



# **NIGERIAN ELECTRICITY REGULATORY COMMISSION**

## **GUIDELINES FOR OBTAINING REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS OF ELECTRIC ENERGY METERING SYSTEMS AND RELATED MATTERS**

**NIGERIAN ELECTRICITY REGULATORY COMMISSION**

**GUIDELINES FOR OBTAINING REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS OF ELECTRIC ENERGY METERING SYSTEMS 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 (NERC) hereby makes the following guidelines for obtaining registration certificate for Metering Service Providers of electric energy metering systems and related parts. The objective is to ensure that only competent persons familiar with the standards approved by NERC are allowed to perform the functions required of Metering Service Providers in 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 Metering Services Provider registration Certificate.

“Certificate” means Registration Certificate.

“Commission” means the Nigerian Electricity Regulatory Commission.

“Fees” means fees mentioned in Schedule II hereto.

“Grid” means the power systems network with voltages from 132KV and above.

“Guidelines” means the Nigerian Electricity Regulatory Commission Guidelines for obtaining Electric Energy Metering Systems Vendor/Installer Registration Certificate.

“High Voltage Distribution” means the power systems distribution network with voltages above 415V but below 132kV.

“Installer” means a technically competent person registered by Nigerian Electricity Regulatory Commission to carry out the installation, on-site maintenance, audit or other technical works on electric energy metering systems.

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

“Low Voltage Distribution” means power systems distribution network with voltages up to 415V.

“Manufacturer” means an entity that 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.

“Metering Services Provider (MSP)” means a Commission accredited metering specialist who is conversant with the requirements of the Metering Code and having the technical and infrastructural capability, may be procured for the design, manufacture, supply, installation, inspection, audit, or maintenance of metering systems.

“Meter Test Station” means a Commission 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.

“Vendor” means a commercial supplier of Electric Energy Metering Systems who may or may not be a manufacturer of metering systems and is registered by Nigerian Electricity Regulatory Commission.

## CHAPTER II

### 2. Scope

- (a) The provisions of these guidelines shall cover all manufacturing and supply services into the Federal Republic of Nigeria of fully assembled metering systems and knocked-down parts for domestic assembling of metering systems or for retail as spares.
- (b) The provisions shall also cover technical services such as:
  - i. Installation, on-site maintenance, retrieval and replacement of metering systems.
  - ii. Wiring of metering panels.
  - iii. On-site accuracy testing of metering systems in accordance with the Metering Code.
  - iv. Collection, processing and data transfer from metering system or data logger of metering installations.

## **CHAPTER III**

### **APPLICATION FOR METERING SERVICE PROVIDER REGISTRATION CERTIFICATE**

#### **3. Mode of Application**

- (a) An Application for Metering Service Provider (MSP) Registration 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 or by any other means as may be decided by the Commission from time to time.
- (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 MSP Registration Certificate made to the Commission shall be accompanied by the appropriate Application Fees as specified in Schedule II. A combined vendor and installer application is charged as when applying for each category separately.
- 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 Registration Certificate**

- 1) The Registration Certificate issued under these Guidelines shall be in the form specified in Schedule III-A, Schedule III-B and Schedule III-C hereto.
- 2) A certificate issued by the Commission under these Guidelines shall be for a period of twenty four (24) months only from the date of issue.
- 3) A certificate that has lapsed may be renewed for a further period of twenty (24) months subject to the payment of renewal fees as specified in Schedule II.
- 4) 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.
- 5) A certificate issued by the Commission shall be for the purpose of registration as a Metering Service Provider for Metering Systems and or knocked down parts listed therein and none other whatsoever.
- 6) Application for renewal of a certificate which has lapsed shall be within 30 days of the expiration of the current certificate.
- 7) An MSP registration certificate may be issued to a competent person to cover both vendors and installers if and only if the applicant is qualified to perform both supply and installation functions. Otherwise, the MSP Registration Certificate will cover only the specified area of competence.
- 8) The Commission reserves the right to cancel a registration certificate or to reject an application for the issue or renewal of a registration certification for reasons to be recorded in writing.
- 9) An MSP registration certificate covers only metering systems which comply with the Metering Code.
- 10) An appropriate MSP registration certificate is a prerequisite for obtaining from the Commission mandatory permits for the importation and supply of a declared quantity of metering systems.



