



**Regulations  
On  
Licence Application for Electricity  
Generation, Transmission, System Operations,  
Distribution, Integrated Utility and Retail.**

September 2024

## REGULATION NO: EERC/R/002

### ENUGU STATE ELECTRICITY REGULATORY COMMISSION

In exercise of the powers to make regulations conferred by Section 22 of the Enugu State Electricity Law No. 1 of 2023, the Enugu State Electricity Regulatory Commission makes the following **Regulations on Licence Application for Electricity Generation, Transmission, System Operations, Distribution, Integrated Utility and Retail, 2024.**

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**ENUGU STATE ELECTRICITY REGULATORY COMMISSION**  
Licence Application for Electricity Generation, Transmission, System  
Operations, Distribution, Integrated Utility and Retail Regulations, 2024

**CHAPTER I – GENERAL**

**1. Short title and commencement**

- (1) These Regulations may be cited as the **Enugu State Electricity Regulatory Commission’s Licence Application for Electricity Generation, Transmission, System Operations, Distribution, Integrated Utility and Retail Regulations, 2024.**
- (2) These Regulations shall come into force on the date on which it is approved by a resolution of the Commission.
- (3) These Regulations shall be signed by the Chairman.

**2. Interpretation**

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

“**Application**” means an application for a licence, or for an amendment, or renewal, transfer, assignment, withdrawal of a licence under the Law.

“**Business Rules**” means the Enugu State Electricity Regulatory Commission (Business Rules of the Commission) Regulations, 2024 and as may be amended from time to time.

“**Chairman**” means the Chairman of the Enugu State Electricity Regulatory Commission.

“**Commission**” means the Enugu State Electricity Regulatory Commission.

“**Commissioner**” means a commissioner appointed in accordance with the Law.

“**Competent Authority**” means Chairman, Commissioner or such other Officer of the Commission designated from time to time for the purpose by the Commission in accordance with these Regulations.

“**Days**” means working days, excluding Saturdays, Sundays, and public holidays declared by the Federal Government of Nigeria or Enugu State Government.

“**Defence Purposes**” includes properties used as military installations, military divisions, military brigades, military barracks, army depots, military bases, naval shipyards, naval dockyards, etc.

“**Distribution/Medium Voltage Distribution Licence**” means a licence granted under Section 25 of the Law.

“**Generation Licence**” means a licence granted under Section 23 of the Law.

“**Integrated Utility Licence**” means a licence granted under Section 27 of the Law.

“**Law**” means the Enugu State Electricity Law, 2023.

“**Licence**” shall include all licences which the Commission is empowered to issue under the Law.

“**Licensee**” means any person who holds a licence issued by the Commission.

“**Month**” means a calendar month.

“**Officer**” means a staff or authorized representative of the Commission.

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

“**Regulations**” mean the Enugu State Electricity Regulatory Commission Application for Licences (Generation, Transmission, System Operations, Distribution and Retail) Regulations, 2024.

“**Resolution**” as used in regulation 9 hereof means the decision of the Commission concerning the grant, or acknowledgement of the filing of an application for a licence.

“**Retail Licence**” means a licence granted under Section 26 of the Law.

“**Schedules**” means the schedules appended to these Regulations.

“**System Operation Licence**” means a licence granted under Section 28 of the Law.

**“Transmission Licence”** means a licence granted under Section 24 of the Law.

- (2) Words importing any one gender includes the other gender and the singular includes the plural and vice versa.
- (3) Words or expressions used in these Regulations but not defined, unless the context otherwise requires, shall have the same meanings respectively assigned to them in the Law.

## CHAPTER II: APPLICATION FOR LICENCE

### 3. Manner of Application

- (a) An Application for a licence shall be made in writing addressed to the Chairman of the Commission and delivered by hand or sent by regular mail or courier to the Commission at its office or through the Commission's official email or online web portal.
- (b) An Application shall be signed and dated by the authorized representative of the Applicant.
- (c) An Application shall be submitted in one (1) paper copy along with an electronic version in Microsoft Office software format submitted through the online platform.
- (d) Unless otherwise expressly provided by any law or other regulation, any person may, without a licence or permit, construct, own or operate an undertaking for generating electricity below 300kVA in aggregate at a site or an undertaking for the distribution of electricity with a capacity below 50 kilowatts (kW) in aggregate at a site, or such other capacity as the Commission may determine from time to time.

### 4. Form of Application

An Application shall be in the form specified in Schedule 2 of these Regulations and shall contain the information therein specified. The Application Form may be obtained from the office of the Commission or downloaded from the Commission's website.

### 5. Information and Documents to Accompany Application

All Applications for licences shall be accompanied with all the information specified in the Application form relating to the specific licence being applied for.

### 6. Processing Fee for Application

The Applicant shall upon submission of the Application Form, pay a non-refundable fee as may be fixed by the Commission for the processing of the Application as provided in the Schedule 6 of these regulations.

## **7. Acknowledgement of Application**

On receipt of the Application, the Commission shall note thereon the date of its receipt and shall send to the Applicant an acknowledgement stating the date of the receipt.

## **8. Additional Information**

- (a) The Commission may upon review of the Application require the Applicant to furnish, within a specified period, any additional information; provided however that the time between the receipt of the Application and the accompanying documents and date on which the Commission notifies the Applicant of the inadequacy of the documents and information shall not exceed one month.
- (b) An application shall lapse if the applicant does not submit all required documents within forty-five (45) days from the date which the Commission requests for the additional information.
- (c) An application which has lapsed cannot be reactivated. However, such an Application may be resubmitted as a new Application, upon payment of the prescribed processing fee.

## **9. Notification of Due Filing of the Application**

If the Commission finds the Application to be complete, it shall pass a Resolution that the Application has been duly made. Within 21 days of the passing of the Resolution, the Commission shall notify the Applicant in writing that the Application has been duly made, and request that the applicant publish a public notice.

## **10. Publication of Notice of Application**

- (a) Within thirty (30) days after receiving the Commission's acknowledgement that an Application has been duly made, the Applicant shall at his own expense, cause a notice of the Application, in the form and manner prescribed by the Commission, to be published. Provided that publication in the newspaper shall not be required for capacities that are less than 125kW.
- (b) The notice shall be published in one daily newspaper, which must have a wide circulation in Enugu State, and shall state the period within which any objection or representation in connection with the Application may be made to the Commission. The Applicant shall forthwith send a copy of the newspaper publication to the Commission.

- (c) The Commission shall not issue any licence until all objections or representations regarding the Application received by the Commission, have been considered.

#### **11. Objection and Hearing**

- (a) Any person wishing to object to the grant of a licence shall file a written objection within twenty-one (21) days from the date of the public notice. The objection shall be filed in the form of a petition to the Commission in two (2) paper copies and an electronic copy in Microsoft Office software format submitted through the Commission's online platform.
- (b) The petition shall be made available to the Applicant by the Commission for a reply.
- (c) Following the publication of the public notice and lapse of the time specified for filing objections, the Commission may proceed to place the Application for hearing upon its evaluation and consideration of any objection filed.
- (d) The Commission shall give the notice of inquiry or hearing to the Applicant, the persons who had filed objections, and such other authority, person or body as the Commission considers appropriate. The conduct of the hearing shall be in the form and manner prescribed by the Commission and shall be concluded within a period of twenty-one (21) days.
- (e) The Commission may refuse such an inquiry if in its opinion the objection is frivolous or vexatious.
- (f) The findings of the Commission following the inquiry/hearing shall be recorded in writing.

