	Licence Requirement for Production of Biofuels – Alternatives to Charcoal	Doc. Type.	Form
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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,G&H**
 - b. For renewal application, applicants must complete parts: **A,B, C,D,F,G&H**
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 Amendment¹ Renewal²


B. Financial Information

Please provide the projected total cost of investment in the activities to be Licenced	
Amount in Figures	
Amount in Words	

Proof of funds for working capital	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"/>

¹ Please go to “**Section E**” to provide a schedule of amended licensed capacity.

² Please go to “**Section D**” to complete the information required for renewal.

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C. Production Details

Location of the production plant *(Please provide detailed project location, including a topographical map of appropriate scale with GPS coordinates)*

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Please provide the type of renewable energy-based alternative to charcoal for the Licensed Activity

Mark	Description
<input type="checkbox"/>	Pellets production
<input type="checkbox"/>	Briquettes production
<input type="checkbox"/>	Ethanol for cooking
<input type="checkbox"/>	Other alternatives to charcoal <i>(specify)</i>

Please provide the five-year projection for the following *(liquid fuels are in litres)*:

Year	1	2	3	4	5
Source of feedstock					
Type of feedstock					
Quantity Required (kg)					
Product Produced (kg)					


D. Projected Customer Profile

Customer Segment	Market Share (%)
Residential	
Commercial	
Industrial	
Retailers <i>(engaged in bulk purchasing for retailing)</i>	
Others	

E. Production Process

Production plant technology and type of feedstock

Type / Model of Plant	Name of Manufacturer	Production Capacity (t/hr)	Efficiency of Plant	Age of Plant	Type of Feedstock

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Describe the production process (Please the process from start (sourcing feedstock) to finish (producing product) highlighting the key stages in the production cycle)

F. Application for Renewal (should be submitted at least 3 months before expiry of existing licence)

Please provide the following details of the current licence

Current Licence No	
Issue Date	
Expiry Date	

Are there any outstanding liabilities on the current licence? Yes No

State the “Net Worth³ of the Enterprise” at the time of renewing the application (Use audited financial statements not older than 2 years)

Amount in words	
Amount in figures	

G. 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**


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

Requirement	Y	N	NA
Environmental clearance (applicable to greenfield projects at initial stage only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conformity Certificate for Product (applicable at initial application only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

³ Net Worth = Non-Current Assets (A) + Current Assets(B) - Current Liabilities(C) [D = A+B-C]

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Valid fire certificate (<i>applicable at initial application only</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Review of the Application

Recommendation Approval Reject Request for information

Reason(s) or Condition(s) for the Recommendation

Reviewed by _____ **Sign** _____ **Date** _____

Checked by _____ **Sign** _____ **Date** _____

Approved by _____ **Sign** _____ **Date** _____