



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



Address: No. 55 Berwick Street, Freetown

Sierra Leone Electricity and Water Regulatory Commission

SLEWRC MINI-GRID REGULATIONS 2019

STATUTORY INSTRUMENT NO. 7 OF 2019

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THE SIERRA LEONE ELECTRICITY AND WATER REGULATORY COMMISSION (MINI-GRID) REGULATIONS, 2019

TABLE OF CONTENTS

Regulations

PART I – PRELIMINARY

1. Interpretation
2. Application

PART II – LICENSING

3. Type of mini-grid licences
4. Term of licence
5. Grant of licence, scope and authorised area
6. Licence fees and annual operating levies
7. Application for licence
8. Form of application
9. Application fee
10. Acknowledgement of receipt of application
11. Additional information
12. Decision of Commission
13. Grant of licence
14. Refusal of licence
15. Modification of licence
16. Suspension, cancellation or revocation of licence
17. Transfer of licence
18. Change of name, majority shareholder or controlling interest
19. Renewal or extension of licence
20. Withdrawal of application
21. Surrender of licence
22. Expiration of licence

PART III – GENERAL CONDITIONS OF A LICENCE

23. Compliance with Act, rules, guidelines, codes and standards relating to its licence
24. Codes and standards
25. Decisions, orders, directions and determinations of the Commission
26. Acquisition of land and other related matters
27. Notice of intention to enter and construct
28. Detection and prevention of theft, damage and meter interference
29. Non-discrimination
30. Disconnection
31. Planned outages and preventive maintenance
32. Interruptions and emergency repairs
33. Preparation for emergency situation
34. Inspection

PART IV – SPECIFIC CONDITIONS OF A LICENCE

35. Authorised business activities for a basic mini-grid licensee
36. Prohibited business activities for a basic mini-grid licensee
37. Conditions of a basic mini-grid licence
38. Authorised business activities for a full mini-grid licensee
39. Prohibited business activities for a full mini-grid licensee
40. Conditions of a full mini-grid licence
41. Accounts of the full mini-grid licensee
42. Inspection and audit of accounts of full mini-grid licensee
43. Reporting requirements and provision of information to the Commission

PART V – CONSUMER SERVICE RULES

44. Quality of service
45. Health and safety
46. Environmental protection
47. Connection of consumers
48. Billing
49. Inspection of electricity measurement devices
50. Offences

PART VI – ELECTRICITY MEASUREMENT DEVICES

- 51. Electricity measurement device approval
- 52. Electricity measurement meter
- 53. Refusal of electricity measurement device
- 54. Suspension or cancellation of electricity measurement device approval

PART VII – MINI-GRID INTERCONNECTION RULES

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

PART VIII – COMMERCIAL ARRANGEMENTS

- 56. Tariff setting for basic mini-grid licensees
- 57. Determination of tariffs for full mini-grid licensees
- 58. Tariff application for full mini-grid licensee
- 59. Tariff application documents and information for full mini-grid licensee
- 60. Tariff setting methodology for full mini-grid licensee
- 61. Tariff terms and conditions for full mini-grid licensee
- 62. Other commercial arrangements with non-consumer third-parties
- 63. Procurement of goods and services
- 64. Asset use and disposal
- 65. Audit of accounts for tariff adjustment for full mini-grid licensees

PART IX – MISCELLANEOUS

- 66. Local content
- 67. Exclusivity period and site reservation
- 68. Procedure for securing compliance with mini-grid licence
- 69. Complaints procedure
- 70. Dispute resolution
- 71. Notice and correspondence
- 72. Confidentiality
- 73. Penalty

SCHEDULES

Schedule 1: Application form for basic mini-grid licence

Schedule 2: Application form for full mini-grid licence

- Schedule 3: Application form for full mini-grid licence (multiple project sites)
- Schedule 4: Modification form for basic or full mini-grid licence
- Schedule 5: Application form for transfer of full mini-grid licence
- Schedule 6: Application form for renewal of basic mini-grid licence
- Schedule 7: Application form for renewal or extension of full mini-grid licence
- Schedule 8: Tariff approval application form
- Schedule 9: Technical reporting template
- Schedule 10: Quality of service framework
- Schedule 11: Health and safety guidelines (incl. environmental protection)
- Schedule 12: Asset handover and compensation confirmation form
- Schedule 13: Complaints procedure guidelines
- Schedule 14: Dispute resolution mechanism

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**SIERRA LEONE ELECTRICITY AND WATER
REGULATORY COMMISSION ACT, 2011
(ACT NO. 13 OF 2011)**

THE SIERRA LEONE ELECTRICITY AND WATER REGULATORY COMMISSION (MINI-GRID) REGULATIONS, 2019 **Short title**

In exercise of the powers conferred upon it by section 66 of the Sierra Leone Electricity and Water Regulatory Commission Act, 2011, the Commission makes the following rules –

PART I – PRELIMINARY

1. In these rules, unless the context otherwise requires –

Interpretation

“Act” means the Sierra Leone Electricity and Water Regulatory Commission Act, 2011 (Act No. 13 of 2011);

“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;

“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 or 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 100 kW and up to and including 1 MW of distributed power per site and not exceeding 10 MW in aggregate, 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;

“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, 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;

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

“System Average Interruption Duration Index” means the System Average Interruption Duration Index that 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;

“System Average Interruption Frequency Index ” means the System Average Interruption Frequency Index that 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;

“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;

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

2. (1) These Regulations shall apply to all mini-grids, the licensees, developers, operators and users of the mini-grids as well as all other private or public stakeholders including main-grid utilities or any institution or agency that interacts with mini-grid developers, basic or full mini-grid licensees and or mini-grid consumers in Sierra Leone.

Application

(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) A mini-grid commissioned before the coming into force of these Regulations that is not in compliance with sub-regulation (2) shall cease to operate at the expiration of 12 months after the coming into force of these Regulations unless it becomes compliant with these Regulations.

(5) These regulations shall not apply to solar home systems or to generators supplying single or multiple water pumps with electricity.

PART II – LICENSING

3. (1) The Commission may on application by a mini-grid developer grant –

Types of mini-grid

(a) 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) a full mini-grid licence which authorises the licensee to construct, install and operate isolated mini-grids, comprising –

(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 or underserved 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.

4. The decision of the Commission on the term 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.

Term of licence

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

Grant of licence, scope and authorised area

(2) A licensee granted by the Commission under sub-regulation (1) shall restrict the licensee to generate, distribute and sell electricity in the authorised area as defined in its licence.

6. (1) The fees applicable under these Regulations shall be as follows –

Licence fees and annual operating levies

(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;

(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 annual levy shall be payable to the Commission on a quarterly basis no later than 30 days after the end of each quarter which would be reconciled annually by the Commission.

(3) Where the licensee fails to pay the annual levy as determined by the Commission within the 30 days' timeframe after the end of each quarter, the licensee shall pay to the Commission, an interest on the amount unpaid, at the prevailing Bank of Sierra Leone monetary policy rate.

(4) The fees to be paid under these Regulations shall be as the Commission may by statutory instrument published in the Gazette prescribe.

7. (1) An application for a licence under these Regulations shall be –

**Application
for licence**

(a) 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;

(b) signed and dated by the authorised representative of the applicant.

(2) An applicants for a licence under these Regulations shall send 3 paper copies of their application and applicants submitting applications electronically shall also send 3 paper copies of their application, to arrive at the Commission no later than 10 days after the application has been submitted electronically.

(3) An application to the Commission shall be addressed to the Director-General, at the address indicated on the Commission's website.