#### **12. Approval or Refusal of Licence**

- (a) After due consideration of the Application and inquiry if any, the Commission shall grant or refuse to grant the licence.
- (b) The period between the acknowledgement of receipt of the Application as specified in Clause 9 and the date on which the Commission notifies the Applicant of its decision or proposed decision to approve or refuse the licence as the case may be, shall not exceed 5 (five) months.
- (c) Where the Commission has approved a licence, the Commission shall inform the

Applicant in writing of such approval and the conditions to be satisfied, including the fees to be paid before the grant of the licence.

- (d) A licence shall be granted for a term of twenty (20) years and may be renewed at the expiration of the period.
- (e) If the Commission intends to refuse the grant of a licence, it shall notify the Applicant in writing of its intention stating the reasons for the decision.
- (f) The Applicant shall have the opportunity to make adequate representations to the Commission within twenty-one (21) days of the Applicant's receipt of the notification from the Commission of the refusal of a licence.
- (g) The Commission shall consider the representation made by the Applicant and shall, if the representation is unsuccessful, or no representation was made, duly notify the Applicant in writing that the Application for a licence has been refused.
- (h) The reasons for refusing the licence shall be clearly stated in writing by the Commission to the Applicant.

## CHAPTER III - AMENDMENT AND RENEWAL OF LICENCE

### 13. Amendment of Licence Granted

- (a) The terms and conditions of a licence granted by the Commission may be amended:
  - (i) on application by the licensee in the form specified in Schedule 3 of these Regulations.
  - (ii) upon the Commission receiving a complaint from any consumer, eligible customer, consumer association, association of eligible customers or other licensee.
  - (iii) on the Commission's own initiative.
- (b) An application for amendment may be made any time after the issuance of the licence, but at least twelve months before the expiration of the licence.
- (c) For all amendments not initiated by the licensee, the Commission may amend the Licence Terms and Conditions if satisfied that:
  - (i) any circumstance exists which renders it necessary in the public interest to amend the license;
  - (ii) the licensee is unable to meet certain requirements set by the Commission in the Terms and Conditions;
  - (iii) the licensee has defaulted in complying with certain provisions of the Law, Regulations of the Commission, Market Rules, and network codes; or
  - (iv) there is a material change in circumstance of the licensee.
- (d) Unless otherwise specified in writing by the Commission, the applicant shall pay a non-refundable fee, as may from time to time be fixed by the Commission for the processing of the application as provided in Schedule 6.
- (e) Where a licensee makes an application for the amendment of a licence, the licensee shall publish a notice of the proposed amendments to the licence in the form and manner specified by the Commission.
- (f) The procedure prescribed in Chapter II for an application for licence, in so far as it can be applied by the Commission, shall be followed while dealing with an application for amendment of a licence; provided however that where the proposed amendment is as a result of the Commission's initiative, the Commission shall be responsible for the publication of the public notice stating the proposed amendments, if required.

- (g) Where the proposed amendment is in respect of a licensee providing service to an area covering a building or place occupied for defence purposes, the Commission shall obtain the consent of the Federal Ministry of Defence before making the amendment to the licence.

#### **14. Renewal of Licence**

- (a) An Application for the renewal of a licence granted by the Commission shall be made at least twelve (12) months before the expiration of the licence and shall be in the form specified in Schedule 4 of this Regulation.
- (b) Unless otherwise specified in writing by the Commission, the applicant shall pay a non-refundable fee as may from time to time be fixed by the Commission for the processing of the Application as provided in Schedule 6 in these Regulations.
- (c) The procedure prescribed in Chapter II for grant of licence, in so far as it can be applied by the Commission, shall be followed while dealing with an application for renewal of licence.
- (d) Renewal of Licence shall be for a tenor not more than ten (10) years.

## CHAPTER IV – TRANSFER AND ASSIGNMENT OF LICENCE

### 15. Transfer and Assignment of Licence

- (a) No licence issued by the Commission shall be transferred, assigned or otherwise without the prior approval of the Commission.
- (b) An Applicant for the transfer or assignment of a licence shall submit an application with the required information specified in Schedule 5 of these Regulations.
- (c) The procedure prescribed in Chapter II for grant of licence, in so far as it can be applied by the Commission, shall be followed while dealing with an application for transfer or assignment of licence.
- (d) The Commission shall, before approving a transfer or assignment of a licence, be satisfied that:
  - (i) the Transferee or Assignee has fulfilled the requirements for licensing under the Law;
  - (ii) the Transferee or Assignee has accepted and is willing to undertake the obligations under the licence; and
  - (iii) the Transferee or Assignee has paid the transfer fee.
- (e) The Commission shall consider the application and reach a decision to grant or refuse to grant a transfer or assignment within four (4) months of the submission of a complete application to the Commission.

## CHAPTER V - SUSPENSION AND CANCELLATION OF LICENCE

### 16. Suspension of Licence

- (a) The Commission may on its own initiative or upon receiving a complaint or information from any consumer, eligible customer, consumer association, association of eligible customers or other licensees, initiate an inquiry into the conduct or activities of any licensee.
- (b) The Commission, may if satisfied that one or more grounds listed hereunder exist, suspend the licence in the manner specified.
- (c) The Commission may suspend a licence granted if:
  - (i) a licensee is unable to fully discharge the functions or perform the duties imposed on it by the Terms and Conditions of the licence, the Law, applicable legislation, regulations of the Commission, Market Rules, rules and regulations, and network codes; or
  - (ii) a licensee has defaulted in complying with the Terms and Conditions of their Licence, any decisions or orders of the Commission; or
  - (iii) a licensee is carrying out its licensed business in a form and manner which constitutes an immediate threat to public health and safety or the health or safety of any person; or
  - (iv) a licensee refuses to submit itself to investigation or inquiry by the Commission or obstructs any officer assigned to do so or fails to produce documents for inspection as directed by the Commission; or
  - (v) any circumstance exists which renders it necessary in the public interest to suspend the license.
- (d) The Commission shall inform the licensee in writing of the grounds upon which the Commission proposes to suspend the licence and give the licensee an opportunity to make representations against the proposed suspension or undertake to rectify/remedy the situation that gave rise to the proposed suspension.
- (e) Where the licensee chooses to make a representation and/or rectification of the grounds that gave rise to the proposed suspension of the licence, it shall make its representation and/or rectification within thirty (30) days from the date of its

receipt of the Commission's letter informing it of the grounds upon which the Commission proposes to suspend its licence.

- (f) The Commission shall take into cognizance the representation made by the licensee in reaching a final decision. The decision of the Commission shall be communicated to the licensee in writing.
- (g) If the Commission decides to suspend a licence, it shall notify the licensee of the date on which the suspension shall take effect, and the Commission may make orders regarding the undertaking of the licensee including an order empowering another person or licensee to take over the operations of the undertaking in order to maintain continuity in the provision of electricity services.
- (h) The Commission may after the imposition of the suspension order, review the order and either cancel the licence in accordance with provisions of Clause 16 or lift the suspension of the licence and restore the undertaking to the licensee.
- (i) The Commission shall not impose a suspension order in excess of six (6) months and may review the order before the expiration of the suspension term imposed.

