

BULK CHARCOAL WHOLESALE/STORAGE LICENCE

Acquisition of Bulk Charcoal Wholesale/Storage Licence

Required Submissions

- Exhibit CS1 - Individual's name/Company Registration and locational address.
- Exhibit CS2 - Principal Officers, Director and Partners, their Qualifications.
- Exhibit CS3 - Business Plan stating:
 - (i) scope and nature of operation
 - (ii) technical and financial feasibility
 - (iii) environmental and social management plan
- Exhibit CS4 - Environmental Permit/Certificate issued by the EPA.
- Exhibit CS5 - Site plan, location, type and capacity of the storage facility.
- Exhibit CS6 - Location and source of supply of charcoal.
- Exhibit CS7 - Supplier's Agreement.
- Exhibit CS8 - Receipt of Initial Licence Fee

Procedure for the Acquisition of Bulk Charcoal Wholesale/Storage 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

- a. The licence holder shall provide the following information to the Commission every quarter:

Name of company

Period of storage	Source of charcoal stored	Quantity of charcoal stored (Number of bags / kg)	Quantity of charcoal distributed (Number of bags / kg)

- b. The licence holder shall ensure that the storage facility conforms to all relevant standards.
- c. 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 II

SCHEDULE OF LICENCE FEES

Type of Permit	Application Fee (GHC)	Initial Licence Fee (GHC)	Annual Operating Fee (GHC)	
			Fixed	Variable
Charcoal Wholesale/Storage	350.00	700.00	700.00	0.7 per bag of 45kg

** The fees shall be reviewed annually.*

Duration of Licence

Type of Licence	Term of Licence
Importation Licence	5 years

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 Number of years in business _____

SIGNATURE _____

DATE _____