



**Sierra Leone Electricity and Water Regulatory Commission**

# SLEWRC MINI-GRID REGULATIONS 2018

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**Sierra Leone Electricity and Water Regulatory Commission**  
*Supporting Efficient and Sustainable Delivery of Electricity and Water Supply Services*

*Address: No. 55 Berwick Street, Freetown*





## **THE SIERRA LEONE ELECTRICITY AND WATER REGULATORY COMMISSION ACT, 2011**

In exercise of the powers conferred on it by Section 66 of the Sierra Leone Electricity and Water Regulatory Commission Act, No. 13 of 2011, the Commission hereby makes these Regulations this ----- 2018.

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**PART I**  
**GENERAL PROVISIONS**

**1. Citation**

These regulations may be cited as the Sierra Leone Electricity and Water Regulatory Commission Mini-Grid Regulations, 2018.

**2. Commencement**

These Regulations shall come into force after being laid before Parliament for 21 days in consonance with the Constitution of Sierra Leone 1991, article 170 section (70).

**3. Definitions and interpretation**

(1) In these regulations, unless the context otherwise requires:

“**Act**” means the Sierra Leone Electricity and Water Regulatory Commission Act, 2011;

“**Applicant**” means any person submitting an application for any licence or modification or renewal thereof under the Act, to the Commission;

“**Application**” means an application for a licence, or for a modification or renewal of a licence under the Act;

“**Authorised representative**” means any person authorised by an applicant to represent the applicant in matters before the Commission;

“**Basic mini-grid licence**” means a licence issued by the Commission comprising a licence for generation, and a licence for sale of electricity via a mini-grid of up to and including 100 kW of distributed power in aggregate ;

“**Basic mini-grid licensee**” means any entity which holds a basic mini-grid licence issued by the Commission under these regulations;

“**Contracting Authority**” means a Sierra Leonean ministry, local council, public agency, authority or entity, which has legal capacity to enter into contractual obligations;

“**Commission**” means the Sierra Leone Electricity and Water Regulatory Commission established by the Act;

“**Consumer**” means a person who purchases, receives or makes use of any service provided by a mini-grid licensee and does not deliver or resell the service to others;

“**Consumer service agreement**” means an agreement between the mini-grid licensee and consumers on terms and conditions for electricity supply;

“**Day**” means a calendar day, unless otherwise stated;

“**Distribution code**” means the code and guidelines for the Sierra Leone electricity distribution system, as approved from time to time by the Commission;



**“Distribution network”** means any connection of cables, service lines and overhead lines, electrical apparatus/equipment built in compliance with the distribution code, and having design voltage of 33kV and below used to transport electric power;

**“Distributed power”** means the active electric power fed into a distribution network on average within any 15 minutes time interval of its operation period;

**“Fee”** means any fee payable by a mini-grid developer or a licensee to the Commission, as set by the Commission from time to time;

**“Full mini-grid licence”** means a licence issued by the Commission, comprising a licence for generation, a licence for distribution and a licence for sale of electricity through a mini-grid for mini-grids of above 100kW and up to and including 1 MW of distributed power per site, comprising a distribution network which is built in compliance with the distribution code and metering devices as approved by the Commission;

**“Full mini-grid licensee”** means any entity which holds a full mini-grid licence issued by the Commission under these regulations;

**“Gazette”** means the Sierra Leone Gazette;

**“Generation”** means the production of electricity to be fed into a distribution network or supplied to the consumer directly;

**“Interconnected mini-grid”** means a mini-grid which is connected to one of the main-grid utility’s networks;

**“Interconnected mini-grid contract”** means the contract between a full mini-grid licensee or a mini-grid developer, and a main-grid utility for the operation of an interconnected mini-grid, which shall be approved by the Commission;

**“Isolated mini-grid”** means a mini-grid which is not connected to any of the main-grid utility’s network;

**“Licence”** means any licence granted by the Commission under the Act and these regulations;

**“Main-grid utility”** means the electricity utilities as established by the National Electricity Act 2011 or any other electricity transmission or distribution licensee;

**“Minister”** means the Minister responsible for electricity and **“Ministry”** shall be construed accordingly.

**“Mini-grid”** means any electricity supply system that comprises a power generation unit and a local distribution network, which may be compliant or non-compliant with the distribution code, supplying electricity to more than one consumer and which can operate in isolation from a main-grid utility’s network;

**“Mini-grid developer”** means any entity which is legally established under Sierra Leone law, and which submits an application for a basic or full mini-grid licence with the Commission;



“**Mini-grid licensee**” means any entity which holds a basic or a full mini-grid licence issued by the Commission under these regulations;

“**Month**” means a calendar month;

“**Person**” includes an individual, a company, partnership or any association of individuals, whether incorporated or not;

“**SAIDI**” (System Average Interruption Duration Index) measures the average number of minutes that an average consumer is without power over the defined time period, typically a year, defined as total minutes of consumer interruption divided by the total number of consumers served;

“**SAIFI**” (System Average Interruption Frequency Index) measures the average number of power outages that an average consumer experiences in a year, defined as total number of consumer interruptions divided by the total number of consumers served;

“**Schedule**” means a schedule appended to these regulations;

“**Tariff**” means the rate that is to be charged to the power consumers per unit of electricity supplied by a mini-grid licensee in accordance with the relevant laws and these Regulations;

“**Terms and conditions**” mean those terms and conditions contained in licences with which the licensee must comply;

“**Underserved area**” means an area served by a main-grid utility’s distribution network with poor or insufficient reliability;

“**Unservd area**” means an area not served by any main-grid utility’s distribution network, and otherwise called off-grid.

(2) Unless otherwise specified, in these regulations:

- (a) Words importing any one gender includes the other gender and the singular includes the plural and vice versa;
- (b) Words or expressions used in these regulations but not defined shall have the same meanings respectively assigned to them in the Act;
- (c) Any reference to a statute or statutory provision includes a reference to that provision as amended, re-enacted or replaced and any regulations or orders made under such provisions from time to time; and
- (d) If the date on which an event is scheduled to occur by these Regulations is a day which is not a business day, then the event shall be deemed to occur on the next business day.

#### **4. Application of the Regulations**

(1) These regulations shall apply to all mini-grids, the owners, operators and users of the mini-grids as well as all other private or public stakeholders including main-grid utilities



or any national or state institution or agency that interact with mini-grid developers, basic or full mini-grid licensees and or mini-grid consumers in Sierra Leone.

(2) A mini-grid may be any one of the following:

- (a) Isolated mini-grid
- (b) Interconnected mini-grid

(3) A mini-grid is required to have a generation facility in its network which may be operated by the mini-grid licensee or a third party.

(4) Mini-Grids that were commissioned before these Regulations came into force are allowed a grace period of 12 months to become compliant with these regulations.

## **5. Type of licence and related activity**

(1) The Commission may on application of a mini-grid developer

(a) grant a basic mini-grid licence which authorises the licensee to construct, install and operate isolated mini-grids with a distributed power of up to 100 kW in aggregate. The basic mini-grid licence comprises

- (i) a generation licence which authorises the licensee to produce electricity;
- (ii) a sale licence which authorises the licensee to sell electricity to consumers in a designated unserved area stated in the licence.

(b) grant a full mini-grid licence which authorises the licensee to construct, install and operate isolated mini-grids. The full mini-grid licence comprises

- (i) a generation licence which authorises the licensee to produce electricity;
- (ii) a distribution licence which authorises the licensee to distribute electricity directly or indirectly to consumers within a designated unserved area stated in the licence;
- (iii) a sale licence which authorises the licensee to sell electricity to consumers in a designated unserved area stated in the licence.

(2) The Commission may on application of a mini-grid developer or a full mini-grid licensee approve an interconnected mini-grid contract signed with a main-grid utility to construct, install and operate an interconnected mini-grid in an underserved area.

## **6. Duration of a licence**

(1) The decision of the Commission on the duration of a licence issued to a mini-grid developer shall be guided by the technology and standards being employed and is specified in the terms and conditions of the respective licence.

## **7. Grant of a licence**



(1) The Commission may on application of a mini-grid developer or licensee grant the entity a licence to operate mini-grids. A licence application may consist of multiple mini-grid sites.

**8. Licence fees**

(1) The fees applicable under these regulations are –

- (a) licence application fees payable with the application for licence;
- (b) licence fee payable on approval of the licence for the duration of the licence period;
- (c) annual levy payable in arrears at the end of each financial year of the licence;
- (d) licence renewal or extension fee payable on the expiration of the licence validity period or at the time of licence extension as the case may be.

(2) The table of fees is published by the Commission as approved by the Commission.

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## PART II LICENSING PROCEDURES

### 9. Manner of application

- (1) An application for a licence shall be made in writing, addressed to the Commission and delivered electronically, by hand, or by courier to the Commission at its headquarters or other address as the Commission shall designate for such purpose;
- (2) An application shall be signed and dated by the authorized representative of the applicant.
- (3) Applicants shall send three (3) paper copies of their application.
- (4) Applicants submitting applications electronically shall also send three (3) paper copies of their application, to arrive at the Commission no later than ten (10) days after the application has been submitted electronically.
- (5) Applications shall be addressed to the Director-General, at the address indicated on the Commission's website.

### 10. Form of application and information required

- (1) Applications shall be in the form specified in schedule [1] "*Application form for basic mini-grid licence*", schedule [2] "*Application form for full mini-grid licence*" or schedule [3] "*Application form for full mini-grid licence (multiple project sites)*" of these regulations, as applicable.
- (2) Applications for a licence shall be accompanied with the information specified in the schedules relating to the specific licence (basic mini-grid licence / full mini-grid licence) being applied for. Applications without the information requested in these forms shall be considered incomplete.
- (3) Applicants may obtain blank application forms in person, by electronic mail, or regular mail, from the office of the Commission, at the address indicated on the Commission's website, or downloaded from the Commission's website.
- (4) Applications for full mini-grid licence shall be accompanied by a confirmation issued by the Ministry affirming the site(s) for mini-grid application.

### 11. Application fee

- (1) The applicant shall, upon submission of the application, pay a non-refundable fee for the processing of the application as prescribed by the Commission.
- (2) The applicant shall pay the application fee by bank draft or wire transfer.
- (3) Applications shall be considered incomplete until the fee has been paid.

### 12. Acknowledgement of receipt of application

- (1) The Commission will acknowledge receipt of a complete application for licence by the issuance of a letter of acknowledgement to the applicant. An email acknowledgement may also be sent by the Commission in addition to the letter of acknowledgement.



- (2) The Commission will send letters of acknowledgement within ten (10) days of receiving a complete application. Letters of acknowledgement will indicate the date on which the Commission received the application form.

### **13. Additional information**

- (1) The Commission may require the applicant to furnish additional documents to complete its licence application. The Commission will notify the applicant in writing if the application is incomplete or if there is a need for additional information.
- (2) Notification of an incomplete application, or of the need for additional information will include
- (a) A description of the additional information required by the Commission;
  - (b) The period within which the additional information must be submitted.
- (3) An application shall lapse if the applicant does not submit all required documents within period prescribed by the Commission in the request for additional information.
- (4) An application will be considered to have lapsed if all requirements are not met within a period of three (3) months after the submission of the application, unless otherwise approved by the Commission.
- (5) An application which lapses cannot be reactivated but may be resubmitted as a new application, upon payment of the prescribed application fee.

### **14. Decision of the Commission**

- (1) The Commission shall within 30 days make a decision on the licence and notify the applicant of its decision in writing.
- (2) The 30 days shall be deemed to commence on the date the Commission received all the material information and documentation requested as part of the process for ensuring the completeness of the application.

### **15. Grant of licence**

- (1) Where the Commission grants the licence, the Commission shall inform the applicant in writing of the grant and the licence terms and conditions.

### **16. Refusal of licence**

- (1) The Commission may refuse an application where -
- (a) the application or the information supplied with the application fails to meet the required criteria;
  - (b) the Commission finds the information submitted to be false, invalid and or misleading;
  - (c) the applicant has failed to produce, when requested, additional information, within the specified time;
- (2) Where none of the conditions under sub-regulation 16 (1) exist, the Commission shall only refuse the grant of a licence based on reasons relating to the financial, technical



and managerial capability of the applicant and the negative impact on the applicant's ability to render the service for which the licence is being sought.

- (3) The applicant whose application for a licence was refused may appeal within 7 days of the receipt of the notification from the Commission about the refusal.
- (4) The Commission shall consider any representations made and shall duly notify the applicant in writing of its decision within 7 days.

#### **17. Modification of licence**

- (1) The Commission may modify a licence granted if the modification is required and permissible under the terms of the licence;
- (2) A licensee may apply for modification of a licence any time after the issuance of the licence. The application for modification shall be in the form prescribed in schedule [4] "*Application form for modification of basic or full mini-grid licence*" of these regulations;
- (3) A modification of licence shall become necessary before
  - (i) a new mini-grid site is added by a mini-grid licensee, or
  - (ii) the extension of the mini-grid distribution network into another community, or
  - (iii) the mini-grid licensee is classified in a higher licence fee category, based on the aggregate generation capacity of all mini-grids, as defined in the licence fee schedule due to extension of existing mini-grid sites.
- (4) The procedure prescribed for licence applications in Part II of these Regulations, in so far as it can be applied by the Commission, shall be followed when processing applications for licence modifications.

#### **18. Transfer of licence**

- (1) No licence shall be transferred except with the written approval of the Commission.
- (2) The application for a transfer of a full mini-grid licence shall be in the form prescribed in Schedule [5] "*Application form for transfer of full mini-grid licence*" and duly endorsed by the transferee and transferor respectively.
- (3) The Commission shall render its decision regarding an application for transfer in 30 days.

#### **19. Change of name, majority shareholder or controlling interest**

- (1) No licensee shall change its name, majority shareholder or controlling interest without the written approval of the Commission;
- (2) The licensee shall, before changing its name, majority shareholder or controlling interest, apply to the Commission for approval, which shall, subject to sub-regulation 19 (3), not unreasonably refuse the approval;
- (3) The Commission shall, before granting the approval in change in name, majority shareholder or controlling interest, consult the Registrar of Companies, National Revenue Authority and other relevant agencies on the matter;



- (4) Within 15 days after the approved change in name or shareholding structure has been entered into the Register of Companies by the Registrar of Companies, the applicant shall submit the relevant certificate of the registration to the Commission.

## **20. Renewal or extension of licence**

- (1) An application for the renewal of a licence granted by the Commission shall be made no later than three (3) months before the expiration of the licence and shall be in the form specified in Schedule [6] "*Application form for renewal of basic mini-grid licence*" and Schedule [7] "*Application form for renewal or extension of full mini-grid licence*" of these regulations, as applicable.
- (2) An application for the extension of licence granted by the Commission shall be made before an investment decision for major extension or replacement of assets is necessary which is highly impacted by the currently valid licence period.
- (3) Unless otherwise specified in writing by the Commission, the applicant shall pay the non-refundable application fee prescribed by the Commission.
- (4) The procedure prescribed for licence applications in Part II of these Regulations shall be applied by the Commission.
- (5) Where a licensee fails to renew its licence or the application for renewal is rejected by the Commission, such licensee shall cease operations.

## **21. Withdrawal of application**

- (1) An application for a licence or a renewal may be withdrawn by the applicant in writing at any stage of the application;
- (2) The application which has been withdrawn cannot be reactivated but may be resubmitted as a new application upon payment of the prescribed application fee.

## **22. Suspension or cancellation of licence**

- (1) The Commission may suspend or cancel a licence if satisfied that conditions similar to those under regulation (16) exist.
- (2) The Commission may, before suspending or cancelling a licence, give written notice of its intention including the reasons to the licensee and may in the notice require the licensee to show cause in writing within 7 days of the notice why the licence should not be suspended or cancelled.
- (3) The Commission shall, after considering the explanation of the licensee, inform the licensee in writing of its decision within 15 days of receiving the explanation of the licensee showing cause why the licence should not be suspended or cancelled.
- (4) Where a licence is not utilized within one year from the date of its grant, the licence shall be cancelled by the Commission by serving at least 30 days' notice on the licensee.
- (5) The Commission may, upon the suspension or cancellation of a licence, make such decisions regarding the undertaking of the licensee as are in the opinion of the



Commission necessary for maintaining continuity in the provision of the service rendered under the licence.

- (6) The Commission may require the licensee after suspension or cancellation of licence to decommission and remove the mini-grid assets within six (6) months after suspension or cancellation of licence.

### **23. Expiration of licence**

- (1) In case a licence expires and is not renewed, the Commission may require the licensee to remove the mini-grid assets within six (6) months after expiration.

### **24. Review and appeal**

- (1) Any person who is aggrieved by a decision of the Commission under these regulations may apply in writing to the Commission for a review.
- (2) The final recourse for a person aggrieved by a decision of the Commission is to apply in writing to the Review Committee established according to Section 21 (2) (a) of the Act.