## **17. Cancellation of Licence**

- (a) The Commission may on its own initiative or upon receiving a complaint or information from any consumer, eligible customer, consumer association, association of eligible customers or other licensees, initiate an inquiry into the conduct or functioning of any licensee.
- (b) The Commission may cancel a licence if:
  - (i) the licence was issued through fraud or the misrepresentation or non-disclosure of a material fact; or
  - (ii) the licensee has willfully or unreasonably contravened any provisions of the Law, applicable legislation, regulations of the Commission, Market Rules, network codes, rules and regulations; or
  - (iii) the licensee has failed to comply with any term or condition of the licence the breach of which is expressly declared to render it liable to cancellation; or
  - (iv) the licensee becomes insolvent or is adjudged bankrupt; or

- (v) the financial position of the licensee is such that the licensee is unable to fully and efficiently discharge the duties and obligations imposed by the licence.
- (c) The Commission, if satisfied that enough grounds exist for the cancellation of the licence, shall give notice of proceedings for the cancellation of the licence to the licensee and to such other persons, group of persons or body as it may consider necessary.
- (d) The proceedings by the Commission on the cancellation of the licence, in so far as it is applicable, shall be in the manner prescribed by the Commission provided that:
  - (i) The Commission shall notify the licensee in writing of its intention to cancel the licence and the reasons for doing so and,
  - (ii) The licensee shall be given the opportunity to demonstrate, within sixty (60) days of the delivery of such notification, that the circumstances have changed such that the cancellation may no longer be warranted.
- (e) If the Commission decides to cancel the licence after complying with the laid down procedure, the Commission shall serve notice to the licensee specifying the effective date from which such cancellation shall take effect.
- (f) The Commission may instead of canceling the licence, pass any other order imposing further terms and conditions subject to which the licensee is permitted to operate thereafter.
- (g) The Commission may upon the cancellation of a licence, make Orders in regard to the undertaking of the licensee, including an Order for the sale of the undertaking of the licensee, as are in the opinion of the Commission, necessary for maintaining continuity in the provision of electricity service.

## **18. Withdrawal of Licence**

- (a) The Commission may withdraw a licence for a generating station not yet operational if the licensee:
  - (i) obtained the licence through fraud or the misrepresentation or non-disclosure of a material fact; or
  - (ii) willfully or unreasonably contravenes any provisions of the Law, applicable legislation, regulations of the Commission, Market Rules, network codes, rules and regulations;

- (iii) fails to comply with the milestones upon which the licence was issued;
  - (iv) contravenes any term or condition of the licence;
  - (v) becomes insolvent or is adjudged bankrupt; or
  - (vi) fails to commission the licensed generating station listed in the Schedule within three (3) years from date of grant of licence.
- (b) The Commission shall inform the licensee in writing of the grounds upon which the Commission proposes to withdraw the licence and give the licensee a reasonable opportunity to make representations against the proposed withdrawal.
  - (c) Where the licensee chooses to make a representation, it shall make its representation within thirty (30) days from the date of its receipt of the Commission's letter informing it of the grounds upon which the Commission proposes to withdraw its licence.
  - (d) The Commission shall take into cognizance the representation made by the licensee in reaching a final decision. The decision of the Commission shall be communicated to the licensee in writing.
  - (e) If the Commission decides to withdraw a licence, it shall notify the licensee of its decision in writing and may make orders to that effect.
  - (f) A licence which has been withdrawn cannot be reactivated, amended or renewed. However, another application may be submitted for the same generating station, upon payment of the prescribed fee.

## CHAPTER VI - FEES

### 19. Processing Fees for Applications

- (1) Every application for a licence made to the Commission shall be accompanied by the non-refundable Application Processing Fees as specified in Schedule 6, or as may be prescribed by the Commission from time to time.
- (2) The fees payable under these Regulations shall be paid by means of bank draft or cheque drawn in favour of the “Enugu State Electricity Regulatory Commission” or other Government online payment platform.
- (3) All fees received by the Commission under these Regulations shall be acknowledged by the issuance of the Commission’s official receipt.

### 20. Licence Fees

- (1) Upon approval by the Commission of an application for a licence, the Commission shall inform the applicant, in writing, of such approval and be informed of the licence fee required to be paid by the applicant for the grant of a licence.
- (2) The licence fee to be paid shall be as specified in Schedule 6, or as may be prescribed by the Commission from time to time.
- (3) Where the Licence fee is not paid within the time specified in the terms and conditions of the licence, a surcharge will be payable on the amount due at the rate of 1% per week up to a maximum period of 12 (twelve) weeks after which period the grant of a licence shall lapse.

### 21. Processing Fees for Amendment Renewal, transfer and assignment

- a. Every application for the amendment, renewal, transfer or assignment of an existing licence by a licensee shall be accompanied by the applicable processing fees as specified in Schedule 6, or as may be prescribed by the Commission from time to time .

- b. The processing fee for amendment, renewal, transfer or assignment of tenure shall be non- refundable.

## **22. Annual Operating Fees**

- a. Licensees shall pay Annual Operating Fees.
- b. The Annual Operating Fee payable shall be charged in accordance with the rates specified in Schedule 6, or as may be prescribed by the Commission from time to time.
- c. Where the Operating Fee is not paid within the time specified in the terms and conditions of the licence, surcharge shall be payable on the amount due at the rate of 1% per week up to a maximum period of 12 (twelve) weeks after which period the Commission shall apply appropriate penalties in accordance with the terms and conditions of the licence.

## CHAPTER VII - MISCELLANEOUS

### 23. Rehearing and Appeals

- (a) Any person who is aggrieved by a decision of the Commission pursuant to this Regulations may, within twenty-one (21) days after the decision is made, apply to the Commission for a review of the following:
  - (i) an order of the Commission;
  - (ii) a decision of the Commission not to grant a licence;
  - (iii) a decision of the Commission to refuse to renew, amend or extend the tenure of a licence; or
  - (iv) a decision of the Commission to withdraw, suspend or cancel a licence.
- (b) The Commission shall in accordance with its rules of proceedings reaffirm, reconsider, vary or rescind its decision before issuing a final order.
- (c) Such review or reconsideration shall be completed within sixty (60) days of the date it is requested.

### 24. Withdrawal of Applications

- (a) An application for a licence, an amendment or a renewal may be withdrawn in writing by an Applicant at any stage.
- (b) An application which has been withdrawn cannot be reactivated. However, such an Application may be resubmitted as a new application, upon payment of the prescribed processing fee.

### 25. Interim Licence

Notwithstanding any other provision of these Regulations, the Commission may grant an interim licence to an existing operator permitting the holder of such a licence to operate until the issuance of a normal licence by the Commission, or until a date determined by the Commission, provided that the duration of such interim licence shall not exceed six (6) months.

### 26. Amendment or Repeal of Regulation

The Commission may amend or repeal the provisions of these Regulations.

