



**ELECTRICITY LICENSING HANDBOOK**  
for  
SERVICE PROVIDERS  
in the  
**ELECTRICITY SUPPLY INDUSTRY**

**September 2020**

## Table of Contents

|  |    |
|--|----|
| 1. PURPOSE .....   | 3  |
| 2. BACKGROUND .....  | 3  |
| 3. REGISTRATION AND APPLICATION REQUIREMENTS.....  | 4  |
| 4. TYPES OF ELECTRICITY LICENSING INSTRUMENTS, THRESHOLDS AND DURATION.....                  | 4  |
| 5. TYPES OF MICRO UTILITY INSTRUMENTS, THRESHOLD AND DURATION .....                          | 5  |
| 6. EXEMPTIONS .....  | 6  |
| 7. AUTHORIZATIONS .....  | 7  |
| 8. CONDITIONS OF LICENSE AND PERMIT.....   | 7  |
| 9. PROCEDURE FOR OBTAINING A LICENSE .....   | 7  |
| 10. PROCEDURE FOR OBTAINING A PERMIT.....  | 8  |
| 13. REJECTION OF APPLICATION FOR LICENSE OR PERMIT.....                                      | 9  |
| 14. PROCEDURE FOR SUSPENSION OR REVOCATION OF LICENSE OR PERMIT.....                         | 9  |
| 15. APPEALS.....   | 9  |
| 16. FEES .....   | 10 |
| ANNEX 1 FLOW CHART OF THE LICENSING PROCESS .....  | 11 |
| ANNEX 2A: GENERAL INFORMATION REQUIREMENT FOR ALL LICENSES .....                             | 12 |
| ANNEX 2B: INFORMATION REQUIREMENT SPECIFIC TO THE TYPE OF LICENSE.....                       | 14 |
| ANNEX 2C: GENERAL INFORMATION REQUIREMENT FOR MICRO UTILITY LICENSE .....                    | 18 |
| ANNEX 2D: INFORMATION REQUIREMENT SPECIFIC TO TYPE OF MICRO UTILITY LICENSE.....             | 18 |
| ANNEX 3: FEES AND LEVIES UNDER THE ELECTRICITY AND MICRO-UTILITY LICENSING REGULATIONS ..... | 20 |

# 1. PURPOSE

1.1 The purpose of this Handbook is to provide guidance to applicants in the registration and licensing process. The Handbook is a guide; which is not a substitute for the provisions of 2015 Electricity Law of Liberia (ELL) and the Regulations. Prospective applicants and registrants for licenses, permits and authorizations are advised to seek proper professional advice in the pursuit of the respective instruments.

1.2 The Handbook provides guidance mainly in relation to –

- 1.2.1 Form, procedure and schedule for Registration and Application;
- 1.2.2 Information requirement as part of the Licensing process;
- 1.2.3 Applicable Fees including- Application Fee, Initial License Fee and the Regulatory Levy;
- 1.2.4 Thresholds and period of validity for the various types of the instruments, if applicable;
- 1.2.5 Conditions of the instruments;
- 1.2.6 Procedure for suspension or revocation of an instrument.

# 2. BACKGROUND

2.1 The Liberia Electricity Regulatory Commission (LERC) is a statutory body created by the 2015 Electricity Law of Liberia (ELL) to oversee and regulate the electricity sector. The objective of the Commission includes, ensuring the coordinated and accelerated growth and development of the sector in a conducive and competitive environment for sustainability. The main functions of the Commission are licensing operators in the sector, approving tariffs and charges for service, establishment and monitoring of technical standards and codes as well as resolution of service-related disputes.

2.2 The ELL requires persons engaged in electricity activities to register and obtain a license, permit or some other form of authorization where applicable. In that connection, the Commission has issued the following Regulations through its rule-making powers, to regulate registration as well as the application, grant and utilization of licenses, permits and authorizations in the industry –

- 2.2.1 *the Electricity Licensing Regulations (ELR) – is in respect of grid related activities and covers licensing of generation, transmission, distribution, import and export, retail trade and self-supply aspects of the industry; and*
- 2.2.2 *the Micro Utility Licensing Regulations (MULR) – covers the issuance of licenses and permits for the generation and distribution of electricity as an isolated system within a defined zone.*

2.3 No person without a registration or license issued by the Commission shall engage in an electricity activity.

2.3.1 Registration is required for those generating between 10kW and 100kW;

2.3.2 Permit is required for those generating between 100kW and 1MW (Operators with generating capacity between 500kW to 1MW may be issued a license or permit); and

2.3.3 License is required for generation in excess of 500kW.

2.4 Under the ELR, the requirement for a License applies to each of the specified activities except for Self-supply which requires a Permit for plants with a capacity of above 100kW while those generating at a capacity of between 10kW and 100kW are required to register and be granted Authorization. In the case of a Self-supply facility with an installed capacity of above 2MW, the Commission will follow a procedure similar to the procedure for the issuance of a License.