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### **PART III**

#### **GENERAL CONDITIONS OF A LICENCE**

##### **25. Compliance with the Act, regulations, rules and guidelines**

- (1) A licensee shall comply with the relevant provisions of the Act and the sector laws as well as the regulations, rules, codes, guidelines, protocols and conditions relating to its licence.
- (2) Without limiting the effect of sub-regulation (1) –
  - (a) where applicable a licensee shall–
    - (i) provide a service that is safe, adequate, efficient, reasonable and non-discriminatory;
    - (ii) carry out works relating to the licence activity including engineering, construction, commissioning, repairs, rehabilitation, operation and maintenance in accordance with the Act and applicable standards;
    - (iii) ensure that the charges, rates and tariffs obtained in respect of the licensed activity shall be subject to approval by the Commission.

##### **26. Codes, Standards and Rules**

- (1) Full mini-grid licensees shall build mini-grid generation assets in accordance with the Mini-grid Code, if they are newly built after 6 months after the Mini-grid Code is approved and published by the Commission. Until such a code is published, mini-grid generators shall be installed according to relevant IEC standards or British standards valid and prescribed at the time of construction.
- (2) Full mini-grid licensees shall build distribution networks according to the Mini-grid Code, if they are newly built after 6 months after Mini-grid Code is approved and published. Until such a code is published, mini-grid distribution networks shall be built according to relevant IEC standards or British standards valid and prescribed at the time of construction.

##### **27. Acquisition of land and other related matters**

- (1) The full mini-grid licensee shall acquire private land or public land lease or rights over or under private or public land from the responsible authorities or respective owners for
  - (a) the construction of power stations and distribution networks,
  - (b) the lopping or cutting of any tree, shrub or hedge which obstructs or interferes with an existing supply line, the laying or erection of a supply line or the proposed route of a supply line,
  - (c) the right to enter the land for any of the following purposes:
    - (i) surveying, construction, examination, operation, maintenance or removal of power generating stations,



- (ii) surveying, construction, examination, operation, maintenance or removal of distribution networks equipment,
  - (iii) attaching to any wall, house or building any bracket or other suitable fixture required for the carrying or support of a supply line or any other electric apparatus.
  - (iv) Any other work connected with its function under this Regulations.
- (2) The full mini-grid licensees shall when practicable give reasonable notice to the occupier of any land on which it intends to enter.
- (3) In the exercise of the activities described in sub-regulation 17(1) the full mini-grid licensee shall do as little damage as possible and shall pay reasonable compensation for any damage done.
- (4) Mini-grid licensees shall consult with the ministry responsible for roads before breaking up any street or road for the laying of supply lines under any street or road, and shall make good any street or road broken up under this subsection.
- (5) Mini-grid licensees shall lay supply lines across main streets and main roads at a minimum height as specified by the relevant authority and erect posts, poles and other erections to support the lines laid at locations so as not to interfere with the passage along the street or road.
- (6) Mini-grid licensees shall not place any electric cable across navigable waterway whether the cable is placed above or below water or under the ground unless it obtains written approval of the Minister.
- (7) When the approval of the Minister to place electric cables across navigable waterways is obtained, the mini-grid licensees shall inform the appropriate person or body of its intention to place the cable across the waterway and the body shall issue an order delineating the affected area and in the case of an underwater cable, declare the area to be a prohibited area for anchorage; and a cable placed above the water, restrict the height of vessels passing through the area.
- (8) If any person or body requires the position or height of the cable placed across the navigable river or waterway to be altered, the Minister may by notice in writing require the mini-grid licensee to alter the position or height of the cable subject to conditions which, failing agreement between the parties, may be prescribed by the Minister and the cost of the alteration shall be paid to the mini-grid licensee by the person or body requiring the alteration and the mini-grid licensee shall not be compelled to carry out the alteration until payment of the cost is secured.

## **28. Notice of intention to enter and construct**

- (1) The full mini-grid licensee shall serve a written notice on the occupier of any land or building of its intention to construct a supply line across the land or to attach a fixture to the building.



- (2) The notice referred to in sub-regulation 28(1) shall give a description of the nature of the line or fixture and the manner in which it is to be constructed or attached.
- (3) If the occupier approves with a signature or fails to lodge a written objection with the mini-grid licensee within thirty days after service of the notice, the mini-grid licensee may proceed with the work.
- (4) If within thirty days after service of the notice the occupier lodges a written objection with the mini-grid licensee the work shall not be undertaken by the mini-grid licensee unless it obtains the written approval of the Minister.
- (5) Where the owner of any land or building on which a supply line or fixture is constructed or attached requires the position of the supply line to be altered
  - (a) the cost of the alteration shall be paid to the mini-grid licensee by the person requiring the alteration and the mini-grid licensee shall not be compelled to carry out the alteration until the payment is secured,
    - (i) unless the Minister is fully satisfied with the requirement of the owner and gives notice in writing to the mini-grid licensee to alter the position of the line or fixture.

### **29. Detection and Prevention of Theft, Damage and Meter Interference**

- (1) A licensee shall take all reasonable steps to detect and prevent:
  - (a) Theft of electricity in the service area;
  - (b) Damage to or fault in any electric plant or electricity meter in the service area;
  - (c) Interference with any electricity meter in the service area; and
  - (d) Any unrecorded consumption of electricity in the service area.

### **30. Disconnection**

- (1) A full mini-grid licensee shall not restrict or refuse to provide regulated services unless
  - (a) It has a written permission of the Commission; or
  - (b) Its licence is, as the case may be, revoked, suspended, cancelled or expired.
- (2) The Commission has granted a written general permission to restrict or refuse to provide the regulated service under specific circumstances. The specific circumstances may include among others considerations on suitable building structures, purchasing power of consumers, distance to the existing distribution grid or poles of the distribution grid, power capacity limitation and energy production limitations of the power plant.

### **31. Planned Outages and Preventive Maintenance**

- (1) A licensee shall undertake preventive maintenance activities to ensure continuation and reliability of distribution services.



- (2) A full mini-grid licensee shall while undertaking preventive maintenance, replacement, restoration or any other construction that may lead to interruptions of the provision of power to consumer for more than twenty-four (24) hours:
- (a) Inform the public at least three days prior to suspending the provision of the distribution service; and
  - (b) Ensure that all scheduled distribution service interruptions are planned for the shortest possible time.

### **32. Interruptions and Emergency Repairs**

- (1) A licensee shall immediately take all reasonable action to restore services in the event supply and delivery of electric energy to consumer supply point is interrupted for any reason including unplanned outages.
- (2) A licensee shall in the event of any damage to a plant or equipment that poses a danger or a risk of injury to the public or to property and immediately upon being made aware of such damage, remove such danger or risk of injury prior to carrying out any emergency repair or rehabilitation.
- (3) A licensee shall promptly repair damaged plant or equipment and other facility defects and reconnect its consumers.
- (4) A licensee shall inform the public within twenty-four hours upon being made aware of such damage on the duration of the service interruption.
- (5) The Commission may impose penalties or take other remedial actions specified in a licence in the event a licensee fails to fulfil its obligations under sub-regulation 32 (2).

### **33. Preparation for Emergency Situation**

- (1) A licensee shall take such actions within allowable technical limits as may be reasonably required for emergency preparedness and restoration of its mini-grid (including among others vegetation removal close to distribution network lines before the rainy season).
- (2) A licensee shall establish and implement procedures within allowable technical limits to ensure the safe and continuous operation of the mini-grid in emergency situations.

### **34. Inspection**

- (1) An inspector appointed by the Commission shall have the right to inspect the mini-grid(s) and documents, and the licensee shall render necessary assistance in the course of inspection of its services.
- (2) During inspection, an inspector may, inter alia;
  - (a) Make copies or take extracts from any books of accounts or records kept by a licensee; and
  - (b) Inspect machinery, equipment, appliances, meters, fittings and apparatus.



- (3) After inspection, the inspector shall write an inspection report.
  - (a) The inspection report shall prescribe remedial actions and cure periods to the mini-grid licensee.
  - (b) The inspection report shall be made available to the mini-grid licensee. The mini-grid licensee has five Working Days to comment on the inspection report.
- (4) If upon investigation, the Commission concludes that a licensee has not complied with these regulations, the licence, the Act or other applicable law, the Commission may without prejudice to the penalties prescribed in these rules, the Act or the SLEWRC Enforcement Regulation:
  - (a) Take appropriate actions as provided in the licence; or
  - (b) Take such other actions as it deems appropriate to protect the interest of the consumers.

### **35. Penalty**

- (1) Any person who breaches any provisions of these regulations as specified in the inspection report for which no specific penalty is prescribed shall be liable to a fine of **XX** SLL.
- (2) A licensee who employs an agent, clerk, servant or other person, shall be answerable and liable for any acts or omissions of such persons in so far as the actions or omissions concern the mini-grid activity.
- (3) Any person who is in continuous breach of these rules shall be liable to a fine of **XX** SLL for every day the breach continues or recurs.
- (4) Where procedures are not provided for in these rules, the Commission may do whatever is necessary and permitted by the Act, and the applicable law to enable it to effectively and completely adjudicate on the matter before it.



## PART IV

### SPECIFIC CONDITIONS OF A LICENCE

#### 36. Conditions of a basic mini-grid licence

(1) A basic mini-grid licensee shall—

- (a) operate, maintain, repair and replace as necessary, and protect its mini-grid components to ensure the adequate, economic, reliable and safe supply of electricity to its consumers;
- (b) comply with the technical conditions of power generation and sale stated in the licence or prescribed under these Regulations;
- (c) properly take into account the environmental effects of its activities under the licence;
- (d) maintain and operate the Mini-Grid in order to ensure efficiency, reliability, public and workers' safety;
- (e) keep a verifiable record of its consumers and the nature and level of commercial transactions.

#### 37. Conditions of a full mini-grid licence

(1) A full mini-grid licensee shall—

- (a) operate, maintain, including repair and replace as necessary, and protect its mini-grid components to ensure the adequate, economic, reliable and safe supply of electricity to its consumers;
- (b) comply with the technical conditions of power generation, distribution and sale stated in the licence or prescribed under these Regulations;
- (c) properly take into account the environmental effects of its activities under the licence;
- (d) maintain and operate the mini-grid in order to ensure efficiency, reliability, public and workers safety;
- (e) install, operate and maintain the distribution network in compliance with the relevant provisions of the distribution code issued by the Commission;
- (f) propose tariffs for the approval of the Commission for the distribution and sale of electricity to consumers in accordance with the mini-grid tariff determination principles provided in Part VIII of these Regulations;
- (g) establish procedures for settling consumer complaints which shall be approved by the Commission; and
- (h) prepare a decommissioning plan for the removal of the assets and equipment upon request from the Commission.



- (2) Where the licensee is interconnected to a distribution network, it shall comply with the requirements of the distribution code as well as the operational instructions of the distribution network operator.
- (3) Without limiting the effect of sub-regulation 37.(1) and (2), the full mini-grid licensee shall in the course of its business comply with the relevant provisions of the consumer service rules relating to the following activities:
  - (a) Billing;
  - (b) Electricity measurement.

### **38. Accounts of the full mini-grid licensee**

- (1) The full mini-grid licensee shall –
  - (a) maintain separate accounting records for the mini-grid business, in such form and containing such particulars as may be specified by the Commission;
  - (b) prepare from such records accounting statements for each financial year comprising a profit and loss account, a balance sheet, a cash flow statement and a statement of changes in equity following IFRS; and
  - (c) ensure that the accounting statements prepared in accordance with the foregoing sub-regulations are duly certified by an auditor in respect of each financial year, stating whether in the opinion of the auditor, the statement has been properly prepared and giving a true and fair view of the revenue, costs, assets, liabilities and reserves reasonably attributable to the business to which the statement relates.

### **39. Inspection and audit of accounts of full mini-grid licensee**

- (1) Any person authorised by the Commission shall be entitled to inspect the facilities and audit the accounts of a full mini-grid licensee at any reasonable time during business hours with reasonable advance notice and the full mini-grid licensee shall be under obligation to render all necessary assistance, including provision of access to the facilities and of required documents to the person so authorized to inspect and audit the accounts.

### **40. Reporting requirements**

- (1) The full mini-grid licensee shall provide reports substantially in the form prescribed by the Commission in Schedule [9] “*Technical Reporting Template*” at least once every two years or as otherwise determined by the Commission.



**PART V**  
**CONSUMER SERVICE RULES**

**41. Quality of service**

- (1) The power supply services provided by mini-grid licensees shall meet the requirements set by the Commission regarding power quality, power availability and power reliability, as well as accountability and performance reporting, where
- (a) power quality is characterized by voltage imbalance, transients often caused by lightning, short and long duration voltage variations and frequency variations in mini-grids coupled on the AC-busbar, and resistive voltage drop, DC ripple, switching noise, transients and short and long duration voltage variations in mini-grids coupled on the DC-busbar;
  - (b) power availability is defined by power draw, energy available and duration of daily service;
  - (c) power reliability is earmarked by the frequency and the duration of power outages, which are defined by the System Average Interruption Frequency Index (SAIFI) and the System Average Interruption Duration Index (SAIDI);
  - (d) accountability comprises consumer accountability and mini-grid licensee accountability:
    - (i) consumer accountability describes processes for consumers to know whether they are receiving the service that they agreed to pay for, and mechanisms to verify power delivery to consumers. Performance parameters include ability to check voltage levels at service drops, periodic recorded voltage surveys conducted to ensure compliance, ability to record hours of service at service drops, documented technical summary of energy services including power and consumption;
    - (ii) mini-grid licensee accountability is ensured through two levels of formal performance reporting:
      - 1) Technical information: measurements addressing system performance, energy usage, safety concerns, and operational issues;
      - 2) Business (non-technical) information: measurements that allow an understanding of overall energy usage, payment rates, and cost of system operations.
- (2) The basic mini-grid licensee shall comply with the requirements of the base level of services as specified in schedule [10] “Quality of service framework” or as otherwise approved by the Commission;



- (3) The full mini-grid licensee shall comply with the requirements of the high level of service as specified in schedule [10] “Quality of service framework” or as otherwise approved by the Commission.

#### **42. Health and safety**

- (1) The basic mini-grid licensee shall comply with the health and safety guidelines as specified in schedule [12] “*Health and safety guidelines*”;
- (2) The full mini-grid licensee shall comply with the health and safety code as approved and amended from time to time by the Commission;
- (3) Each mini-grid licensee shall take reasonable steps in protecting persons and property from injury and damage that may occur as a result of carrying out the licensed activity.

#### **43. Environmental protection**

- (1) A mini-grid licensee shall comply with the environmental requirements prescribed for the sector by the Environmental Protection Agency (EPA) under the Environmental Protection Act, 2008 or other EPA regulations and guidelines.

#### **44. General provision for connection of consumers**

- (1) A full mini-grid licensee shall file for approval by the Commission —
  - (a) a consumer service agreement defining the terms and conditions of the licensee’s level of service to consumers as well as each party’s rights and responsibilities;
  - (b) such other agreement as may further explain and enhance understanding of consumers regarding the licensee’s terms and conditions of service.
- (2) Each full mini-grid licensee shall-
  - (a) post a notice in a conspicuous place in each business office of the licensee where applications or payments for service are received and inform the consumers about new tariffs;
  - (b) provide consumers with an information packet containing the following information
    - (i) grounds for disconnection of service;
    - (ii) how the consumer’s billing disputes can be resolved;
    - (iii) steps necessary to have service reconnected after disconnection;
    - (iv) the appropriate place to register a complaint and how to contact them;
    - (v) the means how bills may be paid, and how the tariff information may be obtained;
    - (vi) the consumer’s rights to be instructed by the licensee on how to read his meter, how to use electricity efficiently and safely, and the process by which the consumer may exercise such rights.
  - (c) shall establish procedures for dealing with the complaints of consumers in accordance with section 56 of the Act;



- (d) provide, install and maintain the necessary equipment required for the supply and sale of electricity to consumers;
- (e) provide, install and maintain devices that meter electric energy in accessible outside areas, for example on an exterior wall of a buildings or on poles.
- (f) before connecting any consumer inspect and certify that the indoor installation allows safe electricity usage at the time of connection;
- (g) provide an application form for a new connection which shall be simple, and have terms and conditions which are clearly stated in plain English;
- (h) enter into standardized consumer service agreements, as approved by the Commission, with every consumer.

#### **45. Billing**

- (1) A full mini-grid licensee shall deliver bills for electricity service to consumers
  - (a) for pre-payment consumers at the time of payment for electricity, and
  - (b) for credit meters or measuring devices monthly, unless otherwise authorized by the Commission.
- (2) The consumer's bill can be either on paper or digital and shall show the following information
  - (a) the date of bill issuance;
  - (b) the date of the most recent meter reading (if applicable);
  - (c) the kind of units billed;
  - (d) the number of units billed;
  - (e) the rate per unit;
  - (f) the total base bill; and
  - (g) the date by which the consumer must pay or have paid the bill.
- (3) The full mini-grid licensee shall charge the consumer only for electricity that is measured by a meter or other measuring devices approved by the Commission.

#### **46. Inspection of electricity measurement devices**

- (1) The full mini-grid licensee shall have the right to inspect a device at the consumer's premises if tampering or theft is detected or suspected;
- (2) Where reasonable but unsuccessful attempts have been made to gain access to a device, the full mini-grid licensee may disconnect the supply after having delivered a related written warning to the consumer.

