



NIGERIAN ELECTRICITY REGULATORY COMMISSION

GUIDELINES FOR OBTAINING CLEARANCE CERTIFICATE FOR THE IMPORTATION, PRODUCTION OR SUPPLY OF ELECTRIC ENERGY METERS AND RELATED MATTERS

NIGERIAN ELECTRICITY REGULATORY COMMISSION

GUIDELINES FOR OBTAINING CLEARANCE CERTIFICATE FOR THE IMPORTATION, PRODUCTION OR SUPPLY OF ELECTRIC ENERGY METERS AND RELATED MATTERS

In exercise of the powers conferred under Sections 32 (1) (e), 96 (1) and 96 (2) (q) of the Electric Power Sector Reform Act, 2005 (Act no. 6 of 2005), the Nigerian Electricity Regulatory Commission hereby make the following guidelines for obtaining import, production or supply clearance certificate for electric energy meters and related parts. This is to control the variety, quality and quantity of metering systems that flow into the Nigerian Electricity Supply Industry.

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CHAPTER I

GENERAL

1. Definitions and Interpretation:

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

“Act” means the Electric Power Sector Reform Act, 2005.

“Applicant” means a person who has applied to the Commission for electric energy meters Import, Production and Supply Clearance Certificate.

“Certificate” means Clearance Certificate.

“Commission” means the Nigerian Electricity Regulatory Commission.

“Fees” means fees mentioned in Schedule II hereto.

“Guidelines” means the Nigerian Electricity Regulatory Commission Guidelines for obtaining Electric Energy Meters Import, Production or Supply Clearance Certificate.

“Licensee” means a company carrying out Generation, Transmission or Distribution services as licensed by the Commission.

“Manufacturer or Producer” means an entity that manufactures or produces metering systems or assembles knocked-down parts of metering systems in accordance with the Metering Code.

“Metering Code” means the code of the Commission that regulates metering systems in the network for the Nigerian Electricity Supply Industry.

“Metering Systems” means a Meter and the associated current transformers, voltage transformers, metering protection equipment including alarms, low voltage electrical circuitry, associated data collectors, data transmitters related to the measurement and recording and transmitting to the Data Collection System the active energy and/or reactive energy, as the case may be.

“Meter Test Station” means a certified test laboratory which has the technical and infrastructural capability to perform accuracy tests for Meters and Metering Equipment.

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

CHAPTER II

2. Scope

The provisions of these guidelines shall cover all importations, production or supply into the Federal Republic of Nigeria of fully assembled electric energy meter and knocked-down parts for domestic assembling of electric energy meters or for retail as spares.

CHAPTER III

APPLICATION FOR ELECTRIC ENERGY METERS IMPORT, PRODUCTION OR SUPPLY CLEARANCE CERTIFICATE

3. Mode of Application

- (a) An Application for Clearance Certificate shall be made in writing in the specified manner and addressed to the Commission and delivered by hand or sent by regular mail or courier to the Commission at its headquarters.
- (b) The Application shall be signed and dated by the applicant or his authorized representative.

4. Form of Application

An Application shall be in the form specified in Schedule I of these Guidelines and shall contain the information specified therein. The Application form shall be obtained from the office of the Commission or downloaded from the Commission's website.

5. Application Fees

- 1) Every application for Clearance Certificate made to the Commission shall be accompanied by the appropriate Application Fees as specified in Schedule II.
- 2) The prescribed fees shall be paid by means of bank draft drawn in favour of the "Nigerian Electricity Regulatory Commission"

- 3) All fees paid to the Commission under these Guidelines shall be receipted with the Commission's official receipt.
- 4) Application fees paid shall be non-refundable.
- 5) Fees payable under these Guidelines shall be subject to review from time to time as the Commission may deem fit.