## SCHEDULES TO EERC LICENSING REGULATIONS 2024

### SCHEDULE 1A

#### **MANDATORY SUBMISSIONS FOR APPLICATIONS FOR GENERATION AND INTERGATED UTILITY LICENCES**

1. Completed Application Form.
2. Certificate of Incorporation and Memorandum and Articles of Association, or deed of partnership, or deed of trust.
3. Registered title deed to site, or sale agreement, or deed of assignment/gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable).
4. Tax clearance certificate for immediate past three (3) years.
5. Ten-year business plan.
6. Off-take agreement or arrangement.
7. Environmental Impact Assessment (EIA) approval certificate, or proof of submission and acceptance for processing of the report on EIA to the Ministry of Environment, or details on how solid waste, effluents and discharges will be managed (if proposed capacity is less than 10MW).
8. Fuel supply agreement, or a letter from a fuel supplier and transporter indicating the inclusion of the fuel needs of the applicant in the supply plans of the fuel supplier and transporter.
9. MoU with or letter of intent from Engineering Procurement Construction (EPC) contract (if applicable).
10. MoU with or Letter of Intent from the technical partner (if applicable).
11. Financing agreements or letter to fund the project from financial institution(s).
12. Timelines for commissioning of the power plant and on the date when different capacities of the plant will come into operation
13. Safety Arrangements:
  - Emergency Response Plan
  - Fire Fighting Facilities
  - First Aid
  - Safety Awareness and Staff Training Plans
  - Personal Protective Equipment (PPE)
  - Health & Safety Policy

## SCHEDULE 1B

### REQUIREMENTS FOR APPLICATIONS FOR GENERATION LICENCES

#### A. GENERAL REQUIREMENTS:

- (i) Site Map: Showing fuel delivery and storage locations, transmission evacuation site, water pipelines, gaseous, liquid and solid waste disposal areas, etc.
- (ii) Location Map: Showing roads, rail lines, transmission lines, rivers, reservoirs, etc.
- (iii) A principal single-line diagram of the project site.
- (iv) Fuel sourcing, transportation and supply arrangements.
- (v) Water supply and availability analysis for plant and staff use.
- (vi) Plant Design.
- (vii) Power Station Information:
  - a. Total capacity (MW)
  - b. Number of Generating Units
  - c. Size of Generating Units (MW)
  - d. Expected Annual Generation (MWh)
  - e. Proposed Running Regime
  - f. Station Load/Load Factor
- (viii) Generator Unit Information:
  - a. Generator Type
  - b. Rating (MVA, MW)
  - c. Terminal Voltage (KV)
  - d. Rated Frequency
  - e. Rated speed (RPM)
  - f. Automatic Frequency Control Facility
  - g. Rated Power Factor
  - h. Unit Efficiency
  - i. Short Circuit Ratio
  - j. Direct Axis Transient Reactance
  - k. Direct Axis Sub-transient Reactance

- l. Quadrature Axis transient reactance
  - m. Generator Cooling (Air-cooled, Hydrogen, etc)
  - n. Auxiliary Power Requirements
  - o. Type of Exciter (Static or Rotating, Self or Separately Excited)
  - p. AVR type
  - q. Generator Protection (Relays)
  - r. Type and Characteristics of Governor Control System
  - s. Generator Unit Transformer Data
  - t. Manufacturer's name / Year of Manufacture / Warranty
- (ix) Engineering, Procurement and Construction (EPC) Contract.
- (x) Details of Phasing of Project, if applicable.
- (xi) Auxiliary Systems.
- (xii) Ancillary Services:
- ❖ Black Start facilities.
  - ❖ Reactive Power Generation capabilities
  - ❖ Frequency Response Capability
  - ❖ Maximum Generation (MAXGEN) capability
  - ❖ Fast Start capability
- (xiii) Report of evacuation studies (For Grid Connection, where applicable):
- ❖ Load Flow Studies
  - ❖ Stability Studies
  - ❖ Short Circuit Studies
- (xiv) Station Safety Arrangements:
- ❖ Emergency Response Plan
  - ❖ Fire Fighting Facilities
  - ❖ First Aid
  - ❖ Safety Awareness and Staff Training Plans
  - ❖ Personal Protective Equipment (PPE)
  - ❖ Health & Safety Policy
- (xv) Environmental Impact Assessment (EIA) and Waste Management Plan.
- (xvi) Expected date of Commissioning

## **B. SPECIFIC REQUIREMENTS:**

### **1. FOR HYDRO PLANTS:**

- ❖ Agreement/Approval with Ministry of Water Resources (where applicable)
- ❖ Map showing proposed Dam Reservoir Area, Water conductor system, fore bay, power house, etc.
- ❖ Information on area of village, forestland, agricultural land, etc submerged (where applicable).

#### **Turbine Unit Information (Hydro Turbines):**

- ❖ Turbine Type (Francis, Kaplan, Pelton, etc)
- ❖ Nominal Head (Metres)
- ❖ Nominal Water Flow (M<sup>3</sup>/S)
- ❖ Turbine Capacity (MW)
- ❖ Turbine Efficiency
- ❖ Hydro Governor Type
- ❖ Block diagram for the speed governor
- ❖ Noise Level

### **2. FOR THERMAL PLANTS:**

#### **(i) GAS-STEAM PLANTS:**

##### **Turbine Unit Information:**

- Steam Turbine Type
- Boiler Pressure and Temperature
- Minimum and Maximum Rated Capacity
- Steam Pressure and Temperature (Super Heat and Reheat)
- Heat Rates
- Efficiency at rated capacity
- Fuel quality specifications requirements
- Noise Level
- Run-up and Run-down Rates

- Minimum Synchronizing Generation

**(ii) COAL-STEAM PLANTS:**

- Steam Turbine Type
- Boiler Pressure and Temperature
- Turbine Efficiency
- Heat Rate
- Noise Level
- Run-up and Run-down Rates
- Coal Type and source
- Burner Type
- Description of Coal Handling System (e.g., Mill type, Conveyor)
- Coal Ash Management and Disposal Arrangement
- Emissions Levels (Nox, Sox etc.)
- Flue Gas De-sulphurization System (if available)

**(iii) GAS PLANTS (OCGT):**

- Gas Turbine Type
- Minimum & Maximum Turbine Capacity
- Efficiency
- Fuel Quality Specifications
- Gas turbine pressure ratio
- Noise Level
- Heat Rate
- Run-up and Run-down Rates
- Ignition system
- Major Gas Turbine Accessories
- Type of Air Intake System
- Emission Levels

**(iv) OIL PLANTS:**

- Turbine Type

- Turbine Efficiency
- Heat Rate
- Noise Level
- Run-up and Run-down Rates
- Oil Type and source
- Burner and Ignition System Type
- Description of Oil Handling System (Storage and Heating facilities)
- Emission Levels

### 3. FOR SOLAR PLANTS:

#### (i) SOLAR THERMAL POWER GENERATION:

- Type of Solar Thermal Power Generation technology employed
- Terminal Voltage
- Station load and Station Load factor
- Ancillary Services provided.
- Annual Generation
- Rated Power factor
- Heat Rate
- Phases of project
- Total capacity of Plant
- Detailed Diagram of plant arrangements on site
- Turbine type and its accessories
- Boiler type and its accessories
- Collectors type and its accessories
- Cooling system for the steam condensers
- Collector isolation

#### (ii) SOLAR PHOTOVOLTAIC CELLS TECHNOLOGY:

- Maximum Cell Voltage
- Type of Solar Cell employed
- Maximum generation from PV Cells

- Type of Solar Panels and Inverters
- Capacity of Solar Panels and Inverters
- Building Penetrations/Water Damages
- Batteries Capacity

#### 4. FOR WIND FARM:

##### (i) Wind Speed:

- High-speed wind site or low-speed wind site

##### (ii) Wind farm Information:

- Total capacity (MW)
- Number of Blades
- Rated Capacity (MW)
- Rotor Diameter (m)
- Rotor Speed (rpm)
- Power Factor
- Rated Wind (m/s)
- Station Load
- Frequency
- Cut-in Wind Speed (m/s) and Cut-out Wind Speed (m/s)
- Swept Area (m<sup>2</sup>)