2.5 Under the MULR, a License is required for the operation of facilities with a capacity of above 500kW. A person with a generating capacity between 500kW and 1MW, which is, categorized as a “medium-sized” Micro Utility operation has the option of obtaining a License or a Permit. The procedure for obtaining a Permit has, been simplified. It is issued for a shorter duration and has less guarantees than a License when the grid arrives in its zone.

### **3. REGISTRATION AND APPLICATION REQUIREMENTS**

3.1 An person engaged in or intending to engage in the provision of a Micro Utility Service with an installed capacity which, is greater than 10kW but less than 100kW shall register with the Commission while those with installed capacity greater than or equal to 100kW shall apply to the Commission.

3.2 Registrants and Applicants shall complete and submit the Application and Registration forms to the office of the Commission and pay the required fees specified in the Table of Fees in the Electricity Licensing Regulations and the Micro Utility Licensing Regulations or on the Commission’s website.

### **4. TYPES OF ELECTRICITY LICENSING INSTRUMENTS, THRESHOLDS AND DURATION**

4.1 The types of instruments under the Electricity Licensing Regulations are –

4.1.1 A Generation License which authorizes the Licensee to install and operate a power generation plant;

4.1.2 A Transmission License which authorizes the Licensee to construct and operate a transmission network at a level of 66kV and above;

- 4.1.3 A Distribution License which authorizes the Licensee to construct and operate a distribution system at a level of 33kV and below;
  - 4.1.4 A Transmission System Operations License, which authorizes the Licensee to control the technical operation of the national transmission grid and to dispatch connected plants on a free access and non-discriminatory basis;
  - 4.1.5 An Import or Export License, which authorizes the Licensee to engage in the import or export trade;
  - 4.1.6 A Trade License, which authorizes the Licensee to engage in the electricity retail trade; and
  - 4.1.7 A Self-Supply Permit, which authorizes the Permit Holder to generate power for their personal use from a generation facility with an installed capacity of above 100kW or between 10kW and 100kW if the Permit Holder intends to connect and supply electricity to the distribution network.
- 4.2 A person may engage in more than one activity under the ELR but shall do so under separate Licenses.

**4.3 The types of authorizing instruments and their duration are specified in the following table:**

| <b>Type of Instruments</b> | <b>Threshold</b> | <b>Maximum Duration</b> |
|----------------------------|------------------|-------------------------|
| <b>Network Activity</b>    |                  |                         |
| 1a. Generation- thermal    |                  | 20 years                |
| 1b. Generation – hydro     |                  | 25 years                |
| 1c. Generation solar PV    |                  | 25 years                |
| 2. Transmission            | 66kV and above   | 25 years                |
| 3. Distribution            | 33kV or below    | 20 years                |
| 4. Import                  |                  | 5 years                 |
| 5. Export                  |                  | 5 years                 |
| 6. Trading                 |                  | 20 years                |
| <b>Self-supply</b>         |                  |                         |
| 1. Permit                  | above 100KW      | 10 years                |
| 2. Authorization           | 10 KW to 100KW   | 5 years                 |

## **5. TYPES OF MICRO UTILITY INSTRUMENTS, THRESHOLD AND DURATION**

- 5.1 Micro Utilities are classified by function and threshold.
- 5.2 By function, Micro Utilities are classified as –

- 5.2.1 Micro Utility Composite License or Permit which authorizes the holder to generate and distribute electricity within a specified zone;
  - 5.2.2 Micro Utility Generation License or Permit which authorizes the holder to generate electricity and supply it in bulk for distribution by a separate entity; and
  - 5.2.3 Micro Utility Distribution License or Permit which authorizes the holder to procure electricity in bulk and distribute it to customers.
- 5.3 By threshold, Micro Utilities are classified as –
- 5.3.1 Large Micro Utility License which authorizes the Licensee to operate facilities with an installed capacity of between 1MW and 10 MW;
  - 5.3.2 Medium Micro Utility License or Permit which authorizes the holder to operate facilities with a capacity of between 500kW and 1MW; and
  - 5.3.3 Small Utility Permit which authorizes the Permit Holder to operate facilities with a capacity of between 100kW and 500kW.
- 5.5 The types of instruments and their duration are specified in the following table:

| <b>Type of License</b>   | <b>Threshold</b> | <b>Maximum Duration</b> |
|--------------------------|------------------|-------------------------|
| 1. Large Micro Utility   | 1MW to 10MW      | 20 years                |
| 2. Medium Utility        | 500KW to 1MW     | 20 years                |
| <b>Type of Permit</b>    |                  |                         |
| 1. Medium Utility Permit | 500KW to 1MW     | 15 years                |
| 2. Small Utility Permit  | 100KW to 500KW   | 10 years                |

## **6. EXEMPTIONS**

- 6.1 A person that generates electricity from a facility with an installed capacity between 10kW and 100kW is exempted from the licensing requirements but shall register with the Commission.
- 6.2 The exemption does not apply to a person when –
- 6.2.1 Electricity is retailed to customers outside the perimeter of the supplier's property, in that case the supplier shall obtain a Micro Utility Permit under the Regulations; or
  - 6.2.2 By agreement, excess power is supplied to a distribution network, in that case, the supplier shall obtain a self-generation Permit under the Regulations.

