



NIGERIAN ELECTRICITY REGULATORY COMMISSION

APPLICATION FORMS

Kindly indicate the type of application form being submitted below:

<p>Application Form for Licence (Schedule 2 of the NERC Application for Licences Regulations, 2010)</p> <p>Page 2 - 12</p>	
<p>Application Form for Amendment of Licence (Schedule 3 of NERC Application for Licences Regulations, 2010)</p> <p>Page 13 - 17</p>	
<p>Application Form for Renewal of Licence (Schedule 4 of NERC Application for Licences Regulations, 2010)</p> <p>Page 18 - 22</p>	
<p>Application Form for Extension of Tenure of Licence (Schedule 5 of NERC Application for Licences Regulations, 2010.)</p> <p>Page 23 - 27</p>	



NIGERIAN ELECTRICITY REGULATORY COMMISSION

SCHEDULE 2

APPLICATION FORM FOR A LICENCE

(Pursuant to S.70 Electric Power Sector Reform Act, 2005)

IMPORTANT NOTE: Your Application is **incomplete** unless all required documents are submitted and the application is *accompanied by the appropriate processing fee*

1.0 PARTICULARS OF APPLICANT

1.1 Names, Physical and Postal Address of Applicant

Name: _____

Physical address: _____

Postal address: _____

Tel: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

Website Address: _____

1.2 Name of Proposed Business if Different from above

Name: _____

Location: _____

Postal address: _____

Tel: _____

Fax: _____

Mobile phone: _____

E-mail: _____

Website Address: _____

1.3 Name and details of Contact Person

Name: _____

Physical Address: _____

Postal Address: _____

Tel: _____

Mobile phone _____

E-mail _____

Website Address: _____

Fax: _____

2.0 LEGAL STATUS OF APPLICANT

2.1 Indicate legal status of Applicant (Tick relevant option)

- 1. Sole Proprietorship
- 2. Partnership
- 3. Public Limited Liability Company
- 4. Private Limited Liability Company
- 5. Cooperative Society
- 6. Other (please specify)

(Attach Certificate of Registration, Certificate of Incorporation, Memorandum and Articles of Association, Deed of Partnership, Deed of Trust, as applicable)

2.2 List and Particulars of Shareholders

Name	Address	Nationality	Country of usual residence

2.3 State if any shareholder has ever been convicted of a criminal offence in Nigeria or in any other country: _____

If yes, details of conviction: _____

2.4 List and Particulars of Directors

Name	Address	Nationality	Country of usual residence

2.5 State if any director has ever been convicted of a criminal offence in Nigeria or in any other country: _____

If yes, details of conviction: _____

3.0 TYPE OF LICENCE REQUIRED

GENERATION	
1. Grid-Connected	<input type="text"/>
2. Off-Grid	<input type="text"/>
3. Embedded	<input type="text"/>
DISTRIBUTION	
1. Grid-Connected	<input type="text"/>
2. Off-Grid	<input type="text"/>
TRANSMISSION	<input type="text"/>
SYSTEM OPERATION	<input type="text"/>
TRADING	<input type="text"/>

3.1 Existing Licence

Does the Applicant have an existing licence issued by the Commission?

If yes, state the nature of the licence, date issued and the licence number.

3.2 Affiliate Ownership/Relationship

Does the Applicant own more than ten percent (10%) shareholding in another entity that has applied for a licence or has been granted a licence by the Commission?

If yes, state the name of the entity, the nature of the application or licence, the 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?

(b) If yes, give details of the refusal, suspension, and/or cancellation.

3.4 FINANCIAL STATUS OF APPLICANT

**Share Capital of the Applicant
(Authorised)**

(Fully Paid)

3.5 Indebtedness

3.6 Please provide Certified Audited Financial Statements and Accounts for the last 3 years (or latest 3 years) prior to Application (if applicable).

