

## **IMPORTATION LICENCE**

### **Acquisition of Importation Licence**

#### **Required Submissions**

- Exhibit IL1 - Company Registration and locational address.
- Exhibit IL2 - Principal Officers, Director and Partners, their qualifications.
- 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 stating:  
(i) scope and nature of operation.  
(ii) technical and financial feasibility.  
(iii) environmental and social management plan.
- Exhibit IL6 - Annual returns on the number of the renewable energy systems 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 two (2) 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 Licence fee, and 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**

<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	Nil

*\* To be paid after the Commission has communicated the Outcome of its Decision on an application to the applicant.*

*\* The fees shall be reviewed annually.*

### **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 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)

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**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 \_\_\_\_\_