## **7. AUTHORIZATIONS**

7.1 A person that generates electricity from a facility with an installed capacity of between 10kW and 100kW shall register and receive authorization from the Commission to operate the facility.

7.2 Authorization issued by the Commission shall be valid for a period of five years and renewable upon expiry.

## **8. CONDITIONS OF LICENSE AND PERMIT**

8.1 Licensees or Permit holders are subject to the following sets of conditions:

8.1.1 General conditions which cover every type of Licensee or Permit Holder;

8.1.2 Specific conditions which cover each type of License or Permit; and

8.1.3 Individual conditions which are specified in each License or Permit.

## **9. PROCEDURE FOR OBTAINING A LICENSE**

9.1 The following Procedure applies to all categories of License Applications to the Commission:

**STEP 1** – A person shall file an application and pay the required Application Fee;

**STEP 2** – Within 10 days of filing, the Commission shall review the Application and notify the Applicant of complete Application and issue Public Notice of Pendency. In the event of an incomplete application, the Commission may request additional information which may require an additional five days to notify the Applicant;

**STEP 3** – Within five days of notification of a complete Application from the Commission, the Applicant shall publish the Application and invite comments from the public;

**STEP 4** -- The Law provides for objections or interventions in respect of an Application. Any objection or intervention in respect of an Application must be filed with the Commission within 15 days of publication by the Applicant; and must be substantiated by an affidavit or a solemn declaration as required under Section 5.4 (2)(f) of the 2015 Electricity Law of Liberia;

**STEP 5** – All objections or interventions filed with the Commission shall be forwarded to the Applicant within five days of receipt, and the Applicant shall respond to the Commission within 10 days;

**STEP 6** – Within five days of receipt of responses to objections and interventions from the Applicant, the Commission shall publish a Schedule for deciding the Application, including dates and venue of Public Hearings;

**STEP 7** – In the event where the objections and interventions are received from the public, the Commission shall proceed to conduct a Public Hearing on the License Application. Notice of the Hearing shall be given to the Applicant and Public no less than seven days before the hearing;

**STEP 8** – The Commission may request additional information or the Applicant may decide to amend the Application as a result of the hearing; if so, this shall be done within 10 days from the hearing date;

**STEP 9** – The Commission shall make a decision on the Application in accordance with the Schedule for deciding the Application referred to in STEP 6. The entire process from notification of a completed application to the Commission's decision to either grant or deny a license shall be within a period of 90 days;

**STEP 10** – The Commission's decision becomes binding if the Applicant does not file an Application for reconsideration. An Applicant that is dissatisfied with the decision may submit an Application for reconsideration to the Commission within 30 days after the publication of the decision;

**STEP 11** – The Commission shall make a decision on the application for reconsideration within 30 days of its submission. This final decision shall be binding.

## **10. PROCEDURE FOR OBTAINING A PERMIT**

10.1 The following Procedure applies to all categories of Permit Application to the Commission:

**STEP 1** – A person shall file an application and pay the required Application Fee;

**STEP 2** – Within 10 days of filing, the Commission shall review the Application and notify the Applicant of complete Application and issue Public Notice of Pendency. In the event of an incomplete application, the Commission may request additional information which may require an additional five days to notify the Applicant;

**STEP 3** – Within 60 days of notifying the Applicant of a complete application, the Commission shall make a decision on the Application and inform the Applicant:

**STEP 4** – An Applicant dissatisfied by the decision of the Commission may apply for reconsideration within 30 days of receipt of the notification:



**STEP 5** – Upon review of the reconsideration request, the Commission shall, within 30 days, make a final decision.

### **13. REJECTION OF APPLICATION FOR LICENSE OR PERMIT**

13.1 The Commission may reject an Application for a License or Permit if -

- (a) the application or the information provided fails to meet the requirements set out in Schedules 3 and 4;
- (b) the information submitted is false, invalid or misleading; or
- (c) the Applicant fails to produce, when requested, additional information, within the specified time.

13.2 If none of the conditions under paragraph (1) exist, the Commission may refuse to grant the License or Permit based only on reasons relating to the financial, technical, and managerial capability of the applicant.

### **14. PROCEDURE FOR SUSPENSION OR REVOCATION OF LICENSE OR PERMIT**

14.1 The Commission may revoke a License or Permit for a breach of a fundamental obligation or a repeated failure to remedy the condition(s) after giving the Licensee or Permit holder –

- (a) written notice specifying the breach and the action(s) to be taken in the event of non-compliance;
- (b) an opportunity of being heard; and
- (c) where appropriate, a period that the Commission considers reasonable to comply.

14.2 The Licensee or Permit holder shall, within 15 days of receiving the notice in paragraph 14.1(a) submit a reasonable plan on how it intends to remedy the condition(s).

14.3 In determining whether to suspend or revoke a License or Permit, the Commission shall consider the extent to which any person is likely to sustain loss or damage as a result of the suspension or revocation.