3.7 Bankers and Financial References

Bankers

Name and Address of Bankers inside and outside Nigeria (including telephone and fax)

Name	Address	Contact Person

(NOTE: NERC may independently verify with your bankers)

3.8 Other Important Referees on the Applicants Financial Status

Name	Address	Contact Person

3.9 Sources of Funding for the Proposed Project

a) Share Capital contribution (specify foreign or local)

b) Loan capital (specify source and provide evidence)

Others (specify)

3.10 MAIN BUSINESS ACTIVITIES OF APPLICANT

Please indicate the main business activities the Applicant is currently engaged in:

3.11 TECHNICAL CAPACITY AND MANAGERIAL EXPERIENCE

Technical Capacity and Managerial Competence of Applicant

Please provide detailed statement of Applicant's technical and managerial competence and experience to undertake the proposed project. (Use additional sheets if necessary)

(a) Technical Capacity

(b) Managerial Competence

Describe technical and industrial support from domestic and foreign sources:

(a) Foreign

(b) Domestic

3.12 DESCRIPTION OF PROPOSED PROJECT

Please provide detailed description of the project:

(Please attach the detailed feasibility study)

Project site/utilities

(a) Project site (attach title document to the land, relevant maps and drawings and state whether there are access roads required):

(b) Site map indicating access roads, generation plant, transmission and distribution lines and substations required for the project (Attach map):

(c) Provide technical aspects/design of the project

State Initial Capacity of the Proposed Project

(a) Amount of power to be initially generated, transmitted, distributed or supplied:

(b) Proposed future capacity

Implementation Schedule of the Project

Present land use at the Project Site

State if there is need to access public and/or private land:

Specify Consents required from other public authorities to undertake the project and their status (attach relevant documents):

Consent Required and from whom	Description of Activity	Legal Provisions e.g. Land Use Act etc.	Status

3.13 Does the area of business operation or Plant cover a building or place occupied by the Federal Ministry of Defence?

_____ **Yes**

_____ **No**

3.14 IMPACTS OF THE PROJECT

Environmental Impact Assessment

Please attach the Environmental Impact Assessment and approval from the Federal Ministry of Environment.

Any Other relevant Information (Use additional sheets if appropriate)

3.15 COMMERCIAL ASPECTS OF THE PROJECT

State the geographical area(s) in which the licence is required

Applicants should attach Power Purchase Agreements where available.

Provide detailed 10-year Business Plan including cash flow projections, tariff methodology and calculation, investment plans, etc. (Detailed Business plan should be attached)

**PLEASE REMEMBER TO SUBMIT
3 HARD COPIES AND 1 SOFT COPY OF ALL SUPPORTING DOCUMENTS**

4.0 DECLARATION BY THE APPLICANT [Notary Public Seal and Attestation Required]

The project is not unlawful or contrary to the interest of the Federal Republic of Nigeria. I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this _____ day of _____, 2_____.

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

Has hereunto been affixed in the presence of:

Sign: _____

Name:

MANAGING DIRECTOR/CEO

Sign: _____

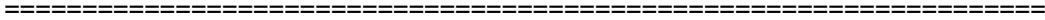
Name:

SECRETARY

Sworn to this _____ day of _____, 2_____.

BEFORE ME

NOTARY PUBLIC/COMMISSIONER OF OATHS



FOR OFFICIAL USE ONLY

1. Date of submission of Application _____

2. Fees Paid and Receipt Number _____

3. Results of Verification for completeness

4. Newspapers and Dates in which Application is advertised:

5. Results of any Public Hearing

6. Recommendation NERC Legal/Licensing Division

7. Decision of NERC _____

8. Issuing date _____

9. Expiration date _____

10. Other Relevant information:



NIGERIAN ELECTRICITY REGULATORY COMMISSION

SCHEDULE 3

APPLICATION FORM FOR AMENDMENT OF LICENCE (Pursuant to S.73 Electric Power Sector Reform Act, 2005)

IMPORTANT NOTE: Your Application is **incomplete** unless all required documents are submitted and the application is *accompanied by the appropriate processing fee*

1.0 PARTICULARS OF APPLICANT

1.1 Names, Physical and Postal Address of Applicant

Name: _____

Physical address: _____

Postal address: _____

Tel: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

Website Address: _____

1.2 Name and details of Contact Person

Name: _____

Physical Address: _____

Postal Address: _____

Tel: _____

Mobile phone _____

E-mail _____

2.0 TYPE OF EXISTING LICENCE (tick relevant type)

<p>GENERATION</p> <p>1. Grid-Connected</p> <p>2. Off-Grid</p> <p>3. Embedded</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td></tr> </table>			
<p>DISTRIBUTION</p> <p>1. Grid-Connected</p> <p>2. Off-Grid</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="width: 50%; height: 20px;"></td></tr> <tr><td style="width: 50%; height: 20px;"></td></tr> </table>			
TRANSMISSION				
SYSTEM OPERATION				
TRADING				

2.1 Current Licence

(a) Licence Number

(b) Expiration date of the licence

(c) 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.