## **7. Qualification of a Competent Applicant**

1. An applicant requesting registration to supply metering systems as a manufacturer or a vendor shall satisfy the following general requirements:
  - a. Registration with Corporate Affairs Commission.
  - b. Possession of tax clearance for the past three years.
  - c. Provision of warehousing facilities for safe storage of metering systems.
  - d. Provision of metering systems repair facility
  - e. Familiarity with the provisions of the Metering Code shown by track record.
  - f. Provision of Manufacturer's Test Certificate.
  - g. Provision of Test Report from a Meter Test Station.
  - h. Show evidence of financial capability to supply metering systems.
  - i. Show evidence of ability to provide spares and professional after sales support services.
  
2. An individual person, requesting for registration as an installer shall satisfy the following general requirements:
  - a. Registration with Corporate Affairs Commission.
  - b. Possess tax clearance for the past three years.
  - c. Registration as an electrical engineer, electrical technologist, electrical technician or craftsman electrical with COREN or as an electrical contractor approved by NERC.
  - d. Evidence of experience with metering systems deployment and/or maintenance in accordance with the Metering Code.
  - e. Evidence of commitment to human capacity development including training programs on metering systems and standards.
  - f. Possession of requisite technical installation and test equipment.
  - g. Evidence of experience complying with ISO 9000 requirements including work procedure, record keeping, documentation, equipment handling, ethics,

resources, quality control, wearing of uniforms and carrying of paper identification while on site.

3. An applicant for registration as an installer shall apply in one of the under listed categories with proof of qualification:

**a. Class "C2" Metering Service Provider: Individual Applicants**

Class "C2" Metering Service Provider registration for individual applicants is restricted to low voltage single phase and three phase metering systems installations for contracts not exceeding 500 metering systems and is for holders required to have the following minimum skills and qualifications:

i. Safety Skills

- (1) Has experience working in compliance to the Commission's safety regulations.
- (2) Has demonstrated track record on safe metering systems installations.
- (3) Has track record demonstrating familiarity with network safety procedures in compliance with the Distribution Code and Health and Safety Code.

ii. Technical skills for low voltage metering systems indicated by verifiable track record:

- (1) Competence in low voltage distribution electricity metering systems installation.
- (2) Ability in identifying tampering or meter by-pass.
- (3) Ability to install new meters and remove damaged meters.
- (4) Ability to read meters used in this class.
- (5) Ability to connect the meter communications interface to the communications system external to the meter box and equipped with a good knowledge of information technology.
- (6) Ability to initialize meter's communications module.
- (7) Shall have as a minimum qualification of technical school certificate or a good school certificate with credits in four subjects including Mathematics, Physics and English as well as at least 9 months of job training under a class "C2" certificate holder.

**b. Class "C1" Metering Service Provider: Corporate Applicants**

Class "C1" Metering Service Provider certificate for corporate applicants is restricted to low voltage distribution single phase and three phase metering systems for contracts in excess of 500 metering systems and holders shall satisfy the following conditions:

- i. Shall satisfy the same general requirements as in 7(1) and 7(2) as applicable.
- ii. Have in its permanent employment at least five (5 No) staff with requisite qualification for individual Class "C2" certificate holders.
- iii. Shall have past experience in the installation, maintenance and accuracy checks of low voltage distribution meters.

