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**This Checklist should be completed and submitted together with “Form I – Application Form”**

**Instructions**

1. Read Energy Regulation (General) Regulations 2023 before completing this form
2. Use capital letters and where applicable mark
3. This checklist has nine (9) parts.
  - a. For initial application, applicants must complete parts: **A,B,C,D,E,F,G,H,I, K&L**
  - b. For renewal application, applicants must complete parts: **A,J,K&L**
4. Use a separate application form for each project.

**A. Application Particulars**

Name of Applicant \_\_\_\_\_

Please mark  to select type of entity or specify in “other”

- Limited Liability Company    
  Partnership    
  Sole Trader    
  Body Corporate  
 Trust    
 Other (please specify) \_\_\_\_\_

Entity’s Registration Number \_\_\_\_\_

ZRA Taxpayer Identification Number \_\_\_\_\_

ERB (application fee) Receipt Number \_\_\_\_\_

Please mark  to select type of application

Initial <input type="checkbox"/>	Renewal <sup>1</sup> <input type="checkbox"/>	Amendment <sup>2</sup> <input type="checkbox"/>
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**B. Financial Information**

**Please provide the projected total cost of investment in the activities to be Licenced**

Amount in Figures	
Amount in Words	


<b>Proof of funds for working capital</b>	Mark <input checked="" type="checkbox"/> where applicable
Line of credit from a financial institution	<input type="checkbox"/>
Letter of sponsorship/financing	<input type="checkbox"/>
Latest Bank statement (Not later than 3 months)	<input type="checkbox"/>
Grants	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

a) Please submit a financial model detailing the cost components used in the determination of the

<sup>1</sup> Please go to “Section J” to complete the information required for renewal

<sup>2</sup> Please complete only the applicable section of the checklist being amended.

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tariff. The model should state the underlying assumptions to demonstrate the financial viability and technical feasibility of providing electricity supply to different customer categories

- b) Project financing: Please provide details of who will fund the project, and how the project will be financed including the components (*debt, equity, export credits, bonds, etc.*).

### C. Electricity Supply Territory

Please choose the electricity supply territory covered by the applicant or licensee

Mark	Coverage	Description
<input type="checkbox"/>	Local	<i>Operate within a geographical area and focus on meeting the energy needs of local population a town</i>
<input type="checkbox"/>	Regional	<i>Cover a larger geographic area than local suppliers but are still confined to a specific region though may serve multiple towns or regions.</i>
<input type="checkbox"/>	National	<i>The geographical coverage of providing electricity services spans across the entire nation</i>

**Areas of Operation** (*Please provide a sufficient description of the area of operation to which the application relates with appropriate territory maps drawn to scale. Not required for renewal applications and applicants with national coverage*)

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### D. Customer Profile (projected)

Mark	Tariff Category	Energy demand (kWh)	Number of Customers
<input type="checkbox"/>	Residential		
<input type="checkbox"/>	Social		
<input type="checkbox"/>	Commercial		
<input type="checkbox"/>	Maximum Demand I		
<input type="checkbox"/>	Maximum Demand II		
<input type="checkbox"/>	Maximum Demand III		
<input type="checkbox"/>	Maximum Demand IV		
<input type="checkbox"/>	PPA/PSA		
<input type="checkbox"/>	Distributors tariff		


### E. Projected Customer Profile

Mark	Tariff Category	Prepaid	Post Paid	Unmetered
<input type="checkbox"/>	Residential			
<input type="checkbox"/>	Social			

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Director General

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<input type="checkbox"/>	Commercial			
<input type="checkbox"/>	Maximum Demand I			
<input type="checkbox"/>	Maximum Demand II			
<input type="checkbox"/>	Maximum Demand III			
<input type="checkbox"/>	Maximum Demand IV			
<input type="checkbox"/>	PPA/PSA			
<input type="checkbox"/>	Distributors tariff			

**F. Communication** (please provide the available platforms applicable for initial application only)

Channels	Residential	Social	Commercial	Maximum Demand
Customer Service Centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WhatsApp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please describe the available channels or platforms for the above customer categories to purchase electricity units

**G. Supply Forecast** (projected customer growth, energy, and capacity demand next five-years)


Year	1	2	3	4	5
No. of Customers					
Energy (MWh)					
Capacity (MW)					

**H. Tariff Schedule** (applicable at initial application only)

Requirement	Y	N	NA
Please provide the tariff schedule for different customer categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**I. Material Agreements**

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Please state types of agreements entered, or intended to be entered, by the applicant that are material to the undertaking of the electricity activity. Agreements that are material to the undertaking of the electricity supply activity may include:

<b>Agreements</b>	<b>Applicable</b>	<b>NA</b>
Power Purchase Agreement (PPA) / Power Supply Agreement (PSA) <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>

### J. Application for Renewal

<b>Please provide the following details of the current licence</b>			
Current Licence No			
Issue Date		Expiry Date	
Are there any outstanding liabilities on the current licence?			Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>State the “Net Worth<sup>4</sup> of the Enterprise” at the time of renewing the application (Use audited financial statements not older than 2 years)</b>	
Amount in words	
Amount in figures	

<b>Please provide any other details in support of the application, if any?</b>

### K. Declaration by Applicant

I (full name in block letters) \_\_\_\_\_  
 declare that the particulars, details and information given in this Application Form are true and correct to the best of my knowledge


\_\_\_\_\_

**Signature** **Date**

<sup>3</sup> Applicable where a “Supplier” is buying electricity from a “Trader”, “Distributor”, etc

<sup>4</sup> Net Worth = Non-Current Assets (A) + Current Assets(B) - Current Liabilities(C) [D = A+B-C]

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**L. Appendices** (Please attach the following to your application where applicable)

Requirement	Y	N	NA
Customer Complaint Handling Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Model Customer Supply Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conformity Certificate(s) for Meters ( <i>applicable at initial application only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Purchase Agreement / Power Supply Agreement ( <i>where applicable</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tariff Schedule for Customer Categories ( <i>applicable at initial application only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Territory Map for Local and Regional Suppliers ( <i>applicable at initial application only</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Review of the Application</b>

**Recommendation**     Approval                       Reject                       Request for information

<b>Reason(s) or Condition(s) for the Recommendation</b>

**Reviewed by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Checked by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by** \_\_\_\_\_ **Sign** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Approved By : Yohane Mukabe</b> Director General	<b>Signature &amp; Date</b>
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