#### **47. Offences**



- (1) A consumer who uses electricity supplied to him by the full mini-grid licensee for purposes other than that for which it is supplied commits an offence and is liable on conviction to a fine not less than XX Leones.
- (2) A person who operates or controls an installation or apparatus and does not possess the prescribed qualification commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (3) A person who employs or permits to be employed a person under the age of sixteen years, on a service involving management of or attendance on, or proximity to live apparatus not effectively insulated commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (4) A person who wilfully tampers with or adjusts any installation or part of an installation so as to cause or likely to cause injury to human life or damage to any apparatus or other property commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (5) A person who by reckless or negligent act or omission in respect of any installation under his control causes harm to any person or damage to property commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (6) A person who dishonestly –
  - (a) abstract electricity,
  - (b) consumes electricity;
  - (c) uses electricity;
  - (d) alters the index of any meter or other instrument used in connection with any authority installation or licensed installation for recording the output or consumption of electricity; or
  - (e) prevents any meter or instrument from duly recording the output or consumption of electricitycommits an offence and is liable on conviction to a fine not less than XX Leones or imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (7) In a prosecution for an offence under sub-regulation 47 (6)
  - (a) The existence of artificial means which whether alone or in conjunction with additional artificial means not found, could be used for altering, or facilitating the alteration of, the index of any meter or instrument for registering the quantity of electricity supplied;



- (b) The exercise of artificial means which whether alone, or in conjunction with additional artificial means not found, would prevent, or facilitate the prevention, any meter or instrument from duly registering the quantity of electricity supplied or would facilitate the dishonest abstraction, consumption or use of electricity; or
- (c) The fitting of a mechanical or other means to or the absence or removal of a part or connection from, or the interference with a part of, or connection with, an apparatus in the circumstances that the fitting, absence, removal or interference would prevent or facilitate the prevention of a meter or together instrument from duly registering the quantity of electricity supplied, or would facilitate the dishonest abstraction, consumption, or use of electricity;

shall be pram facie evidence that sub-regulation 46 (6) has been contravened

- (8) A person who wilfully damages a meter or other instrument used on, or in connection with the full mini-grid licensee’s installation for recording the output or consumption of electricity commits an offence and is liable on conviction to a fine not less than XX Leones or imprisonment for a term not exceeding XX years or to both the fine and imprisonment in addition to being liable for full compensation payment for the damage done.
- (9) A person who without due authority wilfully extinguishes or damages any public lamp, bracket or other means of supporting a public lamp commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment in addition to being liable for full compensation payment for the damage done.
- (10) A person who, without the consent of the full mini-grid licensee affixes or causes or permits to be affixed any advertisement, bill or notice or any paper against or upon, or otherwise defaces any property of the mini-grid licensee or any post, bracket or other apparatus or the enclosure used for or in connection with the full mini-grid licensee’s installation commits an offence and is liable on conviction to a fine not less than XX Leones.
- (11) A person who wilfully or negligently damages a supply line, post, pole or other apparatus connected with the supply of electricity commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (12) A person who steals electric cables, equipment or materials commits an offence and is liable on conviction to a fine not less than XX Leones or to imprisonment for a term not exceeding XX years or to both the fine and imprisonment.
- (13) A person who wilfully obstructs, resists or in any way interferes with, or who assists any other person in obstructing, resisting or in any way interfering with any officer or employee of the full mini-grid licensee acting in the exercise of any power under this



Regulation commits an offence and is liable on conviction to fine not less than **XX** Leones or to imprisonment for a term not exceeding **XX** year or to both the fine and imprisonment.

- (14) Where the full mini-grid licensee has reasonable cause to believe that there is in any premises or conveyance evidence of the Commission of an offence under this Act a person authorised in that behalf may, with a warrant issued by a Judge for that purpose enter and search the premises or conveyance and may seize and take possession of the evidence.
- (15) In performing the duties under this sub-regulation 47 (14), the authorized person shall present his identification card to any person in charge of the premises or conveyance searched.

## **PART VI**

### **ELECTRICITY MEASUREMENT DEVICES**

#### **48. Electricity measurement device approval**

- (1) Unless otherwise authorised by the Commission, each full mini-grid licensee shall provide, install, and maintain all electricity measurement devices necessary for measurement of electricity to its consumers;
- (2) Prior to usage of any device for measurement of electricity, the mini-grid licence applicant or licensee shall submit a request for approval of electricity measurement device to the Commission.
- (3) The Commission shall communicate its decision regarding the approval of the device thirty days after receipt of a request in writing. During the approval process, the Commission may choose to test a sample of the measuring device and any measuring device software (if applicable) or request additional information. The applicant or licensee shall support the Commission in regard to any testing required at his own cost.

#### **49. Electricity measurement device requirements**

- (1) Devices that meter electric energy in mini-grids shall be selected with a suitable rated current, depending on the average demand of the mini-grid consumers. Electricity meters shall meet the following requirements:
  - (a) Electricity meter compliant with IEC 62052-11 and IEC 62053-21 shall submit the test certificate from an independent internationally accredited testing laboratory (accredited according to ISO/IEC 17025 or comparable).
    - (i) The electricity meter can have an accuracy class 1 or 2. For consumers with low demand the rated current shall be either 1 A, 1.5 A, 2 A, and 2.5 A.
    - (ii) For consumers with high demand the rated current can be 5 A and above.



- (iii) All electricity meters shall have a maximum continuous current of at least 6 A.
  - (iv) Electricity meters shall be suitable for Sierra Leone's climatic conditions according to IEC 62052-11, must fulfil IP54 and have suitable protection against the sunlight and rain water.
- (b) Other electricity meters for consumers connected to a mini-grid of a mini-grid licensee which are not fully compliant with IEC 62052 and IEC 62053 shall meet following requirements:
- (i) Rated values for current, voltage, frequency and accuracy following IEC 62052 and IEC 62053;
  - (ii) Rated values for current, voltage, frequency and accuracy are permanently labelled on the housing;
  - (iii) Maximum continuous current of at least 6 A;
  - (iv) Maximum short-term overcurrent following IEC 62053;
  - (v) Pulse or transient interference following IEC 62052;
  - (vi) Electrical insulation following IEC 62052;
  - (vii) Own consumption and load losses are specified;
  - (viii) Clearly specified installation and connection plan as well as other relevant specifics of the connections are provided;
  - (ix) Suitable for outside installation, e.g. outside of houses or on poles;
  - (x) Mechanic requirements following IEC 62052;
  - (xi) Enclosure is suitable in matters of ingress protection (minimum IP54) for the tropical climate of Sierra Leone;
  - (xii) Enclosure (potentially including external canopy) and electronic equipment is suitable for temperature, relative humidity (cyclic humid heat), and direct sunlight for outdoor installation in the tropical climate of Sierra Leone;
  - (xiii) In derogation from IEC 62053, a display does not need to be integrated into the housing of the meter, but end-user need to have permanent access (as practicable) to the relevant meter readings, e.g. kWh, monetary value, time credit, and in case of meters with the function of load limitation to a representative present load reading;
- (c) In addition to sub-regulation 49.(1)(b), the applicant for other electric meter approval shall submit a technical report to support electricity measurement device approval by the Commission. The technical report shall include a table comparing the actual specifications of meter contrasted with the requirements as defined in sub-regulation 49.(1)(b) as well as all other information specified above. The



applicant for meter approval shall justify any deviation from the requirements. The technical report shall be submitted at the time of the request for approval of electricity measurement device.

- (d) The Commission approval of an electricity measurement device shall not be construed in any way to absolve the applicant or licensee of his responsibility for the functioning of the measurement device for the intended purpose.

#### **50. Refusal of electricity measurement device approval**

- (1) The Commission may refuse an application for electricity measurement device approval where -
  - (a) the application or the information supplied with the application fails to meet the required criteria as specified in sub-regulation 49(1)(a) and 49(1)(b);
  - (b) the Commission finds the information submitted to be false, invalid and or misleading;
  - (c) the applicant has failed to produce, when requested, additional information, within the specified time;
- (2) The applicant whose application for an electricity measurement device was refused may appeal within 14 days of the receipt of the notification from the Commission about the refusal.
- (3) The Commission shall consider any representations made and shall duly notify the applicant in writing of its decision within 14 days.

#### **51. Suspension or cancellation of electricity measurement device approval**

- (1) The Commission may review the electricity measurement device approval upon receipt of a petition, stating major or consistent problems with the electricity measurement devices used, signed by 20% of the consumers of a community served by a mini-grid licensee.
- (2) The Commission may suspend or cancel an electricity measurement device approval if satisfied that conditions similar to those under sub-regulation (49)(1) exist.
- (3) The Commission may, before suspending or cancelling an electricity measurement device approval, give written notice of its intention including the reasons to the licensee and may in the notice require the licensee to show cause in writing within 14 days of the notice why the electricity measurement device approval should not be suspended or cancelled.
- (4) The Commission shall, after considering the explanation of the licensee, inform the licensee in writing of its decision within 14 days of receiving the explanation of the licensee showing cause why the electricity measurement device approval should not be suspended or cancelled.



- (5) Where an electricity measurement device approval is not utilized within one year from the date of its grant, the electricity measurement device approval shall be cancelled by the Commission by serving at least thirty days' notice on the licensee.
- (6) The Commission may require the licensee after suspension or cancellation of the electricity measurement device approval to decommission and remove the electricity measurement devices within six (6) months after suspension or cancellation and the replacement by approved meters within this time.

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## PART VII

### MINI-GRID INTERCONNECTION RULES

#### 52. Arrival of the main-grid utility's network to an area served by a mini-grid

- (1) Where a main-grid utility or a full mini-grid licensee extends its distribution network to an area served by an isolated mini-grid under a basic mini-grid licence, on request of the main-grid utility or the full mini-grid licensee, the basic mini-grid licensee shall decommission and remove all its assets and equipment within 2 months after the main-grid utility or the full mini-grid licensee has started supplying electricity to the area.
- (2) The basic mini-grid licensee shall in such circumstances not be entitled to any refund or compensation.
- (3) Where a main-grid utility intends to connect its network to an area served by an isolated mini-grid under a full mini-grid licence, the full mini-grid licensee may choose one of the following options:
  - (a) Convert to an interconnected mini-grid based on a mini-grid interconnection contract between the full mini-grid licensee and the main-grid utility;
  - (b) Transfer all assets that the main-grid utility wishes to retain on the respective site in return for financial compensation from the main grid utility before distribution grid arrival equal to:
    - (i) the residual value of privately financed assets after past depreciation (as calculated according to the tariff setting methodology), including privately financed assets remaining and transferred to the main-grid utility and privately financed assets decommissioned, removed and disposed by the mini-grid utility from the respective mini-grid site,
    - (ii) the residual value of activated and amortized privately financed project development cost for the respective mini-grid site (as calculated according to the tariff setting methodology), and
    - (iii) the audited revenue the full mini-grid licensee generated from the mini-grid, commencing 12 months prior to the date of connection of the mini-grid to the main-grid utility's distribution network;
- (4) The full mini-grid licensee shall document the payment process using schedule [13] "Asset handover and compensation confirmation form", and submit the signed form to the Commission;
- (5) Pursuant to sub-regulation 52.(3) above, where the parties fail to agree to the terms of the interconnection or compensation the parties shall submit the matter to the Commission for final determination in accordance with its complaints procedure and in so doing may employ the service of a firm of accountants as advisors.
- (6) The full mini-grid licensee is obliged to remove the assets and equipment for which the ownership is not handed over to the main grid utility and recycle or dispose the assets



in an environmentally friendly manner in accordance with environmental legislation and the licensee's decommissioning plan latest within 6 months after grid interconnection.

- (7) After the expiry of the interconnected mini-grid contract, and where not renewed, the main-grid utility shall re-integrate an interconnected mini-grid into its network subject to notification to the Commission.
- (8) The compensation procedure described in sub-regulation 52.(3) (b) would apply in the instance mentioned under sub-regulation 52.(6) unless otherwise agreed in the interconnected mini-grid contract as approved by the Commission.

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## PART VIII

### COMMERCIAL ARRANGEMENTS

#### 53. Tariff setting for basic mini-grid licensees

- (1) Pursuant to section 45. (2) of the Act, a basic mini-grid licensee may demand and receive from a consumer any special tariff agreed to by the basic mini-grid licensee and the consumer and having informed the appropriate community authority on the special tariff agreed;
- (2) Pursuant to sub-regulation 53.(1) above, where the parties fail to agree on a tariff, the Commission provides, as far as practicable, the basic mini-grid licensee and the consumer affected by the tariff a reasonable opportunity to be heard and shall take into account any representation made before it.
- (3) The Commission may review the basic mini-grid licensee tariffs upon receipt of a petition on the tariff charged signed by 60% of the consumers of a community served by a basic mini-grid licensee.

#### 54. Principles for determination of tariffs for full mini-grid licensees

- (1) Pursuant to section 11. (1) (a) of the Act, the Commission has the power to set or otherwise determine retail tariffs for electricity services;
- (2) A full mini-grid licensee may, in order to achieve commercial sustainability, and subject to the Commission's approval
  - (a) propose retail tariffs for specific consumer categories that take account of the ability to pay of the respective consumers; and/or
  - (b) propose a retail tariff structure, including conventional kWh tariffs, flat rate tariffs, power tariffs or a combination of the above, based on the amount of electricity sold and/or the number of connections and/or the power provided or consumed, excluding any technical losses of power generation, power distribution and metering.
- (3) In making any determination on the setting of electricity retail tariffs for full mini-grid licensees, the Commission will apply either the standard tariff determination methodology or such other methodology requested by the full mini-grid licensee and approved by the Commission;
- (4) The standard tariff determination methodology is applied by the Commission to determine the retail tariffs to be charged by full mini-grid licensees based on costs related to private financing of the regulated services (power generation, distribution and sales activities), the sum of their operation costs, depreciation on capital and capitalized cost, specific reserves for repair, replacement and extension, taxes, plus a reasonable return on the privately financed regulatory asset base that adequately reflects the risks faced by the mini-grid operator. The tariff shall be calculated based



on historic data for the last year (wherever reasonable) and shall be applied in the current year.

- (5) Notwithstanding the provisions of these regulations, cost-reflective does not imply that all booked costs are approved automatically. Also, the stated consumer demand is not accepted automatically. The Commission shall ensure that the proposed costs for the regulated service reflect prudently incurred costs at a reasonable level of efficiency and that the underlying consumer demand is based on either verifiable data or reasonable demand projections based on verifiable data.

#### **55. Tariff application process for full mini-grid licensee**

- (1) A full mini-grid licensee shall inform the Commission at least 60 days and send a notice 30 days before a full mini-grid licensee starts a new service for which rates are chargeable.
- (2) A full mini-grid licensee shall send a notice 30 days before it desires to revise any existing rates charged by it for any service or if the validity period of the tariff granted will expire 30 days.
- (3) The tariff application shall be sent to the Commission in accordance with the tariff application format prescribed by the Commission
  - (a) 30 days before filing the notice for a new service (in total 60 days before the new service shall be started);
  - (b) at the same time as the notice for the revision of existing rates; or
  - (c) at the same time as the notice in case of expiration of existing rates.
- (4) The tariff application shall be submitted in the form of three (3) signed hard copies of the application and/or the notice and an electronic version thereof.
- (5) In case of any inconsistency of the information provided under (4) the hard copy shall prevail.
- (6) The date of receipt of the application shall be the date when both the hard copies and the electronic version have been received by the Commission.
- (7) All written communications with the Commission regarding tariff application and questions related thereto, shall be sent to the Director-General of the Commission or to such other person as may be required by the Authority.
- (8) The Commission shall within 14 days from the date of receipt of the application communicate to the applicant any flaws or gaps identified and any additional information that the Commission may reasonably require in evaluating such application.
- (9) The Commission shall issue a letter to the applicant accepting the application for consideration upon receipt of the application and all relevant information requested.



- (10) The Commission may ask the applicant any clarifying question or to provide access to facilities referred to in the application and to facilitate inspection thereof.
- (11) The Commission shall within twenty-one (21) days after receipt of the notice and acceptance of the application, whichever is later, give the consumer affected by the rate a reasonable opportunity to be heard and shall take into account any representation made before it. At this meeting the Commission shall further invite the applicant to make a presentation in support of its application. The Commission shall share all comments in writing with the applicant within two (2) days after such meetings. The commission shall grant the applicant the possibility to respond to the comments and submit additional statements or documentation in response to the comments within five (5) days;
- (12) The Commission shall within 30 days after receipt of the notice and acceptance of the application, whichever is later, take a decision on the rates, and communicate the decision to the applicant in form of a Decision;
- (13) The Commission shall in case of a rejection of the application communicate the reasons for the decision to the applicant and communicate acceptable rates and the reasons for these rates at the time the decision is communicated;
- (14) The Commission shall grant the applicant recourse to a Commission decision through a written statement of objection sent to the Commission within 14 days after the decision has been made and by allowing the applicant to present his case in front of the review committee of the Commission, established under the Act §21(a), within 30 days after the decision has been made; and
- (15) The Commission shall publish in the Gazette and relevant mass media any rate that has been approved and not been objected within 20 days after the decision has been made.