8. (1) An application for a licence under these Regulations shall be as follows –

**Form of
application**

(a) application form for basic mini-grid licence shall be in the form as set out in Schedule 1

(b) application form for full mini-grid licence shall be in the form as set out in Schedule 2

(c) application form for full mini-grid licence (multiple project sites) shall be in the form as set out in Schedule 3

(2) An application for a licence shall be accompanied by information relating to the specific licence (basic mini-grid licence or full mini-grid licence) applied for.

(3) Applications for full mini-grid licence shall be accompanied by a confirmation issued by the Ministry affirming the site(s) for mini-grid application.

(4) Blank application forms shall be obtained 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.

9. (1) An applicant shall, upon submission of the application, pay a non-refundable processing fee as the Commission may by statutory instrument prescribe.

Application fee

(2) An application fee under sub-regulation (1) shall be paid by bank draft or electronic transfer and an application shall not be deemed to be complete until the fee has been paid.

10. (1) The Commission will acknowledge receipt of a complete application for licence within 10 days of receiving a complete application, by issuing a letter of acknowledgement to the applicant indicating the date on which the Commission received the application form.

Acknowledgement of receipt of application

(2) The Commission may send an email acknowledging receipt of the application in addition to the letter of acknowledgement.

11. (1) The Commission may require the applicant to furnish additional documents to complete a licence application and for that purpose, notify the applicant in writing if the application is incomplete or if there is a need for additional information.

Additional information

(2) The notification referred to in sub-regulation (1) shall indicate:

(a) a description of the additional information required by the Commission;

(b) that the additional information must be submitted within a period of 14 days.

(3) An application for a licence shall lapse if –

(a) the applicant does not submit all required documents within the period of 14 days specified in paragraph (b) of sub-regulation (2);

(b) all requirements are not met within a period of 3 months after the submission of the application.

(4) An application which lapses under of sub-regulation (3) cannot be reactivated but may be resubmitted as a new application, upon payment of the prescribed application fee.

12. (1) The Commission shall within 30 days make a decision on the licence and notify the applicant of its decision in writing.

Decision of Commission

(2) The 30 days referred to in sub-regulation (1) 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.

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

Grant of licence

14. (1) The Commission may refuse an application where –

Refusal of licence

(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 (which shall not be less than 14 days).

(2) Where none of the conditions under sub-regulation (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.

(3) The applicant whose application for a licence is 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 by an applicant and shall duly notify the applicant in writing of its decision within 7 days.

15. (1) The Commission may modify a licence granted if the modification is required and permissible under sub-regulation (4).

**Modification
of licence**

(2) A licensee may apply for modification of a licence any time after the issuance of the licence.

(3) An application for modification of a licence shall be in the form prescribed in schedule 4.

(4) A modification of licence shall become necessary before –

(a) a new mini-grid site is added by a mini-grid licensee, or

(b) an extension of the mini-grid distribution network into another community, or

(c) 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.

(5) The procedure prescribed for licence applications, in so far as it can be applied by the Commission, shall be followed when processing applications for licence modifications.

16. (1) The Commission may suspend, cancel or revoke a licence if satisfied that –

**Suspension,
cancellation
or revocation
of licence**

(a) the licensee has breached a term or condition of a licence; or

(b) it is in the public interest to do so.

(2) The Commission may, before suspending, cancelling or revoking a licence under sub-regulation (1), give written notice to the licensee of its intention, including the reasons for suspending, cancelling or revoking the licence 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, cancelled or revoked.

(3) The Commission shall, after considering the explanation of the licensee under sub-regulation (2), 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, cancelled or revoked.

(4) Where a licence is not utilised within 1 year from the date of its grant, the licence shall be cancelled or revoked by the Commission by serving at least 30 days' notice on the licensee.

(5) The Commission may, upon the suspension, cancellation or revocation 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, cancellation or revocation of licence to decommission and remove the mini-grid assets within 6 months after suspension or cancellation of licence.

17. A licence shall not be transferred except with the written approval of the Commission.

Transfer of licence

(2) An application for a transfer of a full mini-grid licence shall be in the form prescribed in Schedule 5.

(3) The Commission shall render its decision regarding an application for transfer within 30 days of receipt of the application.

18. (1) A licensee shall not change its name, majority shareholder or controlling interest without the written approval of the Commission;

Change of name, majority shareholder or controlling interest

(2) A licensee shall, before changing its name, majority shareholder or controlling interest, apply to the Commission for approval, which the Commission shall, subject to sub-regulation (3), not refuse.

(3) The Commission shall, before granting the approval in change of name, majority shareholder or controlling interest under sub-regulation (2), 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.

(5) A name change shall not be approved if it is misleading or bears such resemblance or similarity to another company's name which may tend to create confusion or problems in distinguishing the entities.

19. (1) An application for the renewal of a licence shall be as follows –

Renewal or extensions of licence

(a) application for the renewal of basic mini-grid licence shall be as set out in Schedule 6

(b) application for the renewal or extension of a full mini-grid licence shall be as set out in Schedule 7

(2) An application for the renewal or extension of a licence shall be accompanied by such non-refundable renewal or extension fee as the Commission may by statutory instrument prescribe.

(3) Regulations 10 to 16 shall apply to the renewal or extension of a licence with the necessary modification.

(4) Where a licensee fails to renew or extend its licence or the application for renewal or extension is rejected by the Commission, the licensee shall cease operations.

20. (1) An application for a licence or the renewal or extension of a licence may be withdrawn by the applicant in writing at any stage of the application;

Withdrawal of application

(2) An application which has been withdrawn under sub-regulation (1) shall not be reactivated but may be resubmitted as a new application upon payment of the prescribed application fee.

21. (1) A licence may be surrendered by the licensee with the written consent of the Commission.

Surrender of licence

22. Where a licence expires and is not renewed, the Commission may require the licensee to remove the mini-grid assets within 6 months after expiration.

Expiration of licence

PART III – GENERAL CONDITIONS OF A LICENCE

23. (1) A licensee shall –

(a) provide a service that is safe, adequate, efficient, reasonable and non-discriminatory;

(b) 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;

(c) ensure that the charges, rates and tariffs obtained in respect of the licenced activity shall be subject to approval by the Commission.

Compliance with Act, regulations, rules, guidelines, codes and standards

24. (1) Full mini-grid licensees shall build mini-grid generation assets in accordance with the Mini-grid Code, as the Commission may by statutory instrument published in the Gazette prescribe.

Codes and standards

(2) Where the Commission has not published a Mini-grid Code under sub-regulation (1), mini-grid generators shall be installed according to relevant IEC standards or British standards valid and prescribed at the time of construction.

(3) Full mini-grid licensees shall build distribution networks according to the Distribution Code, as the Commission may by statutory instrument published in the Gazette prescribe.

(4) Where the Commission has not published a Mini-grid Code under sub-regulation (1), mini-grid distribution networks shall be built according to relevant IEC standards or British standards valid and prescribed at the time of construction.

25. (1) A licensee shall comply with all directions, orders, determinations and decisions made by the Commission, under sections 62 and 63 of the Act and these Regulations.

Decisions, orders, directions and determina-

(2) Subject to the provisions of the Act, any costs associated with compliance with such decisions, orders, directions and determinations of the Commission shall be the responsibility of the licensee.

**tions of
Commission**

(3) In order to comply with any order or direction made by the Commission in accordance with sections 62 and 63 of the Act, a licensee shall allow the Commission or any other authority or person specified in the order, such access to or control of its property as the Commission requires.

