

# **ENERGY COMMISSION**



## **LICENCE MANUAL**

*for*

## **SERVICE PROVIDERS IN THE RENEWABLE ENERGY INDUSTRY**

**(IMPORTATION LICENCE)**

**September, 2012**

## **PREFACE**

The Licence Manual for Service Providers in the Renewable Energy Sector has been developed by the Energy Commission of Ghana to formally establish a framework for licensing service providers as stipulated by the Renewable Energy Act 2011, Act 832.

The issue of the Licence Manual for Service Providers in the Renewable Energy Sector marks a significant development in the implementation of the recently passed Renewable Energy Act. The Act aims at providing for the development, management and utilisation of renewable energy sources for the production of heat and power in an efficient and environmentally sustainable manner. It is also to create an enabling environment to attract investment into the renewable energy sector.

It is anticipated that the Act will enhance appreciable investments in the deployment of Renewable Energy Technologies in the country, particularly towards increasing access to electricity in the rural areas, energy security as well as environmental benefits. These are expected to be achieved through the development and introduction of regulatory and institutional reforms that would assure open access and transparency of transactions and operations within the sector.

Finally, users of the Licence Manual are highly encouraged to make submissions on any part or portion of it that needs improvement and refinement to assist in the establishment of a versatile licensing framework for the renewable energy industry in Ghana. Submission of any relevant comments and ideas should be forwarded to:

The Executive Secretary,  
Energy Commission,  
PMB, Ministries Post Office,  
Accra, Ghana;  
Email: [info@energycom.gov.gh](mailto:info@energycom.gov.gh),  
Website: [www.energycom.gov.gh](http://www.energycom.gov.gh)  
Tel: (+233) 302 813762/ 813763/ 813756  
Fax: (+233) 302 813764.



### **Licence Conditions**

The licence holder shall:

- 1 carry out operations at the location specified by permit;
- 2 ensure that the product specifications are met at all times;
- 3 furnish the Commission with annual returns on the number and capacity of renewable energy systems imported;
- 4 grant the Commission and relevant statutory bodies the right of access to inspect the facility; and
- 5 furnish the Commission within 20 working days of request with details of the licence holder's financial, technical and any other relevant information.

### **Schedule of Licence Fees**

<b>Type of Permit</b>	<b>Application Fee (GHC)</b>	<b>Initial Licence Fee (GHC)</b>	<b>Annual Operating Fee (GHC)</b>	
			<b>Fixed</b>	<b>Variable</b>
Importation Licence	3,500.00	350.00	1,750.00	

### **Duration of Licence**

<b>Type of Licence</b>	<b>Term of Licence</b>
Importation Licence	1 year

**Application Form**

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

- Wholesale Electricity 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 the business** \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_