##### (iii) Design Data (Wind Turbine):

- Generator Type
- Gearbox Type
- Converter Type
- Braking System Type
- Yaw System Type
- Control System
- Offshore Container Type
- Onshore version (optional)
- Light Protection System

- Integrated Hoisting System
- Hoisting System

**(iv) Noise Reduction:**

- Sound reduced gearbox
- Noise Emissions (in decibel)
- Noise reduced nacelle
- Noise insulation of generator
- Impact noise insulation of the Gearbox
- Rotor Blade with minimal noise
- Noise reduced operation (optional)

**(v) Tower Design Data:**

- Tower Type
- Hub height of the Tower (site dependent)
- Power Control

## SCHEDULE 1C

### REQUIREMENTS FOR APPLICATIONS FOR TRANSMISSION LICENCES

1. Completed Application Form.
2. Certificate of Incorporation and Memorandum and Articles of Association, or Deed of Partnership, or Deed of Trust.
3. Registered Title Deed to Site, or Sale Agreement, or Deed of Assignment/Gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable).
4. Tax Clearance Certificate for immediate past three (3) years.
5. Ten-year Business Plan.
6. Off-take Agreement or Arrangement.
7. MoU with or Letter of intent from Engineering Procurement Construction (EPC) Contractor (if applicable).
8. MoU with or Letter of Intent from the technical partner (if applicable).
9. Financing Agreements or Letter to fund the project from financial institution(s).
10. Network Agreements with Distribution Licensee
11. Single line diagram of the entire Transmission Networks (132 and above)
12. Single line diagram of the transmission networks showing points of connections to major loads/power stations.
13. Number, Names and Capacities of Transmission Sub-stations
14. Number and Lengths of Transmission Lines
15. Interconnecting Transformers (Number, types, capacities)
16. Reactive compensation equipment (details of compensators installed)
17. Sub-stations layouts diagrams showing:
  - a. Bus layouts.
  - b. Electrical Circuitry, lines, cables, transformers, switchgears, etc
  - c. Earthing arrangements
  - d. Switching facilities and interlocking arrangements
  - e. Numbering nomenclature of transformers, circuits, circuit breakers and isolating switches.

18. Transmission Lines Parameters:

- a. Designation of transmission lines
- b. Route Length of transmission lines
- c. Number of Circuits
- d. Per Circuit Values:
  - i. Operating Voltage(s)
  - ii. Positive phase sequence reactance – ohms/KM
  - iii. Positive phase sequence resistance – ohms/KM
  - iv. Positive phase sequence susceptance – ohms/KM
  - v. Negative phase sequence reactance – ohms/KM
  - vi. Negative phase sequence resistance – ohms/KM
  - vii. Negative phase sequence susceptance – mhos/KM
  - viii. Zero phase sequence reactance – ohms/KM
  - ix. Zero phase sequence resistance – ohms/KM
  - x. Zero phase sequence susceptance – mhos/KM
  - xi. Thermal Rating

19. Transformer Parameters (for all transformers)

- a. Rated MVA
- b. Voltage Ratio
- c. Vector Group
- d. Positive sequence reactance on rated MVA base (Max., Min., & Normal)
- e. Positive sequence resistance on rated MVA base (Max., Min., & Normal)
- f. Zero sequence reactance on rated MVA base
- g. Tap change range (+% to -%) and steps
- h. Details of tap changer
- i. Neutral grounding transformer/Resistor values
- j. Type of Cooling

20. Equipment details:

- a. Circuit Breakers
- b. Isolating switches
- c. Current transformers

- d. Potential transformers
  - e. Lightning arresters
21. Relaying and Metering:
    - a. Relay protection installed for transformers and feeders along with their settings and level of coordination with others
    - b. Transmission Metering details
  22. Transmission Lines Right of Way (RoW) and Trace Clearance
  23. Details of Communication and SCADA Facilities available.
  24. Total System Peak Load to be connected
  25. Maximum Capacity of Network (MW, MVar)
  26. Health & Safety Policy
  27. Environmental Impact Assessment (EIA) for new transmission Lines.

## SCHEDULE 1D

### **REQUIREMENTS FOR APPLICATIONS FOR DISTRIBUTION AND MEDIUM VOLTAGE DISTRIBUTION (MVD) LICENCES**

1. Completed Application Form.
2. Certificate of Incorporation and Memorandum and Articles of Association, or Deed of Partnership, or Deed of Trust.
3. Registered Title Deed to Site, or Sale Agreement, or Deed of Assignment/Gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable).
4. Tax Clearance Certificate for immediate past three (3) years.
5. Ten-year Business Plan.
6. Power Purchase Agreement with Generating Licensee or Resale Agreement with a trading licensee
7. Network Agreement with Transmission Licensee
8. Retail Agreement with Electricity Retail Company (ERC) or other end-users for supply of power
9. MoU with or Letter of intent from Engineering Procurement and Construction (EPC) Contractor (if applicable).
10. MoU with or Letter of Intent from the technical partner (if applicable).
11. Financing Agreements or Letter to fund the project from financial institution(s).
12. A detailed forecast of the demand for electricity in the area of supply.
13. Project location.
14. Line Voltage Level (33KV)
15. Connection Point(s)
16. Pole type (wood, Concrete, Steel, etc)
17. Installation method (overhead, underground, etc)
18. Detailed project design:
  - Site map
  - Single line Diagram
  - Control Rooms

- Sub-stations
19. Line Length
  20. Transformer(s) type & data (attach nameplate data of all transformers)
  21. Connection agreement with TCN
  22. Impact of connecting the distribution system to TCN networks
  23. Projected Peak Load to be connected.
  24. Maximum Capacity of Network (MW, MVar)
  25. Bill of Engineering Measurement and Evaluation (BEME) of the project
  26. Details of protection Equipment
  27. Health and Safety Policy

## SCHEDULE 1E

### **REQUIREMENTS FOR APPLICATIONS FOR SYSTEM OPERATION (SO) LICENCES**

1. Completed Application Form.
2. Certificate of Incorporation and Memorandum and Articles of Association, or Deed of Partnership, or Deed of Trust.
3. Registered Title Deed to Site, or Sale Agreement, or Deed of Assignment/Gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable).
4. Tax Clearance Certificate for immediate past three (3) years.
5. Ten-year Business Plan.
6. Network configuration.
7. Line Voltage Level.
8. Interconnection points.
9. Ownership of main and supplementary Control Centers
10. Major Control facilities / equipment available at the control centers
11. Communication facilities (PLC, Radio links, VoIP, Fibre Optic, etc.)
12. System Planning (including operation) capability.
13. System Operators training and certification facility or alternative.
14. Ability to procure and pay for ancillary.
15. Functional Energy Management System Equipment / Facilities.
16. Operational Procedure for Dispatch Operators (if available).
17. Health & Safety Policy.

