

BULK CHARCOAL PRODUCTION LICENCE

Acquisition of Bulk Charcoal Production Licence

Required Submissions

- Exhibit CP1 - Individual Name/Company Registration and locational address.
- Exhibit CP2 - Principal Officers, Director and Partners, their qualifications.
- Exhibit CP3 - Business Plan stating:
 - (i) scope and nature of operation.
 - (ii) technical and financial feasibility.
 - (iii) environmental and social management plan.
- Exhibit CP4 - An Environmental Permit/Certificate issued by the EPA.
- Exhibit CP5 - Site plan, and location of charcoal production site.
- Exhibit CP6 - Location and source of wood for the charcoal indicating whether sawmill residue, offcuts, etc.
- Exhibit CP7 - Agreement with respect to supply of wood waste or a certification letter from the Forestry Commission indicating the right of use of forest/woodlot planted for this purpose.
- Exhibit CP8 - The proposed carbonisation technology and its efficiency and/or yield by weight.
- Exhibit CP9 - Receipt of Initial Licence Fee

Procedure for the Acquisition of Bulk Charcoal Production Licence

- a. An applicant shall submit a signed application letter addressed to the Executive Secretary of the Commission.
- b. Applicants shall fill and submit one original application form signed by a Principal Officer (reference Application Form).
- c. Applicants shall attach receipt confirming the payment of prescribed licence application fee (reference Schedule of Licence Fee).
- d. 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.
- e. The applicant shall provide the receipt confirming the payment of the Initial Licence fee after the Commission has communicated the Outcome of its Decision on an application to the applicant.

Licence Conditions

The licence holder shall:

- a. comply with Forestry Commission and Environmental Protection Agency directives;
- b. comply with specifications on the charcoal to be produced;
- c. carry out operations at location as specified in the permit;
- d. prepare and submit to the Commission the detailed engineering design and specifications of plant and equipment constituting the facility prior to commencement of production activities, if requested by the Commission;
- e. during and after construction obtain the consent and approval of the Commission for any subsequent major revisions to the original engineering design and equipment specifications submitted;
- f. prepare and submit to the Commission the detailed environmental and social management plan of its operation prior to commencement of production activities;
- g. deposit with the Commission, the operations and maintenance plan for the efficient and effective operation of the facility if requested by the Commission;
- h. subject the facility to a commissioning test process and submit a satisfactory commissioning test report on the installed facility to the Commission if requested by the Commission;
- i. establish and comply with procedures for undertaking decommissioning programmes for the plant or any process that may affect safety and the environment;
- j. submit the prescribed programmes and arrangements for decommissioning of the plant or part thereof for prior approval by the Commission if requested by the Commission;
- k. submit Safety and Technical Management Plans as prescribed in Schedule 1 prior to the commencement of commercial operations of a facility for the Commission's approval;
- l. comply with Safety and Technical, and Environmental and Social Management Plans submitted to the Commission;

- m. grant the Commission the right of access to inspect the production plant for the purpose of ensuring quality product; and
- n. furnish the Commission within 20 working days of request with details of the licence holder's financial, technical and any other relevant information.

SCHEDULE II

SCHEDULE OF LICENCE FEES

Type of Permit	Application Fee (GHC)	Initial Licence Fee (GHC)	Annual Operating Fee (GHC)	
			Fixed	Variable
Charcoal Production (≥10 tonnes/annum)	350.00	Nil	Nil	Nil

** The fees shall be reviewed annually.*

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 _____