#### **56. Tariff application documents and information for full mini-grid licensee**

- (1) The tariff application shall be supported by the following information, where applicable:
  - (a) The tariff application template as substantially provided in the form in Schedule [8] "*Tariff approval application form*".
  - (b) A filled in tariff calculation tool provided or approved by the Commission.
  - (c) Conditions imposed on an applicant by the Commission listed in a previous Decision and the status of each condition contained therein.
  - (d) A schedule including its current and proposed tariffs for all of its consumer classes and service territories. This schedule shall be supported by a detailed explanatory statement clearly indicating how each tariff (both current and proposed) was calculated, the data required to make those calculations and how that data was obtained.



- (e) A schedule showing current average bills, tariffs, and other charges that would result if the application was approved as submitted. The average bills must be provided for each consumer class.
- (f) The date upon which the proposed adjustment is to take effect accompanied by a tariff history that includes all of the adjustments of the applicant's tariffs (both proposed and accepted) covering a three-year period prior to the proposed adjustment is to take effect.
- (g) Audited financial statements including the opinion of the auditor, covering the past financial year prior to the date of the application. This information shall separately state the regulatory asset base, the operation and maintenance expenses, the depreciation expenses, reserves for repairs and replacement, and taxes applicable to the applicant. For this paragraph "Financial Statements" means the Balance Sheet, Income Statement, Statement of Cash Flow and Statement of Changes in Equity following IFRS Standards.
- (h) The Commission reserves the right to prescribe a standardized chart of accounts for the accounting activities of full mini-grid licensees and to request copies of the general ledger at the time of tariff applications to check if the costs incurred are prudently incurred costs at a reasonable level of efficiency.
- (i) A schedule stating the applicant's revenue requirement for the past full financial year based on historic data. Unless the Commission has approved a different methodology for computing the applicant's revenue requirement, the standard tariff determination methodology (formulas) for computing the Revenue Requirement (RR) shall be applied.
- (j) The financial implications to the applicant if the requested changes in tariffs are not approved.
- (k) A statement explaining how the proposed adjustment of the current tariff will impact the consumers.
- (l) A report on the period since the last tariff approval covering the relevant operation data specified in the technical reporting template (as substantially provided in Schedule [9] *Technical Reporting Template*) and relevant financial key performance indicators.
- (m) Any other information deemed appropriate by the Commission or the mini-grid licensee.

#### **57. Tariff setting methodology for full mini-grid licensee**

- (1) The Commission shall use as the standard tariff determination methodology a cost of service approach using a revenue requirement methodology in determining tariffs for full mini-grid licensees.



(2) The revenue requirement methodology shall be framed on the principle that revenues of the mini-grid licensees shall be based on costs related to private financing of the regulated services (power generation, distribution and sales activities), the sum of their operation costs, depreciation on capital and capitalized cost, reserves for repair and replacements, taxes, a reasonable return on the privately financed regulatory asset base that adequately reflects the risks faced by the mini-grid operator plus a performance related profit margin dependent on the quantity of electricity sold. Any grant financed activity or assets shall not be included in calculating the revenue requirement. The tariff shall be calculated based on historic data for the last year and shall be applied in the regulatory year (except for the first tariff application for which projections based on reasonable assumptions shall be used). The revenue requirement shall be determined by the following formula

$$RR = O\&M + D + T + (r \times RAB) + (PRPM * E)$$

Whereas:

RR	means revenue requirement for the regulatory year
O&M	means operation and maintenance expenses
D	means depreciation expense for the year (of all regulated capital and capitalized assets)
T	means taxes, duties and charges, including non-recoverable GST paid
r	means rate of return
RAB	means regulatory asset base (residual value of the capital and capitalized assets, including capitalized development cost)
PRPM	Performance Related Profit Margin (SLL/kWh) reflecting grant financing
E	Electricity sold (kWh)

(3) For the purpose of section (2):

- (a) operation and maintenance expenses shall include all expenditure just and reasonably incurred for the provision of regulated activity, including but not limited to local operation cost, corporate overhead costs, special reserve for repair and replacement, fees and levies for public permits and licences, and auditing costs. In special circumstances, the Commission may approve projections of costs instead of historical cost.
- (b) Depreciation expense of the allowed revenue requirement shall be computed on the historical cost of the regulatory asset base using an annuity method on the depreciation and return over the respective useful life of the asset or project. Project development cost shall be capitalized and amortized over the licence period.



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- (c) Subject to the requirement of the National Income Tax Act, any taxes including corporate taxes paid or to be paid by the licensees may be considered in the determination of revenue requirement. The revenue requirement will be used to determine the net tariffs. The GST on electricity sales shall be charged to the consumers additionally to the net tariff and shall be collected by the full mini-grid licensee as stipulated in the Goods and Service Tax Act 2009, as amended or as defined by the National Revenue Authority.
- (d) The regulatory asset base shall be determined including all privately financed used and useful assets in the provision of regulated activity at fair value (based on the cost approach, e.g. depreciated replacement cost). The regulatory asset base shall be determined using following methodology:

$$RAB = \frac{(RAB_{t-1} + RAB_{t-2})}{2}$$

whereas:

$RAB_{t-1}$  means Regulatory Asset Base at the end of year t-1 (last year)

$RAB_{t-2}$  means regulatory asset base at the beginning of year t-1 (last year)

- (e) The regulatory Asset base at the end of year t-1 shall be determined by the following formula:

$$RAB_{t-1} = RAB_{t-2} + CAPEX_{t-1} - S_{t-1} - D_{t-1}$$

whereas:

$RAB_{t-1}$  means Regulatory Asset Base at the end of year t-1 (last year)

$RAB_{t-2}$  means regulatory asset base at the beginning of year t-1 (last year)

$CAPEX_{t-1}$  Means privately financed capital additions (tangible or intangible assets) during year t-1

$S_{t-1}$  Means asset disposal during year t-1, and

$D_{t-1}$  Means depreciation in the year t-1

- (f) The financing structure (private finance, grant financing, etc.) for the regulated year (the year in which the tariff is valid) shall be considered (not the historic year, which is the basis for the cost data). In case public grants or subsidies are provided these need to be reduced from the respective cost position in the regulated year if known at the time of tariff approval for the respective year, if not known at that time they shall be considered in the next year.
- (g) The applicant's proposed rate of return on its own invested capital shall be supported by a cost of capital analysis. The applicant shall propose and justify a



capital structure which will include a discussion on cost of debt and equity for the applicant. The rate of return proposed needs to be confirmed by the Commission.

- (h) The applicant's proposed performance related profit margin on the electricity sold shall be defined by the Commission dependent the public (non-private) financing contribution for the procurement of the assets.
- (4) All calculations shall be made in Sierra Leonean Leones (SLL). In case currency conversions are necessary the mid-range exchange rate from the Bank of Sierra Leone shall be applied.

#### **58. Tariff terms and conditions for full mini-grid licensee**

- (1) The general tariff terms are as follows:
  - (a) A tariff shall remain in effect until it is superseded by a new Decision.
  - (b) A new tariff shall only come into effect 12 months after the effective date of the last tariff approved. A licensee may petition the Commission for a waiver of this provision if a licensee can show that a material undue hardship would occur in the absence of such a revision.
  - (c) The tariffs approved by the Commission may be lowered or its structure may be changed during the effective period after special approval from the Commission, in case it can be reasonably argued that the changes will be beneficial to the consumers.
- (2) Special tariff terms and conditions will be approved by the Commission. Special tariff terms and conditions will state
  - (a) The effective date;
  - (b) the normal duration of validity of the tariff approved;
  - (c) the mini-grid sites for which the tariff is approved;
  - (d) the approved tariff structure; and
  - (e) the approved tariff for each consumer group.

#### **59. Audit of accounts for tariff adjustment for full mini-grid licensees**

- (1) Where a person authorized by the Commission to inspect the facilities or audit the accounts of the full mini-grid licensee proves that the actual costs incurred, or the actual revenue earned by the full mini-grid licensee deviate from the costs and revenues stated for the tariff definition with the Commission at the point of application for the licence:
  - i. The input parameters for tariff calculation approved by the Commission shall be adjusted to the actual values;



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- ii. The tariffs as well as the calculation of the depreciated value of privately financed mini-grid assets may be adjusted and approved by the Commission accordingly.

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**PART IX**  
**MISCELLANEOUS**

**60. Exclusivity period and site reservation**

- (1) The Commission shall not grant a full mini-grid licence for a site, where an exclusivity agreement issued by a Contracting Authority for another mini-grid developer has been executed and remains in effect in respect of that site.

**61. Procedure for securing compliance with mini-grid licence**

- (1) Where the Commission, on the basis of material evidence in its possession is satisfied that the mini-grid licensee is contravening, or is likely to contravene the terms and conditions of the licence, it shall serve an order to the mini-grid licensee to do, or not to do, such things as are specified in the order for the purpose of rectifying or avoiding any contravention or threatened contravention of any term or condition of the licence;
- (2) The order shall specify the period within which the mini-grid licensee shall rectify or avoid the contravention or threatened contravention of any term or condition of the licence;
- (3) Upon expiry of the period specified in the order, if no compliance is achieved, the Commission shall proceed to enforce the order through its Enforcement Regulations.

**62. Enforcement**

- (1) The Commission shall ensure enforcement and compliance of these regulations by the Commission subject to Sections 62 and 63 of the Act and the SLEWRC Enforcement Regulations, as may be amended from time to time.

**63. Complaints procedure**

- (1) Unless otherwise stated in these regulations, all consumer complaints shall be resolved in accordance with schedule [14] "*Complaints procedure guidelines*".

**64. Dispute resolution**

- (1) Disputes between parties in connection with this Regulation shall be resolved in line with schedule [15] "*Dispute resolution mechanism*".

**65. Amendment or repeal**

- (1) The Commission may amend or repeal, in whole or in part, the provisions of these Regulations pursuant to approval of parliament as defined in the Constitution of Sierra Leone, 1991, article 170 section 7.



## Schedule 1 of SLEWRC Mini-Grid Regulations, 2018:

### Application form for basic mini-grid licence

**IMPORTANT NOTES:** Your application is incomplete unless all required documents are submitted.

SLEWRC reserves the right to verify the accuracy of this information.

In compliance with the SLEWRC Mini-Grid Regulations, 2018 I certify that I, [name] \_\_\_\_\_ am intending to construct, install and/or start to operate a mini-grid system with distribution power not more than 100 kW of distributed power on [date] \_\_\_\_\_.

I hereby apply for a basic mini-grid licence pursuant to the SLEWRC Mini-Grid Regulations, 2018.

#### 1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail for contact person: \_\_\_\_\_



## **2.0 LEGAL STATUS OF APPLICANT**

2.1 Indicate legal status of Applicant (Tick relevant option)

- A. Sole proprietorship
- B. Partnership
- C. Cooperative society
- D. Other (please specify)

2.2 List and particulars of directors:

Name	Nationality	Address	Expiry date of tenure

## **3.0 NATURE OF APPLICATION**

3.1 State whether application is a new application or amended application.



### 3.2 Existing Licence

Does the applicant have an existing basic or full mini-grid licence issued by the commission for other systems?

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If yes, state the nature of the licence, date issued and the licence number.

---

### 3.3 Refusal, suspension or Cancellation of Licence

Has the applicant ever been refused a licence or had its licence suspended and/or cancelled by the Commission?

---

If yes, give details of the refusal, suspension, and/or cancellation.

---

## **4.0 MAIN BUSINESS ACTIVITIES OF APPLICANT**

Please indicate the main business activities the applicant is currently engaged in.

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## **5.0 DESCRIPTION OF PROJECT**

### 5.1 Site of the mini-grid

Village: \_\_\_\_\_

Ward: \_\_\_\_\_

Chiefdom: \_\_\_\_\_

District: \_\_\_\_\_



5.2 Generation

	Type of system	Size in kW
<b>Generation</b>	<input type="checkbox"/> Solar	_____ kW
	<input type="checkbox"/> Wind	_____ kW
	<input type="checkbox"/> Biomass	_____ kW
	<input type="checkbox"/> Hydro	_____ kW
	<input type="checkbox"/> Diesel	_____ kW
	<input type="checkbox"/> Other: _____	_____ kW
	<b>Total:</b>	_____ kW
<b>Storage</b>	_____	_____ kWh
<b>Inverters</b>	_____	_____ kW
<b>Terminal Voltage</b>	_____ V	
<b>Rated Frequency</b>	_____ Hz	
<b>Expected Annual Generation (kWh/year),</b>	_____ kWh/year	

Location of the power plant (geographical coordinates / GPS):

---

Is the power plant new? If no, please state number of years the plant has been in operation. If yes, please state the expected date of commissioning.

---



### 5.3 Distribution

	Type of system	Size in kW
<b>Lines</b>	<input type="checkbox"/> Three-phase MV	_____ metres
	<input type="checkbox"/> Single phase LV	_____ metres
	<input type="checkbox"/> Three-phase LV	_____ metres
	<b>Total:</b>	_____ metres
<b>Type of Lines</b>	<input type="checkbox"/> Overhead	<input type="checkbox"/> Underground
<b>Poles</b>	<input type="checkbox"/> Concrete	_____ poles
	<input type="checkbox"/> Wood	_____ poles
	<input type="checkbox"/> Steel	_____ poles
	<input type="checkbox"/> Other: _____	_____ poles
	<b>Total:</b>	_____ poles
<b>Transformers</b>	_____ type _____ number	_____ kVA

Length of distribution network (indicate geographical coordinates of four reference points)

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### 5.4 Consumers

Number of consumers:

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

Productive/Industrial: \_\_\_\_\_

Health Centres: \_\_\_\_\_

Schools: \_\_\_\_\_

Street lighting: \_\_\_\_\_

Other (please specify): \_\_\_\_\_



5.5 Electricity Sales

Expected electricity sales [kWh/year, or number of flat rate, or power price]: \_\_\_\_\_

Indicated average electricity tariff [SLL/kWh or flat rate, or per W]: \_\_\_\_\_

**6.0 DECLARATION BY THE APPLICANT**

The project is not unlawful or contrary to the interest of Sierra Leone, the National Electricity Act, 2011, the SLEWRC Act, 2011 and relevant SLEWRC Regulations. I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

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Name of Applicant	Signature
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Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_



**ACCOMPANYING DOCUMENTATION**

1. Completed application form
2. Map with position of power station and distribution network marked using indicators to distinguish low voltage single phase and three phase as well as medium voltage networks
3. Certified copy of business registration or certificate of incorporation,
4. Memorandum and articles of association, deed of partnership or deed of trust, as applicable,
5. Tax registration certificate

**FOR OFFICIAL USE ONLY**

1. Date of receipt of application: \_\_\_\_\_
2. Fees paid and receipt number: \_\_\_\_\_
3. Results of verification for completeness: \_\_\_\_\_
4. Recommendation of SLEWRC Legal Division: \_\_\_\_\_
5. Recommendation of SLEWRC Head of Electricity: \_\_\_\_\_
6. Decision of SLEWRC: \_\_\_\_\_
7. Issue date of license: \_\_\_\_\_
8. Expiration date of licence: \_\_\_\_\_
9. Other relevant information: \_\_\_\_\_



**Schedule 2 of SLEWRC Mini-Grid Regulations, 2018:**

**Application form for full mini-grid licence**

**IMPORTANT NOTES:** Your application is incomplete unless all required documents are submitted.

SLEWRC reserves the right to verify the accuracy of this information.

In compliance with the SLEWRC Mini-Grid Regulations, 2018 I certify that I, [name] \_\_\_\_\_ am intending to construct, install and/or start to operate a mini-grid system for the provision of electricity on [date] \_\_\_\_\_.

I hereby apply to register my project as a mini-grid for a full mini-grid licence pursuant to the SLEWRC Mini-Grid Regulations, 2018.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_



E-mail of contact person:

---

## **2.0 LEGAL STATUS OF APPLICANT**

2.1 Indicate legal status of applicant (tick relevant option)

- A. Sole proprietorship
- B. Partnership
- C. Public limited liability company
- D. Private limited liability company
- E. Cooperative society
- F. Other (please specify)

2.2 List and particulars of directors:

Name	Nationality	Address	Expiry date of tenure

## **3.0 NATURE OF APPLICATION**

3.1 State whether application is a new application.

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### 3.2 Existing Licence

Does the applicant have an existing basic or full mini-grid licence issued by the commission for other systems?

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If yes, state the nature of the licence, date issued and the licence.

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### 3.3 Refusal, Suspension or cancellation of licence

Has the applicant ever been refused a licence or had its licence suspended and/or cancelled by the Commission?

---

If yes, give details of the refusal, suspension, and/or cancellation.

---

## **4.0 MAIN BUSINESS ACTIVITIES OF APPLICANT**

Please indicate the main business activities the applicant is currently engaged in.