**c. Class "B2" Metering Service Provider: Individual Applicants**

Class "B2" Metering Service Providers Registration Certificate is restricted to low voltage single phase and three phase metering systems as well as high voltage distribution Maximum Demand metering systems for contracts not exceeding 750 metering systems and for individual applicants with the following minimum skills:

- i. Safety Skills
  - (1) Safety skills as in Class "C2" and assisted on-site by at least one Class "C2" certificate holder for enhanced safety.
- ii. Technical Skills for metering systems indicated by verifiable track record:
  - (1) Competence in high voltage distribution electricity metering systems installation.
  - (2) Skills required in Class "C2".
  - (3) Good knowledge of instruments transformer operating characteristics.
  - (4) Ability to identify, interpret and take appropriate actions on built-in diagnostics of electronics meters.
  - (5) Shall have a minimum of 24 months on the job training under a class "B2" certificate holder or 12 months under a class "B2" certificate holder as well as a diploma in electrical / electronic engineering.

Alternatively, shall have a degree or higher national diploma in electrical / electronic engineering with a minimum of 6 months on the job training under a class "B2" certificate holder.

**d. Class "B1" Metering Service Provider: Corporate Applicants**

A Class "B1" Metering Service Provider certificate for a corporate applicant is restricted to low voltage single phase and three phase metering systems including high voltage distribution Maximum Demand metering systems for contracts in excess of 750 metering systems. Holders shall satisfy the following conditions:

- i. Shall conform to the same general requirements as in 7(1) and 7(2) as applicable.
- ii. Have in its permanent employment at least five (5) staff with requisite qualification for individual class "B2" certificate holders.
- iii. Shall have past experience in the installation, maintenance and accuracy checks of high voltage distribution meters.

**e. Class "A2" Metering Service Provider: Individual Applicants**

A Class "A2" Metering Systems Provider certificate holder can undertake installations for low voltage single phase and three phase metering systems and high voltage Maximum Demand metering systems for contracts not exceeding 750 metering systems as well as installations at grid voltages for contracts not exceeding 5 metering systems. Holders shall have the following skills and qualifications:

- i. Safety Skills
  - (1) Skills required are as in Section 7(a)i and Section 7(c)i but assisted on-site at grid level voltages by at least one class "B2" certificate holder for enhanced safety.
  - (2) Track record of experience demonstrating ability to recognize and effectively cope with electrical hazards associated with grid metering panels in accordance with the Metering Code.
- ii. Technical skills for grid metering systems indicated by verifiable track record of applicant in these areas:

- (1) Skills required of class "A2" and class "B2".
- (2) Competence in grid metering systems installation, maintenance calibration, trouble shooting and repairs.
- (3) Ability to calculate meter constants, multipliers and summation scheme values.
- (4) Shall have a degree or higher national diploma in electrical/ electronic engineering.
- (5) Shall have a minimum of one year experience as a class "B2" worker with on-the job training under a class "A2" worker for 6 (six) months.

**f. Class "A1" Metering Service Provider: Corporate Applicants**

A Class "A1" Metering Systems Provider certificate holder can undertake installations for low voltage single phase and three phase metering systems including high voltage Maximum Demand metering systems for contracts in excess of 750 metering systems as well as installations at grid voltages for contracts in excess of 5 metering systems. Holders shall satisfy the following conditions:

- i. Shall conform to the same general requirements as in 7(1) and 7(2) as applicable.
- ii. Have in its permanent employment at least five (5) staff with requisite qualification for individual class "A2" certificate holders.
- iii. Shall have past experience in the installation, maintenance and accuracy checks of grid meters.

## CHAPTER IV

### MISCELLANEOUS

#### 8. Obligation of Licensees

- (1) It is obligatory for a Commission's licensee to utilize the services of MSPs registered by the Commission.
- (2) The Licensee shall submit a biannual report of MSPs it utilized in the previous six months in accordance with the details and format specified in Schedule IV.
- (3) Licensees as owners of Metering Systems in their facilities, in accordance with the Metering Code, are responsible for the design, procurement, deployment, installation, maintenance and replacement of metering systems. Accordingly, licensees are required to follow approved procedures. The staff employed as installers shall have qualifications and experience as contained in this Guideline.
- (4) It is the responsibility of Licensees to ensure adequate customer care services on metering issues in accordance with the Regulations of the Commission.