26. (1) A 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 –

**Acquisition of
land and other
related
matters**

(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. (In making such attachment, paramount consideration shall be given to the safety of the occupants

and reasonable effort should be made to minimise any inconvenience that would occur as a result of such attachment);

(iv) any other work connected with its function under these Regulations.

(2) A full mini-grid licensee 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 (1) the full mini-grid licensee shall do as little damage as possible and shall pay reasonable compensation for any damage done.

(4) A mini-grid licensee 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) A mini-grid licensee shall lay supply lines across main streets and main roads at a minimum height as specified by the Commission 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) A mini-grid licensee 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 under sub-regulation (6), the mini-grid licensee shall inform the appropriate person or body of its intention to place the cable across the waterway and the person or 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 for a cable

placed above the water, restrict the height of vessels passing through the area.

(8) Where a 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.

27. (1) A 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.

**Notice of
intention to
enter and
construct**

(2) A notice under sub-regulation (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) Where an occupier approves with a signature or fails to lodge a written objection with the mini-grid licensee within 30 days after service of the notice, the mini-grid licensee may proceed with the work.

(4) If within 30 days after service of the notice under sub-regulation (1), 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, 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, 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.

28. A licensee shall take all reasonable steps to detect and prevent –

Detection and prevention of theft, damage and meter interference

- (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 any unrecorded consumption of electricity in the service area.

29. (1) In the carrying out of its functions under a Full Mini-grid licence, a Full Mini-grid Licensee shall not discriminate between consumers of the same category, or consumer categories or set terms which are unduly onerous.

Non-discrimination

(2) The obligation under sub-regulation (1), not to discriminate between consumers of the same category, shall be in addition to the obligations not to discriminate as specified in paragraph (b) of subsection (1) of section 39, subsection (2) of section 47 and subsection (2) and (3) of section 57 of the Act.

(3) Where a full mini-grid licensee provides connection to or use of the distribution and sales system, it shall not discriminate in respect of price or other terms between any users or classes of users of the distribution and sales system.

(4) Nothing in sub-regulation (1) or (2) shall prohibit a licensee, subject to approval by the Commission, from providing connection and use of system to its customers on prices or other terms that materially differ from those offered to other customers where such differences reflect different circumstances of service including load factor, power factor, the level and timing of peak demand, location, voltage, available resources and any other relevant factors.

30. (1) A full mini-grid licensee shall not restrict or refuse to provide regulated services unless –

Disconnection

(a) it has the written permission of the Commission to restrict or refuse to provide the regulated service under specific circumstances, including unsuitable 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; or

(b) its licence is, as the case may be, revoked, suspended, cancelled or expired.

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

**Planned
outages and
preventive
maintenance**

(2) A full mini-grid licensee shall prior to undertaking preventive maintenance, replacement, restoration or any other construction that may lead to interruptions of the provision of power to consumer for more than 24 hours –

(a) inform the public at least 3 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. (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.

**Interruptions
and
emergency**

(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, 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 24 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 (2).

33. (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 removal of vegetation close to distribution network lines before the rainy season.

**Preparation
for emergency
situation**

(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. (1) An inspector appointed by the Commission shall, upon giving 3 days' notice to a licensee, have the right to access the sites and offices of the mini-grids to inspect the mini-grid and documents and the licensee shall render reasonable assistance in the course of inspection of the mini-grid and documents.

Inspection

(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 which shall prescribe remedial actions and cure periods to the mini-grid licensee.

(4) The inspection report shall be made available to the mini-grid licensee and the licensee shall comment on the inspection report within 14 days of receipt of the report.

(5) Where upon investigation, the Commission concludes that a licensee has not complied with the Act or these Regulations, the Commission may without prejudice to the penalties prescribed in the Act or these Regulations –

(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.

PART IV – SPECIFIC CONDITIONS OF A LICENCE

35. (1) The authorised business activities for basic mini-grid licensees shall be electricity generation and sales business in accordance with section 29 of the Act and this Regulation.

**Authorised
business
activities for
basic mini-
grid licence**

(2) Notwithstanding sub-regulation (1), a basic mini-grid licensee may be engaged in such business activities essential to the conduct of his business as approved by the Commission.

36. (1) A basic mini-grid licensee or a subsidiary of a basic mini-grid licensee shall not be engaged in the distribution and supply of electricity to any premises in Sierra Leone other than those for which the licence has been granted in accordance with paragraph (b) of subsection (6) of section 30 of the Act.

**Prohibited
business
activities for
basic mini-
grid licensee**

37. 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;

**Conditions of
basic mini-
grid licence**

(b) comply with the technical conditions of power generation and sale specified in his 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) educate consumers on safe use of electricity; and

(f) keep a verifiable record of its consumers and the nature and level of commercial transactions.

38. (1) The authorised business activities for full mini-grid licensees shall be electricity generation, distribution and sales business; in accordance with section 29 of the Act and this Regulation.

**Authorised
business
activities for
full mini-grid
licence**

(2) Notwithstanding sub-regulation (1), a full mini-grid licensee may be engaged in such business activities essential to the conduct of his business as approved by the Commission.

39. (1) A full mini-grid licensee or a subsidiary of a full mini-grid licensee shall not be engaged in the distribution and supply of electricity to any premises in Sierra Leone other than those for which the licence has been granted in accordance with paragraph (b) of subsection (6) of section 30 of the Act.

**Prohibited
business
activities for
full mini-grid
licensee**

40. A full 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;

**Conditions of
full mini-grid
licence**

- (b) comply with the technical conditions of power generation, distribution and sale specified in its licence or prescribed in 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 distribution and sale of electricity tariffs in accordance with the mini-grid tariff determination principles provided in Part VIII for the approval of the Commission;
- (g) educate consumers on safe use of electricity prior to the time of connection and provide a safety brochure understandable for lay persons at the time of signing of service agreement;
- (h) establish procedures for settling consumer complaints for the approval of the Commission;
- (i) prepare a decommissioning plan for the removal of the assets and equipment upon request from the Commission.

(2) Where a full mini-grid 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, as long as the distribution network operators operational instructions are reasonable and any technological requirements are not to be excessive and are specified in good faith.

(3) A 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.

41. (1) The full mini-grid licensee shall –

**Accounts of
full mini-grid
licensee**

(a) maintain separate accounting records for the full mini-grid business, in such form and containing such particulars as may be specified by the Commission;

(b) keep the accounts in accordance with such regulatory accounting guidelines as may, from time to time, be issued by the Commission;

(c) where requested by the Commission, provide such accounts to the Commission as are necessary for the Commission to carry out its functions under the Act consistent with applicable laws, financial regulations and best accounting standards;

(d) where appropriate, keep consolidated accounts for other, non-licenced activities, so that the revenues, costs, assets, liabilities, reserves and provisions of, or reasonably attributable to, the licenced business are separately identifiable in the books of the licensee (and any affiliate of the licensee) from those of any other business;

(e) prepare the accounts of the full mini-grid licensee in such form as may be specified by the Commission and for this purpose the Commission may –

- (i) specify the form and content of accounting statements, including information on

specified types of revenue, cost, asset and liability and information on the revenues, costs, assets and liabilities attributable to specified activities;

(ii) require any reconciliation that may be required with the annual accounts of the Licensee prepared under any relevant law;

(iii) specify the accounting principles and the bases of valuation to be used in preparing financial statements;

(iv) specify the nature of the report by the auditors required to be given in respect of financial statements; and

(v) specify the required timing of reporting by the licensee to the Commission.

