

ENERGY COMMISSION



LICENCE MANUAL

for

SERVICE PROVIDERS IN THE RENEWABLE ENERGY INDUSTRY

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,
Website: www.energycom.gov.gh
Tel: (+233) 302 813762/ 813763/ 813756
Fax: (+233) 302 813764.

IMPORTATION LICENCE

Acquisition of Importation Licence

Required Submissions	
Exhibit IL1 -	Company Registration Certificates, including Forms 3 and 4.
Exhibit IL2 -	Principal Officers & Director and their qualifications and contact details, include locational address of company.
Exhibit IL3 -	Type of renewable energy technology being imported (solar, wind, mini hydro, biogas, etc.).
Exhibit IL4 -	Certification of Ghana Standards Board or any other agency approved by the Commission in respect of the proposed product specification.
Exhibit IL5 -	Business Plan or Company Profile
Exhibit IL6 -	Annual returns on the number of the renewable energy system imported.
Exhibit IL7 -	Receipt of Licence Application Fee

Procedure for the Acquisition of Importation 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 I – Schedule of Licence Fee).

Applicants shall provide three (3) hard copies and a soft copy (if available) of the above exhibits as separate attachment, clearly labelled and all pages sequentially numbered.

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:

- 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

Type of Permit	Application Fee (GH¢)	Initial Licence Fee (GH¢)	Annual Operating Fee (GH¢)	
			Fixed	Variable
Importation Licence	5,000.00	500.00	5,000.00	

Duration of Licence

Type of Licence	Term of Licence
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 _____