(d) Does the area of business operation or Plant cover a building or place occupied by the Federal Ministry of Defence?

_____ Yes _____ No

2.2 Previous Application(s)

(a) Have you applied previously for an amendment of the terms and conditions of the licence?

(b) Has the Applicant ever been refused an application to amend the terms and conditions of the licence?

If yes, give details of the refusal.

2.3 Proposed Amendment(s)

(a) State the Term(s), Condition(s), and/or Part(s) of the Licence to be affected by the proposed amendment

(b) State reasons for proposed amendment to the terms and conditions of the licence (please provide supporting documents)

(c) Any Other relevant Information (use additional sheets if appropriate)

**PLEASE REMEMBER TO SUBMIT
3 HARD COPIES AND 1 SOFT COPY OF ALL SUPPORTING DOCUMENTS**

3.0 DECLARATION BY THE APPLICANT [Notary Public Seal and Attestation Required]

I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this _____ day of _____, 2_____.

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

Has hereunto been affixed in the presence of:

Sign: _____

Sign: _____

Name:
MANAGING DIRECTOR/CEO

Name:
SECRETARY

Sworn to this _____ day of _____, _____.

BEFORE ME

NOTARY PUBLIC/COMMISSIONER OF OATHS

=====

FOR OFFICIAL USE ONLY

1. Date of submission of Application for Amendment of licence:

2. Fees Paid and Receipt Number:

3. Newspapers and Dates in which Application for Amendment is advertised:

4. Results of any Public Hearing:

5. Recommendation of NERC Legal, Licensing & Enforcement Division:

6. Decision of NERC: _____

7. Date of Decision: _____

8. Issuing date _____

9. Expiration date _____

10. Other Relevant information:



NIGERIAN ELECTRICITY REGULATORY COMMISSION

SCHEDULE 4

APPLICATION FORM FOR RENEWAL OF LICENCE

(Pursuant to S.72 Electric Power Sector Reform Act, 2005)

IMPORTANT NOTE: Your Application is **incomplete** unless all required documents are submitted and the application is *accompanied by the appropriate processing fee*

PARTICULARS OF APPLICANT

1.1 Names, Physical and Postal Address of Applicant

Name: _____

Physical address: _____

Postal address: _____

Tel: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

Website Address: _____

1.2 Name and details of Contact Person

Name: _____

Physical Address: _____

Postal Address: _____

Tel: _____

Mobile phone _____

E-mail _____

2.0 TYPE OF EXISTING LICENCE (tick relevant type)

<p>GENERATION</p> <p>1. Grid-Connected</p> <p>2. Off-Grid</p> <p>3. Embedded</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
<p>DISTRIBUTION</p> <p>1. Grid-Connected</p> <p>2. Off-Grid</p>	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>			
TRANSMISSION				
SYSTEM OPERATION				
TRADING				

2.1 Current Licence

(a) Licence Number

(b) Expiration date of the licence

(c) 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.

(d) Does the area of business operation or Plant cover a building or place occupied by the Federal Ministry of Defence?

_____ Yes _____ No

2.2 Previous Application(s)

(a) Have you applied previously for a renewal of your licence?

(b) Has the Applicant ever been refused an application to renew the licence?

If yes, give details of the refusal.

2.3 Term of Proposed Renewal

(a) How many years does the applicant want to renew the licence for?

(Note: *Renewal cannot be for more than the initial term of the licence being renewed*)

(b) Any Other relevant Information (use additional sheets if appropriate)

**PLEASE REMEMBER TO SUBMIT
3 HARD COPIES AND 1 SOFT COPY OF ALL SUPPORTING DOCUMENTS**

3.0 DECLARATION BY THE APPLICANT [Notary Public Seal and Attestation Required]

I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this _____ day of _____, 2_____.