14.4 The Commission may, after 30 days of notice, revoke a License or Permit which is not utilized within a year from the date of its issuance.

### **15. APPEALS**

15.1 An Applicant dissatisfied with the Commission's refusal to grant or renew a License or Permit may appeal for reconsideration within 30 days of the decision; if the

Commission finds no reason to reverse its decision, the Applicant may seek redress in a court of competent jurisdiction in the Republic of Liberia.

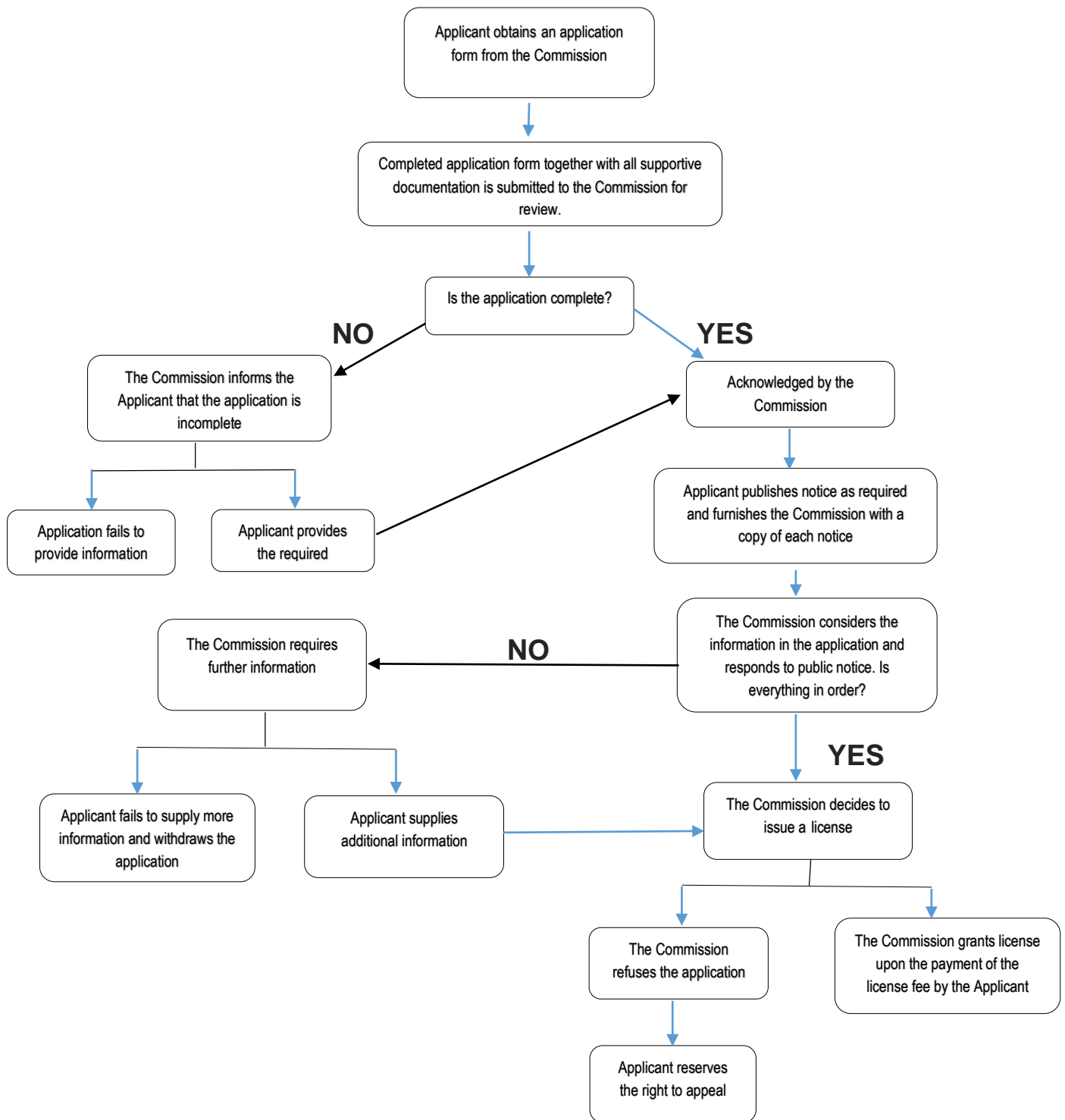
## **16. FEES**

16.1 Applicant, Licensee or Permit Holder are required to pay the following fees where applicable:

- (a) Application Fee;
- (b) License Fee (Initial);
- (c) Permit Fee (Initial);
- (d) Regulatory Levy (Annual assessment payable quarterly);
- (e) Renewal Fee;
- (f) Amendment Fee; and
- (g) Fines.

16.2 Detail of Fees are specified in the Table of Fees and Levies of the Electricity Licensing Regulations and the Micro Utility Licensing Regulations.