#### 9. Annual Report

- (1) A supplier of electric energy meters and or knocked down parts shall submit an annual report of metering systems or knocked down parts supplied by him in the last twelve (12) months as well as the sales in accordance with the details and format specified in Schedule V.
- (2) An installer of electric energy metering system and or knocked down parts shall submit an annual report of metering systems or knocked down parts installed by him in the last twelve (12) months in accordance with the details and format specified in Schedule VI.
- (3) These reports shall be submitted before the end of first quarter of the following year.
- (4) Non-submission of the annual report shall be a ground for refusal to grant a certificate under these Guidelines.

#### 10. 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.

## **11. 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](http://www.nercng.org)

### APPLICATION FORM FOR REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS OF ELECTRIC ENERGY METERING SYSTEMS AND RELATED MATTERS

Note:

- (1) Applicants for Installer registration only should not fill Nos. 6, 8 and 9.
- (2) Applicants for Vendor registration only should not fill Nos. 11, 12 and 13.
- (3) Applicants for Vendor and Installer combined should fill all.

#### SECTION A

1.	Name of Applicant	
2.	Address of Applicant	
3.	Contact Person	
4.	Telephone Number	
5.	Email Address	
6.	Factory Location and Address ( <i>for Vendors</i> )	
7.	Are you applying for new registration or renewal? For renewal state last Reg. No.	
8.	Are you applying for Vendor Registration? (Yes/No)	
9.	Make, Type and Quantity of Energy Meters to Be Supplied	



10.	Details of Vendor Experience ( <i>including metering systems manufacturing if applicable</i> )	
11.	Are you applying for Installer Registration? (Yes/No)	
12.	Installation Class Applied For	
13.	Details of Installation Experience	
14.	Qualification	
15.	List of Attachments (Please see Section B)	

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Name, Signature of Applicant or Representative and Date

## SECTION B

An Application shall be accompanied with:

- a. Copy of Certificate of Incorporation or Business Name.
- b. Tax Clearance Certificate for the latest three years.
- c. VAT Registration Certificate.
- d. Proof of Academic and Professional Qualifications.
- e. Proof of Metering Systems Warehousing facilities for Vendors.
- f. Proof of repair facilities for faulty meters (for Vendors)
- g. Proof of financial support to procure metering systems for Vendors.
- h. Proof of experience in supplying metering systems for Vendors.
- i. Proof of experience in installing metering systems for Installers.
- j. Manufacturer's Test Certificate for Vendors.
- k. Proof of Software Certification by appropriate body (for Vendors).
- l. Test Report from Meter Test Station for Vendors.
- m. Proof of ability to provide spares and professional after sales support services for Vendors.
- n. SONCAP Certificate for vendors
- o. MANCAP Certificate for manufacturers

Schedule II  
S.5(1)

## **NIGERIAN ELECTRICITY REGULATORY COMMISSION**

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### **METERING SYSTEM PROVIDER REGISTRATION SCHEDULE OF FEES**

<b>TYPE OF MSP</b>	<b>FEES PAYABLE (N)</b>
Vendor	10,000.00
Category "C2" Individual Installer	10,000.00
Category "C1" Corporate Installer	20,000.00
Category "B2" Individual Installer	25,000.00
Category "B1" Corporate Installer	40,000.00
Category "A2" Individual Installer	30,000.00
Category "A1" Corporate Installer	60,000.00
Renewal of Vendor Certificate	10% of fee paid on the initial Certificate
Renewal of Installer Certificate	20% of fee paid on the initial Certificate

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**REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS (VENDORS ONLY) OF  
ELECTRIC ENERGY METERING SYSTEMS AND RELATED MATTERS**

THIS IS TO CERTIFY THAT VENDOR REGISTRATION ONLY HAS BEEN APPROVED FOR THE  
UNDERMENTIONED METERING SERVICE PROVIDER ACCORDING TO THE FOLLOWING  
PARTICULARS:

1. VENDOR: .....

2. OFFICE ADDRESS: .....

3. DESCRIPTION OF METERING SYSTEMS / KNOCKED DOWN PARTS TO BE SUPPLIED:

MANUFACTURER(S):

QUANTITY:

TYPE (electromechanical/electronic/prepaid/smart etc):

VOLTAGE LEVEL:

CAPACITY (A):

4. EXPIRY DATE:

This registration certificate shall be valid for TWENTY FOUR MONTHS from date of issue.