(f) so far as reasonably practicable and unless otherwise approved by the Commission prepare such accounting statements –

(i) having the same content and format as the annual accounts of the licensee (and any affiliate) in relation to the licenced business prepared under any relevant law;

(ii) conforming to the best commercial accounting practices and accounting standards currently in force or such other standards as may be notified to the licensee from time to time;

(iii) stating the accounting policies adopted;

(iv) with the exception of the part of such statements which shows separately the amounts charged, apportioned or allocated

and which describes the basis of charge or apportionment or allocation respectively, be published with the annual accounts of the licensee.

(2) The full mini-grid licensee shall provide, in respect of the accounting statements prepared in respect of a financial year, an auditor's report, to be delivered to the Commission, stating whether, in their opinion, those statements have been properly prepared in accordance with these Regulations and give a true and fair view of the revenues, costs, assets, liabilities, reserves and provisions of, or reasonably attributable to, the distribution business.

(3) References in this Regulation to costs or liabilities of, or reasonably attributable to, the licensee's generation, distribution and sales business or any other business of the licensee shall be construed as excluding taxation, capital liabilities which do not relate principally to a particular business, and interest thereon, and any references to any accounting statement shall be construed accordingly.

42. A person authorised by the Commission to inspect the facilities and audit the accounts of a full mini-grid licensee shall do so, during business hours after giving 5 days' notice in writing and the full mini-grid licensee shall render reasonable assistance, including provision of access to the facilities and of required documents to the person so authorised to inspect and audit the accounts.

Inspection and audit of accounts of full mini-grid licensee

43. (1) A licensee shall, in accordance with section 12 of the Act, furnish the Commission, in such manner and at such times as the Commission may require, information of any description specified by the Commission, as the Commission may consider necessary for the purpose of performing its functions under the Act.

Reporting requirements and provision of information to Commission

(2) The full mini-grid licensee shall provide reports substantially in the form prescribed by the Commission in Schedule 9.

(3) The reports submitted to the Commission by a full mini-grid licensee under sub-regulation (2), shall not be deemed confidential and can be available to the public at the discretion of the Commission.

(4) The licensee shall notify the Commission within 14 days of any material change of information provided to the Commission under this Regulation, including but not limited to the following –

- (a) the registered business address of the licensee
- (b) facilities owned by the licensee
- (c) changes in the licensee’s company registration details;
- (d) changes in the key offices of the licensee;
- (e) any change in the operating conditions of the licensee affecting environmental protection requirements.

PART V – CONSUMER SERVICE RULES

44. (1) A mini-grid licensee shall provide power supply services that meet the requirements set by the Commission regarding power quality, power availability and power reliability, as well as accountability and performance reporting.

Quality of service

(2) For the purposes of this Regulation –

- (a) power quality is characterised 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 and the System Average Interruption Duration Index;

(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 and 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 –

I. Technical information: measurements addressing system performance, energy usage, safety concerns, and operational issues;

II. Business (non-technical) information: measurements that allow an understanding of overall energy usage,

payment rates, and cost of system operations.

(3) A 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;

(4) A full mini-grid licensee shall comply with the requirements of the high level of service as specified in Schedule 10.

45. (1) A basic mini-grid licensee shall comply with the health and safety guidelines as specified in Schedule 11.

Health and safety

(2) A full mini-grid licensee shall comply with the health and safety code as approved and amended from time to time by the Commission.

(3) A 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 licenced activity including ensuring that appropriate electrical protective devices are installed by the consumer.

46. (1) A mini-grid licensee shall comply with the environmental requirements prescribed for the sector under the Environmental Protection Act, 2008 (Act No. 11 of 2008) and Regulations made under it.

Environment protection

47. (1) A basic mini-grid licensee shall file with the licence application, proof of the technical qualification (e.g. certificate) of the electrician responsible for the technical operation and in-stallation of consumers connection.

Connection of consumers

(2) 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.

(3) A 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 brochure containing the following information –

(i) safe use of electricity;

(ii) grounds for disconnection of service;

(iii) how the consumer's billing disputes can be resolved;

(iv) steps necessary to have service reconnected after disconnection;

(v) the appropriate contact and place to register a complaint;

(vi) how bills may be paid, and how the tariff information may be obtained;

(vii) how to read his meter, how to use electricity efficiently and safely, and the process by which the consumer may exercise such rights.

(c) 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) use certified electricians or professionals with a relevant technical degree for electrical installation, electrical inspection and maintenance;

(h) provide an application form for a new connection with terms and conditions simply and clearly stated in plain English;

(i) enter into standardised consumer service agreements, as approved by the Commission, with every consumer specifying, amongst others things, the point at which ownership of the assets from the licensee ends and where ownership of and liability for assets of the consumer begins.

48. (1) A full mini-grid licensee shall deliver bills for electricity service to consumers for – **Billing**

(a) pre-payment consumers at the time of payment for electricity, and

(b) credit meters or measuring devices monthly, unless otherwise authorised by the Commission.

(2) The consumer's bill can be either on paper or digital or send via text message and shall show the following information

-

- (a) the date of bill issuance;
- (b) the date of the most recent meter reading;
- (c) units billed;
- (d) the number of units billed;
- (e) the rate per unit;
- (f) the total base bill;
- (g) the meter connection bill
- (h) the Goods and Services Tax on electricity sales;
and
- (i) the date by which the consumer must pay or have paid the bill.

(3) A 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.

49. (1) A full mini-grid licensee shall have the right to inspect an electricity measurement device at the consumer's premises;

**Inspection of
electricity
measurement
devices**

(2) Where tampering or theft is detected or 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.

50. (1) A consumer who uses electricity supplied to him by the full mini-grid licensee for purposes other than that for which it is

Offences

supplied commits an offence and is liable on conviction to a fine not less than 20,000,000 Leones.

(2) A person who operates or controls an installation or apparatus for the distribution or supply of electricity and does not possess the prescribed qualification commits an offence and is liable on conviction to a fine not less than 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such fine and imprisonment.

(3) A person who employs or permits to be employed a person under the age of 16 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 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such 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 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such 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 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such 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 licenced installation for recording the output or consumption of electricity; or

(e) prevents any meter or instrument from duly recording the output or consumption of electricity,

commits an offence and is liable on conviction to a fine not less than 20,000,000 Leones or imprisonment for a term not exceeding 2 years or to both such fine and imprisonment.

(7) In a prosecution for an offence under sub-regulation (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 of 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 prima facie evidence that sub-regulation (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 20,000,000 Leones or imprisonment for a term not exceeding 2 years or to both such 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 20,00,000 Leones or to imprisonment for a term not less than 2 Leones or to both such 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 20,00,000 Leones or to imprisonment for a term not less than 2 Leones or to both such fine and imprisonment in addition to being liable for full compensation payment for the damage done.

(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 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such 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 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both such 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 a fine not less than 20,000,000 Leones or to imprisonment for a term not exceeding 2 years or to both the fine and imprisonment.

(14) Where a full mini-grid licensee has reasonable cause to believe that there is in any premises 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 and may seize and take possession of the evidence.

(15) In performing the duties under this sub-regulation (14), the authorised person shall present his identification card to any person in charge of the premises searched.

PART VI – ELECTRICITY MEASUREMENT DEVICES

51. (1) Unless otherwise authorised by the Commission, a full mini-grid licensee shall provide, own, install, and maintain all electricity measurement devices necessary for provision of electricity to its consumers.

**Electricity
measurement
devices
approval**

(2) Prior to usage of any device for measurement of electricity, the mini-grid licence applicant or licensee shall submit an application in writing for approval of electricity measurement device to the Commission.