## SCHEDULE 1F

### REQUIREMENTS FOR APPLICATIONS FOR ELECTRICITY RETAIL (ER) LICENCE

1. Completed Application Form.
2. Certificate of Incorporation and Memorandum and Articles of Association, or Deed of Partnership, or Deed of Trust.
3. Registered Title Deed to Site, or Sale Agreement, or Deed of Assignment/Gift, or evidence of submission of a title deed to a relevant land processing agency (as applicable).
4. Tax Clearance Certificate for immediate past three (3) years.
5. Ten-year Business Plan.
6. Financing Agreements or Letter from financial institution(s).
7. Power purchase Agreement (PPA) with Generation Licensee
8. Network Agreement with Transmission Licensee (where necessary)
9. Retail Agreement with end-user for supply of power or Resale Agreement with Distribution Licensee
10. Project location or coverage area.
11. Line Voltage Level (11kV, 400V, 220V)
12. Connection Point(s)
13. Pole type (Wood, Concrete, Steel, etc)
14. Installation method (overhead, underground, etc)
15. Detailed project design:
  - Site map
  - Single line Diagram
  - Sub-stations
16. Line Length
17. Transformer(s) type & data (attach nameplate data of all transformers).
18. Maximum Capacity of Network (MW, MVar).
19. Bill of Engineering Measurement and Evaluation (BEME) of the project.
20. Details of protection Equipment.
21. Expected energy import for retail.

22. Projected customer number and categories to be connected.
23. Comprehensive plan for Metering and Billing.
24. Customer service plan and credit management Plan or policy.

## SCHEDULE 1G

### REQUIREMENTS FOR APPLICATION FOR INTEGRATED UTILITY LICENCE

#### 1. General Requirements for the Generation of Intergraded Utility

- (i) Site Map: Showing fuel delivery and storage locations, transmission evacuation site, water pipelines, gaseous, liquid and solid waste disposal areas, etc.
- (ii) Location Map: Showing roads, rail lines, transmission lines, rivers, reservoirs, etc.
- (iii) A principal single-line diagram of the project site.
- (iv) Fuel sourcing, transportation and supply arrangements.
- (v) Water supply and availability analysis for plant and staff use.
- (vi) Plant Design.
- (vii) Power Station Information:
  - a. Total capacity (MW)
  - b. Number of Generating Units
  - c. Size of Generating Units (MW)
  - d. Expected Annual Generation (MWh)
  - e. Proposed Running Regime
  - f. Station Load/Load Factor
- (viii) Generator Unit Information:
  - a. Generator Type
  - b. Rating (MVA, MW)
  - c. Terminal Voltage (KV)
  - d. Rated Frequency
  - e. Rated speed (RPM)
  - f. Automatic Frequency Control Facility
  - g. Rated Power Factor
  - h. Unit Efficiency
  - i. Short Circuit Ratio

- j. Direct Axis Transient Reactance
  - k. Direct Axis Sub-transient Reactance
  - l. Quadrature Axis transient reactance
  - m. Generator Cooling (Air-cooled, Hydrogen, etc)
  - n. Auxiliary Power Requirements
  - o. Type of Exciter (Static or Rotating, Self or Separately Excited)
  - p. AVR type
  - q. Generator Protection (Relays)
  - r. Type and Characteristics of Governor Control System
  - s. Generator Unit Transformer Data
  - t. Manufacturer's name / Year of Manufacture / Warranty
- (ix) Engineering, Procurement and Construction (EPC) Contract.
- (x) Details of Phasing of Project, if applicable.
- (xi) Auxiliary Systems.
- (xii) Ancillary Services:
- ❖ Black Start facilities.
  - ❖ Reactive Power Generation capabilities
  - ❖ Frequency Response Capability
  - ❖ Maximum Generation (MAXGEN) capability
  - ❖ Fast Start capability
- (xiii) Environmental Impact Assessment (EIA) and Waste Management Plan.
- (xiv) Expected date of Commissioning
- (xv) Provide Specific Requirements for the generator types, as provided in SCHEDULE 1B above.

## **2. General Requirements for the Distribution and MVD Intergraded Utility**

- (1) A detailed forecast of the demand for electricity in the area of supply.
- (2) Project location.
- (3) Line Voltage Level (33KV)
- (4) Connection Point(s)

- (5) Pole type (wood, Concrete, Steel, etc)
- (6) Installation method (overhead, underground, etc)
- (7) Detailed project design:
  - Site map
  - Single line Diagram
  - Control Rooms
  - Sub-stations
- (8) Line Length
- (9) Transformer(s) type & data (attach nameplate data of all transformers)
- (10) Projected Peak Load to be connected.
- (11) Maximum Capacity of Network (MW, MVar)
- (12) Bill of Engineering Measurement and Evaluation (BEME) of the project
- (13) Details of protection Equipment

### **3. General Requirements for Electricity Retail of Integrated Utility**

- (1) Project location or coverage area
- (2) Line Voltage Level (11Kv, 400V, 220V)
- (3) Connection Point(s)
- (4) Pole type (wood, Concrete, Steel, etc)
- (5) Installation method (overhead, underground, etc)
- (6) Detailed project design:
  - Site map
  - Single line Diagram
  - Sub-stations
- (7) Line Length
- (8) Transformer(s) type & data (attach nameplate data of all transformers)
- (9) Maximum Capacity of Network (MW, MVar)
- (10) Bill of Engineering Measurement and Evaluation (BEME) of the project
- (11) Details of protection Equipment
- (12) Expected energy import for retail
- (13) Projected customer number and categories to be connected

- (14) Comprehensive plan for Metering and Billing
- (15) Customer service plan and credit management Plan or policy

## **SCHEDULE 1H**

### **MANDATORY CONTENTS OF THE BUSINESS PLAN FOR APPLICATION FOR A LICENCE**

The Business Plan submitted by the applicant pursuant to Schedule A should include the following:

#### **1. The Business Name**

- Main Object of the business
- Incorporation date
- Authorized and Paid Up Share Capital
- Name of shareholders and their respective holdings
- Information on related or commonly owned business.

#### **2. Nature of the Proposed Business.**

- Proposed electricity business for which the licence is being sought.
- Company/promoters experience in the line of business.
- Historical Financials (Audited Accounts) for at least the past three years. If the company is new and has no historical financials, the Historical financials of the major corporate sponsor if any should be provided.

#### **3. Financial Projection (for the duration of the licence or a minimum of 5 years)**

- Profit and Loss Account (P&L).
- Balance Sheet.
- Cash flow.
- Break even analysis.
- Net Present Value (NPV).
- Internal Rate of Return (IRR).
- Payback Period

#### **4. Funding Needs and Sources:**

- The Project cost.
- The Financing method.
- The cost implication of each financing source.
- Proof of debt source (offer letter from the lenders or a letter of undertaking from the financial institution.
- Shareholders agreement.
- Proposed term for debt financing or loan agreement (if any).
- Turnover (Plant capacity, Energy sent out, tariff).

- Capital expenditure.
- Operational expenditure (especially salaries and wages, Maintenance, fuel pricing).
- Dividend policy.
- Depreciation.

## 5. Assumptions/basis for the projected financials

### 6. Detailed Market study report, covering the following areas:

- Supply analysis with information/data on names, location and installed capacities of existing and known potential competitors, Trend of future supply (local + import).
- Demand analysis comprising factors influencing demand, estimate of domestic demand, export potentials – all based on current and future trend.
- Market prospects with information on existing planned marketing arrangements including agreements reached with potential off-takers /customers, current and proposed tariff vis-à-vis competitors. The basis for pricing strategy as well as the proposed tariff structure intended. The tariff assumptions should indicate whether a single or multiple tier tariff policy is proposed i.e. energy only, or a combination of energy, capacity and ancillary service.

### 7. Technology Requirements:

- The technology to be adopted.
- The advantages it offers against other competing technologies.
- The source of the technology.
- Quality intentions or targets.
- Technical partners (resume and experience in similar project).
- Operation and maintenance agreements.
- ICT support strategy.

### 8. Machinery and equipment:

- Comprehensive list of machinery with detailed specifications, source(s) and prices.
- The terms of equipment supply.
- Maintenance contract.