# ANNEX 1 FLOW CHART OF THE LICENSING PROCESS



## **ANNEX 2A: GENERAL INFORMATION REQUIREMENT FOR ALL LICENSES**

### ***EXHIBIT #1 FINANCIAL INFORMATION***

The Application shall include the following:

- 1.1 Copies of:
  - 1.1.1 Audited financial statements for the most recent three years, together with the respective auditors' reports; and
  - 1.1.2 Unaudited financial statements covering the interim period since the last audit.
- 1.2 If any or all of the foregoing are not available, provide a written explanation as to why.
- 1.3 Financial projections relating to the proposed project, including source(s) of financing, for not less than five years.

### ***EXHIBIT #2 PROPOSED PROJECT/BUSINESS***

A detailed business plan for the period of not less than five-year period.

- 2.1 A schedule of capital expenditures required to meet projections, including any necessary decommissioning costs.
- 2.2 Annual cash flows for the duration of the project.
- 2.3 Engineer's report on the feasibility of the project.

### ***EXHIBIT #3 APPLICABLE EXPERIENCE OF APPLICANT***

Detailed statement of Applicant's experience, where applicable, as it relates to the development, construction, and operation of the project.

### ***EXHIBIT #4 ENVIRONMENTAL APPROVALS***

Copies of all Environmental Protection Agency (EPA) approvals required to develop, build and operate the project.

### ***EXHIBIT #5 SAFETY AND TECHNICAL MANAGEMENT PLAN***

- 5.1 The Safety and Technical Management Plan should address the following issues relating to the development and operation of the facility:
  - 5.1.1 Safety Policy Statement
  - 5.1.2 Safety Codes and Practices

- 5.1.3 Demarcation, Protection and Prevention of Unauthorized Entry of Site
- 5.1.4 Employee Health and Safety requirements in accordance with the Decent Work Act of Liberia
- 5.1.5 Waste Management Policy and Plan in line with EPA Regulations & Standards
- 5.1.6 Emergency preparedness
- 5.1.7 Deployment of disaster management measures
- 5.1.8 Fire safety (prevention and fighting measures)
- 5.1.9 Precautions for prevention of environmental hazards (oil spills, pollutants etc.)
- 5.1.10 Operational and maintenance safety rules, procedure and instructions
- 5.1.11 Equipment manufacturer's recommended maintenance schedules

***EXHIBIT #6 GOVERNMENT ACTION REQUIRED FOR PROJECT FEASIBILITY***

- 6.1 Document(s) showing government action required—for example, to obtain land or other property via purchase or eminent domain
- 6.2 Evidence of subsidy requested from government to make project feasible
- 6.3 Approved resettlement Plan required for the project and related costs

## **ANNEX 2B: INFORMATION REQUIREMENT SPECIFIC TO THE TYPE OF LICENSE**

### **1. GENERATION**

The following information and documents shall be submitted with any Application for a project proposing to generate electricity as part of the project scope:

1.1 Location of generating plant(s) proposed to be developed and operated as part of the project, via map location or other similarly convenient means.

[Note: Each generation plant (*consisting of a number of units*) will require a separate licence, even if located at same site or complex]

1.2 Statement of the following:

1.2.1 Total number of generating units to be deployed and indicative schedule for deployment at the plant;

1.2.2 Fuel type for each unit;

1.2.3 Expected date of commissioning;

1.2.4 Power (in MW) expected to be generated for each unit and in the aggregate over five years, net of any power estimated for consumption at the applicable plant;

1.2.5 Efficiency metrics for each mode of generation;

1.2.6 Expected useful life of each unit or plant;

1.2.7 Approximate age of plant technology and, if relatively new, a statement of how Applicant expects to manage unanticipated downtime or equipment failure, and related costs;

1.2.8 Information about the buyer of the power that will be produced over the first five years of the project, including any expansion plans that such buyer may have; and

1.2.9 Applicant's plan and strategy for complying with all applicable parts of the Grid Code affecting its operations.

### **2. TRANSMISSION**

The following information and documents shall be submitted with any Application for a project proposing to transmit electricity as part of the project scope:

2.1 Location of proposed supply lines (Right-of-Way) and generating plants constituting a part of the proposed transmission system and the areas to be connected over the next five years, via map location or other similarly convenient means and in

particular showing any parts of such system that will not be owned or controlled by Applicant, if applicable.

2.2 Any plans for underground supply lines

2.3 Voltages of the relevant supply lines – both aerial and cables, types of towers used and clearance standards in use

2.4 Statement of the following:

2.4.1 Identity of parties supplying electricity to be transmitted, together with relevant quantities and interconnection points;

2.4.2 List of all generation sources owned or controlled by Applicant, or otherwise contracted for, and a description of each generating plant involved;

2.4.3 Five-year forecast of demand (in MW) for proposed transmission system;

2.4.4 Description of the transmission process;

2.4.5 Metering arrangements; and

2.4.6 Single line diagrams of the system, showing all voltage levels.

2.5 Applicant's plan and strategy for complying with all applicable parts of the Grid Code affecting its operations.

### **3. DISTRIBUTION**

The following information and documents shall be submitted with Application for a project proposing to distribute electricity as part of the project scope:

3.1 Location of proposed supply lines and generating plants constituting a part of the proposed distribution system and the areas to be supplied, via map location or other similarly convenient means, and in particular showing any parts of such system that will not be owned or controlled by Applicant.