(3) Upon receipt of a request under sub-regulation (2), the Commission may choose to test a sample of the measuring

device and any measuring device software (if applicable) or request additional information from the applicant or licensee in order to reach a decision to approve or refuse the application.

(4) The Commission shall communicate its decision regarding the approval or refusal of the application to the mini-grid licence applicant or licensee within 30 days after receipt of the application.

52. (1) Electricity meters 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
measurement
meter**

(2) An electricity meter shall meet the following requirements

–

(a) compliant with IEC 62052-11 and IEC 62053-21 and supported by a test certificate from an independent internationally accredited testing laboratory (accredited according to ISO/IEC 17025 or equivalent);

(b) 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;

(c) for consumers with high demand the rated current can be 5 A and above;

(d) a maximum continuous current of at least 6 A;

(e) 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.

(3) 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 –

- (a) rated values for current, voltage, frequency and accuracy following IEC 62052 and IEC 62053;
- (b) rated values for current, voltage, frequency and accuracy are permanently labelled on the housing;
- (c) maximum continuous current of at least 6 A;
- (d) maximum short-term overcurrent following IEC 62053;
- (e) pulse or transient interference following IEC 62052;
- (f) electrical insulation following IEC 62052;
- (g) own consumption and load losses are specified;
- (h) clearly specified installation and connection plan as well as other relevant specifics of the connections are provided;
- (i) suitable for outside installation, e.g. outside of houses or on poles;
- (j) mechanic requirements following IEC 62052;
- (k) suitable enclosure in matters of ingress protection (minimum IP54) for the tropical climate of Sierra Leone;
- (l) suitable 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;
- (m) end-user 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;

(4) In addition to sub-regulation (3), an applicant or licensee shall request approval by the Commission for other electricity measurement device and for that purpose shall, at the time of the request, submit to the Commission, a technical report which shall include a table comparing the actual specifications of meter contrasted with the requirements as defined in sub-regulation (3) as well as any other information to support electricity measurement device.

(5) The approval of the Commission 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.

53. (1) The Commission may refuse an application for electricity measurement device approval where –

**Refusal of
electricity
measurement
device
approval**

(a) the application or the information supplied with the application fails to meet the required criteria as specified in sub-regulation (2) and (3) of Regulation 48;

(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) An applicant whose application for an electricity measurement device is 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 by an applicant under sub-regulation (2) and shall duly notify the applicant in writing of its decision within 14 days.

54. (1) The Commission may review an electricity measurement device approval upon receipt of a petition, stating major or consistent electricity problems with the electricity measurement device, signed by 20% of the consumers of a community served by the mini-grid licensee and after technical tests in line with the prescribed technical specifications of sub-regulation (2) of Regulation 58 have been conducted with a representative sample of the electricity measurement device showing proof that the device is not working properly before 75% of the economic lifetime of these devices has passed.

**Suspension or
cancellation
of
measurement
device
approval**

(2) The Commission may, after the review of an electricity measurement device approved under sub-regulation (1), suspend or cancel an electricity measurement device approval if satisfied that more than 20% of the electricity measurement devices are faulty.

(3) The Commission may prescribe the exchange of all faulty meters within 6 months and in case the electricity measurement devices need to be replaced before 75% of the economic lifetime of these devices has passed, the Commission may deem the cost of replacement meters fully or partially non-eligible for the determination of rates charged to the consumers.

(4) 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.

(5) The Commission shall, after considering the explanation of the licensee under sub-regulation (4), 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.

(6) Where an electricity measurement device approval is not utilised within one year from the date of its grant, the electricity measurement device approval shall be cancelled by the Commission by serving at least 30 days' notice on the licensee.

(7) 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 6 months after suspension or cancellation.

PART VII – MINI-GRID INTERCONNECTION RULES

55. (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 3 months after the main-grid utility or the full mini-grid licensee has started supplying electricity to the area.

**Arrival of
main-grid
utility
network to an
area served by
a mini-grid**

(2) Where a main-grid utility or a full mini-grid licensee extends its distribution network to an area served by a mini-grid under sub-regulation (1), 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 extend 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 amortised privately financed project development cost for the respective mini-grid site (as calculated according to the tariff setting methodology), and

(iii) the audited revenue of 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) A full mini-grid licensee shall document the payment process as specified in Schedule 12, and submit the signed form to the Commission.

(5) Where the parties fail to agree to the terms of the interconnection or compensation in accordance with sub-regulation (4), 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) A full mini-grid licensee shall 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 not later than 6 months after grid interconnection.

(7) Where an interconnected mini-grid contract has expired and has not been renewed, the main-grid utility shall, on notification to the Commission re-integrate the interconnected mini-grid into its network.

(8) The compensation procedure described in paragraph (b) of sub-regulation (3) shall apply where a full mini-grid licensee removes the assets and equipment for which the ownership is not handed over to the main-grid utility under sub-regulation (6) unless otherwise agreed in the interconnected mini-grid contract and approved by the Commission.

PART VIII – COMMERCIAL ARRANGEMENTS

56. (1) Pursuant to subsection (2) of section 50 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, having informed the appropriate community authority of the special tariff agreed.

Tariff setting for basic mini- grid licensees

(2) A basic mini-grid licensee shall include the agreed special tariff in the basic licence application form and communicate any changes of the agreed special tariff to the Commission.

(3) Pursuant to sub-regulation (1), where the parties fail to agree on a tariff, the Commission shall provide, as far as practicable, the basic mini-grid licensee and the consumer affected by the tariff, a reasonable opportunity to be heard and take into account any representation made before it.

(4) 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.

**Determination
of tariffs for
full mini-grid
licensees**

57. (1) Pursuant to paragraph (a) of subsection (1) of section 11 of the Act, the Commission has the power to set or otherwise determine retail tariffs for electricity services, including rates charged for the selling of electricity, connection charges for the provision of electricity metering devices and customer connection.

(2) A full mini-grid licensee may, in order to achieve commercial sustainability and subject to the approval of the Commission propose –

(a) retail tariffs for specific consumer categories that take account of the ability of the respective consumers to pay;

(b) 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 or the number of connections or the power provided or consumed, excluding any technical losses of power generation, power distribution and metering; or

(c) connection charges which may be paid in instalments or fully charged upfront.

(3) In making any determination on the setting of electricity retail tariffs and connection charge 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 on a yearly basis by the Commission to determine the retail tariffs and connection charge 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 capitalised 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 and the tariff shall be calculated based on historic data from the last year (wherever reasonable) and shall be applied in the current year.

(5) Booked costs shall not be approved automatically and stated consumer demand shall not be 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 prudent and reasonable demand projections based on verifiable data.

(6) For the purposes of sub-regulation (5), a licensee will be deemed to be prudent if it exercises good judgment and makes decisions which are reasonable at the time they are made, based on information the licensee knew or ought to have known at the time the decision was made.

58. (1) Where a full mini-grid licensee desires to start a new service or revise existing rates charged by it for any service or if the validity period of the tariff granted will expire within 60 days, it shall in a minimum of 60 days, make an application to the Commission for that purpose.

**Tariff
application for
full mini-grid
licensee**

(2) A tariff application under sub-regulation (1) shall be submitted in 3 signed hard copies and an electronic version shall be in such form as the Commission may prescribe.

(3) In case of any inconsistency of the information provided in the hard copy and the electronic version under sub-regulation (2) the hard copy shall prevail.

(4) 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.

(5) The Commission shall within 14 days from the date of receipt of the application communicate to the licensee any flaws or gaps identified and any additional information that the

Commission may reasonably require in evaluating such application.

