

CHARCOAL PRODUCTION FOR EXPORT LICENCE

Acquisition of Charcoal Production for Export Licence

Required Submissions

Exhibit CE1 -	Company Registration and locational address.
Exhibit CE2 -	Principal Officers, Director and Partners, their qualifications.
Exhibit CE3 -	Business Plan stating: (i) scope and nature of operation. (ii) technical and financial feasibility. (iii) environmental and social management plan.
Exhibit CE4 -	An Environmental Permit/Certificate issued by the EPA.
Exhibit CE5 -	Site plan, and location of charcoal production site.
Exhibit CE6 -	Location and source of wood for the charcoal indicating whether sawmill residue, offcuts, etc.
Exhibit CE7 -	Agreement with respect to supply of wood waste or a certification letter from the Forestry Commission indicating the right of use of forest/woodlot planted for this purpose.
Exhibit CE8 -	The proposed carbonisation technology and its efficiency and/or yield by weight.
Exhibit CE9 -	Receipt of Licence Application Fee

Procedure for the Acquisition of Charcoal Export Licence

- a. An applicant shall submit a signed application letter addressed to the Executive Secretary of the Commission.
- b. Applicants shall fill and submit one original application form signed by a Principal Officer (reference Application Form).
- c. Applicants shall attach receipt confirming the payment of prescribed licence application fee (reference Schedule of Licence Fee).
- d. 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.
- e. 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:

- a. comply with the source of wood for the charcoal as indicated in the application;
- b. provide the Commission with receipts of payment made for the feedstock used for the production of charcoal for every export;
- c. submit to the Commission data on quantity of feedstock used for the production of charcoal for every export;
- d. notify the Commission at least 3 working days before the start of every charcoal production;
- e. use fabricated steel or improved kiln for production of charcoal;
- f. comply with the Commission's export quota and schedule;
- g. comply with Forestry Commission and Environmental Protection Agency directives;
- h. grant the Commission and relevant statutory bodies the right of access to inspect the facility;
- i. develop and implement occupational health and safety plans and procedures for its operations and
- j. 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
Charcoal Production for Export Licence				
• Charcoal from wood source	5,000.00	Nil		10/tonne
• Charcoal from other agricultural sources	5,000.00	Nil		5/tonne
Charcoal Export Permit	4,000/quarter	Nil		Nil

Duration of Licence

Type of Licence	Term of Licence
Charcoal Export 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_____