3.2 Statement of the following:

3.2.1 Identity of parties supplying electricity to be distributed over next five years, together with relevant quantities and interconnection points;

3.2.2 Details of any embedded generation sources owned or controlled by Applicant, or otherwise contracted for, and a description of each generating plant involved ("embedded" for this purpose means generation capacity that is located within the area of the distribution system, but not connected to it);

3.2.3 Details of network voltage levels and types (AC or DC);

- 3.2.4 Details of estimated connections per voltage; and
- 3.2.5 Five-year forecast of demand (in MW) for proposed distribution system.
- 3.2.6 Map of the distribution system area showing all connected supply lines and generation sources and related connection points
- 3.2.7 Applicant's plan to operate the distribution system in accordance with all applicable safety standards

3.3 Applicant's plan and strategy to discourage and eliminate theft of electricity from its distribution system.

3.4 Applicant's plan and strategy for complying with all applicable parts of the Grid Code affecting its operations.

***In the case of Renewal or Amendment:***

In the case of Renewal or Amendment of a distribution license, Applicant needs only to provide information or documents in support thereof on the extent to which the existing network/system differ in some material respect from such information or documents as most recently provided to the Commission in the ordinary course of licensee's compliance under an existing license, or as part of an earlier application for such license.

**4. IMPORT & EXPORT**

4.1 Applicant shall submit a Curriculum Vitae of each of its professional staff.

4.2 Applicant shall submit a list showing the following enumerated areas of expertise indicating which of its professional staff has the relevant experience to perform specific tasks below:

- 4.2.1 Understanding of wholesale and upstream power markets, including generation and sales of excess energy, which shall have been gained by not less than five years of professional experience with companies engaged in such part of the energy sector.
- 4.2.2 Knowledge of the TSO and its operating environment, including Grid Code development and metering requirements, which shall have been gained by not less than five years of professional experience.
- 4.2.3 The knowledge required to obtain a license to engage in the import or export of electricity must be at least five years of professional experience gained within the energy sector.
- 4.2.4 Experience in communicating with individuals engaged in purchase and sales of electricity in generation, transmission, and distribution within Liberia, which shall have been gained working with one or more companies engaged in such businesses.



- 4.2.5 Experience in dealing with the Commission and their development and enforcement of regulations applicable to the electricity sector. In the case of a license proposal to engage in the import or export of electricity, at least three years of such professional experience shall have been gained within the energy sector of a foreign country.
- 4.2.6 Applicant shall submit its plan to raise necessary regulatory capital, both at its inception, based on the dollar value of its intended maximum monthly purchase and sale transactions, and for emergency purposes, in the event it should exceed its assumed maximum transaction size at any time.

## **ANNEX 2C: GENERAL INFORMATION REQUIREMENT FOR MICRO UTILITY LICENSE**

**GENERATION (ONLY) LICENSE:** (Same as in Annex 2A)

**DISTRIBUTION (ONLY) LICENSE:** (Same as in Annex 2A)

**COMPOSITE (GENERATION & DISTRIBUTION) LICENSE:** (Same as in Annex 2A)

## **ANNEX 2D: INFORMATION REQUIREMENT SPECIFIC TO TYPE OF MICRO UTILITY LICENSE**

**GENERATION (ONLY) LICENSE:** (Same as in Annex 2B)

**DISTRIBUTION (ONLY) LICENSE:** (Same as in Annex 2B)

**COMPOSITE (GENERATION & DISTRIBUTION) LICENSE:** (Same as in Annex 2B for Generation & Distribution)

## ANNEX 2E: INFORMATION REQUIREMENT SPECIFIC TO MICRO UTILITY PERMIT

- 5.1 The following information is required with an Application for Micro Utility Permit where applicable: **Facility Vendor Information:** Provide the contact information for the primary vendor(s) and installer(s) of the system
- 5.2 **Certification of (Installation) Inspection:** Certification required from a qualified licensed Electrical Engineer indicating that the Micro Utility is in compliance with all standards and regulations pertaining to safety and other relevant codes of practice as may be determined by the Commission
- 5.3 **Applicant-Licensee Agreement:** Agreement with the Distribution Licensee in whose designated area the Applicant will be offering the Micro Utility services if applicable
- 5.4 **Agreement of Consent** with the target communities for the provision of the electricity supply services
- 5.5 **Projected load demand and number of customers** including customer classification
- 5.6 **Daily Operation Hours:** State the anticipated daily operational hours of the facility
- 5.7 **LEC infrastructure (where applicable):** Provide a list of LEC infrastructure that may be needed for the system either immediately or in the medium to long term
- 5.8 **Model Contract:** Include copy of a Model Supply Contract and Sample Bill for review and approval by the Commission
- 5.9 **Tariff Computation:** Provide methodology used to determine proposed tariff.
- 5.10 **Alternative Billing Model:** Systems not able to bill on per kilowatt-hour (per-kWh) basis must submit their proposed alternative billing structure as well as calculations supporting the mode of billing

