

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
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Has hereunto been affixed in the presence of:

Sign:

Sign:

Name:

Name:

Designation:

Designation:

Sworn to this _____ day of _____ 20__ at _____

ACCOMPANYING DOCUMENTATION

1. 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

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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
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Has hereunto been affixed in the presence of:

Sign:	Sign:
Name:	Name:
Designation:	Designation:

Sworn to this _____ day of _____ 20____ at _____

ACCOMPANYING DOCUMENTATION

1. Completed application Form
2. 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

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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: _____