

## **BRIQUETTES/PELLETS EXPORT LICENCE**

### **Acquisition of Briquettes/Pellets Export Licence**

#### **Required Submissions**

Exhibit BPE1	-	Scope of Operation
Exhibit BPE2	-	Company Registration
Exhibit BPE3	-	Principal Officers, Director and Partners
Exhibit BPE4	-	Ownership and Corporate Structure
Exhibit BPE5	-	Cross-ownership and Ring Fencing
Exhibit BPE6	-	Disclosure of Liabilities and Investigations
Exhibit BPE7	-	Financial Capability and Proposed Financial Plan
Exhibit BPE8	-	Business Plan
Exhibit BPE9	-	Company History and Existing Activities
Exhibit BPE10	-	Industry Participation
Exhibit BPE11	-	Operational Experience and Expertise
Exhibit BPE12	-	Specific Licence Conditions and Exemptions
Exhibit BPE13	-	Indicative Implementation Plan
Exhibit BPE14	-	Commercially Sensitive Information
Exhibit BPE15	-	Environmental Permit/Certificate
Exhibit BPE16	-	Supplier's Agreement
Exhibit BPE17	-	Buyer's Agreement
Exhibit BPE18		Receipt of Initial Licence Fee

#### **Procedure for the Acquisition of Briquette/Pellet Export 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 schedule I - Application Form).
- Applicants shall attach receipt confirming the payment of prescribed licence application fee (reference schedule II – Schedule of Licence Fee).
- Applicants shall provide two (2) hard copies and a soft copy (if available) of the following exhibits as separate attachment, clearly labelled and all pages sequentially numbered.
  1. **Exhibit BPE1 – “Scope of Operation”** provide a written description of the operational nature of the applicant's business.

2. **Exhibit BPE2 - "Company Registration"** provide evidence that the applicant has registered with the Registrar General's Department. Exhibits required include:

- a) Certificate of Registration.
- b) Certificate to Commence Business.
- c) Regulations 8 to 82; Second schedule to the Companies Code, 1963 (Act 179).

3. **Exhibit BPE3 - "Principal Officers, Directors and Partners"** provide the names, titles, nationality, addresses and telephone numbers of the applicant's principal officers, directors, partners, or other similar officials.

4. **Exhibit BPE4 - "Ownership & Corporate Structure"** provide a description of the applicant's corporate and ownership structures, including a graphical depiction of such structure, and a list of all affiliate and subsidiary companies.

5. **Exhibit BPE5 - "Cross-ownership and Ring Fencing"** Applicants should outline the following:

- a) The basis on which services and resources will be transacted between relevant operating areas of the applicants, or the applicant and its other related entities;
- b) In the case of applicants that are wholly owned subsidiaries, information on proposed audit arrangements should be provided and also stated whether separate reports for the licensee and its parent company (if applicable) are to be prepared and made publicly available; and
- c) Other guidelines or standards relating to financial separation, ring-fencing and separate audit arrangements which the applicant intends to follow.

6. **Exhibit BPE6 - "Disclosure of Liabilities and Investigations"** provide a description of all existing, pending or past rulings, judgments, contingent liabilities, revocation of authority, regulatory investigations, or any other matter that could adversely impact the applicant's financial or operational status or ability to provide the services it is seeking to be certified to provide. Also include a statement whether the applicant or any of his associates, or partners, or promoters, or Directors was ever refused licence or had licence cancelled, and if so, the particulars of such application, date of making the application, date of order refusing or cancelling licence and reasons for such refusal or cancellation.

7. **Exhibit BPE7 - "Financial Capability and Proposed Financial Plan"** provide the two most recent Annual Reports to Shareholders and copies of the

applicant's three most recent years of audited financial statements (balance sheet, income statement, and cash flow statement). If audited financial statements are not available, provide officer certified financial statements. If the applicant has not been in business long enough to satisfy this requirement, it shall file audited or officer certified financial statements covering the life of the business. Provide copies of the applicant's financial arrangements to conduct briquettes/pellets export business as a business activity (e.g., guarantees, bank commitments, contractual arrangements, credit agreements, etc). Provide two years of forecasted financial statements (balance sheet, income statement, and cash flow statement) for the applicant's operation, along with a list of assumptions.

