

SCHEDULE 1

Application form for basic mini-grid licence

Regulation 8(1)(a)

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

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

The basic mini-grid licence, if approved by the Commission, will be valid for a duration up to 10 years and may be renewed or extended by the Commission beyond that time following procedure described in the Regulations.

In compliance with the SLEWRC Mini-Grid Regulations, 2019 I, _____[name of representative] certify that, [name of company] _____ is intending to construct, install or start to operate a mini-grid system with distribution power not more than 100 kW of distributed power on [date] _____ and hereby applies for a basic mini-grid licence pursuant to the SLEWRC Mini-Grid Regulations, 2019.

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. Company Limited by Shares

E. 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?

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.

5.0 DESCRIPTION OF PROJECT

5.1 Site of the mini-grid

Village: _____ Ward: _____

Town: _____ City: _____

Chiefdom: _____ District: _____

5.2 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.

5.3 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)

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

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 & NASSIT registration certificates
6. Proof of technical qualification of electrician (e.g. certificate)
7. A 3 – 5 years Business plan

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 licence: _____
8. Expiration date of licence: _____
9. Other relevant information: _____