### 9. A general overview of the proposed power plant (for application for Generation Licence)

- Location of the station and site plan.
- Decision to site plant in proposed location.

- Initial capacity.
- Forecast future capacity and availability.
- General dispatch /arrangement.
- Evacuation arrangement.

**10. Organizational Structure:**

- Organogram.
- Experience and expertise of the management team of the company.
- Experience and expertise of the technical staff manning the power plant.
- Job specification/schedule.
- Number of people to be employed (separated into technical and non-technical category).

**11. Project Risk and Mitigants:**

- Political risk and Mitigants.
- Business risk and Mitigants.
- Financial risk and Mitigants.
- Other identified risks and Mitigant.

**SCHEDULE 2**  
**APPLICATION FORM FOR A LICENCE**  
**(Pursuant to S.22 of the Enugu State Electricity Law, 2023)**

**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 in Enugu State: \_\_\_\_\_

Postal address in Enugu State: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

\_\_\_\_\_

**1.2 Name of Proposed Business if Different from above**

Name: \_\_\_\_\_

Location in Enugu State: \_\_\_\_\_

Postal address in Enugu State: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

**1.3 Name and details of Contact Person**

Name: \_\_\_\_\_

Physical Address in Enugu State: \_\_\_\_\_

\_\_\_\_\_

Postal Address in Enugu State: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Website Address: \_\_\_\_\_

**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**

<b>GENERATION</b>	
1. Network - Connected	<input type="checkbox"/>
2. Off-Grid	<input type="checkbox"/>
<b>DISTRIBUTION / MVD</b>	
1. Network- Connected	<input type="checkbox"/>
2. Off-Grid	<input type="checkbox"/>
<b>TRANSMISSION</b>	<input type="checkbox"/>
<b>SYSTEM OPERATION</b>	<input type="checkbox"/>
<b>INTEGRATED UTILITY</b>	<input type="checkbox"/>
<b>ELECTRICITY RETAIL</b>	<input type="checkbox"/>

**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?

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If yes, state the name of the entity, the nature of the application or licence, the date issued and the licence number.

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**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?

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

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**3.4 FINANCIAL STATUS OF APPLICANT**

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

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**(Fully Paid)**

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**3.5 Indebtedness**

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**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**

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

Name	Address	Contact Person

(NOTE: EERC may independently verify with your bankers)

**3.8 Other Important References 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)

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b) Loan capital (specify source and provide evidence)

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c) Others (specify)

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**3.10 MAIN BUSINESS ACTIVITIES OF APPLICANT**

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

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**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

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(b) Managerial Competence

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**Describe technical and industrial support from domestic and foreign sources:**

(a) Foreign

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(b) Domestic

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**3.12 DESCRIPTION OF PROPOSED PROJECT**

**Please provide detailed description of the project:** (Please attach the detailed feasibility study)

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**Project site/utilities**

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

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

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(c) Provide technical aspects/design of the project:

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**State Initial Capacity of the Proposed Project**

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

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(b) Proposed future capacity:

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**Implementation Schedule of the Project**

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**Present land use at the Project Site**

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

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**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 or State Ministry of Environment.

**Any Other relevant Information** (Use additional sheets if appropriate)

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**3.15 COMMERCIAL ASPECTS OF THE PROJECT**

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

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**Applicants should attach Power Purchase Agreements where available.**

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

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**PLEASE REMEMBER TO SUBMIT**

**2 HARD COPIES AND A SOFT COPY OF ALL SUPPORTING DOCUMENTS**

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

The project is not unlawful or contrary to the interest of Enugu State and 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: \_\_\_\_\_

Sign: \_\_\_\_\_

Name:

Name:

**MANAGING DIRECTOR/CEO**

**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. Newspaper and Date in which Application is advertised (where applicable):

\_\_\_\_\_  
\_\_\_\_\_

5. Results of any Public Hearing

\_\_\_\_\_  
\_\_\_\_\_

6. Recommendation of EERC Secretariat

\_\_\_\_\_  
\_\_\_\_\_

7. Decision of EERC \_\_\_\_\_

8. Issuing date \_\_\_\_\_

9. Expiration date \_\_\_\_\_



10. Other Relevant information:

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**SCHEDULE 3**  
**APPLICATION FORM FOR AMENDMENT OF LICENCE**  
**(Pursuant to S.22 of the Enugu State Electricity Law, 2023)**

**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 in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Postal address in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

**1.2 Name and details of Contact Person**

Name: \_\_\_\_\_

Physical Address in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Postal Address in Enugu State: \_\_\_\_\_

Tel: \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

**2.0 TYPE OF EXISTING LICENCE (tick relevant type)**

<b>GENERATION</b> 1. Network-Connected 2. Off-Grid	<input type="checkbox"/> <input type="checkbox"/>
<b>DISTRIBUTION /MVD</b> 1. Network-Connected 2. Off-Grid	<input type="checkbox"/> <input type="checkbox"/>
<b>TRANSMISSION</b>	<input type="checkbox"/>
<b>SYSTEM OPERATION</b>	<input type="checkbox"/>
<b>INTEGRATED UTILITY</b>	<input type="checkbox"/>
<b>ELECTRICITY RETAIL COMPANY</b>	<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.

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(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?

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

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If yes, give details of the refusal.

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**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

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

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

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**PLEASE REMEMBER TO SUBMIT**

**2 HARD COPIES AND A 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:

Name:

**MANAGING DIRECTOR/CEO**

**SECRETARY**

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BEFORE ME**

\_\_\_\_\_

**NOTARY PUBLIC/COMMISSIONER OF OATHS**

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**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 EERC Secretariat:

\_\_\_\_\_

\_\_\_\_\_

6. Decision of EERC: \_\_\_\_\_

7. Date of Decision: \_\_\_\_\_

8. Issuing date \_\_\_\_\_

9. Expiration date \_\_\_\_\_



10. Other Relevant information:

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**SCHEDULE 4**  
**APPLICATION FORM FOR RENEWAL OF LICENCE**  
**(Pursuant to Section 22 of the Enugu State Electricity Law 2023)**

**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 in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Postal address in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website Address: \_\_\_\_\_

**1.2 Name and details of Contact Person**

Name: \_\_\_\_\_

Physical Address in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Postal Address in Enugu State: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Mobile phone \_\_\_\_\_

E-mail \_\_\_\_\_

**2.0 TYPE OF EXISTING LICENCE (tick relevant type)**

<b>GENERATION</b> 1. Network-Connected 2. Off-Grid	<input type="checkbox"/> <input type="checkbox"/>
<b>DISTRIBUTION /MVD</b> 1. Network-Connected 2. Off-Grid	<input type="checkbox"/> <input type="checkbox"/>
<b>TRANSMISSION</b>	<input type="checkbox"/>
<b>SYSTEM OPERATION</b>	<input type="checkbox"/>
<b>INTEGRATED UTILITY</b>	<input type="checkbox"/>
<b>ELECTRICITY RETAIL COMPANY</b>	<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.

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(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?

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

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If yes, give details of the refusal.

