**GUIDELINE FOR APPLICANTS**

**(APPLICATION FOR A LICENCE TO GENERATE ELECTRICITY UP TO A GENERATION CAPACITY OF 25 MW)**

**INTRODUCTION**

1. The Application Template is prepared based on “The Electricity (Applications for Licences and Exemptions) Regulation, 2009 which was gazetted in Extraordinary Gazette No. 1617/34 – dated SEPTEMBER 03, 2009
2. You are kindly requested to read Regulations No. 01 to 07 of the aforesaid Gazette notification before completing the Application.
3. Applicant should belong to one of the following categories to be eligible to obtain a License to generate electricity;

* A public corporation
* A company registered under Companies Act, No. 07 of 2007
* A local authority
* A partnership registered under an appropriate authority under any law
* A society registered under the Co-operative Societies Law, No. 5 of 1972
* An unincorporated body of persons governed by a constitution

1. The Application contains three main parts namely;
   1. Part I – (APPLICATION FORM FOR A LICENCE TO GENERATE ELECTRICITY UP TO A GENERATION CAPACITY OF 25 MW)
   2. Part II – (DOCUMENTS REQUIRED TO BE SUBMITTED WITH AN APPLICATION MADE FOR A LICENCE TO GENERATE ELECTRICITY UP TO A GENERATION CAPACITY OF 25MW)
   3. Declaration
2. Applicant may download the Microsoft Word format/PDF format of the Application Template and complete it in handwriting (for printed Application) or by computer typing (for Microsoft Word format Application).
3. For a handwritten Application, it is necessary that all the handwriting should be in block letters, neat and clear.
4. Instructions to be followed to complete the Application, are given in INSTRUCTIONS TO BE FOLLOWED section of this document itself.
5. Required spaces are provided in the Application itself to provide answers/details for each item/question of the Application. If the space provided is not adequate, Applicant may use additional papers and those papers should be annexed to the Application. Applicant also has to submit additional supporting documents (approvals, letters, maps, agreements, etc.) along with the Application as indicated in the Application. All such annexures/additional supporting documents should be clearly labelled with an Annexure number (eg. Annexure 1, Annexure 2, ….) and the respective number of the Annexure should be stated in the given space of the corresponding item/question of the Application.
6. It is mandatory to complete all the items/questions of the Application and if any item/question is not relevant, then state the answer as “NA” (Not Applicable)
7. With respect to all approvals/agreements provided along with the Application, the name and address of the Applicant, name and capacity of the power plant/s of those approvals/agreements should tally with the information provided under item/question 1,3 and 10 of the SCHEDULE B - PART I of the Application and item/question 2, 3.3 of the SCHEDULE B - PART IIof the Application.
8. The application fee payable in respect of applications submitted for the issuance of a generation licence is Rs. 10,000.00. Application fees shall be paid to the Finance Department of the Commission in cash or by bank draft, drawn in favour of “the Public Utilities Commission of Sri Lanka. The receipt of the Application fees should be pasted in the space provided at the end of the Application.
9. The Application should be arranged in below order;
   1. Cover Letter
   2. Part I
   3. Part II
   4. Declaration
   5. Application fees payment receipt
   6. All other supporting documents (annexures, maps, approvals, letters, agreements, etc.)
10. The completed Application along with the other supporting documents should be properly arranged and bounded together and submit to the reception of the PUCSL as single document.
11. Submission of the Application;

The completed Application and supporting documents should be handed over to the office of the PUCSL located at below address;

Public Utilities Commission of Sri Lanka

6th Floor, BOC Merchant Tower, St. Michael’s Road, Colombo 3,

Sri Lanka

1. For any clarification in regard to filling of the Application or supporting documents required to be submitted, please contact the Assistant Director (Licensing) of the PUCSL and the contact information of the said officer is given below;

Postal Address : Public Utilities Commission of Sri Lanka

6th Floor, BOC Merchant Tower, St. Michael’s Road, Colombo 3, Sri Lanka

Tel : +94 112 392607, +94 115 533341

Fax : +94 112 392641

Email : [licensing@pucsl.gov.lk](mailto:licensing@pucsl.gov.lk)