6. Term of a Clearance Certificate

- 1) The Clearance Certificate issued under these Guidelines shall be in the form specified in Schedule III-A and Schedule III-B hereto
- 2) A certificate issued by the Commission under these Guidelines shall be for a period of twelve (12) months only for importers and suppliers from the date of issue, provided that where a certificate is not utilized for the purpose stated therein within the specified period, such certificate shall lapse.
- 3) A certificate that has lapsed for importers and suppliers may be renewed for a further period of six (6) months and no more subject to the payment of renewal fees as specified in Schedule II.
- 4) A certificate issued by the Commission under these Guidelines shall be for a period of three (3) years only for producers from the date of issue, provided that where a certificate is not utilized for the purpose stated therein within the specified period, such certificate shall lapse.
- 5) A certificate that has lapsed for producers may be renewed for a further period of three (3) years and no more subject to the payment of renewal fees as specified in Schedule II.
- 6) A certificate issued for importation is equally valid for the supply of electrical energy meters and vice versa.
- 7) A certificate issued for production cannot be used for supply/importation of electrical energy meters and vice versa.
- 8) The Commission may approve the extension of the lifespan of a certificate upon such terms and conditions as it may deem fit in the circumstances.
- 9) A certificate issued by the Commission shall be for the purpose of importation, production, or supply of electric energy meters and or knocked down parts listed therein and none other whatsoever.

- 10) Application for renewal of a certificate which has lapsed shall be within 30 days of the expiration of the initial certificate.
- 11) A certificate issued shall cover only the importation, production and supply of electric energy meters or knocked down parts which comply with the relevant provisions of the Metering Code issued by the Commission and as amended.
- 12) A certificate for importation shall be issued only when convincing proof is given by the applicant that local production cannot satisfy the demand for metering systems.

CHAPTER IV

MISCELLANEOUS

7. Licensee Obligations

(1) A licensee shall only procure metering systems covered with the appropriate permit from the Commission.

(2) A licensee shall obtain a permit from the Commission to import metering systems for deployment only in the licensee's facility.

8. Annual Report

(1) An importer, producer or supplier of electric energy meters and or knocked down parts shall submit an annual report to the Commission of electric energy meters or knocked down parts imported, produced or supplied by him in the last twelve (12) months as well as the sales in accordance with the details and format specified in Schedule IV and Schedule V.

(2) These reports shall be submitted before the end of first quarter of the following year.

(3) Non-submission of the annual report shall be a ground for refusal to grant a certificate under these Guidelines.

9. Amendment

(1) The Commission may from time to time amend or repeal the provisions of these Guidelines and the Schedules thereto as it may determine.

10. Inherent Powers of the Commission

Nothing in these Guidelines shall prohibit the Commission from adopting in conformity with the provisions of the Act, any procedure which is at variance with any of the provisions of herein, provided that the Commission is of the opinion that in the special circumstances of the matter and for reasons to be recorded in writing, it deems it just or expedient that such procedure is proper for dealing with the matter.

GIVEN this day of..... 2013 under the seal of the Commission pursuant to Section 32 (2) of the Electric Power Sector Reform Act, 2005.

Dr. Sam Amadi
Chairman/CEO

NIGERIAN ELECTRICITY REGULATORY COMMISSION

Adamawa Plaza

Plot 1099, First Avenue, Off Shehu Shagari Way, CBD, P.M.B 136, Garki – Abuja

Website: www.nercng.org

APPLICATION FORM FOR ELECTRIC ENERGY METER IMPORT, PRODUCTION OR SUPPLY

CLEARANCE CERTIFICATE

SECTION A

1.	Name of Applicant	
2.	Address of Applicant	
3.	Contact Person	
4.	Telephone Number	
5.	Email Address	
6.	Is this a new or renewal application? If renewal state last Registration Number.	
7.	Quantity of Energy Meters to Be Imported	
8.	Quantity of Energy Meters to Be Supplied	
9.	Annual Production Capacity (<i>Metering Systems Manufacturers only</i>)	
10.	Do the Metering Systems Comply with the Metering Code? (Yes/No). Explain.	
11.	Make of Electric Energy Meter	
12.	<u>Technical Data:</u> Nominal Voltage Operating Voltage Accuracy Class Current Rating Frequency Operating Temperature Storage Temperature Life Span of Meters	
13.	Purpose of Importation/ Production/ Supply	
14.	Country of Origin	
15.	Year of Manufacture	

Name, Signature of Applicant’s Representative/Date-----

SECTION B

An Application shall be accompanied with:

- a. Copy of Certificate of Incorporation
- b. Tax Clearance Certificate for the last three years
- c. VAT Registration Certificate
- d. Commercial Invoice/Proforma Invoice
- e. Standards Organization of Nigeria Conformity Assessment Programme (SONCAP)
- f. Manufacturer's Test Certificate
- g. Meter Test Station Test Report
- h. Copy of MSP Registration
- i. Proof that local production cannot satisfy the demand for metering systems (*for importers*).
- j. Proof of Metering Systems Warehousing facilities.