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**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 10 years)

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

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**PLEASE REMEMBER TO SUBMIT**

**2 HARD COPIES AND A SOFT COPY OF ALL SUPPORTING DOCUMENTS**

**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:

Name:

**MANAGING DIRECTOR/CEO**

**SECRETARY**

Sworn to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BEFORE ME**

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**NOTARY PUBLIC/COMMISSIONER OF OATHS**

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**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 EERC Secretariat:

\_\_\_\_\_

\_\_\_\_\_

6. Decision of EERC: \_\_\_\_\_

7. Date of Decision: \_\_\_\_\_

8. Issuing date \_\_\_\_\_

9. Expiration date \_\_\_\_\_

10. Other Relevant information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**SCHEDULE 5**

**APPLICATION FOR TRANSFER OR ASSIGNMENT OF LICENCE**

**Please note:** Application forms and supporting documents shall be submitted in triplicate, together with a soft copy of the application.

**1. Type of licence to be transferred or assigned:**

*(Tick as applicable)*

- (a) Generation of electricity
- (b) Transmission of electricity
- (c) System Operation
- (d) Distribution of electricity
- (e) Retail supply/sale of electricity
- (f) Integrated electricity utility

**2. Particulars of the Applicant (Licensee or Transferor or Assignor):**

- (a) Name: .....
- (b) Licence number:.....
- (c) Physical address in Enugu State:.....
- (d) Postal address in Enugu State:  
.....
- (e) Telephone (fixed line): .....
- (f) Mobile Phone: .....
- (g) Fax: .....
- (h) Email address: .....
- (i) Website Address:.....

**3. Reasons for Transfer or Assignment:**

*(Please indicate in detail the reasons for Transfer or Assignment of the Licence. Indicate how the obligations, duties, responsibilities, assets and liabilities of the licensee shall be vested.)*

.....  
.....  
.....  
.....  
.....

**4. Particulars of proposed Transferee or Assignee:**

- (a) Name: .....
- (b) Physical address in Enugu State:  
.....
- (c) Postal address in Enugu State: .....
- (d) Telephone (fixed line): .....
- (e) Fax: .....
- (f) Mobile phone: .....
- (g) Email address: .....
- (h) Website Address:.....

**5. Indicate and describe the relationship between the Applicant (Assignor or Licensee) and the Transferee or Assignee:**

.....  
.....  
.....  
.....

**6. Legal status of proposed Transferee or Assignee:**

*(Tick relevant option)*

- (a) Sole proprietorship
- (b) Partnership
- (c) Public Limited Liability Company
- (d) Private Limited Liability Company
- (e) Other (please specify)

*(Attach, where applicable Certificate of Registration, Certificate of Incorporation, Tax Clearance Certificate, Memorandum and Articles of Association, particulars of Directors and Secretaries, Statement of Nominal Capital, return of allotment, annual returns, resolution of authorisation to transfer or assign licence.)*

**7. Name and details of Transferee's or Assignee's contact person:**

- (a) Name:.....
- (b) Nationality:.....
- (c) Physical address in Enugu State:.....
- (d) Postal address in Enugu State:.....
- (e) Telephone (fixed line):.....

- (f) Mobile Phone: .....
- (g) Fax:.....
- (h) Email:.....
- (i) Website Address:.....

**8. List and Particulars of Directors**

Name	Address	Nationality	Country of usual residence

**8.1 State if any director has ever been convicted of a criminal offence in Nigeria or in any other country:** \_\_\_\_\_

If yes, details of conviction: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**9. Financial status of proposed Transferee or Assignee. Share capital of the Transferee or Assignee (Fully paid):**

.....  
 .....  
 .....  
 .....  
 .....

(a) Equity:

.....  
 .....  
 .....  
 .....

(b) Debt:

.....  
.....  
.....  
.....

10. Provide certified audited financial statements and accounts for the last three (3) financial years.

**Bankers and financial references:**

**Bankers:**

Name and address of bankers (*including telephone and fax*):

(a) Bankers in Nigeria:

(b) Bankers outside Nigeria:

(c) Loan capital (*specify source and provide evidence*):

.....  
.....  
.....

(d) Others (*specify*):

.....  
.....  
.....

11. Main business activity of Transferee or Assignee:

(Please indicate what business activity the Transferee/Assignee is currently engaged in):

.....  
.....  
.....  
.....

12. Technical capacity and experience.

(a) Technical and industry competence of Transferee or Assignee.

Please provide a detailed statement of Transferee's or Assignee's technical and industry competence and experience to undertake the proposed project. (Use additional sheets if necessary)

.....  
.....  
.....

(b) Describe technical and industry support from external sources:

.....  
.....  
.....  
.....

13. Indicate the planned investments in the first five (5) years:

.....  
.....  
.....  
.....

14. Indicate the required rate of return:

.....  
.....  
.....  
.....

15. Declaration by the Applicant:

I/we declare that proposed transfer or assignment of the licence is not unlawful or contrary to the laws of Enugu State and Nigeria, and that the details of the information stated above are, to the best of my/our knowledge, true and correct, and we understand that the Commission is at liberty to independently verify this information.

Dated this ..... day of ..... 20.....

**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**

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**NOTARY PUBLIC/COMMISSIONER OF OATH**

=====

**FOR OFFICIAL USE ONLY**

1. Date of submission of Application for Transfer or Assignment of licence:

\_\_\_\_\_

2. Fees Paid and Receipt Number:

\_\_\_\_\_

3. Newspaper and Date in which Application for Transfer or Assignment is advertised:

\_\_\_\_\_

\_\_\_\_\_

4. Results of any Public Hearing:

\_\_\_\_\_

\_\_\_\_\_

5. Recommendation of EERC Secretariat:

\_\_\_\_\_

\_\_\_\_\_

6. Decision of EERC: \_\_\_\_\_

7. Date of Decision: \_\_\_\_\_

8. Issuing date \_\_\_\_\_

9. Expiration date \_\_\_\_\_

10. Other Relevant information:



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## SCHEDULE 6 – LICENSING AND OPERATING FEES

S/N	Licence Category	Validity Period (Years)	Processing Fees for Application & Amendment of Licences (Naira)	Licence Fees (US Dollars) or Naira equivalent	Processing Fees for Renewal, Transfer & Assignment (Naira)	Annual Operating Fees Charged Monthly
1.	Generation: 125–999kW 1 – 10MW 11 – 25 MW 26 - 40 MW 41 – 60 MW 61 – 85 MW 86 - 100 MW 101 – 200 MW 201 – 400 MW 401 – 500 MW Above 501 MW	20	N10,000 N50,000.00 N150,000.00 N175,000.00 N225,000.00 N250,000.00 N275,000.00 N300,000.00 N400,000.00 N500,000.00 N600,000.00	US\$1,600 US\$5,000.00 US\$10,000.00 US\$15,000.00 US\$20,000.00 US\$25,000.00 US\$30,000.00 US\$40,000.00 US\$50,000.00 US\$55,000.00 US\$60,000.00	N5,000 N25,000.00 N75,000.00 N87,500.00 N112,500.00 N125,000.00 N137,500.00 N150,000.00 N200,000.00 N250,000.00 N300,000.00	1.4% of Tariff Charge/kWh
2.	Transmission	20	N1,000,000.00	US\$30,000.00	N300,000.00	”
3.	System Operations	20	N1,000,000.00	US\$30,000.00	N300,000.00	”
4.	Distribution/ Medium Voltage Distribution Company (MVDC)	20	N100,000.00	US\$16,000.00	N50,000.00	1.4% of Licensee’s DUOS or Charges /kWh net the cost of generation and transmission

5	Electricity Retail Company (ERC)	20	N50,000.00	US\$5000	N50,000.00	1.4% of Licensee's Charges/kWh net the cost of Distribution/MVDC, Generation and Transmission
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