8. **Exhibit BPE8 - "Business Plan"** provide a written explanation of the company's business model for the venture.

9. **Exhibit BPE9 - "Company's History & Existing Activities"** provide a concise description of the applicant's company history and principal business interests.

10. **Exhibit BPE10 - "Industry Participation"** provide general information about its existing activities, both within and outside the renewable energy industry. The application should summarise the reasons why the applicant intends to participate in the Ghanaian renewable energy industry, and the broad nature of that participation. In providing the above explanation, the applicant should address the Commission's objectives as set out in Section 2 of the Act and the objects of the Act, and explain how the granting of a licence would be consistent with those requirements.

11. **Exhibit BPE11 - "Operational Experience & Expertise"** provide names, titles, e-mail addresses, telephone numbers, and the background of key personnel involved in the operational aspects of the applicant's business. Provide the following information:

- (a) details of their experience in and knowledge of the renewable energy industry;
- (b) a summary of the skills and experience of the directors and senior managers, and their relevance to meeting the requirements of the licence;
- (c) evidence that the applicant has the capacity to comply with the licence conditions, codes and guidelines relevant to its application; and
- (d) if the applicant is to rely on another entity to provide staff and resources, a summary of the relationship between the applicant and this entity, including any formal agreements to provide services, and a summary of this other entity's experience in and knowledge of the

renewable energy industry, and technical capacity to meet the relevant requirements of the licence should be provided.

12. **Exhibit BPE12 - “Specific Licence Conditions and Exemptions”** Where the applicant is seeking particular licence conditions, the nature and reasons for seeking those conditions should be explained. In such circumstances, the applicant should also provide a draft outline of the proposed licence condition(s) or exemptions. The Commission may waive any of the requirements for a licence in respect of a particular applicant provided the waiver does not compromise on public safety.

13. **Exhibit BPE13 - “Indicative Implementation Schedule”** provide indicative timelines for the specific activities that must be performed to produce the various project deliverables, establishing interdependences and sequencing.

14. **Exhibit BPE14 - “Commercially sensitive information”**

The Commission may make public the information included in an application for a licence. Where the applicant considers information contained in an application to be commercially sensitive, the applicant should clearly identify such information and state the reasons why they are to be regarded as commercially sensitive, to enable the Commission determine its consideration of the confidentiality request.

15. **Exhibit BPE15 - “Environmental Permit/Certificate”** provide an Environmental Assessment permit or certificate granted by the Environmental Protection Agency.

16. **Exhibit BPE16 - “Supplier’s Agreement”** provide an agreement for the supply of briquettes/pellets with a licensed briquettes/pellets producer. etc.

17. **Exhibit BPE17 - “Buyer’s Agreement”** provide an agreement for the purchase of briquettes/pellet with an overseas importer.

18. **Exhibit BPE18 - “Receipt of Initial Licence Fee”** Evidence of payment of initial licence fee to Energy Commission.

- **Licence Conditions**

1. The licence holder shall provide to the Commission the following information:

Name of company/exporter .....

Date of export	Source of briquette/pellet	Quantity exported (kg)	Destination	
			Importer	Country

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.

**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 Duration in years of licence \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## SCHEDULE II

### SCHEDULE OF LICENCE FEES – BRIQUETTES EXPORT

Type of Permit	Application Fee (GHC)	Initial Licence Fee (GHC)	Annual Operating Fee (GHC)	
			Fixed	Variable
Briquettes Export	1,750.00	Nil	Nil	7/tonne

*\* The fees shall be reviewed annually.*

*Briquette means “all productions from wood waste and processed wood”.*

### SCHEDULE OF LICENCE FEES – PELLETS EXPORT

Type of Permit	Application Fee (GHC)	Initial Licence Fee (GHC)	Annual Operating Fee (GHC)	
			Fixed	Variable
Pellets Export	3,500.00	Nil	Nil	14/tonne

*\* The fees shall be reviewed annually.*