“Act” means the Sri Lanka Electricity Act, No. 20 of 2009(as amended)

“Applicant” means the person or body of persons who is or are making an Application under the Act for the issue of licence or a for the grant of an exemption, as the case may be

Application is available in (insert URL)

“Exemption” means an exemption granted from the requirement of obtaining a licence to distribute electricity, under sub-section (1) of Section 10 of the Act

“Premises” includes any land, building or structure for which the Exemption is applied

“CEB” means Ceylon Electricity Board

“IESL” means The Institution of Engineers, Sri Lanka

“LECO” means Lanka Electricity Company Private Limited

“PUCSL” means Public Utilities Commission of Sri Lanka

**INSTRUCTIONS TO BE FOLLOWED**

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| **Cage** | **Instructions** |
| **SCHEDULE B - PART I** | |
| 1 | The Applicant should belong to one of the following categories below and provide the registered name accordingly;   1. A public corporation 2. A company registered under Companies Act, No. 07 of 2007 3. A local authority 4. A partnership registered under an appropriate authority under any law 5. A society registered under the Co-operative Societies Law, No. 5 of 1972 6. An unincorporated body of persons governed by a constitution |
| 2 | Provide under which legal provisions, the Applicant is established. Indicate the applicable legislation under which the Applicant is established and the year of establishment.  Example   * A corporation established by virtue of Act No….. of year…. * A Private Limited Company registered under Companies Act, No. 07 of 2007 (PV-xxxxx) |
| 3 | Address of the registered office of the Applicant |
| 4 | Mark the relevant cage [√] and state full names of the members in the relevant space. |
| 5 | Provide information of an officer (This officer should hold a permanent position in the Applicant’s establishment) |
| 6 | Indicate the date on which the licence is to become operative |
| 7 | If there are large number of shareholders, state only top ten shareholders |
| 8 | Indicate the proposed generation capacity (KW or MW) for which the licences is being applied for |
| 9 | Provide Name, address and place of incorporation (if applicable) of the parent company |
| 10 | * Applicant is required to annex copies of the documents described from A to I as applicable. Mark as YES, NO or NA (underline or circle) in the given cage. If the answer is YES, relevant supporting documents to be submitted as attachment to the Application. If NO, relevant statement of justification has to be submitted as attachment to the Application. Refer section 8 of the INTRODUCTION section of this guideline document. * “C” is applicable only for NCRE power plants ; NCRE – Non Conventional Renewable Energy * “B” and “E” are not applicable for new power plants * In addition to above, the Commission have the sole authority to request for any other supporting document, if required. * All documents should be printed in single side |
| 11 | Indicate the administrative district/s and the address/s of the power plant |
| 12 | Indicate the purpose of the applying for a license as applicable |
| 13 | 1. State License Number, Issued Date, Effective Date and Expiry Date of the License, Name of the power plant, capacity of the power plant, Small description about the activities carried out under that License 2. Provide detail information as applicable 3. Provide detail information as applicable |
| 14 | * For Generation Licenses - state License Number, Issued Date, Effective Date and Expiry Date of the License, Name of the power plant, capacity of the power plant * For generation Exemptions – state Name of the Power Plant, Issued Date, Capacity of the Power Plant, Exemption Certificate Number, Effective date and Expiry Date * For distribution License - state License Number, Issued Date, Effective Date and Expiry Date of the License, Geographical areas (districts) covered by the License * For distribution Exemptions - state address of the Premises, Exemption Certificate Number, Issued Date, Effective date and Expiry Date |
| **SCHEDULE B -PART II** | |
| 1 | Mark the relevant cage [√] and annex the certified documents to the Application. These annexures must be certified as true copies. Refer section 8 of the INTRODUCTION section of this guideline document. |
| 2 | Mark as YES or NO (underline or circle) in the given cage. If the answer is YES, relevant supporting document/s have to be annexed with the Application. If NO, relevant statement of justification has to be annexed at the end of the Application (see the note below). Refer section 8 of the INTRODUCTION section of this guideline document.  (d ) Should provide Balance Sheet, Profit and Loss Accounts and Cash Flow Statement for the current year. Those documents should be signed by a responsible person of the Applicant’s entity.  Note-   * For the audited accounts, do not attach published annual reports. Applicant may attach relevant extracts of the published annual report as applicable. * If applicant fails to submit any of above document (2(a) to 2(d)) along with the application, Applicant has to provide a detailed statement justifying the reason for not submitting each of them along with the supporting documents/evidences/auditors’ letters. |
| 3 | 3.1 Indicate the name/designation/qualification/experience of the technical staff (available with the Applicant) responsible for the installation, operation and the maintenance of the electrical system of the generation plant for which the License is requested (Do not attach CVs).  3.2 If the Applicant has not yet recruited the said technical staff, the Applicant should state the information (designation, required educational qualification and required experience) of the technical staff to be hired for the installation, operation and maintenance of the electrical system of the generation plant for which the License is requested  3.3 If the Applicant doesn’t possess the required technical expertise and if the Applicant has no plan to recruit the required technical staff, Applicant is required to hire a competent party (third party organization) for the purpose. In such case, the agreement (signed or to be signed) between such party and the Applicant have to be annexed to the Application. That agreement by itself should clearly identify;   * 1. all the necessary electrical system (of the generation plant) related installation, operation and maintenance work required to be done under that agreement   2. names of the technical staff responsible for such work along with their designations, qualifications and experiences   3. if above item 1 and 2 are not included in the said agreement, the hired party (party to be hired) should confirm above requirements (1 and 2) by a letter to the Applicant and Applicant should attach such documents along with the Application   Applicant is required to annex the stated documents above under item 3.3 as applicable. Underline or circle YES/NO appropriately and if the answer is YES, relevant supporting documents have to the Application. Please refer section 8 of the INTRODUCTION section of this guideline document. |
| 4 | Provide details on total project cost, Project Financing details, Equity and Debt ratios, etc. |
| 5 | Provide details of any expected substantial capital outflows, including major rehabilitation or decommissioning costs |
| 6 | Two separate documents to be provided as below,   * Estimates of net annual cash flows, cash inflow/outflow, IRR/NPV calculations * Project Feasibility Report   Underline or circle YES/NO as appropriate and if the answer is YES, relevant supporting documents have to be annexed to the Application. Please refer section 8 of the INTRODUCTION section of this guideline document. |
| 7 | Attach any parent or bank guarantees in favor of or given by the applicant. Underline or circle YES/NO appropriately and if the answer is YES, relevant supporting documents have to be annexed to the Application. Refer section 8 of the INTRODUCTION section of this guideline document. |
| 8 | A statement should be provided indicating a list of safety and performance standards and technical and other operational codes for which the Applicant is compiled/adhered with respect to the electrical system of the power plant. List of such safety and performance standards and technical and other operational codes approved and published by the PUCSL are listed below. Applicant should comply with all the regulations and codes listed below.   1. IEE wiring regulation BS 7671 of 2008 or latest 2. Regulations on Electricity Safety, Quality & Continuity 2016 3. Distribution Code of Sri Lanka 4. Grid Code of Sri Lanka |
| 9 | Provide the information as indicated |
| 10 | For item number E and F, Applicant is required to attached the required documents. Underline or circle YES/NO appropriately and if YES, relevant supporting document has to be annexed at the end of the Application. Refer section 8 of the INTRODUCTION section of this guideline document. |
| 11 | Provide a statement with supporting documents. Attach all the documents at the end of the Application and label the Annexure number appropriately. Refer section 8 of the INTRODUCTION section of this guideline document. |
| 12 | Provide the requested information/documents. Attach all the necessary documents at the end of the Application and label the Annexure number appropriately and state the same in the given space. Refer section 8 of the INTRODUCTION section of this guideline document. |
| 13 | Applicable only if the Applicant is the Ceylon Electricity Board. Provide the requested information/documents. Attach all the necessary documents at the end of the Application. Refer section 8 of the INTRODUCTION section of this guideline document. |