---

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## **5.0 DESCRIPTION OF PROJECT**

Detailed description of the project:

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5.1 Site of the mini-grid

Village: \_\_\_\_\_

Ward: \_\_\_\_\_

Chiefdom: \_\_\_\_\_

District: \_\_\_\_\_

5.2 Generation

	Type of system	Size in kW
<b>Generation</b>	<input type="checkbox"/> Solar	_____ kW
	<input type="checkbox"/> Wind	_____ kW
	<input type="checkbox"/> Biomass	_____ kW
	<input type="checkbox"/> Hydro	_____ kW
	<input type="checkbox"/> Diesel	_____ kW
	<input type="checkbox"/> other: _____	_____ kW
	<b>Total:</b>	_____ kW
<b>Storage</b>	_____	_____ kWh
<b>Inverters</b>	_____	_____ kW
<b>Terminal Voltage</b>	_____ V	
<b>Rated Frequency</b>	_____ Hz	
<b>Expected Annual Generation (kWh/year)</b>	_____ kWh/year	

Location of the power plant (geographical coordinates / GPS):

---

Is the power plant new? If no, please state number of years the plant has been in operation. If yes, please state the expected date of commissioning.



5.3 Distribution

	Type of system	Size in kW
<b>Lines</b>	<input type="checkbox"/> Three-phase MV	_____ metres
	<input type="checkbox"/> Single phase LV	_____ metres
	<input type="checkbox"/> Three-phase LV	_____ metres
	<b>Total:</b>	_____ metres
<b>Type of Lines</b>	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
<b>Poles</b>	<input type="checkbox"/> Concrete	_____ poles
	<input type="checkbox"/> Wood	_____ poles
	<input type="checkbox"/> Steel	_____ poles
	<input type="checkbox"/> Other: _____	_____ poles
	<b>Total:</b>	_____ poles
<b>Transformers</b>	_____ type _____ number	_____ kVA

Length of distribution network (indicate geographical coordinates of four reference points)

5.4 Consumers

Number of consumers:

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

Productive/Industrial: \_\_\_\_\_

Health Centres: \_\_\_\_\_





## ACCOMPANYING DOCUMENTATION

1. Completed application Form
2. MoU between proposed mini-grid developer and GoSL / site confirmation from Ministry of Energy
3. Power station layout drawings
4. Map with position of power station and distribution network marked using indicators to distinguish single phase and three phase as well as medium voltage networks
5. Certified copy of certificate of incorporation,
6. Memorandum and articles of association, deed of partnership or deed of trust (as applicable),
7. Tax registration certificate
8. Agreement for land occupancy or land lease for project site
9. Environmental Protection Agency (EPA) permit, permission, licence, approval or similar document or confirmation for exemption as is required by EPA for this project
10. Signed health and safety guidelines
11. Financing Agreements
12. Workplan

### **FOR OFFICIAL USE ONLY**

1. Date of submission of application: \_\_\_\_\_
2. Fees paid and receipt Number: \_\_\_\_\_
3. Results of verification for completeness: \_\_\_\_\_
4. Recommendation of SLEWRC Legal Division: \_\_\_\_\_
5. Recommendation of SLEWRC Head of Electricity: \_\_\_\_\_
6. Decision of SLEWRC: \_\_\_\_\_
7. Issue date of license: \_\_\_\_\_
8. Expiration date of licence: \_\_\_\_\_
9. Other relevant information: \_\_\_\_\_



**Schedule 3 of SLEWRC Mini-Grid Regulations, 2018:**

**Application form for full mini-grid licence (multiple project sites)**

Part A – General Information is required to be submitted once per licence applications on the same date

Part B – Specific Information is required to be submitted once for each mini-grid site

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## **Application for full mini-grid licence, Part A – General Information**

**IMPORTANT NOTES:** Your application is incomplete unless all required documents are submitted.  
EWRC reserves the right to verify the accuracy of this information.

### **1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

### **2.0 LEGAL STATUS OF APPLICANT**

#### **2.1 Legal status of applicant (tick relevant option)**

- A. Sole proprietorship
- B. Partnership
- C. Public limited liability company
- D. Private limited liability company
- E. Cooperative society
- F. Other (please specify)\_\_\_\_\_

#### **2.2 List of directors:**



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Name	Nationality	Address	Expiry date of tenure

**3.0 MAIN BUSINESS ACTIVITIES OF APPLICANT**

Please indicate the main business activities the applicant is currently engaged in.

---

**4.0 DECLARATION BY THE APPLICANT**

I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

---

Name of Applicant

Signature

Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_



**ACCOMPANYING DOCUMENTATION**

- 13. Certified copy of certificate of incorporation,
- 14. Memorandum and articles of association, deed of partnership or deed of trust (as applicable),
- 15. Tax registration certificate
- 16. Environmental Protection Agency (EPA permit, permission, licence, approval or similar document or confirmation for exemption as is required by EPA for this project
- 17. Signed health and safety guidelines
- 18. Financing Agreements
- 19. Workplan

**FOR OFFICIAL USE ONLY**

- 10. EWRC Reference number of General application: \_\_\_\_\_
- 11. Date of submission of application – General Information: \_\_\_\_\_
- 12. Other relevant information: \_\_\_\_\_

**Application for Full Mini-grid Licence, Part B – Specific Information for [Site]**

**IMPORTANT NOTES:** Your application is incomplete unless all required documents are submitted.  
EWRC reserves the right to verify the accuracy of this information.

In compliance with the SLEWRC Mini-Grid Regulations, 2018 I certify that I, [name] \_\_\_\_\_ on behalf of \_\_\_\_\_ [company name] which is intending to construct, install and/or start to operate a mini-grid system for the provision of electricity on the [date] \_\_\_\_\_.

I hereby apply to register my project as a mini-grid for a full mini-grid licence pursuant to the SLEWRC Act 2011.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

**2.0 NATURE OF APPLICATION**

**2.1 Status of application** - State whether application is a new application.

New licence

Renewal of licence

**2.2 Existing Licence**

Does the applicant have an existing basic or full mini-grid licence issued by the commission for other systems?

\_\_\_\_\_

If yes, state the nature of the General licence reference number.

### 2.3 Refusal, Suspension or cancellation of licence

Has the applicant ever been refused a licence or had its licence suspended and/or cancelled by the Commission?

\_\_\_\_\_  
If yes, give details of the refusal, suspension, and/or cancellation.

### 3.0 DESCRIPTION OF PROJECT

#### 3.1 Site of the mini-grid

Village: \_\_\_\_\_

Ward: \_\_\_\_\_

Chiefdom: \_\_\_\_\_

District: \_\_\_\_\_

#### 3.2 Generation

	Type of system	Size in kW
Generation	<input type="checkbox"/> Solar	_____ kW
	<input type="checkbox"/> Wind	_____ kW
	<input type="checkbox"/> Biomass	_____ kW
	<input type="checkbox"/> Hydro	_____ kW
	<input type="checkbox"/> Diesel	_____ kW
	<input type="checkbox"/> other: _____	_____ kW
	Total:	_____ kW
Storage	_____	_____ kWh
Inverters	_____	_____ kW
Terminal Voltage	_____ V	
Rated Frequency	_____ Hz	
Expected Annual Generation (kWh/year)	_____ kWh/year	

Location of the power plant (geographical coordinates / GPS):

Is the power plant new? If no, please state number of years the plant has been in operation.  
If yes, please state the expected date of commissioning.

### 3.3 Distribution

	Type of system	Size in kW
Lines	<input type="checkbox"/> Three-phase MV	_____ metres
	<input type="checkbox"/> Single phase LV	_____ metres
	<input type="checkbox"/> Three-phase LV	_____ metres
	Total:	_____ metres
Type of Lines	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
Poles	<input type="checkbox"/> Concrete	_____ poles
	<input type="checkbox"/> Wood	_____ poles
	<input type="checkbox"/> Steel	_____ poles
	<input type="checkbox"/> Other: _____	_____ poles
	Total:	_____ poles
Transformers	_____ type _____ number	_____ kVA

Length of distribution network (indicate geographical coordinates of four reference points)

### 3.4 Consumers

Number of consumers:

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

Productive/Industrial: \_\_\_\_\_

Health Centres: \_\_\_\_\_

Schools: \_\_\_\_\_

Street lighting: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

### 3.5 Electricity Sales

Expected electricity sales [kWh/year]: \_\_\_\_\_

### **4.0 DECLARATION BY THE APPLICANT**

The project is not unlawful or contrary to the interest of Sierra Leone, the National Electricity Act, 2011, the SLEWRC Act, 2011 and relevant SLEWRC Regulations. I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

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Name of Applicant	Signature
-------------------	-----------

Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

**ACCOMPANYING DOCUMENTATION**

- 1. Completed application Form
- 2. MoU between proposed mini-grid developer and GoSL / Site confirmation from Ministry of Energy
- 3. Power station layout drawings
- 4. Map with position of power station and distribution network marked using indicators to distinguish single phase and three phase as well as medium voltage networks
- 5. Agreement for land occupancy or land lease for project site

**FOR OFFICIAL USE ONLY**

- 1. EWRC Reference number of Specific Site application: \_\_\_\_\_
- 2. Date of submission of application: \_\_\_\_\_
- 3. Fees paid and receipt Number: \_\_\_\_\_
- 4. Results of verification for completeness: \_\_\_\_\_
- 5. Recommendation of SLEWRC Legal Division: \_\_\_\_\_
- 6. Recommendation of SLEWRC Head of Electricity: \_\_\_\_\_
- 7. Decision of SLEWRC: \_\_\_\_\_
- 8. Issue date of license: \_\_\_\_\_
- 9. Expiration date of licence: \_\_\_\_\_
- 10. Effective date of amendment: \_\_\_\_\_
- 11. Other relevant information: \_\_\_\_\_

**Schedule 4 of SLEWRC Mini-Grid Regulations, 2018:**

**Modification form for basic or full mini-grid licence**

**IMPORTANT NOTES:** Your modification is incomplete unless all required documents are submitted.

EWRC reserves the right to verify the accuracy of this information.

I, [name] \_\_\_\_\_, the mini-grid licensee with licence number \_\_\_\_\_, operating the mini-grid(s) in [state/town/local government/village] \_\_\_\_\_ hereby apply for a modification of my mini grid licence pursuant to Reg. 17 of the SLEWRC Mini-Grid Regulations, 2018.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

## 2.0 DESCRIPTION OF PROJECT

Detailed description of the project:

---

---

---

### 2.1 Site of the mini-grid

Village: \_\_\_\_\_

Ward: \_\_\_\_\_

Chiefdom: \_\_\_\_\_

District: \_\_\_\_\_

### 2.2 Generation

	Type of system	Size in kW
<b>Generation</b>	<input type="checkbox"/> Solar	_____ kW
	<input type="checkbox"/> Wind	_____ kW
	<input type="checkbox"/> Biomass	_____ kW
	<input type="checkbox"/> Hydro	_____ kW
	<input type="checkbox"/> Diesel	_____ kW
	<input type="checkbox"/> other: _____	_____ kW
	<b>Total:</b>	_____ kW
<b>Storage</b>	_____	_____ kWh
<b>Inverters</b>	_____	_____ kW
<b>Terminal Voltage</b>	_____ V	
<b>Rated Frequency</b>	_____ Hz	
<b>Expected Annual Generation (kWh/year)</b>	_____ kWh/year	

Location of the power plant (geographical coordinates / GPS):

---

Is the power plant new? If no, please state number of years the plant has been in operation.  
If yes, please state the expected date of commissioning.

### 2.3 Distribution

	Type of system	Size in kW
<b>Lines</b>	<input type="checkbox"/> Three-phase MV	_____ metres
	<input type="checkbox"/> Single phase LV	_____ metres
	<input type="checkbox"/> Three-phase LV	_____ metres
	<b>Total:</b>	_____ metres
<b>Type of Lines</b>	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
<b>Poles</b>	<input type="checkbox"/> Concrete	_____ poles
	<input type="checkbox"/> Wood	_____ poles
	<input type="checkbox"/> Steel	_____ poles
	<input type="checkbox"/> Other: _____	_____ poles
	<b>Total:</b>	_____ poles
<b>Transformers</b>	_____ type _____ number	_____ kVA

Length of distribution network (indicate geographical coordinates of four reference points)

### 2.4 Consumers

Number of consumers:

Residential: \_\_\_\_\_

Commercial: \_\_\_\_\_

Productive/Industrial: \_\_\_\_\_

Health Centres: \_\_\_\_\_

Schools: \_\_\_\_\_

Street lighting: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

2.5 Electricity Sales

Expected electricity sales [kWh/year, or number of flat rate, or power price]: \_\_\_\_\_

**6.0 DECLARATION BY THE APPLICANT**

The project is not unlawful or contrary to the interest of Sierra Leone, the National Electricity Act, 2011, the SLEWRC Act, 2011 and relevant SLEWRC Regulations. I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

\_\_\_\_\_  
Name of Applicant Signature

Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

## ACCOMPANYING DOCUMENTATION

1. Completed modification form
2. Power station layout drawings
3. Map with position of power station and distribution network marked using indicators to distinguish low voltage single phase and three phase as well as medium voltage networks
4. Environmental Protection Agency (EPA) permit, permission, licence, approval or similar document or confirmation for exemption as is required by EPA for this project
5. Workplan

### FOR OFFICIAL USE ONLY

1. Date of submission of application: \_\_\_\_\_
2. Fees paid and receipt Number: \_\_\_\_\_
3. Results of verification for completeness: \_\_\_\_\_
4. Recommendation of SLEWRC Legal Division: \_\_\_\_\_
5. Recommendation of SLEWRC Head of Electricity: \_\_\_\_\_
6. Decision of SLEWRC: \_\_\_\_\_
7. Issue date of license: \_\_\_\_\_
8. Expiration date of licence: \_\_\_\_\_
9. Effective date of amendment: \_\_\_\_\_
10. Other relevant information: \_\_\_\_\_

**Schedule 5 of SLEWRC Mini-Grid Regulations, 2018:**

**Application form for transfer of full mini-grid licence**

I, [name] \_\_\_\_\_, the Mini-grid licensee with licence number \_\_\_\_\_, hereby apply for a transfer of my full mini grid licence for the mini-grid(s) in [state/town/local government/ village] \_\_\_\_\_ to the following company: [name] \_\_\_\_\_.

**IMPORTANT NOTE: “Applicant”** refers to the proposed new owner of the license.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

**2.0 LEGAL STATUS OF APPLICANT**

2.1 Indicate legal status of Applicant (Tick relevant option)

- A. Sole proprietorship
- B. Partnership
- C. Public limited liability company
- D. Private limited liability company
- E. Cooperative society
- F. Other (please specify)

2.2 List and particulars of directors:

Name	Nationality	Address	Expiry date of tenure

**3.0 NATURE OF APPLICATION**

3.1 State whether application is a new application or amended application or renewal.

---

3.2 Existing Licence

Does the applicant have an existing basic or full mini-grid licence issued by the Commission for other systems?

---

If yes, state the nature of the licence, date issued and the licence number.

---

3.3 Refusal, suspension or cancellation of licence

Has the applicant ever been refused a licence or had its licence suspended and/or cancelled by the Commission?

---

If yes, give details of the refusal, suspension, and/or cancellation.

---

**4.0 MAIN BUSINESS ACTIVITIES OF APPLICANT**

Please indicate the main business activities the applicant is currently engaged in.