## ANNEX 3: FEES AND LEVIES UNDER THE ELECTRICITY AND MICRO-UTILITY LICENSING REGULATIONS

The applicable Fees and Levies for the various types and categories of Licenses, Permits and Authorization in relation to the scope of operations are provided in the Fee Schedule below. This includes, Application Fees, Initial License Fees and Regulatory Levies, Amendment Fees Renewal Fee, and Transfer Fees:

| LIBERIA ELECTRICITY REGULATORY COMMISSION   |                  |                 |              |               |              |               |   |
|---|------------------|-----------------|--------------|---------------|--------------|---------------|---|
| ELECTRICITY LICENSING REGULATION - FEE SCHEDULE   |                  |                 |              |               |              |               |   |
| CATEGORY  | REGISTRATION FEE | APPLICATION FEE | ISSUANCE FEE | AMENDMENT FEE | RENEWAL FEE  | TRANSFER FEE  | REGULATORY LEVY   |
| <b>LICENSE CATEGORY</b>   |                  |                 |              |               |              |               |   |
| <b>GENERATION LICENSE:</b>  |                  |                 |              |               |              |               |   |
| 100KW< Installed Capacity ≤ 500KW   | N/A              | \$ 100.00       | \$ 2,500.00  | \$ 1,250.00   | \$ 2,500.00  | \$ 5,000.00   | 2.9% Licensee's Charge/kWh                                    |
| 500KW< Installed Capacity ≤ 1MW   | N/A              | \$ 350.00       | \$ 7,000.00  | \$ 3,500.00   | \$ 7,000.00  | \$ 14,000.00  | 2.9% Licensee's Charge/kWh                                    |
| 1MW < Installed Capacity ≤ 10MW   | N/A              | \$ 500.00       | \$ 12,000.00 | \$ 6,000.00   | \$ 12,000.00 | \$ 24,000.00  | 2.9% Licensee's Charge/kWh                                    |
| 10MW < Installed Capacity ≤ 25MW  | N/A              | \$ 450.00       | \$ 20,000.00 | \$ 10,000.00  | \$ 20,000.00 | \$ 40,000.00  | 2.9% Licensee's Charge/kWh                                    |
| 25MW < Installed Capacity ≤ 50MW  | N/A              | \$ 750.00       | \$ 30,000.00 | \$ 15,000.00  | \$ 30,000.00 | \$ 60,000.00  | 2.9% Licensee's Charge/kWh                                    |
| 50MW < Installed Capacity ≤ 100MW   | N/A              | \$ 1,000.00     | \$ 40,000.00 | \$ 20,000.00  | \$ 40,000.00 | \$ 80,000.00  | 2.9% Licensee's Charge/kWh                                    |
| Installed Capacity >100MW   | N/A              | \$ 1,500.00     | \$ 50,000.00 | \$ 25,000.00  | \$ 50,000.00 | \$ 100,000.00 | 2.9% Licensee's Charge/kWh                                    |
| <b>TRANSMISSION NETWORK LICENSE</b>   | N/A              | \$ 1,500.00     | \$ 50,000.00 | \$ 25,000.00  | \$ 50,000.00 | \$ 100,000.00 | 2.9% Licensee's Charge/kWh (on total kWh @ entry point - BGS) |
| <b>TRANSMISSION SYSTEM OPERATOR LICENSE</b>   | N/A              | \$ 1,250.00     | \$ 37,500.00 | \$ 18,750.00  | \$ 37,500.00 | \$ 75,000.00  | 2.9% Licensee's Charge/kWh (on total kWh transacted)          |
| <b>DISTRIBUTION LICENSE</b>   | N/A              | \$ 500.00       | \$ 25,000.00 | \$ 12,500.00  | \$ 25,000.00 | \$ 50,000.00  | 2.9% Licensee's Charge/kWh (on total kWh @ entry point - BSP) |
| <b>RETAIL TRADING LICENSE</b>   | N/A              | \$ 500.00       | \$ 20,000.00 | \$ 10,000.00  | \$ 20,000.00 | \$ 40,000.00  | 2.9% Licensee's Charge/kWh                                    |
| <b>EXPORT or IMPORT LICENSE</b>   | N/A              | \$ 1,000.00     | \$ 30,000.00 | \$ 15,000.00  | \$ 30,000.00 | \$ 60,000.00  | 2.9% Licensee's Charge/kWh                                    |
| <b>PERMIT CATEGORY (SELF-SUPPLY):*</b>  |                  |                 |              |               |              |               |   |
| 100KW< Installed Capacity ≤ 500KW   | N/A              | \$ 100.00       | \$ 2,500.00  | \$ 1,250.00   | \$ 2,500.00  | N/A           | 2.9% Permit Holder's Charge/kWh (on total produced/purchased) |
| 500KW< Installed Capacity ≤ 1MW   | N/A              | \$ 250.00       | \$ 5,000.00  | \$ 2,500.00   | \$ 5,000.00  | N/A           | 2.9% Permit Holder's Charge/kWh (on total produced/purchased) |
| 1MW< Installed Capacity ≤ 2MW   | N/A              | \$ 400.00       | \$ 10,000.00 | \$ 5,000.00   | \$ 10,000.00 | N/A           | 2.9% Permit Holder's Charge/kWh (on total produced/purchased) |
| <b>AUTHORIZATION (SELF-SUPPLY):</b>   |                  |                 |              |               |              |               |   |
| 10KW< Installed Capacity ≤ 100KW  | \$ 25.00         | N/A             | N/A          | N/A           | N/A          | N/A           | N/A   |
| <b>Footnotes</b>  |                  |                 |              |               |              |               |   |
| N/A means Not Applicable  |                  |                 |              |               |              |               |   |
| * means Regulatory levy will apply to Self-Supply Permit only when the Self-Supplier sells to customers. In that case, the levy will be calculated on the price charged by the Self-Supplier. |                  |                 |              |               |              |               |   |
| BGS means Bulk Generation Station   |                  |                 |              |               |              |               |   |
| BSP means Bulk Supply Point   |                  |                 |              |               |              |               |   |

