

ENERGY COMMISSION



LICENCE MANUAL

for

SERVICE PROVIDERS IN THE RENEWABLE ENERGY INDUSTRY

September, 2012

INSTALLATION AND MAINTENANCE LICENCE

Acquisition of Installation and Maintenance Licence

Required Submissions

- Exhibit IM1 - Company Registration Certificates, including Form 3 and 4.
- Exhibit IM2 - Principal Officers, Director and Partners, their qualifications and contact details, including locational address of company.
- Exhibit IM3 - Type of renewable energy technology whether solar, wind, minihydro, biogas, etc.
- Exhibit IM4 - Business Plan stating
or
Company Profile
- Exhibit IM5 - Certified Electrical Wiring Professional Certificate of at least 1 technical staff
- Exhibit IM5 - Receipt of Licence Application Fee

Procedure for the Acquisition of Installation and Maintenance 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 - Application Form).
- Applicants shall attach receipt confirming the payment of prescribed licence application fee (reference- Schedule of Licence Fee).
- Applicants shall provide two (2) hard copies and a soft copy 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 Application fee, and initial licence fee after the Commission has communicated the Outcome of its Decision on an application to the applicant.

Licence Conditions

- 1 The licence holder shall provide the following information to Commission at the end of the year:

1.1 Personnel Skill Upgrade Information

Name of Technician	Position	Qualification	Skills acquired in the year

1.2 Installation

Date of Installation	Type of technology	Number of installations	Capacity of installation (W or m ³)	Information on client (<i>Name, Locational address, Tel & Email</i>)

1.3 Maintenance

Date of Maintenance	Type of technology	Number of systems maintained	Capacity of systems maintained (W or m ³)	Information on client (<i>Name, Locational address, Tel & Email</i>)

- 2 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.

Duration of Licence

Type of Licence	Term of Licence
Installation and Maintenance Licence	1 year

SCHEDULE I

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 _____

SCHEDULE II

Schedule of Licence Fees

TYPE OF PERMIT	APPLICATION FEE (GH¢)	SIZE OF PLANT	*INITIAL LICENCE FEE (GH¢)	ANNUAL OPERATING FEE (GH¢)	
				FIXED	VARIABLE
Installation and Maintenance of Renewable Energy Technologies	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.*

**Fees will be reviewed annually.*