(6) The Commission shall within 21 days after receipt of the notice and acceptance of the application, whichever is later –

(a) give any consumer affected by the rate, a reasonable opportunity to be heard and shall take into account any representation made before it;

(b) invite the licensee to make a presentation in support of its application.

(7) 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 licensee.

(8) The Commission shall in case of a rejection of the application communicate the reasons for the decision to the licensee and state the rates acceptable to the Commission and the justification for these rates.

(9) The Commission shall publish in the Gazette and relevant mass media the rate that has been approved within 20 days after the decision has been made.

59. (1) A tariff application for full mini-grid licensee shall be in the form set out in Schedule 8 and shall be accompanied by the following documents and information, where applicable –

(a) full mini-grid licensee tariff application full template specified in Schedule 8: “Tariff approval application form”.

(b) filled in tariff calculation tool provided or approved by the Commission.

**Tariff
application
documents
and
information
for full mini-
grid**

(c) supporting documents describing and justifying the inputs into the tariff calculation tool as specified by the Commission.

(d) previous conditions imposed on a licensee by the Commission in a decision.

(e) schedule of current and proposed tariffs for all consumer classes and service territories 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;

(f) schedule showing current average bills, tariffs, and other charges for each consumer class that would result if the application was approved as submitted;

(g) date upon which the proposed adjustment is to take effect accompanied by a tariff history that includes all of the adjustments of the licensee's tariffs (both proposed and accepted) covering a three-year period prior to the proposed adjustment is to take effect;

(h) audited financial statements including –

(i) the opinion of the auditor, covering the past financial year prior to the date of the application;

(ii) the regulatory asset base, the operation and maintenance expenses, the depreciation expenses, reserves for repairs and replacement, and taxes applicable to the licensee;

(i) a projected financial statement with the first tariff application where audited financial statement is not applicable

(j) standardised chart of accounts for the accounting activities of full mini-grid licensees prescribed by the Commission, to reflect that costs incurred are prudently incurred and at a reasonable level of efficiency.

(k) schedule stating the licensee's revenue requirement for the past full financial year based on the standard tariff determination methodology for computing the revenue requirement;

(l) the financial implications to the licensee if the requested changes in tariffs are not approved;

(m) statement explaining how the proposed adjustment of the current tariff will impact the consumers;

(n) a report on the period since the last tariff approval covering the relevant operation data as set out in Schedule 9;

(o) any other information deemed appropriate by the Commission or the mini-grid licensee.

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

Tariff setting methodology for full mini-grid licensee

(2) The revenue requirement methodology 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 capitalised 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 and grant financed activity or assets shall not be included in calculating the revenue requirement.

(3) The tariff for full mini-grid licensees shall be calculated based on historic data from 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) and the revenue requirement shall be determined by the following formula –

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

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 capitalised 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 capitalised assets, including capitalised development cost)

PRPM Performance Related Profit Margin (SLL/kWh) reflecting grant financing

E Electricity sold (kWh)

(4) For the purpose of this Regulation –

(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, auditing costs and projections of costs instead of historical cost approved by the Commission in special circumstances;

(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 and project development cost shall be capitalised and amortised over the licence period;

(c) subject to the Income Tax Act, 2000 (Act No. 8 of 2000) any taxes including corporate taxes paid or to be paid by the licensees may be considered in the determination of revenue requirement;

(d) the revenue requirement shall be used to determine the net tariffs and Goods and Services Tax on electricity sales shall be charged to the consumers additionally to the net tariff, collected by the full mini-grid licensee as stipulated in the Goods and Service Tax Act 2009, upon approval of the Commission, and the outstanding input Goods and Services Tax amount at the end of each financial year may be included in the regulatory asset base.

(e) 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 formula –

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

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)

(f) 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)

(g) 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;

(h) The licensee's proposed rate of return on its own invested capital shall be supported by a cost of capital analysis and the licensee shall propose and justify a capital structure which will include a discussion on cost of debt and equity for the licensee. The rate of return proposed needs to be confirmed by the Commission.

(i) The base rate of return considered by the Commission shall be 5% more than the average of the last 5 treasury bills from Bank of Sierra-Leone;

(j) The licensee's proposed performance related profit margin on the electricity sold shall be defined by the Commission dependent on the public (non-private) financing contribution for the procurement of the assets. Only full mini-grid licences with more than 50% grant or donation for capital investment are eligible for the performance related profit margin, and the higher the grant contribution the higher the performance related profit margin per unit of electricity sold.

(5) All calculations shall be made in Leones and where currency conversions are necessary the mid-range exchange rate from the Bank of Sierra Leone shall be applied.

61. (1) The general tariff terms shall be as follows –

(a) a tariff shall be calculated based on historic data for the last year and shall be applied in the current year;

**Tariff terms
and conditions
for full mini-
grid licensee**

(b) a tariff shall remain in effect until it is superseded by a new decision;

(c) a new tariff shall only come into effect 12 months after the effective date of the last tariff approved and 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;

(d) the tariffs approved by the Commission may be lowered or its structure may be changed during the effective period after request from the full mini-grid licensee and a 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.

62. (1) A licensee shall be entitled to enter into commercial agreements with third parties that are required to conduct the licenced activity.

(2) A licensee shall submit a copy of each commercial agreement entered into for the purpose of conducting the

**Other
commercial
arrangements
with non-
consumer
third-parties**

licenced activity to the Commission for information purposes upon request by the Commission within 2 weeks.

(3) A licensee shall submit a copy of each commercial agreement entered into before the approval of tariff and the Commission shall check the prudence to be considered for the tariff.

63. (1) A licensee shall procure such goods and services as may from time to time be necessary to enable the licensee to discharge its obligations under the Act and a mini-grid licence.

Procurement of Goods and Services

(2) In procuring goods and services pursuant to sub-regulation (1), a full mini-grid licensee shall procure goods and services from the most economical sources available to it without compromising on quality, having regard to the quantity and nature of the assets and services required to enable it to discharge its obligations under the Act and these Regulations.

(3) This condition shall not extend to prescribing the manner or circumstances in which a licensee shall at any time call for the delivery of goods and services under any contract or arrangement entered into under sub-regulation (1).

(4) In contracting or arranging for the provision of goods and services required to enable the licensee to carry out the licenced business, a full mini-grid licensee shall procure local goods and services as far as practicable and employ best corporate practices in the procurement process in-line with the applicable laws.

64. (1) A full mini-grid licensee shall prepare and maintain a register of all relevant assets comprising the generation, distribution and sales system in such form as specified by the Commission from time to time and shall submit the register to the Commission not later than 6 months after the full mini-grid licence comes into force or any later date the Commission may specify and thereafter shall provide the Commission with such a register at least every 2 years at the same time as the reporting or at the time of tariff approval.

Asset Use and Disposal

(2) A licensee may be entitled, subject to prior notification to the Commission, to utilise its licenced assets as a means of facilitating financing of its investment requirements, including collateral for debt financing, sale and lease back, securitisation receivables, and in all cases subject to the condition that the licensee will inform the Commission about such arrangements prior to execution of the relevant agreement or agreements.

65. (1) Where a person authorised 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 –

Audit of accounts for tariff adjustment for full mini-grid licensees

(a) the input parameters for tariff calculation approved by the Commission shall be adjusted to the actual values;

(b) 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.

PART IX – MISCELLANEOUS

66. (1) Unless otherwise unavailable, operators, licensees and owners shall first source where possible, resources and labour locally in compliance with the Sierra Leone Local Content Agency Act, 2016 (No. 3 of 2016).