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**5.0 DECLARATION BY THE APPLICANT**

The project is not unlawful or contrary to the interest of Sierra Leone, the National Electricity Act, 2011, the SLEWRC Act, 2011 and relevant SLEWRC Regulations. I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

---

Name of Applicant	Signature
-------------------	-----------

Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

ACCOMPANYING DOCUMENTATION

- 1. Completed application form
- 2. Certified copy of certificate of incorporation,
- 3. Memorandum and articles of association, deed of partnership or deed of trust (as applicable),
- 4. Tax registration certificate
- 5. Signed health and safety guidelines
- 6. Proof of purchase agreement

<p><b>FOR OFFICIAL USE ONLY</b></p> <ul style="list-style-type: none"><li>1. Date of submission of application: _____</li><li>2. Fees paid and receipt Number: _____</li><li>3. Results of verification for completeness: _____</li><li>4. Recommendation of SLEWRC Legal Division: _____</li><li>5. Recommendation of SLEWRC Head of Electricity: _____</li><li>6. Decision of SLEWRC: _____</li><li>7. Issue date of license: _____</li><li>8. Expiration date of licence: _____</li><li>9. Effective date of amendment: _____</li><li>10. Other relevant information: _____</li></ul>
--

**Schedule 6 of SLEWRC Mini-Grid Regulations, 2018:**

**Application form for renewal or extension of basic mini-grid licence**

In compliance with the SLEWRC Mini-Grid Regulations 2018, I [name]\_\_\_\_\_, the Mini-grid licensee with licence number \_\_\_\_\_, operating the mini-grid(s) in [state/town/local government/village]\_\_\_\_\_, am applying herewith for a renewal of the basic mini grid licence for this mini-grid.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

Name of mini-grid site(s): \_\_\_\_\_

Geographical coordinates of the mini-grid(s): \_\_\_\_\_

Licence number: \_\_\_\_\_

\_\_\_\_\_  
Name of Mini-grid licensee

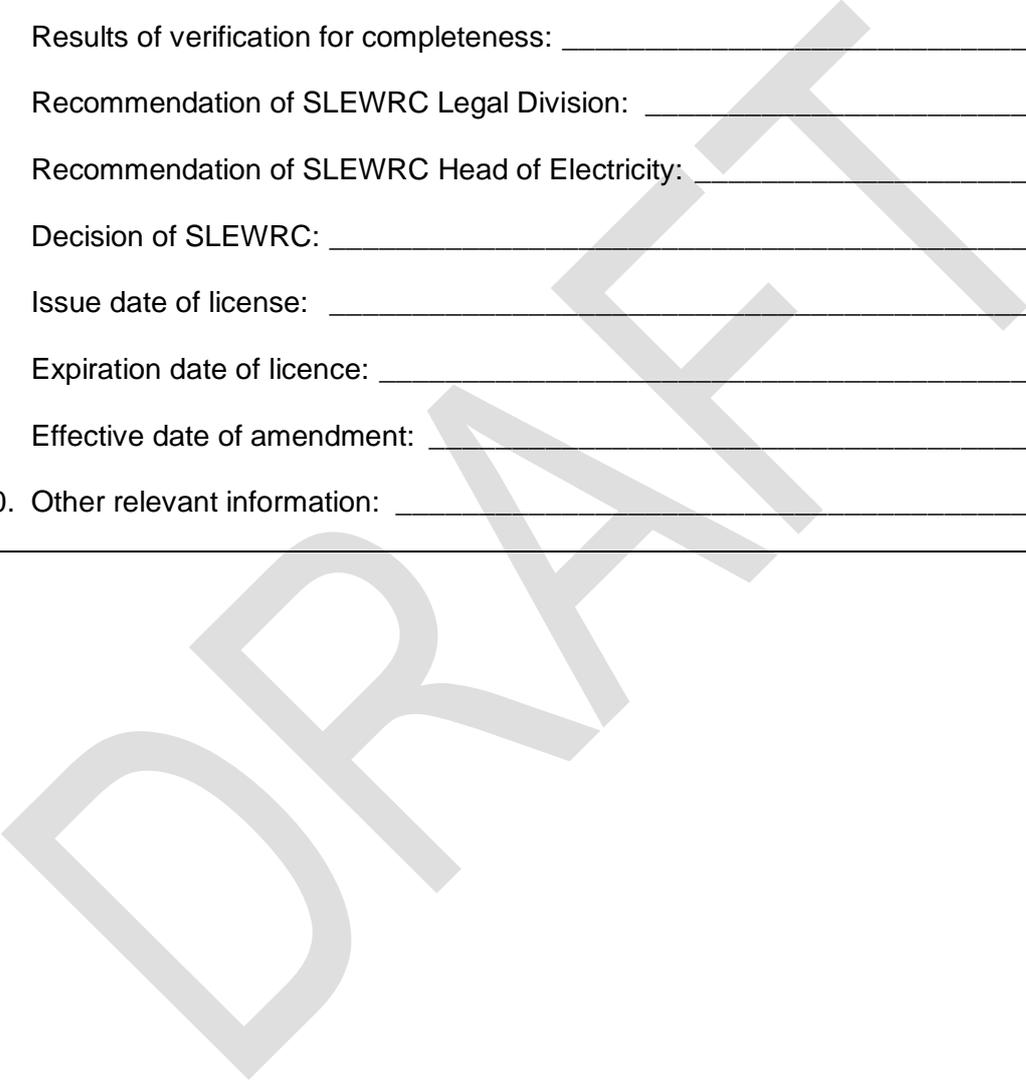
\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Signature

ACCOMPANYING DOCUMENTATION

- 1. Completed application Form

<p><b>FOR OFFICIAL USE ONLY</b></p> <ul style="list-style-type: none"><li>1. Date of submission of application: _____</li><li>2. Fees paid and receipt Number: _____</li><li>3. Results of verification for completeness: _____</li><li>4. Recommendation of SLEWRC Legal Division: _____</li><li>5. Recommendation of SLEWRC Head of Electricity: _____</li><li>6. Decision of SLEWRC: _____</li><li>7. Issue date of license: _____</li><li>8. Expiration date of licence: _____</li><li>9. Effective date of amendment: _____</li><li>10. Other relevant information: _____</li></ul>
--



**Schedule 7 of SLEWRC Mini-Grid Regulations, 2018:**

**Application form for renewal or extension of full mini-grid licence**

In compliance with the SLEWRC Mini-Grid Regulations 2018, I [name]\_\_\_\_\_, the Mini-grid licensee with licence number \_\_\_\_\_, operating the mini-grid(s) in [state/town/local government/village]\_\_\_\_\_, am applying herewith for a \_\_\_\_\_ [renewal, or extension] of the full mini grid licence for this mini-grid.

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail of contact person: \_\_\_\_\_

Name of mini-grid site(s): \_\_\_\_\_

Geographical coordinates of the mini-grid(s): \_\_\_\_\_

Licence number: \_\_\_\_\_

\_\_\_\_\_  
Name of Mini-grid licensee

\_\_\_\_\_  
Date and Place

\_\_\_\_\_  
Signature

ACCOMPANYING DOCUMENTATION

- 2. Completed application Form
- 3. Operations report for the complete last licencing period
- 4. Audited financial statements of the last 3 years

<p><b>FOR OFFICIAL USE ONLY</b></p> <p>11. Date of submission of application: _____</p> <p>12. Fees paid and receipt Number: _____</p> <p>13. Results of verification for completeness: _____</p> <p>14. Recommendation of SLEWRC Legal Division: _____</p> <p>15. Recommendation of SLEWRC Engineering, Standards and Safety: _____</p> <p>16. Decision of SLEWRC: _____</p> <p>17. Issue date of license: _____</p> <p>18. Expiration date of licence: _____</p> <p>19. Effective date of amendment: _____</p> <p>20. Other relevant information: _____</p>
---

**Schedule 8 of SLEWRC Mini-Grid Regulations, 2018:**

**Tariff approval application form**

In compliance with SLEWRC Mini-grid Regulations, 2018 I, [name] \_\_\_\_\_  
herewith apply for mini-grid tariff approval for full mini-grid licensees based on  
\_\_\_\_\_ [the standard tariff determination methodology / the tariff  
determination methodology as approved by the Commission on the XX[date)].

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant: \_\_\_\_\_

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Mobile phone of contact person: \_\_\_\_\_

E-mail for contact person: \_\_\_\_\_

**2.0 Licence**

EWRC Licence Number: \_\_\_\_\_

EWRC Licence Validity [date – date]: \_\_\_\_\_




**4.0 Previous approved and applied Tariffs (covering a three-year period)**

Time Period	Average Tariff	Net tariff approved for consumer group (SLL/kWh, or SLL/kW, or SLL/connection)				
		1: _____	2: _____	3: _____	4: _____	5: _____

**5. Revenue Requirement**

Based on the standard tariff determination methodology defined in the Regulation utilizing following formulas:

Revenue Requirement:

$$RR = O\&M + D + T + (\text{return} \times RAB) + (PRPM * E)$$

Regulatory Asset Base:

$$RAB = \frac{(RAB_{t-1} + RAB_{t-2})}{2}$$

Regulatory Asset Base t-1:

$$RAB_{t-1} = RAB_{t-2} + CAPEX_{t-1} - S_{t-1} - D_{t-1}$$

Abbreviation	Value (Unit)
RR	
O&M	
D	
T	
WACC	
RAB	
PRPM	
E	
$RAB_{t-1}$	
$RAB_{t-2}$	
$CAPEX_{t-1}$	
$S_{t-1}$	
$D_{t-1}$	

**6. Financing of CAPEX (in past year (t-1)) and O&M cost (in current year (t))**

If the project is (partly) financed by **equity**:

Equity amount for  $CAPEX_{t-1}$ :

---

Equity amount for  $OPEX_{t+1}$ :

---

Return expectation for equity:

---

Other relevant information:

---

If the project is (partly) financed by **debt**:

Debt amount for  $CAPEX_{t-1}$ :

---

Debt amount for  $OPEX_{t+1}$ :

---

Terms and condition for Debt:

---

Other relevant information:

---

If the project is (partly) financed by **grant**:

Grant amount for CAPEX<sub>t-1</sub>: \_\_\_\_\_

Grant amount for OPEX<sub>t+1</sub>: \_\_\_\_\_

Terms and condition for grant: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

**7. Depreciation method and depreciation times applied**

- G. Annuity method
- H. Fair value of assets
- I. Other please specify  \_\_\_\_\_

**Useful life of the assets applied**

<u>Asset type</u>	<u>Useful life (years)</u>

**8. Measured Demand and Number of consumers**

- J. Measured
- K. Projected (1<sup>st</sup> year)

Number of total consumer

Time Period	Total Number of consumer	Number of consumer per consumer group (kWh)				
		1: _____	2: _____	3: _____	4: _____	5: _____

Average Demand

Time Period	Total Average Demand	Average demand per consumer group (kWh)				
		1: _____	2: _____	3: _____	4: _____	5: _____

Aggregate Demand

Time Period	Total Aggregate Demand	Average demand per consumer for consumer group (kWh)				
		1: _____	2: _____	3: _____	4: _____	5: _____

**9. Past and Future Connection Charge**

Connection Charge

Time Period	Total Average Connection Charge	Average connection charge per consumer for consumer group (SLL)				
		1: _____	2: _____	3: _____	4: _____	5: _____

Comments: \_\_\_\_\_

**10. Current proposed Tariff**

Time Period	Average Tariff	Net tariff approved for consumer group (SII/kWh, or SLL/kW, or SLL/connection)				
		1: _____	2: _____	3: _____	4: _____	5: _____

Date adjustment of tariff should take effect: \_\_\_\_\_

**11. Financial Implication and consumer Impact**

Please describe the financial implication and consumer impact based on the current proposed tariff:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION BY THE APPLICANT**

I hereby declare that the above information and the supporting documents provided in the scope of the tariff application are true to the best of my knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

---

Name of Applicant	Signature
-------------------	-----------

Has hereunto been affixed in the presence of:

Sign:

Sign:

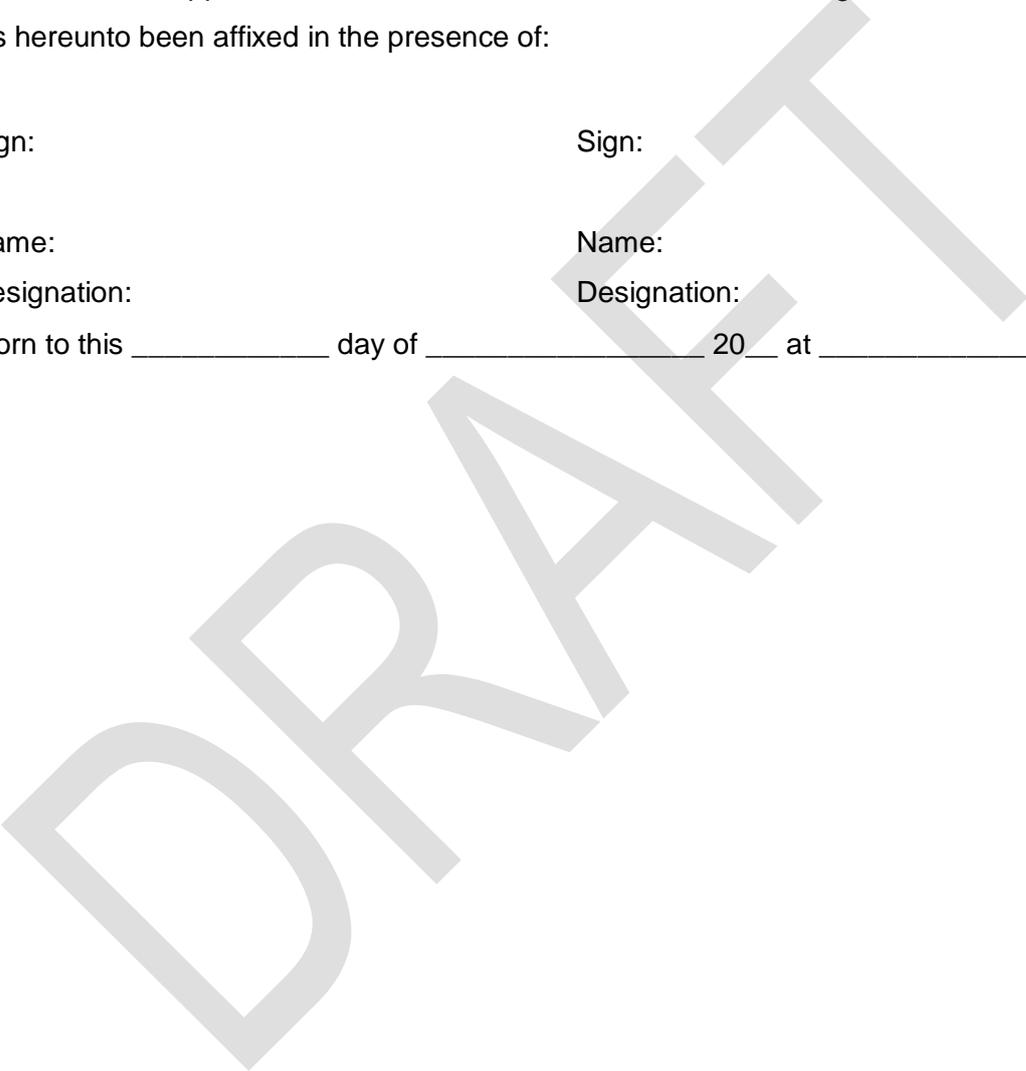
Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_



ACCOMPANYING DOCUMENTATION

- 1. Completed application Form,
- 2. Tariff calculation tool as PDF signed,
- 3. Tariff calculation tool as Excel file send digitally,
- 4. Current average bills, tariffs and other charges for each consumer group based on the current proposed tariff,
- 5. Audited financial statements including Balance Sheet, Income Statement, Statement of Cash Flow and Statement of Changes in Equity following IFRS (if applicable),
- 6. General ledger of accounting (if requested by the Commission),
- 7. Technical Report for last approved tariff period (if applicable), and
- 8. Evidence of engagement with the targeted community(ies) that they have been informed about the proposed tariff.

**FOR OFFICIAL USE ONLY**

- 1. Date of submission of tariff application: \_\_\_\_\_
- 2. Results of verification for completeness: \_\_\_\_\_
- 3. Recommendation of SLEWRC Economic and Accounting Division: \_\_\_\_\_
- 4. Recommendation of SLEWRC Head of Electricity: \_\_\_\_\_
- 5. Decision of SLEWRC: \_\_\_\_\_
- 6. Issue date of tariff approval: \_\_\_\_\_
- 7. Expiration date of tariff approval: \_\_\_\_\_
- 8. Effective date of tariff approval: \_\_\_\_\_
- 9. Other relevant information: \_\_\_\_\_

Schedule 9 of SLEWRC Mini-Grid Regulations, 2018:

Technical reporting template

**1.0 PARTICULARS OF APPLICANT AND CONTACT PERSON**

Name of applicant:

---

Physical address:

---

Postal address:

---

Tel:

---

Fax:

---

Mobile phone:

---

E-mail:

---

Website address:

---

Name of contact person:

---

Mobile phone of contact person:

---

E-mail for contact person:

---

**2.0 Licence**

EWRC Licence Number:

---

EWRC Licence Validity [date – date]:

---

**3.0 Reporting Period**

Reporting Period:

---

EWRC Report Number:

---

#### 4.0 Technical Report

		Total	System 1	...	System n
Name of System					
Installed size of generation plant component					
Hydropower	kW				
Biomass	kW				
PV-Panel	kWp				
PV-Inverter	kW				
Batteries	kWh				
Battery Inverter	kW				
Generator	kW				
Total	kW				
No. of connected consumer	no.				
- Household	no.				
- Commercial	no.				
- Productive	no.				
- Public	no.				
- Medical Centers	no.				
- Schools	no.				
- other public consumer	no.				
Total	no.				
Avg. demand per consumer of category	kWh				
- Household	kWh				
- Commercial	kWh				
- Productive	kWh				
- Public	kWh				
- Medical Centers	kWh				
- Schools	kWh				
- other public consumer	kWh				
Average for all consumer categories	kWh				
Total electricity consumption per category	kWh				
- Household	kWh				
- Commercial	kWh				
- Productive	kWh				
- Public	kWh				
- Medical Centers	kWh				
- Schools	kWh				
- other public consumer	kWh				
Total	kWh				
Electricity losses	kWh				
- Total electricity generation (incl. loss)	kWh				
- Total electricity sold	kWh				
- distribution loss	kWh				
- meter (collection) loss	kWh				

- Technical uptime	%				
Electricity Renewable Fraction and Diesel Efficiency					
Renewable energy contribution	kWh				
Renewable fraction	%				
Diesel fuel usage	l				
Diesel system efficiency	%				
Power quality					
Average Voltage	V				
Over Voltage number of events	n				
Over Voltage max magnitude	V				
Under Voltage number of events	n				
Under Voltage min magnitude	V				
Transient protection level	n				
Average Frequency	Hz				
Over frequency number of events	n				
Over frequency max magnitude	Hz				
Under frequency number of events	n				
Under frequency min magnitude	Hz				
Power availability					
Duration of daily service	hrs				
Hours per day electricity provided daily	hrs				
Percent of days service provided below contracted value	%				
Percent of days service provided above contracted value	%				
Average number of hours of service provided during the day ( 6 a.m./6 p.m.)	hrs				
Average number of hours of service provided during the night ( 6 p.m./12 p.m.)	hrs				
Power reliability (adjusted to reflect average hours of service per day)					
Number of unplanned service events	no.				
System Average Interruption Frequency Index (SAIFI)	n				
System Average Interruption Duration Index (SAIDI)	hrs				
Number of planned service events	no.				
Planned System Average interruption Frequency Index (P-SAIFI)	n				
Planned System Average Interruption Duration Index (P-SAIDI)	hrs				
Operation, maintenance and safety					
Number of O&M events with short description of event and root-cause analysis	n				
Number of public or worker safety events with short description of event and root-cause analysis	n				