Dated this ..... day of ..... 2013

.....  
**Commissioner (LL&E)**

.....  
**Commissioner (ES&S)**

**CAUTION:** *This Registration 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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**REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS (INSTALLERS ONLY) OF  
ELECTRIC ENERGY METERING SYSTEMS AND RELATED MATTERS**

**CLASS “---”**

THIS IS TO CERTIFY THAT CLASS ‘----’ INSTALLERS REGISTRATION ONLY HAS BEEN APPROVED FOR THE UNDERMENTIONED METERING SERVICE PROVIDER ACCORDING TO THE FOLLOWING PARTICULARS:

1. INSTALLER: .....

2. OFFICE ADDRESS: .....

3. DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS TO BE INSTALLED:

MANUFACTURER(S):

QUANTITY:

TYPE(electromechanical/electronic/prepaid/smart etc):

VOLTAGE LEVEL:

CAPACITY (A):

4. EXPIRY DATE:

This registration certificate shall be valid for TWENTY FOUR MONTHS from date of issue.

Dated this ..... day of ..... 2013

.....  
**Commissioner (LL&E)**

.....  
**Commissioner (ES&S)**

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

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**REGISTRATION CERTIFICATE FOR METERING SERVICE PROVIDERS (VENDORS AND  
INSTALLERS) OF ELECTRIC ENERGY METERING SYSTEMS AND RELATED MATTERS.**

**VENDOR/CLASS “---”**

THIS IS TO CERTIFY THAT VENDOR AND CLASS ‘----’ INSTALLER REGISTRATION HAS BEEN APPROVED FOR THE UNDERMENTIONED METERING SERVICE PROVIDER ACCORDING TO THE FOLLOWING PARTICULARS:

1. VENDOR AND INSTALLER: -----

2. OFFICE ADDRESS: -----

3. DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS TO BE SUPPLIED AND INSTALLED:

MANUFACTURER(S):

QUANTITY:

TYPE (electromechanical/electronic/prepaid/smart etc):

VOLTAGE LEVEL:

CAPACITY (A):

4. EXPIRY DATE:

This registration certificate shall be valid for TWENTY FOUR MONTHS from date of issue.

Dated this ..... day of ..... 2013

.....  
**Commissioner (LL&E)**

.....  
**Commissioner (ES&S)**

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

Schedule IV  
S.8(2)

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**LICENSEE BIANNUAL METERING SYSTEM PROVIDER REPORT**

**FROM-----TO-----**

S/N	NAME OF MSP/LICENSEE	REG. NO.	TYPE OF CERTIFICATE/LICENCE	DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS SUPPLIED OR INSTALLED		
				VOLTAGE LEVEL	TYPE	QUANTITY

Schedule V  
S.9(1)

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**ANNUAL METERING SYSTEM PROVIDER (VENDOR) REPORT**

FROM-----TO-----

<b>NAME OF MSP</b>					
<b>TYPE OF CERTIFICATE</b>					
<b>REGISTRATION NO. AND DATE OF ISSUE</b>					
S/N	NAME OF CLIENT.	LOCATION OF SUPPLY.	DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS SUPPLIED.		
			VOLTAGE LEVEL	TYPE	QUANTITY



Schedule VI  
S.9(2)

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**ANNUAL METERING SYSTEM PROVIDER (INSTALLER) REPORT**

FROM-----TO-----

<b>NAME OF MSP</b>					
<b>TYPE OF CERTIFICATE</b>					
<b>REGISTRATION NO. AND DATE OF ISSUE</b>					
S/N	NAME OF CLIENT	LOCATION OF INSTALLATION	DESCRIPTION OF ELECTRIC ENERGY METERS / KNOCKED DOWN PARTS INSTALLED.		
			VOLTAGE LEVEL	TYPE	QUANTITY