| LIBERIA ELECTRICITY REGULATORY COMMISSION                     |                 |              |               |              |              |                            |  |
|---|-----------------|--------------|---------------|--------------|--------------|----------------------------|--|
| MICRO UTILITY LICENSING REGULATION - FEE SCHEDULE             |                 |              |               |              |              |                            |  |
| CATEGORY  | APPLICATION FEE | ISSUANCE FEE | AMENDMENT FEE | RENEWAL FEE  | TRANSFER FEE | REGULATORY LEVY            |  |
| <b>LICENSE CATEGORY</b>                                       |                 |              |               |              |              |                            |  |
| <b>LARGE MU LICENSE [1MW≤ Installed Capacity &lt;10MW]:</b>   |                 |              |               |              |              |                            |  |
| Generation License  | \$ 500.00       | \$ 12,000.00 | \$ 6,000.00   | \$ 12,000.00 | \$ 24,000.00 | 2.9% Licensee's Charge/kWh |  |
| Distribution License  | \$ 500.00       | \$ 9,000.00  | \$ 4,500.00   | \$ 9,000.00  | \$ 18,000.00 | 2.9% Licensee's Charge/kWh |  |
| Composite License   | \$ 500.00       | \$ 15,000.00 | \$ 7,500.00   | \$ 15,000.00 | \$ 30,000.00 | 2.9% Licensee's Charge/kWh |  |
| <b>MEDIUM MU LICENSE [500kW≤ Installed Capacity &lt;1MW]:</b> |                 |              |               |              |              |                            |  |
| Generation License  | \$ 350.00       | \$ 7,000.00  | \$ 3,500.00   | \$ 7,000.00  | \$ 14,000.00 | 2.9% Licensee's Charge/kWh |  |
| Distribution License  | \$ 350.00       | \$ 5,250.00  | \$ 2,625.00   | \$ 5,250.00  | \$ 10,500.00 | 2.9% Licensee's Charge/kWh |  |
| Composite License   | \$ 350.00       | \$ 8,750.00  | \$ 4,375.00   | \$ 8,750.00  | \$ 17,500.00 | 2.9% Licensee's Charge/kWh |  |
| <b>PERMIT CATEGORY</b>  |                 |              |               |              |              |                            |  |
| <b>MEDIUM MU PERMIT [500kW≤ Installed Capacity &lt;1MW]:</b>  |                 |              |               |              |              |                            |  |
| Generation Permit   | \$ 250.00       | \$ 5,000.00  | \$ 2,500.00   | \$ 5,000.00  | \$ 10,000.00 | 2.9% Licensee's Charge/kWh |  |
| Distribution Permit   | \$ 250.00       | \$ 3,750.00  | \$ 1,875.00   | \$ 3,750.00  | \$ 7,500.00  | 2.9% Licensee's Charge/kWh |  |
| Composite Permit  | \$ 250.00       | \$ 6,250.00  | \$ 3,125.00   | \$ 6,250.00  | \$ 12,500.00 | 2.9% Licensee's Charge/kWh |  |
| <b>SMALL MU PERMIT [Installed Capacity &lt;500MW]:</b>        |                 |              |               |              |              |                            |  |
| Generation Permit   | \$ 100.00       | \$ 2,500.00  | \$ 1,250.00   | \$ 2,500.00  | \$ 5,000.00  | 2.9% Licensee's Charge/kWh |  |
| Distribution Permit   | \$ 100.00       | \$ 1,875.00  | \$ 937.50     | \$ 1,875.00  | \$ 3,750.00  | 2.9% Licensee's Charge/kWh |  |
| Composite Permit  | \$ 100.00       | \$ 3,125.00  | \$ 1,562.50   | \$ 3,125.00  | \$ 6,250.00  | 2.9% Licensee's Charge/kWh |  |