## 5.0 Business Report

FINANCIAL ANALYSIS		Total		System 1		....		System n	
Name of System									
Average tariff per category	SLL/kWh								
- Household	SLL/kWh								
- Commercial	SLL/kWh								
- Productive	SLL/kWh								
- Public	SLL/kWh								
Revenues per consumer category	SLL								
- Household	SLL								
- Commercial	SLL								
- Productive	SLL								
- Public	SLL								
Other revenues	SLL								
<b>Type of expenditure</b>		private	public	private	public	private	public	private	public
Power generation expenses	SLL								
- Civil works	SLL								
- Hydropower	SLL								
- Biomass	SLL								
- PV system	SLL								
- PV structures	SLL								
- PV inverter	SLL								
- Battery system	SLL								
- Battery inverter	SLL								
- Genset	SLL								
- Distribution box	SLL								
- Monitoring and controlling	SLL								
- Others	SLL								
Power distribution expenses	SLL								
- Poles	SLL								
- Conductors	SLL								
- Accessories	SLL								
Consumer connection expenses	SLL								
- Electricity meter	SLL								
- Connection material	SLL								

- Indoor installation material	SLL								
- Sales equipment	SLL								
O&M costs and sales costs	SLL								
- Fuel cost	SLL								
- Managing director	SLL								
- Management staff	SLL								
- Technical staff	SLL								
- Admin staff	SLL								
- other staff	SLL								
- Travel costs	SLL								
- Office costs	SLL								
- Cost for permits and licences	SLL								
- Auditing costs an financial service costs	SLL								
- Miscellaneous	SLL								
Taxes, duties and charges	SLL								
- Corporate Income tax	SLL								
- Sales tax	SLL								
- other taxes	SLL								

I herewith confirm that the above information is true according to the best of my knowledge.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Name of Applicant Signature

Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_

## Schedule 10 of SLEWRC Mini-Grid Regulations, 2018:

### Quality of service framework

Service framework defines the categories (or levels) of electricity service provided to mini-grid consumer covering the targeted energy spectrum, from basic consumption to high level services. Quality of service levels are founded upon the following system performance characteristics:

#### (1) Power quality in AC mini-grids:

- (a) Voltage imbalance: The voltage imbalance is the maximum deviation from the average of the three-phase voltage or current divided by the average three-phase voltage or current and is expressed in percent. Voltage imbalance occurs only in three-phase AC power systems, not in single-phase or DC-power systems.
- (b) Transients: A transient is a sudden change in the steady-state condition of voltage, current, or both. Transients in electrical distribution networks result from the effects of lightning strikes and/or network switching operations, such as capacitor banks.
- (c) Short duration voltage variations: Short-duration voltage variations encompass root-mean-square (rms) deviations at power frequencies for less than 1 minute and are caused by fault conditions, energizing large loads that require high starting currents, or intermittent loose connections in power wiring.
- (d) Long duration variations: Long-duration variations encompass rms deviations at power frequencies for longer than 1 minute. When the supply voltage has been zero for a period of time in excess of 1 minute, the long-duration voltage variation is considered a sustained interruption.
- (e) frequency variations: Deviation of power system supply frequency from the specified nominal value is directly related to rotational speed of generators. The main causes of frequency variations are faults on bulk transmission system, large loss of load, and large loss of generation. This is more likely to be a problem in a system with a high contribution of variable generation sources and often occurs in an isolated system.

#### (2) Power quality in DC

- (a) Resistive voltage drop: Electrical resistance increases the farther current flows through an electrical wire; a higher resistance reduces the voltage. Therefore the farther the load is from the power source, the higher a distribution system-induced resistive voltage drop will be, simply decreasing the DC voltage at the load. Voltage drop will limit the geographical footprint of a DC mini-grid.
- (b) DC ripple: DC ripple is an artifact of the AC-to-DC conversion process as it is difficult to remove all variation in the alternating current. This is a concern only if AC-to-DC conversion (rectification) is employed. DC ripple can cause additional wear on devices designed to operate at a fixed DC voltage, including radios and televisions. DC ripple should not be a concern for DC-only power systems.
- (c) Switching noise: Switching noise, a higher-speed variation in the DC voltage, is caused by operation of power electronic switches. Switching noise can be eliminated

or reduced by expanded filtering, but this increases equipment costs so it is more of a problem with low-quality power electronics.

- (d) Transients: A transient is a sudden change in the steady-state condition of voltage, current, or both. Transients in electrical distribution networks result from the effects of lightning strikes and/or network switching operations, such as capacitor banks.
- (e) Short and long duration variations: Short-duration voltage variations encompass root-mean-square (rms) deviations at power frequencies for less than 1 minute and are caused by fault conditions, energizing large loads that require high starting currents, or intermittent loose connections in power wiring.

Long-duration variations encompass rms deviations at power frequencies for longer than 1 minute. When the supply voltage has been zero for a period of time in excess of 1 minute, the long-duration voltage variation is considered a sustained interruption.

(3) Power availability is dependent upon

- (a) Peak power available to each consumer at the connection point,
- (b) Energy available to each consumer per year, and
- (c) daily duration service to each consumer.

(4) Power reliability include following indicators,

- (a) System Average Interruption Frequency Index (SAIFI), unplanned and planned  
SAIFI measures the average number of power outages that an average consumer experiences in a year and is defined as:

$$SAIFI = \frac{\text{Total Number of Consumer Interruptions}}{\text{Total Number of Consumer Served}}$$

- (b) System Average Interruption Duration Index (SAIDI), , unplanned and planned  
SAIDI measures the average number of minutes that an average consumer is without power over the defined time period (one year), and is defined as:

$$SAIDI = \frac{\text{Total Minutes of Consumer Interruptions}}{\text{Total Number of Consumer Served}}$$

In case of a mini-grid system which is only expected to provide service for a part of the day (e.g., 18 hours), SAIFI and SAIDI should only be calculated based on the expected hours of service (e.g. as a fraction of 18 hours / day)

Standard level of service	Base Level	High Level
	Type 1	Type 2
<b>Power quality</b>		
<b>For AC mini grid</b>		
Voltage imbalance	<10%	<5%
Transients	Surge Protection	Surge Protection
Short voltage duration variation	<5/day	<1/day
Long voltage duration variation	<10/day	<5/day
Frequency variation	48 Hz <f < 52 Hz	49 Hz <f < 51 Hz
<b>For DC mini grid</b>		
Resistive voltage drop	< 20%	< 10%
DC ripple	10% of peak to peak	5% of peak to peak
Switching noise	Unfiltered	Transient noise minimized
Transients	No additional protection	Surge suppressors
Number of faults (Short & long-time-duration-variation)	<5 per day	<2 per day
<b>Power availability</b>		
Peak available power	>3 W / consumer	>200 W / consumer
Energy available per time period	> 4.38 kWh/year / consumer	> 73 kWh/year / consumer
Duration of daily service	No guarantee of availability	Variable certainty: x hours a day with y certainty
<b>Power reliability</b>		
Unplanned SAIFI	<52 per year	<12 per year
Unplanned SAIDI	<876 hours	<438 hours
Planned SAIFI	No requirement but should be defined by licensee and SLEWRC	
Planned SAIDI		

**Schedule 11 of SLEWRC Mini-Grid Regulations, 2018:**

**Health and safety guidelines (incl. environmental protection)**

**1. GENERAL GUIDELINES AND REQUIREMENTS**

**1.1 ENVIRONMENTAL PROTECTION RECOMMENDATIONS**

Set out below are general requirements to be adhered to by the mini-grid licensee to mitigate any adverse effect and impact of its operations and activities on the environment.

For every mini-grid project, prior consideration and all efforts shall be made, at an early stage, to identify the environmental effect and impact of the proposed project.

Where the proposed project is likely to negatively affect the environment because of its extent, nature or the location, an Environmental Impact Assessment (EIA) shall be undertaken as applicable.

**1.2 HEALTH AND SAFETY GUIDELINES**

Set out below are general requirements to be adhered to by the mini-grid licensee in order to mitigate any adverse effect and impact of its operations and activities on the health and safety of staff members, consumers and other individuals.

The mini-grid licensee may decide, during the validity of the licence, to maintain the usual insurance policies recommended for mini-grid operations. Not having the right insurance policies in place involves considerable risks for the operations of mini-grids.

## 2. SPECIFIC GUIDELINES AND REQUIREMENTS FOR TYPES OF EQUIPMENT

The table below provides specific requirements regarding the different types of equipment that are components in mini-grids:

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Battery VRLA	Transport & Storage		<ul style="list-style-type: none"> <li>Wear protection gear: shoes, helmet, goggles and gloves.</li> </ul>
	Installation		<ul style="list-style-type: none"> <li>Must only be installed by professional electricians.</li> </ul>
	Operation	<ul style="list-style-type: none"> <li>Keep battery cells clean and clean with dry cloth.</li> <li>Do not overcharge the batteries to avoid explosive hydrogen production.</li> <li>Must be a safe working environment.</li> <li>A comprehensive occupational safety program, including training and site orientation.</li> <li>Competent persons to effectively respond to emergency events.</li> <li>Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>	
	Decommissioning & Disposal		<ul style="list-style-type: none"> <li>See installation and commissioning.</li> <li>Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime.</li> </ul>
Battery Lead-Acid Vented	Transport & Storage		<ul style="list-style-type: none"> <li>Wear protection gear: shoes, helmet, goggles and gloves.</li> </ul>
	Installation	<ul style="list-style-type: none"> <li>Transport battery in upright position and/or transport acid in separate containers.</li> </ul>	<ul style="list-style-type: none"> <li>Must only be installed by professional electricians.</li> <li>Wear acid-proof protection apron.</li> <li>During the filling, follow the manufacturers' recommendations.</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Battery Lead-Acid Vented		<ul style="list-style-type: none"> <li>• Acid is a hazardous product: follow the transportation rules for hazardous products.</li> </ul>	<ul style="list-style-type: none"> <li>• Install only in rooms with adequate ventilation.</li> <li>• Avoid any electronics or electric equipment that can generate sparks in the same room.</li> </ul>
	Operation	<ul style="list-style-type: none"> <li>• Keep battery cells clean.</li> <li>• Do not overcharge the batteries to avoid explosive hydrogen production.</li> <li>• Must be a safe working environment.</li> <li>• A comprehensive occupational safety program, including training and site orientation.</li> <li>• Competent persons to effectively respond to emergency events.</li> <li>• Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> </ul>	
	Decommissioning & Disposal		<ul style="list-style-type: none"> <li>• Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime.</li> <li>• Collect acid separately in appropriate canisters prepared for storage and transport</li> </ul>
Lithium Battery	Installation & Operations		<ul style="list-style-type: none"> <li>• Do not discharge completely and do not overcharge (risk of explosion).</li> <li>• Keep away from solar radiation.</li> <li>• Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime.</li> </ul>
Diesel Generator	Transport & Storage		<ul style="list-style-type: none"> <li>• Use lifting equipment.</li> <li>• Fuel transport is dangerous and should follow the applicable transport Regulation.</li> </ul>
	Installation		<ul style="list-style-type: none"> <li>• Must only be installed by professional electricians.</li> </ul>
	Operation	<ul style="list-style-type: none"> <li>• Used oil and oil filters shall be collected and disposed of in an environmentally friendly (safe)</li> </ul>	<ul style="list-style-type: none"> <li>• Must only be operated by trained electricians.</li> <li>• Must be a safe working environment.</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Diesel Generator	Operation	<ul style="list-style-type: none"> <li>Select site to meet the following requirements: Noise Emission should be limited to an extent acceptable by the neighbours.</li> </ul>	<ul style="list-style-type: none"> <li>A comprehensive occupational safety program, including training and site orientation.</li> <li>Testing and monitoring of air quality is strictly carried out where employees may be exposed to harmful substances, including worker respiratory protection and an emergency response plan.</li> <li>Competent persons to effectively respond to emergency events.</li> <li>Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>Used oil and oil filters shall be collected and disposed of in an environmentally friendly way.</li> </ul>	
Solar PV	Operation		<ul style="list-style-type: none"> <li>Wear safety gear.</li> <li>Must be a safe working environment.</li> <li>A comprehensive occupational safety program, including training and site orientation.</li> <li>Competent persons to effectively respond to emergency events.</li> <li>Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Solar PV	Operation		<ul style="list-style-type: none"> <li>Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>For CdTe modules: Hazardous Waste must be collected and brought to a recycling centre.</li> <li>Consult manufacturer's guidelines or where necessary the manufacturer</li> </ul>	
Wind Turbine	Transport & Storage		<ul style="list-style-type: none"> <li>Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>
	Installation	<ul style="list-style-type: none"> <li>Select site to meet the following requirements:</li> <li>Noise Emission should not be limited to an extent acceptable by the neighbours. Shading shall not be more than acceptable by the neighbours</li> </ul>	<ul style="list-style-type: none"> <li>Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> <li>By selecting the site, take into consideration the ground characteristics for integrity of the turbine</li> </ul>
	Operation	<ul style="list-style-type: none"> <li>Switch off wind turbine during main flying hours of bats.</li> <li>Used oil and oil filters shall be collected and disposed of in an environmental friendly way.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain moving parts regularly according to the requirements of the manufacturers.</li> <li>Must be a safe working environment.</li> <li>A comprehensive occupational safety program, including training and site orientation.</li> <li>Competent persons to effectively respond to emergency events.</li> <li>Keep a record of all occupational injuries and accidents</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Hydro	Transport & Storage		<ul style="list-style-type: none"> <li>Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>
	Installation	<ul style="list-style-type: none"> <li>Comply with the water rights and related legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Moving parts of machinery must be designed and constructed in such a way as to prevent risks of contact which could lead to accidents or must, where risks persist, be fitted with guards or protective devices.</li> </ul>
	Operation		<ul style="list-style-type: none"> <li>Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>The flow of river as it has been before installation of the equipment has to be re-established</li> <li>Comply with the water rights and related legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>
Biomass	Transport & Storage	<ul style="list-style-type: none"> <li>Sewage from biomass shall be kept from entering the ground water</li> <li>Biogas shall be stored in a way to minimize losses to the atmosphere (reduce greenhouse gas emission)</li> </ul>	<ul style="list-style-type: none"> <li>Depending on the type of biomass, the biomass may carry the risk of fire. Therefore, it shall be stored in a safe fire protected place</li> </ul>
	Installation		<ul style="list-style-type: none"> <li>Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Biomass	Operation	<ul style="list-style-type: none"> <li>• Use appropriate Fire protection.</li> <li>• Must be a safe working environment.</li> <li>• A comprehensive occupational safety program, including training and site orientation.</li> <li>• Competent persons to effectively respond to emergency events.</li> <li>• Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>• Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>	
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>• Any lubrication oil needs to be disposed off in an environmentally friendly manner</li> <li>• Used oil and oil filters shall be collected and disposed off in an environmental friendly way.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> <li>• See Transport &amp; Storage</li> </ul>
Inverters, charge controller and other electronic equipment Inverters, charge controller and other electronic equipment	Installation		<ul style="list-style-type: none"> <li>• Must only be installed by professional electricians.</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Inverters, charge controller and other electronic equipment Inverters, charge controller and other electronic equipment	Operation		<ul style="list-style-type: none"> <li>• Must be a safe working environment.</li> <li>• A comprehensive occupational safety program, including training and site orientation.</li> <li>• Competent persons to effectively respond to emergency events.</li> <li>• Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>• Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>• Must be disposed in an environmental friendly way. Waste must be collected and brought to a recycling centre.</li> </ul>	
Switch Gear and Distribution Box Conductors Transformers	Transport & Storage		<ul style="list-style-type: none"> <li>• Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>
	Installation	<ul style="list-style-type: none"> <li>• Select a site where the risk of flooding is low.</li> <li>• Use fire proved material.</li> </ul>	<ul style="list-style-type: none"> <li>• Installation only by an electrician</li> <li>• Wear all applicable safety gear like safety shoes, safety gloves</li> <li>• Comply with the SLEWRC Distribution Code.</li> </ul>

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Switch Gear and Distribution Box Conductors Transformers	Operation		<ul style="list-style-type: none"> <li>• Must be a safe working environment.</li> <li>• Wear appropriate safety gear</li> <li>• Must only be operated by trained electricians.</li> <li>• Comply with the SLEWRC Distribution Code.</li> <li>• A comprehensive occupational safety program, including training and site orientation.</li> <li>• Competent persons to effectively respond to emergency events.</li> <li>• Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.</li> <li>• Should have adequate insurance policy to cover facilities, employees and third parties.</li> </ul>
	Decommissioning & Disposal	<ul style="list-style-type: none"> <li>• The foundations must be removed and the place recover its original status.</li> <li>• Transformer may contain hazardous and polluting material which has to be brought</li> <li>• to a collection point where it can be treated.</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).</li> </ul>

I, [name] \_\_\_\_\_, representative of Mini-Grid

Developer/Operator name: \_\_\_\_\_

Mini-Grid Developer/Operator address: \_\_\_\_\_

Company registration number: \_\_\_\_\_

am applying for a Full Mini-grid Licence and therefore warrant that I will comply with the above-mentioned environmental, health and safety guidelines.