Local Content

67. (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.

Exclusivity period and site reservation

68. (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

Procedure for securing compliance

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.

with mini-grid licence

(2) An order under sub-regulation (1), 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) Where a full mini-grid licensee, upon expiry of the period specified in the order under sub-regulation (1), fails to comply with the order, the Commission shall subject to sections 62 and 63 of the Act and these Regulations enforce the order.

69. Unless otherwise stated in these Regulations, all consumer complaints shall be resolved in accordance with complaints procedure set out in Schedule 13.

Complaints procedure

70. (1) Disputes between parties in connection with this Regulation shall be resolved in line with dispute resolution mechanism as set out in Schedule 14.

Dispute resolution

71. All notices and other communications given or made under this Regulation shall be in writing and addressed to the Commission.

Notice and correspondence

72. (1) Subject to section 64 of the Act, the Commission, its staff, public officers seconded or otherwise appointed, consultants and advisers appointed by the Commission shall treat all disclosed information or material obtained under these Regulations as confidential.

Confidentiality

(2) Sub-regulation (1) shall not apply to information required for –

- (a) the fulfilment of the function of the Commission;
- (b) the creation of benchmarks;
- (c) necessary consultations; or

(d) the approval of rates.

73. (1) Any person who contravenes any provisions in these Regulations for which no specific penalty is prescribed shall be liable to a fine not exceeding 10 million Leones. **Penalty**

(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 Regulations shall be liable to a fine not exceeding 50 million Leones.

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
-------------------	-----------

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: _____

SCHEDULE 2

Application form for full mini-grid licence

Regulation 8(1)(b)

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

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

The full mini-grid licence, if approved by SLEWRC Commission, will be valid for a duration up to twenty (20) 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 and/or start to operate a mini-grid system for the provision of electricity on [date] _____, and hereby applies to register the project as a mini-grid for a full 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. Company Limited by Shares (Private)
- D. Company Limited by Shares (Public)
- 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.

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.

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

Detailed description of the project:

5.1 Site of the mini-grid

Village: _____

Ward: _____

Chiefdom: _____

District: _____

5.2 Generation

	Type of system	Size in kW
Generation	<input type="checkbox"/> Solar	
	<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
	_____	_____ 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]:

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 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 & NASSIT registration certificates
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. Business Plan or Feasibility Study outlining among others the operational concept
13. 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 licence: _____
8. Expiration date of licence: _____
9. Other relevant information: _____

SCHEDULE 3

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

Regulation 8(1)(c)

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

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.

The full mini-grid licence, if approved by the Commission, will be valid for a duration up to twenty (20) years and may be renewed or extended by the Commission beyond that time following procedure described in the Regulations.

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 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:

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

1. Certified copy of certificate of incorporation,
2. Memorandum and articles of association, deed of partnership or deed of trust (as applicable),
3. Tax & NASSIT registration certificates
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. Signed health and safety guidelines
6. Financing Agreements
7. Business Plan or Feasibility Study outlining among others the operational concept
8. 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, 2019 I _____ [name of representative] certify that, _____ [name of company] which is intending to construct, install and/or start to operate a mini-grid system for the provision of electricity on the [date] _____ and hereby applies to register the 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

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 licence: _____
9. Expiration date of licence: _____
10. Effective date of amendment: _____
11. Other relevant information: _____

SCHEDULE 4

Modification form for basic or full mini-grid licence

Regulation 15(3)

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

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

[Name of company] _____, the mini-grid licensee with licence number _____, operating the mini-grid(s) in [state/town/local government/village] _____ hereby applies for a modification of my mini grid licence pursuant to Regulation 15(3) of 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 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
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.

2.3 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)

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

<p>FOR OFFICIAL USE ONLY</p> <ul style="list-style-type: none">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 licence: _____8. Expiration date of licence: _____9. Effective date of amendment: _____10. Other relevant information: _____

SCHEDULE 5

Application form for transfer of full mini-grid licence

Regulation 16(2)

[Name of company] _____, the Mini-grid licensee with licence number _____, hereby applies 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 licence.

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. Company Limited by Shares (private)
- D. Company Limited by Shares (public)
- 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.

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

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 licence: _____
- 8. Expiration date of licence: _____
- 9. Effective date of amendment: _____
- 10. Other relevant information: _____

SCHEDULE 6

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

Regulation 18(1)(a)

In compliance with the SLEWRC Mini-Grid Regulations 2019, [name of company] _____, the Mini-grid licensee with licence number _____, operating the mini-grid(s) in [state / town / local government / village] _____, is 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 for 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

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

SCHEDULE 7

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

Regulation 18(1)(b)

In compliance with the SLEWRC Mini-Grid Regulations 2019, [name of company] _____, the mini-grid licensee with licence number _____, operating the mini-grid(s) in [state / town / local government / village] _____, is 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 for 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
2. Operations report for the complete last licencing period
3. Audited financial statements of the last three (3) years

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 Engineering, Standards and Safety: _____
6. Decision of SLEWRC: _____
7. Issue date of licence: _____
8. Expiration date of licence: _____
9. Effective date of amendment: _____
10. Other relevant information: _____

SCHEDULE 8

Tariff approval application form

Regulation 59

In compliance with SLEWRC Mini-grid Regulations, 2019, [name of company] _____ herewith applies 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]:

3.0 MINI-GRID SITES

Village / Town	Ward	Chiefdom	District	Latitude	Longitude	Power Capacity (in kW)

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: _____

5.0 REVENUE REQUIREMENT

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

Revenue Requirement:

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

Regulatory Asset Base (RAB):

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

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	
Return (% and SLL)	
RAB	

PRPM	
E	
RAB_{t-1}	
RAB_{t-2}	
$CAPEX_{t-1}$	
S_{t-1}	
D_{t-1}	

6.0 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 conditions for debt: _____

Other relevant information: _____

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

Grant amount for $CAPEX_{t-1}$: _____

Grant amount for $OPEX_{t+1}$: _____

Terms and conditions for grant: _____

Other relevant information: _____

7.0 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>

8.0 MEASURED DEMAND AND NUMBER OF CONSUMERS

- J. Measured
- K. Projected (1st 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: _____

9.0 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: _____

10.0 CURRENT PROPOSED TARIFF

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

Date adjustment of tariff should take effect: _____

11.0 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 Excel file send digitally,
- 3. Supporting Documents for Tariff calculation tool inputs (including description and justification for all inputs (1-2 sentences, more for cost items with various components, e.g. project development),
- 4. Current average bills, tariffs and other charges for each consumer group based on the current proposed tariff (see regulation 59 projected for one (1) month),
- 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 an ability-to-pay, willingness-to-pay or affordability study and or analysis in the targeted communities (for 1st year projection or when significant tariff changes are proposed) including methodology description and raw data.

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

Technical reporting template

Regulation 43(2)

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

TECHNICAL ANALYSIS		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				
Number of connected consumer	no.				
- Household	no.				
- Commercial	no.				
- Productive	no.				
- Public	no.				
- Medical Centers	no.				
- Schools	no.				
- other public consumer	no.				
Total	no.				
Average 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				

Type of expenditure		Total		System 1			System n	
		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

Quality of service framework

Regulation 44(3) & (4)

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.

- (1) 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.

