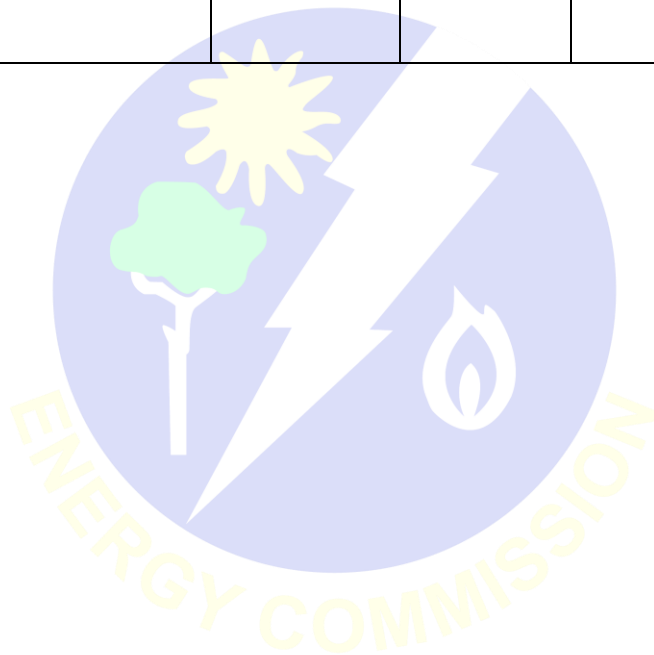
C. Repair and Maintenance Report

Date	Component repaired/ maintained (pump, controller, solar PV, etc.)	Purpose of installation (Irrigation/ water supply/etc.)	Source of water supply (river, bore hole, etc.)	Type of pump (submersible, surface, or floating). Also indicate if DC pump, AC pump or Hybrid AC/DC	Capacity of pump (kW/HP)	Head of pump (h)	Discharge of pump (l/s)	Brand of pump and controller	Installed capacity of PV solar module (Wp)	Digital Address (Ghana Post GPS/ GPS Coordinates)	Information on client (Name, Locational address, Tel & E-mail)



SCHEDULE OF LICENCE FEES

TYPE OF LICENCE	APPLICATION FEE (GH¢)	INITIAL LICENCE FEE (GH¢)	ANNUAL OPERATING FEE (GH¢)		TERM OF LICENCE
			FIXED	VARIABLE	
Installation & Maintenance of Solar PV Water Pumps	5000.00	500.00	5000.00	Nil	1 year



APPLICATION FORM

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

- ☐ Wholesale Electricity Supply
- ☐ Electricity Sales (from a Renewable Energy Source)
- ☐ Mini-Grid Operation
- ☐ 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 address

House/Plot Number _____

Street Name _____

Digital Address _____

Town/City _____ Region _____

A-4 Contact person for regulatory matters

Name _____

Title _____

Business address _____

Telephone # _____ E-mail _____

A-5 Customer Segment (Check all that apply)

- ☐ Residential
- ☐ Commercial
- ☐ Industrial

A-6 Location of plant where applicant intends to establish generation service (Generation Licence)

Community _____

Town/City _____

District _____

Region _____

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

A-8 Duration in years of licence _____

SIGNATURE.....

DATE.....