In the event of any failure to comply with these guidelines, I am conscious that the competent authorities can impose fines according to the gravity of the infraction.

Date: \_\_\_\_\_

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Signature

**COMPANY REPRESENTATIVE**

**Schedule 12 of SLEWRC Mini-Grid Regulations, 2018:**

**Asset handover and compensation confirmation form**

**1. Integration of mini-grid assets into distribution network**

1.1. I, [NAME] \_\_\_\_\_, the mini-grid licensee with licence number \_\_\_\_\_, operating the mini-grid in [state/town/local government/village] \_\_\_\_\_ hereby declare that following the notification of the Main Grid Utility decision to re-integrate the mini-grid into the distribution network pursuant to regulation 52 of the SLEWRC Mini-Grid Regulations, 2018, that the assets in table A below have been handed over to \_\_\_\_\_ [name of Main Grid Utility].

1.2. We, \_\_\_\_\_ [name of Main Grid Utility], duly represented by \_\_\_\_\_ [name of individual or company] confirm receipt of the assets in table A and accept ownership of same. We confirm that we will transfer the compensation stated below to a bank account designated by the mini-grid licensee within 10 (ten) days.

**Table A**

*Please fill where applicable*

Name of asset	Number of units	Depreciated value of unit	Total depreciated value of asset	Total value of undepreciated assets
<b>TOTAL AMOUNT (in SLL)</b>				

1.3. I, the representative of the mini-grid licensee, \_\_\_\_\_  
 [name of individual or company] hereby confirms that a grant of  
 \_\_\_\_\_ [currency and amount] was received on  
 \_\_\_\_\_ [date] from \_\_\_\_\_ [name of individual,  
 company or government body]. The following asset costs in table B below have been  
 provided for by the grant:

**Table B**

Name of asset	Asset cost	Amount of grant

**2. Compensation**

- 2.1. I, the mini-grid licensee, hereby confirm receipt of compensation from  
 \_\_\_\_\_ [name of Main Grid Utility] as defined in  
 SLEWRC Mini-grid Regulations Part VII.
- 2.2. Revenue generated within the last 12 (twelve) months prior to the date of integration  
 of the mini-grid to the Distribution Network: \_\_\_\_\_ SLL.
- 2.3. Amount of compensation for the revenue generated within the last 12 (twelve)  
 months prior to the date of connection of the mini-grid to the Distribution Network:  
 \_\_\_\_\_ SLL.
- 2.4. TOTAL COMPENSATION = Total depreciated value of asset remaining and handed  
 over and assets decommissioned, removed and disposed + Compensation for the  
 revenue generated = \_\_\_\_\_ SLL.
- 2.5. I hereby confirm that assets financed via a grant, shall be transferred to the Main  
 Grid Utility, and no compensation shall be due on such assets.

**3. Notification to SLEWRC**

- 3.1 Upon execution, the mini-grid licensee and the Main Grid Utility shall each forward a copy of this document and a proof of receipt of payment to SLEWRC for information purposes.
- 3.2 The Main Grid Utility shall forward a copy of this document and a proof of payment to SLEWRC for notification purposes.

Date: \_\_\_\_\_

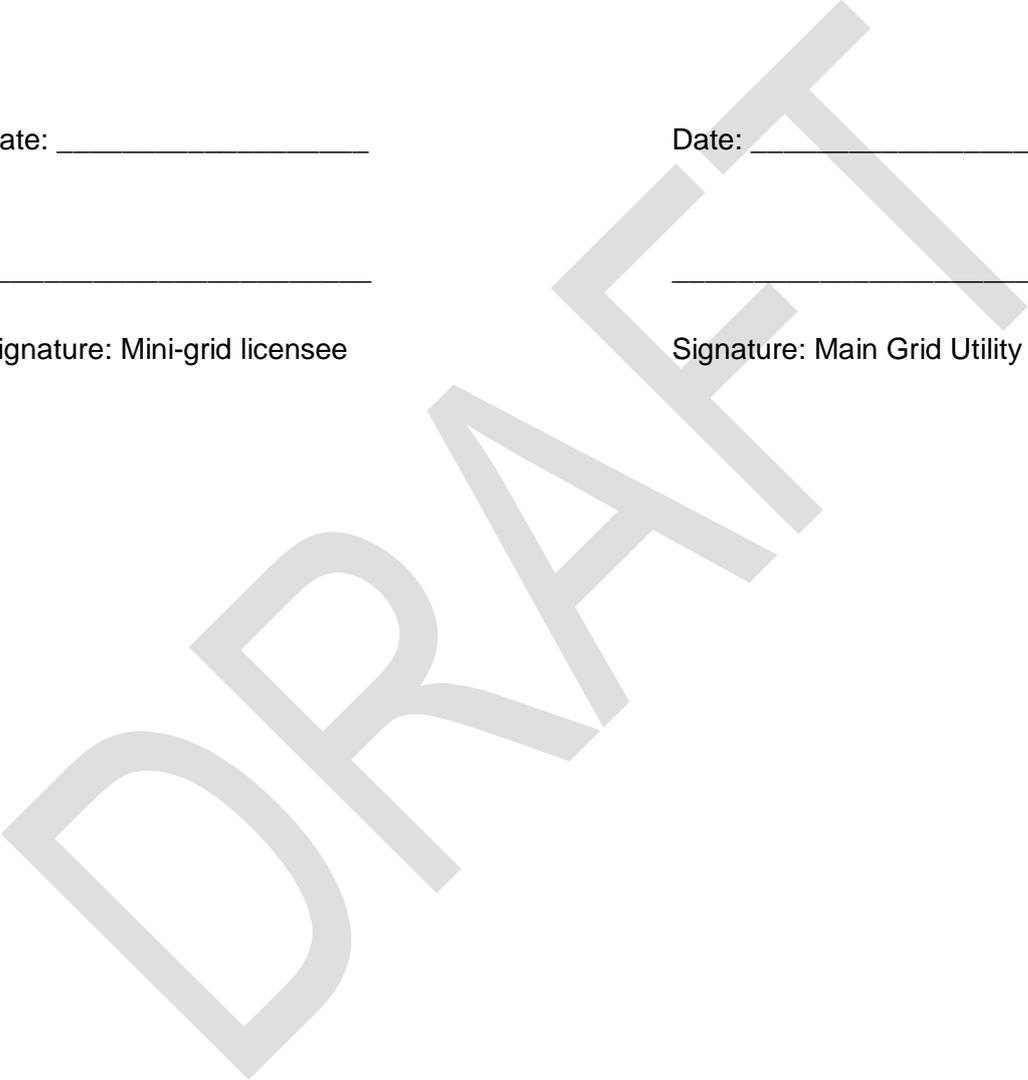
Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: Mini-grid licensee

Signature: Main Grid Utility



## Schedule 12 of SLEWRC Mini-Grid Regulations, 2018:

### Complaints procedure guidelines

Pursuant to regulation 63 of the SLEWRC Mini-Grid Regulations 2018, set out below are the complaints procedure guidelines for all consumer complaints.

#### 1. Definitions

**“Complainant”** means:

- (i) A consumer; or
- (ii) One or more consumers where there are numerous consumers having the same interest; or in the case of a dead consumer, his or her legal heirs or representatives making or continuing a Complaint. Provided that the contract with the consumer also includes his or her legal heirs and representatives

**“Complaint”** means any allegation in writing made by a Complainant against a Mini-grid licensee or a Registered Mini-grid licensee.

**“Point of Delivery”** is defined as the point where the consumer electricity measuring device is installed.

#### 2. Complaints Procedure

- (1) The licensee shall establish procedures for dealing with the complaints of consumers in accordance with section 56 of the Act.
- (2) If a consumer has a complaint regarding the licensee's obligations under the Act, the Electricity Act, these Regulations or any other relevant law, code, standard or term of a licensee, as well as if he is dissatisfied with the quality of service provided by a licensee the consumer may submit a complaint in writing to the licensee or verbally to have the complaint solved satisfactorily.
- (3) The licensee shall investigate every complaint submitted by a consumer and advise the complainant in writing of the results of its investigation.
- (4) The licensee shall keep a record of all complaints, indicating the name and address of the complainant, the date and nature of the complaint and how it was resolved.
- (5) Where a consumer is not satisfied with the licensee's response to the complaint, the consumer may file a further complaint with the Commission, in accordance with the Commission's consumer complaints procedures.
- (6) The consumer is solely responsible for the safe use of electricity on the consumer's side of the Point of Delivery and to ensure that his or her premises and any equipment thereon are adequately protected.
- (7) The consumer shall be liable for any damage or loss to the property of the licensee or other persons and injury to the licensee employees or other persons through unauthorized use, tampering or interference.
- (8) The licensee shall educate its consumers on issues relating to

- (a) the safe use of electricity;
  - (b) energy efficiency and demand-side management (if applicable);
  - (c) the dangers of illegal connections and tampering;
  - (d) the dangers of employing uncertified persons to undertake electrical installations and inspections;
  - (e) reconnections, modifications, repairs and related services;
  - (f) the use of unauthorized, sub-standard and unsafe devices;
  - (g) protection against over-voltages or surges; and
  - (h) reporting of illegal connections.
- (9) Where practical, vending stations should be accessible to consumers through their normal course of business activities or areas frequented by the consumer such as, markets, taxi parks other public places with service levels similar to other service providers in similar environments.

DRAFT

## Schedule 13 of SLEWRC Mini-Grid Regulations, 2018:

### Dispute resolution mechanism

Pursuant to regulation 64 of the SLEWRC Mini-Grid Regulations 2018, in cases where a consumer is not satisfied with the licensee's response to their complaint submitted to the licensee, the consumer may file a further complaint with the Commission, in accordance with the Commission's consumer complaints procedures. Set out below is the dispute resolution mechanism for all disputes arising from complaints filed by consumers of mini-grids.

#### **1. Communication channels for making a complaint**

- (1) The Commission shall accept complaints from the public through the following:
  - (a) Email, [info@ewrc.gov.sl](mailto:info@ewrc.gov.sl) or [complaints@ewrc.gov.sl](mailto:complaints@ewrc.gov.sl)
  - (b) Form available on SLEWRC website at [www.ewrc.gov.sl](http://www.ewrc.gov.sl)
  - (c) Post mail: Electricity and Water Regulatory Commission, 55 Berwick Street, Freetown, Sierra Leone
  - (d) Hotline: .....
  - (e) Physical delivery to Commission, 55 Berwick Street, Freetown, or any other offices or locations as may be designated by the Commission

#### **2. Modalities for submitting a complaint**

- (1) Any person who has a complaint against a public utility shall in the first instance complain directly to the public utility concerned for redress, according to that public utility's complaints handling procedures.
- (2) Where a complaint made directly to a public utility is not satisfactorily or promptly dealt with, the complaint shall be re-directed to the Commission.
- (3) Any consumer may file a complaint concerned with a service provided by a public utility to the "Commission".
- (4) A complaint to the Commission may be in writing or given orally.
- (5) A written complaint shall be addressed to the Commission.
- (6) Where an oral complaint is made or where the complainant cannot read or write, the complaint shall be reduced into writing by an officer of the Commission designated to receive the complaint or by any person selected by the complainant.
- (7) A person who writes down an oral complaint for any complainant shall -
  - (i) read over and explain the contents of the written complaint to the complainant;
  - (ii) make a declaration on the document that the complainant has fully understood or appears to understand the contents of the complaint, the literacy clause; and
  - (iii) make the complainant append his signature or thumb print on the written complaint

### **3. Contents of a Complaint.**

- (1) A complaint lodged with the Commission shall contain the following, in the format shown in Schedule 1:
  - (i) the full name, contact address, telephone number and email, where applicable, of the complainant;
  - (ii) the public utility against which the complaint is made;
  - (iii) particulars of the nature of the complaint together with copies of any document in support of the complaint;
  - (iv) the nature of the of the matter complained of ;
  - (v) the relief sought by the complainant; and
  - (vi) any other matter relevant to the complaint.
- (2) A person who lodges a complaint on behalf of another person shall state in writing the capacity in which he or she does so and the reason for so doing.

### **4. Informing the concerned public utility**

- (1) Where a complaint is made, the Commission shall cause a copy to be sent to the public utility against which a complaint was made within three (3) working days from the date of receipt of the complaint.
- (2) The public utility shall within five (5) working days from the date of receipt of the complaint or such further period as the Commission may specify submit its response to the Commission.

### **5. Initial settlement of complaint**

- (1) A staff designated by the Commission as a mediator shall make a preliminary enquiry into the complaint.
- (2) If the designated staff considers that the complaint may be mediated upon and settled, it shall invite the parties concerned and initiate a settlement of the complaint.
- (3) Where the parties agree to a mediation, they shall sign a mediation agreement at the beginning and a settlement agreement if successful.
- (4) If the parties are not able to settle the matter by mediation, it may be referred to another staff who did not participate in the mediation as a hearing officer to hear the matter through an informal hearing process.
- (5) Where the complainant is not satisfied with the initial hearing and there is no settlement, the complainant may seek a review of the decision.
- (6) The decision of the hearing officer may be subject to review by a Commissioner or legal officer of the Commission.
- (7) If the complaint cannot be settled, the Commission shall refer the complaint to the Consumer Services Committee, which shall follow the procedure for a formal hearing of the complaint as provided in these Regulations.

### **6. Formal hearing of complaint**

- (1) For the purpose of making a full enquiry by formal hearing into a complaint, the Commission shall on behalf of the Consumer Services Committee, in writing invite:
  - (a) the complainant
  - (b) the public utility against whom the complaint is made; and
  - (c) any other person considered relevant to the complaint by the Consumer Services Committee to appear before it at a date, time and place specified in the notice.
- (2) The date for attendance at the formal hearing shall be not less than seven (7) days from the date of notice.
- (3) The person appearing before the Consumer Services Committee to answer a complaint shall
  - (a) take an oath
  - (b) be informed again of the particulars of the complaint and the relief sought; and
  - (c) be afforded full opportunity to answer the complaint.
- (4) Persons appearing before the Consumer Services Committee shall appear themselves or may be represented by counsel or another expert.
- (5) The Consumer Services Committee shall take a decision on the complaint and a record of the proceedings shall be kept by the Commission.

#### **7. Conduct of formal hearing**

- (1) The Commission may on the recommendation of the Director General or any other member of the Commission refer a complaint to the Consumer Services Committee to conduct a formal hearing of the complaint.
- (2) The Commission may use the services of external experts to assist the Consumer Services Committee.
- (3) The chairman of the Consumer Services Committee shall be designated by the Commission from the members of the Consumer Services Committee.
- (4) A person appearing before a panel may raise an objection on the membership of the Consumer Services Committee to the chairman of the committee who shall refer the objection to the Commission for determination.
- (5) Any question before the committee shall be determined by a majority of the members present and voting.

#### **8. Powers of the Consumer Services Committee at a formal hearing**

- (1) Subject to paragraph 4, the formal hearing shall be conducted with fairness and impartiality and may:
  - (a) order public utilities to provide copies of information in their possession and state the form in which the information is to be provided;
  - (b) request a consumer to provide information in his possession which may be relevant to prove facts on the subject of the complaint; and
  - (c) order the public utility to conduct such tests and inspections as may be necessary to resolve the complaint.

- (2) Unless otherwise directed by the Commission, the Consumer Services Committee shall regulate the course of proceedings and conduct of the parties and their representatives and may question any person or enquire into any matter related to the complaint.
- (3) The Consumer Services Committee shall make a full report by way of recommendations to the Commission. The Commission may accept, vary or reject the recommendations.
- (4) Where the Commission rejects or varies the report, it shall provide reasons for the rejection or modification of the findings of the Committee or the panel.

**9. Appeal against the decision of the Consumer Services Committee**

- (1) A party dissatisfied with a decision of the Committee, panel or the Commission may appeal against the decision.
- (2) The Commission may on appeal by any of the parties to the complaint refer the decision of the Consumer Services Committee to the Review Committee.
- (3) Where a decision of the Consumer Services Committee is referred to the Review Committee, the Review Committee shall re-consider the matter and make further recommendations to the Commission based on its findings.
- (4) The Commission shall make a final determination on the matter taking into account the recommendation of the Review Committee.

**10. Withdrawal of complaint**

- (1) A complainant may withdraw a complaint after it has been submitted to the Commission.
- (2) Withdrawal of a complaint shall not limit the rights of a complainant to file the complaint subsequently.

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**Chairman, Sierra Leone Electricity and Water Regulatory Commission**

**Date of Gazette Notification:**

**Date of entry into force:**