- (2) Power reliability include following indicators,
 - (a) System Average Interruption Frequency Index (SAIFI), unplanned and plannedSAIFI 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 (1) 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
Power quality		
For AC mini grid		
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
For DC mini grid		
Resistive voltage drop	< 20%	< 10%
DC ripple	10% of peak to peak	5% of peak to peak
Switching noise	Unfiltered	Transient noise minimised
Transients	No additional protection	Surge suppressors
Number of faults (Short & long-time-duration-variation)	<5 per day	<2 per day
Power availability		
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
Power reliability		
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

Health and safety guidelines (including environmental protection)

Regulation 45(1)

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"> Wear protection gear: shoes, helmet, goggles and gloves.
	Installation		<ul style="list-style-type: none"> Must only be installed by professional electricians.
	Operation	<ul style="list-style-type: none"> Keep battery cells clean and clean with dry cloth. Do not overcharge the batteries to avoid explosive hydrogen production. Must be a safe working environment. A comprehensive occupational safety program, including training and site orientation. Competent persons to effectively respond to emergency events. Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis. Should have adequate insurance policy to cover facilities, employees and third parties. 	

	Decommissioning & Disposal		<ul style="list-style-type: none"> • See installation and commissioning. • Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime.
Battery Lead-Acid Vented	Transport & Storage		<ul style="list-style-type: none"> • Wear protection gear: shoes, helmet, goggles and gloves.
	Installation	<ul style="list-style-type: none"> • Transport battery in upright position and/or transport acid in separate containers. 	<ul style="list-style-type: none"> • Must only be installed by professional electricians. • Wear acid-proof protection apron. • During the filling, follow the manufacturers' recommendations.

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"> • Acid is a hazardous product: follow the transportation rules for hazardous products. 	<ul style="list-style-type: none"> • Install only in rooms with adequate ventilation. • Avoid any electronics or electric equipment that can generate sparks in the same room.

	Operation	<ul style="list-style-type: none"> • Keep battery cells clean. • Do not overcharge the batteries to avoid explosive hydrogen production. • Must be a safe working environment. • A comprehensive occupational safety program, including training and site orientation. • Competent persons to effectively respond to emergency events. • Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis. 	
	Decommissioning & Disposal		<ul style="list-style-type: none"> • Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime. • Collect acid separately in appropriate canisters prepared for storage and transport
Lithium Battery	Installation & Operations		<ul style="list-style-type: none"> • Do not discharge completely and do not overcharge (risk of explosion). • Keep away from solar radiation. • Batteries must be disposed at suitable waste management facility based on International Standards after end of lifetime.
Diesel Generator	Transport & Storage		<ul style="list-style-type: none"> • Use lifting equipment. • Fuel transport is dangerous and should follow the applicable transport Regulation.

	Installation		<ul style="list-style-type: none"> Must only be installed by professional electricians.
	Operation	<ul style="list-style-type: none"> Used oil and oil filters shall be collected and disposed of in an environmentally friendly (safe) way. 	<ul style="list-style-type: none"> Must only be operated by trained electricians. Must be a safe working environment.

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Diesel Generator	Operation	<ul style="list-style-type: none"> Select site to meet the following requirements: Noise Emission should be limited to an extent acceptable by the neighbours. 	<ul style="list-style-type: none"> A comprehensive occupational safety program, including training and site orientation. 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. Competent persons to effectively respond to emergency events. Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis. Should have adequate insurance policy to cover facilities, employees and third parties.

	Decommissioning & Disposal	<ul style="list-style-type: none"> Used oil and oil filters shall be collected and disposed of in an environmentally friendly way. 	
Solar PV	Operation		<ul style="list-style-type: none"> Wear safety gear. Must be a safe working environment. A comprehensive occupational safety program, including training and site orientation. Competent persons to effectively respond to emergency events. Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis.

TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Solar PV	Operation		<ul style="list-style-type: none"> Should have adequate insurance policy to cover facilities, employees and third parties.

	Decommissioning & Disposal	<ul style="list-style-type: none"> • For CdTe modules: Hazardous Waste must be collected and brought to a recycling centre. • Consult manufacturer's guidelines or where necessary the manufacturer 	
Wind Turbine	Transport & Storage		<ul style="list-style-type: none"> • Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).
	Installation	<ul style="list-style-type: none"> • Select site to meet the following requirements: • Noise Emission should not be limited to an extent acceptable by the neighbours. Shading shall not be more than acceptable by the neighbours 	<ul style="list-style-type: none"> • Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane). • By selecting the site, take into consideration the ground characteristics for integrity of the turbine

	Operation	<ul style="list-style-type: none"> • Switch off wind turbine during main flying hours of bats. • Used oil and oil filters shall be collected and disposed of in an environmental friendly way. 	<ul style="list-style-type: none"> • Maintain moving parts regularly according to the requirements of the manufacturers. • Must be a safe working environment. • A comprehensive occupational safety program, including training and site orientation. • Competent persons to effectively respond to emergency events. • Keep a record of all occupational injuries and accidents
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TYPE OF EQUIPMENT	PHASE IN THE PROJECT	RECOMMENDED LINK TO ENVIRONMENTAL PROTECTION	HEALTH AND SAFETY
Hydro	Transport & Storage		<ul style="list-style-type: none"> • Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).
	Installation	<ul style="list-style-type: none"> • Comply with the water rights and related legislation. 	<ul style="list-style-type: none"> • 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.

	Operation		<ul style="list-style-type: none"> • Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis. • Should have adequate insurance policy to cover facilities, employees and third parties.
	Decommissioning & Disposal	<ul style="list-style-type: none"> • The flow of river as it has been before installation of the equipment has to be re-established • Comply with the water rights and related legislation. 	<ul style="list-style-type: none"> • Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).
Biomass	Transport & Storage	<ul style="list-style-type: none"> • Sewage from biomass shall be kept from entering the ground water • Biogas shall be stored in a way to minimise • Losses to the atmosphere (reduce greenhouse gas emission) 	<ul style="list-style-type: none"> • 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
	Installation		<ul style="list-style-type: none"> • Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).

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

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

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"> • Must be a safe working environment. • Wear appropriate safety gear • Must only be operated by trained electricians. • Comply with the SLEWRC Distribution Code. • A comprehensive occupational safety program, including training and site orientation. • Competent persons to effectively respond to emergency events. • Keep a record of all occupational injuries and illnesses and divulge these records to SLEWRC or body on demand for examination and analysis. • Should have adequate insurance policy to cover facilities, employees and third parties.

	Decommissioning & Disposal	<ul style="list-style-type: none">• The foundations must be removed and the place recover its original status.• Transformer may contain hazardous and polluting material which has to be brought• to a collection point where it can be treated.	<ul style="list-style-type: none">• Due to the weight of equipment, use appropriate lifting and installation equipment (e.g. crane).
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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: _____

Signature

COMPANY REPRESENTATIVE

SCHEDULE 12

Asset handover and compensation confirmation form

Regulation 55(4)

1. Integration of mini-grid assets into distribution network

1.1 [NAME of company] _____, the mini-grid licensee with licence number _____, operating the mini-grid in [state / town / local government / village] _____ hereby declares 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, 2019, 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 ten (10) 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
TOTAL AMOUNT (in SLL)				

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 13

Complaints procedure guidelines

Regulation 69

Pursuant to Regulation 69 of the SLEWRC Mini-Grid Regulations 2019, 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 ten (10) days after receipt of the response or if no response is received within ten (10) days from the submission of the original complaint licence.
- (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 unauthorised 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 unauthorised, 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.

SCHEDULE 14

Dispute resolution mechanism

Regulation 70

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 or complaints@ewrc.gov.sl
 - (b) Form available on SLEWRC website at 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 five (5) days from the date of receipt of the complaint.
- (2) The public utility shall within seven (7) 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.

Made this 13th day of December, 2019.

MOHAMED D. B. SESAY
Chairman