

# **ENERGY COMMISSION**



## **LICENCE APPLICATION GUIDELINES**

*for*

## **SOLAR PV WATER PUMP SERVICE PROVIDERS**

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## **IMPORTATION LICENCE**

**JUNE, 2023**

## IMPORTATION LICENCE FOR SOLAR PV WATER PUMP SYSTEMS

### Procedure for the acquisition of the 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](http://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 Acquisition of the Importation Licence for Solar PV Water Pump Systems

#### Required Submissions

Exhibit ILP1	Signed Application Letter
Exhibit ILP2	Business Registration with Local Participation requirements
Exhibit ILP3	Names and contact details of Principal Officers and Directors
Exhibit ILP4	Local Content and Local Participation
Exhibit ILP5	Company Profile indicating Business Model.
Exhibit ILP6	Certification/Test Reports from Ghana Standards Authority (GSA) or any other agency approved by the Commission/GSA in respect of the proposed product specification
Exhibit ILP7	Receipt of Licence Application Fee

#### REQUIRED SUBMISSIONS

**Exhibit ILP1 – Signed Application Letter:** A signed application letter (on the applicant’s business letterhead) addressed to the Executive Secretary of the Energy Commission.

**Exhibit ILP2 - “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 ILP3 – 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 ILP4 – 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 ILP5 – Company Profile indicating Business Model:** Provide a Company Profile outlining the scope and nature of operation, and the business model for the proposed activity. The business model may include information on the types of solar PV pumps to be imported such as Rotating (Centrifugal pump) and Positive Displacement pumps (submersible pump, floating submersible pump, surface-mounted pump).

**Exhibit ILP6 – Certification/Test Reports from Ghana Standards Authority or any other relevant agency:** Provide copies of certification/product test



### SCHEDULE OF LICENCE FEES

TYPE OF LICENCE	APPLICATION FEE (GH¢)	INITIAL LICENCE FEE (GH¢)	ANNUAL OPERATING FEE (GH¢)		TERM OF LICENCE
			FIXED	VARIABLE	
Importation 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**.....