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

Has hereunto been affixed in the presence of:

Sign: _____

Sign: _____

Name:
MANAGING DIRECTOR/CEO

Name:
SECRETARY

Sworn to this _____ day of _____, _____.

BEFORE ME

NOTARY PUBLIC/COMMISSIONER OF OATHS

=====

FOR OFFICIAL USE ONLY

1. Date of submission of Application for Amendment of licence:

2. Fees Paid and Receipt Number:

3. Newspapers and Dates in which Application for Renewal is advertised:

4. Results of any Public Hearing:

5. Recommendation of NERC Legal, Licensing & Enforcement Division:

6. Decision of NERC: _____

7. Date of Decision: _____

8. Issuing date _____

9. Expiration date _____

10. Other Relevant information:



NIGERIAN ELECTRICITY REGULATORY COMMISSION

SCHEDULE 5

APPLICATION FORM FOR EXTENSION OF TENURE OF LICENCE

(Pursuant to S.71 (10) Electric Power Sector Reform Act, 2005)

IMPORTANT NOTE: Your Application is **incomplete** unless all required documents are submitted and the application is *accompanied by the appropriate processing fee*

PARTICULARS OF APPLICANT

1.1 Names, Physical and Postal Address of Applicant

Name: _____

Physical address: _____

Postal address: _____

Tel: _____

Fax: _____

Mobile Phone: _____

E-mail: _____

Website Address: _____

1.2 Name and details of Contact Person

Name: _____

Physical Address: _____

Postal Address: _____

Tel: _____

Mobile phone _____

E-mail _____

2.0 TYPE OF EXISTING LICENCE (tick relevant type)

GENERATION 1. Grid-Connected 2. Off-Grid 3. Embedded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DISTRIBUTION 1. Grid-Connected 2. Off-Grid	<input type="checkbox"/> <input type="checkbox"/>
TRANSMISSION	<input type="checkbox"/>
SYSTEM OPERATION	<input type="checkbox"/>
TRADING	<input type="checkbox"/>

2.1 Current Licence

(a) Licence Number

(b) Expiration date of the licence

(c) 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.

(d) Does the area of business operation or Plant cover a building or place occupied by the Federal Ministry of Defence?

_____ Yes _____ No

2.2 Previous Application(s)

(a) Have you applied previously for the extension of the tenure of your licence?

(b) Has the Applicant ever been refused an application to extend the tenure of the licence?

If yes, give details of the refusal.

2.3 Term of Proposed Tenure Extension

(a) How many years does the applicant want to extend the tenure of the licence for?
(**Note:** Extension cannot be for more than 5years)

(b) Reasons for applying for tenure extension (use additional sheets if appropriate)

(d) Any Other relevant Information (use additional sheets if appropriate)

**PLEASE REMEMBER TO SUBMIT
3 HARD COPIES AND 1 SOFT COPY OF ALL SUPPORTING DOCUMENTS**

3.0 DECLARATION BY THE APPLICANT [Notary Public Seal and Attestation Required]

I/we hereby declare that the details stated above are, to the best of my/our knowledge, true and correct.

Dated this _____ day of _____, 2_____.

THE COMMON SEAL OF THE WITHIN NAMED APPLICANT

Has hereunto been affixed in the presence of:

Sign: _____

Sign: _____

Name:
MANAGING DIRECTOR/CEO

Name:
SECRETARY

Sworn to this _____ day of _____, _____.

BEFORE ME

NOTARY PUBLIC/COMMISSIONER OF OATHS

=====

FOR OFFICIAL USE ONLY

1. Date of submission of Application for Extension of Tenure of licence:

2. Fees Paid and Receipt Number:

3. Newspapers and Dates in which Application for Extension of Tenure is advertised:

4. Results of any Public Hearing:

5. Recommendation of NERC Legal, Licensing & Enforcement Division:

6. Decision of NERC: _____

7. Date of Decision: _____

8. Issuing date _____

9. Expiration date _____

10. Other Relevant information:
