

**GUIDELINE TO FILL THE APPLICATION FORM FOR AN EXEMPTION FROM THE REQUIREMENT
TO OBTAIN A DISTRIBUTION LICENCE**

INTRODUCTION

1. The said Application is prepared based on “The Electricity (Applications for Licences and Exemptions) Regulation, 2009 which was gazetted in Extraordinary Gazette No. 1,617/34 - THURSDAY, SEPTEMBER 03, 2009.
2. You are required to carefully read all the instructions given in pages 1A, 2A and 3A of the “Regulations” section (item number 1 to 7) of aforesaid Gazette before fill the Application.
3. Application contains main three parts namely;
 - a. Schedule F - Part I
 - b. Schedule F - Part II
 - c. Schedule G - Declaration
4. Applicant may download the Microsoft Word format/PDF format of the Application and fill the same with handwriting or (computer) typing.
5. For handwritten Application, it is necessary that all the handwriting should be neat and clear.
6. Instructions to be followed for each item/question when filling the Application, are given in tabulated form in page 4 to 6 of this document itself.
7. Required spaces are given by the Application itself in order to provide answers for each item/question of the Application but if the provided space is not adequate to answer, Applicant may use additional papers and those papers should be annexed at the end of the Application. Also, Applicant has to annex additional supporting documents (approvals, letters, maps, agreements, etc.) as indicated in the Application. All such annexures should be clearly labelled with an annexure number (as Annexure 1, Annexure 2,) and that labelled annexure number should be mentioned in the provided space at the corresponding item/question of the Application.

8. All the fields of the Application are mandatory to fill and if any field is not relevant to the Applicant, state it as "NA" (not applicable)
9. With respect to all approvals/agreements to be provided along with the Application, the name of the Applicant, address of the Applicant and the address of the Premises should be identical with the information provided by the Applicant under section 1,3 and 7 of the SCHEDULE F - PART I of the Application.
10. Application along with the other attachments (additional papers, annexures, maps, documents, approvals, etc.) should be properly arranged and bounded together and should be submitted to the PUCSL as single file along with the copy of the payment slip of the Application fee (as per section 6(1) of the page 2A of the "Regulations" section of aforesaid Gazette). Said payment slip (copy) should be pasted in the provided space at the end of the Application.
11. For any clarification regarding this Application, you may contact Assistant Director (Licensing) of PUCSL
12. Contact details of the PUCSL is

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

"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 grant of an Exemption

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

Item/question of the Application	Instructions
SCHEDULE F - PART I	
1	<p>Applicant should be one of below identified entities and provide the registered name accordingly;</p> <ol style="list-style-type: none"> 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	<p>Provide under which legal provision, the Applicant is established. Example – A Private Limited Company registered under Companies Act, No. 07 of 2007 (PV-xxxxx)</p>
3	<p>Registered address of the Applicant.</p>
4	<p>Put “v” mark in relevant cage in front of the given categories and state full names of the members appropriately</p>
5	<p>Provide contact information of two officers (This officer should be a permanent position/employee of the applying entity).</p>
6	
7	<p>Applicant is required to attach stated documents (A to I) as applicable. Mark whether YES or NO (by an underline or circle) in the given cage and if YES, relevant document has to be annexed at the end of the Application. Refer section 7 of the INTRODUCTION section of this guideline document.</p> <ul style="list-style-type: none"> • For new Applicants, item G and H are not applicable • For renewals of expired Exemptions, items A and D are not applicable • With respect to the installation (Item G), Chartered Engineer has to provide a statement in the report itself similar to below; <ul style="list-style-type: none"> <i>“This inspection is conducted as per the BS 7671 regulation and the test results are within the acceptable levels as specified in the said regulation. Accordingly, it is observed that the electrical installation is safe and are in satisfactory level”</i> • Chartered Engineer should be a member of IESL • Electrical Single Line Diagrams should cover the electrical system from (including) the CEB/LECO metering point to floor level (not the final consumer level) • In addition to above, the Commission have sole authority to request any other agreements/approvals if required
8	<p>Indicate the districts and the addresses of the Premises in which the electricity distribution and supply activity is executed. If there are more than one Premises, list them in a separate attachment along with respective administrative districts and annex it to the end of the Application. Refer section 7 of the INTRODUCTION section of this guideline document.</p>

9	a) State License Number, Issued Date, Effective date of the License, Expiry Date of the License, Details of all the activities carried out under that License
10	<ul style="list-style-type: none"> • 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 F -PART II	
1	Put “v” mark in relevant cage and annex the certified documents to the Application. These annexures must be certified as true copies by an authorized person. Refer section 7 of the INTRODUCTION section of this guideline document.
2	<p>2.1 Indicate the name/designation/qualification/experience of the technical staff (available with the Applicant) who responsible for the operation and the maintenance of the electrical system of the Premises for which the Exemption is requested (Do not attach CVs).</p> <p>2.2 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 operation and maintenance of the electrical system of the Premises</p> <p>2.3 If the Applicant doesn’t have 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) 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 should clearly identify;</p> <ol style="list-style-type: none"> 1) all the necessary electrical system related operation and maintenance work to be done 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 available with the said agreement, the hired party (party to be hired) should confirm above requirements by a letter to the Applicant and Applicant should attach such documents along with the Application <p>Applicant is required to attached the stated documents above under section 2.3 as applicable. Underline or circle YES/NO appropriately and if YES, state the Annexure number in the given space. Refer section 7 of the INTRODUCTION section of this guideline document.</p>
3	<p>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 Premises. List of PUCSL approved such safety and performance standards and technical and other operational codes are listed below. Applicant should at least comply with all these below listed items as the minimum requirement</p> <ol style="list-style-type: none"> 1. IEE wiring regulation BS 7671 of 2008 or latest 2. Regulations on Electricity Safety, Quality & Continuity 2016 https://www.pucsl.gov.lk/wp-content/uploads/2017/08/Regulations-on-Electricity-Safety-Quality-Continuity.pdf

	3. Distribution Code of Sri Lanka - https://www.pucsl.gov.lk/wp-content/uploads/2020/03/Distribution-Code.pdf
4	<p>A statement should be provided indicating;</p> <ol style="list-style-type: none"> 1. Number of consumers/tenants 2. Address of the Premises for which the Exemption is required 3. Nature of consumers/tenants as residential/general (commercial)/industrial/mix 4. Estimate of annual energy consumption in kWh (attach the calculation in a separate sheet) 5. Contract demand (kVA) with the utility (CEB/LECO), Generator rating (kVA) <p>And the said statement should be supported with a map/sketch to a scale sufficient to show clearly all the buildings/structures, utility metering point, transformers/generators, Main Distribution Board, main cable(electricity) paths (from CEB/LECO metering point to Main Distribution Board of the installation), any underground/overhead cable paths outside the buildings/structures, etc. Refer section 7 of the INTRODUCTION section of this guideline document.</p>