Schedule II
S.5(1)

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ELECTRIC ENERGY METERS IMPORTATION, PRODUCTION OR SUPPLY CLEARANCE SCHEDULE OF FEES

TYPE OF METER	FEES PAYABLE (N)
Single Phase	50.00 Per Unit
Three Phase (415V)	100.00 Per Unit
Three Phase (11kV)	1,000.00 Per Unit
Three Phase (33kV)	1,500.00 Per Unit
Three Phase (132/330kV)	3,000.00 Per Unit
Renewal of Clearance Certificate	100% of fee paid on the initial Certificate <i>(for importers)</i>
	10% of fee paid on the initial Certificate <i>(for producers)</i>

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**CLEARANCE CERTIFICATE FOR IMPORTATION/ SUPPLY CLEARANCE SCHEDULE OF FEES FOR
ELECTRIC ENERGY METERS/KNOCKED DOWN PARTS**

THIS IS TO CERTIFY THAT IMPORT/SUPPLY CLEARANCE HAS BEEN APPROVED FOR THE
UNDERMENTIONED IMPORTER/SUPPLIER ACCORDING TO THE FOLLOWING PARTICULARS:

- 1. IMPORTER/SUPPLIER: -----
- 2. OFFICE ADDRESS: -----
- 3. DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS:

 QUANTITY:

 MAKE:

 VOLTAGE LEVEL:

 CAPACITY (A):

 INVOICE NO:

 F.O.B CHARGE:

4. EXPIRY DATE:

This clearance certificate shall be valid for SIX MONTHS for importation/supply from date of issue.

Dated this day of 2013

.....
Commissioner (LL&E)

.....
Commissioner (ES&S)

CAUTION: *This Clearance Certificate is void if there is any alteration on it or any information supplied is false or cannot be verified.*

NIGERIAN ELECTRICITY REGULATORY COMMISSION

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**CLEARANCE CERTIFICATE FOR PRODUCTION CLEARANCE SCHEDULE OF FEES FOR ELECTRIC
ENERGY METERS/KNOCKED DOWN PARTS**

THIS IS TO CERTIFY THAT PRODUCTION CLEARANCE HAS BEEN APPROVED FOR THE
UNDERMENTIONED PRODUCER ACCORDING TO THE FOLLOWING PARTICULARS:

1. PRODUCER: -----
2. OFFICE ADDRESS: -----
3. DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS:

 QUANTITY:

 MAKE:

 VOLTAGE LEVEL:

 CAPACITY (A):

 INVOICE NO:

 F.O.B CHARGE:

4. EXPIRY DATE:

This clearance certificate shall be valid for THREE YEARS for production from date of issue.

Dated this day of 2013

.....
Commissioner (LL&E)

.....
Commissioner (ES&S)

CAUTION: *This Clearance Certificate is void if there is any alteration on it or any information supplied is false or cannot be verified.*

Schedule IV
S.7 (1)

(NAME, REGISTRATION NUMBER AND ADDRESS OF IMPORTER/PRODUCER/SUPPLIER)

**Electric Energy Meter / Knocked Down Part Annual Imported/Produced/Supplied Sales
Statistics**

S/NO	TYPE OF METER	NUMBER SOLD	REMARKS
1.	240V		
2.	415V		
3.	11kV		
4.	33kV		
5.	132kV		
6.	330kV		
7.	Other		

Schedule V
S.7(1)

(NAME, REGISTRATION NUMBER AND ADDRESS OF IMPORTER/PRODUCER/SUPPLIER)

Particulars of Purchasers of Electric Energy Meters

S/N	NAME & ADDRESS OF PURCHASER	QUANTITY	TECHNICAL DESCRIPTION	TOTAL	REMARKS