



APPLICATION FOR LICENCE TO SUPPLY ELECTRICITY GENERATING CAPACITY

*(Individual applicants should complete Sections A, G & H)
(Companies/partnerships should complete Sections A-H)*

SECTION A: *(To be completed by all applicants)*

1. Name of Applicant:

() Individual () Company () Partnership
2. Postal Address:
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3. Telephone Nos.
4. Facsimile No.
5. Email Address:
6. Name and address of any person or organization acting on behalf of the Applicant (Contact in Jamaica):

Name:

Address:
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.....

Telephone Nos:.....

Facsimile No:

E-mail address:

SECTION B: HISTORY OF APPLICANT - (B-F to be completed by companies/partnerships)

1. Name of Company:

2. (a) Date of Incorporation and Registration:.....

(b) Registration Number:

(c) Address of Registered Office:

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(d) Share Capital	par value (J\$)	authorized (number)	issued (number)
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Preference shares.....

Ordinary shares.....

- Set out in an attachment the names, business addresses and dates of appointment of directors, chief executive officer and company secretary
- Set out in an attachment the names, addresses and country of domicile and share-holdings of all shareholders holding more than 10% of any class of the shares of the applicant
- Attach certified copies of the Memorandum and Articles of Association and Certificate of Incorporation

3. Applicant's bank (*if more than one bank provide additional information on a separate sheet*)

Name:

Address:

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Telephone No: Facsimile No:

E-mail address:

4. Applicant's auditor:

Name:

Address:

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Telephone No: Facsimile No:

E-mail address.....

SECTION C: *HISTORY OF APPLICANT*

Tick the appropriate box. If "YES" give particulars.

1. Has the Applicant ever applied for a licence or registration under any Act in Jamaica and been refused? YES NO

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2. Has the Applicant ever been licensed under the any Act in Jamaica? YES NO

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3. If the answer to question 2 is YES, has any such licence been revoked? YES NO

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4. Has any connected person previously been granted a licence under any Act which was revoked?

YES NO

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5. Is the Applicant the holder of a licence or is engaged in a related business in any other country?

YES NO

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6. Has the Applicant or any connected person been refused a licence mentioned in question 5 above, or had a licence revoked? YES NO

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7. Has the Applicant operated under or carried on business under any name other than the name in this application? YES NO

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8. Has the Applicant ever -

- (a) been the defendant or respondent in any proceedings in any court in any jurisdiction in any part of the world involving fraud? YES NO

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- (b) At any time declared bankruptcy or made a voluntary assignment in bankruptcy?

YES NO

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If YES, in addition to giving particulars, attach a certified copy of Discharge.

SECTION D: *FINANCIAL INFORMATION*

Please attach the most recent audited Financial Statement which should be for a period ending not later than one year prior to the date of this application.

TICK the appropriate box. If "YES" give particulars.

Is there any person or company whose name is not disclosed in Section A who has any major financial interest in the Applicant, either beneficially or otherwise?

YES NO

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SECTION E: *OFFENCES*

Tick the appropriate box. If "YES" give particulars.

1. Has the Applicant, or any director or executive officer of the Applicant, ever pleaded guilty or been found guilty under any law of Jamaica or any other country of any offence involving dishonesty, fraud or theft?

YES NO

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2. Has the Applicant, or any director or executive officer of the Applicant, ever been convicted of any criminal offence not mentioned in paragraph 1?

YES NO

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3. Is the Applicant, or any director or executive officer of the applicant, currently the subject of a charge or indictment under any law of Jamaica or any other country for contravention of any law or for any conduct of the type described in paragraphs 1 and 2?

YES NO

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SECTION F: *CIVIL PROCEEDINGS*

Tick the appropriate box. If "YES" give particulars.

1. Has any claim been made successfully in any civil matter before a court or other tribunal in Jamaica or any other country which was based in whole or in part on fraud, theft, deceit or misrepresentation or similar conduct against?

(a) the Applicant

YES

NO

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(b) any director of the Applicant?

YES

NO

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(c) any executive officer of the Applicant?

YES

NO

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2. Is there any claim pending in any civil matter before a court or other tribunal in Jamaica or any other country against the Applicant, or any director or executive officer of the Applicant, which is based in whole or in part on fraud, theft, deceit or misrepresentation or similar conduct?

YES

NO

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SECTION G: *DESCRIPTION OF SYSTEM* *(to be completed by all applicants)*

1. Provide a detailed description of the Generation System for which the licence application is made. Include:

(a) A description of the principal components of the facility including boilers, prime movers and electric generators, and explain their operation, MW, MVA, MVAR (KW, KVA, KVAR) voltage, other relevant electrical and energy parameters;

(b) Indicate transmission lines, transformers and switchyard equipment, if included as part of the facility; the maximum gross and maximum net electric power production capacity of the facility at the point(s) of delivery; the actual or expected installation and operation dates of the facility;

(c) Describe the primary energy input (e.g. coal, oil, waste, bio-mass, or other).

(d) Indicate the proposed annual energy sale to the electric grid in MWh / kWh

(e) Discuss any particular characteristic of the facility, which the electricity supplier believes might bear on its qualifying status. *(Use continuation sheet if necessary).*

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SECTION H: *DECLARATION OF APPLICANT (to be completed by all applicants)*

I/We declare that:

(Name of Applicant)
Individual/Company/Partnership

- (i) I am/(We are) not disqualified from being granted a licence by reason of any legal impediment. I/(We are) possess the technical qualifications to fully perform the obligations imposed by the licence. I/(We are) satisfy the financial requirements for the construction and operation of the facility or provision of service to which this application relates.
- (ii) I am/(We are) a fit and proper person to be granted a licence,
- (iii) All information submitted in favour of this application is true and correct. I/(We) understand that a recommendation for approval from the Office of Utilities Regulation in respect of this application would be based on information as declared herein. I/(We) understand that, if I/(We) knowingly make any false statement in this application, any licence granted pursuant to this application may be revoked.

(1) If individual sign below:

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Signature of Applicant

.....
Date

(2) If company/partnership sign below:

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Authorizing Officer

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Position/Title

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Date



OFFICE OF UTILITIES REGULATION

APPLICATION PROCEDURES FOR ADDITION OF NEW GENERATING CAPACITY TO THE PUBLIC ELECTRICITY SUPPLY SYSTEM

The Office of Utilities Regulation Act 1995 as amended (“the Act”) authorizes the Office of Utilities Regulation (the Office) to receive and process applications for a licence and make recommendations to the portfolio Minister in relation to the application. These procedures set out the process by which the Office will solicit and process applications for licences to be issued for the addition of new Electricity Generating Capacity.

INITIATING THE LICENSING PROCESS

The Minister with portfolio responsibility for Energy, issues a directive pursuant to the Electric Lighting Act.

APPLICATION FORMS

Application forms and supporting documentation may be collected from:-

Office of Utilities Regulation
3rd Floor, PCJ Resource Centre,
36 Trafalgar Road
Kingston
Jamaica

or downloaded from the Office's website at www.our.org.jm, or by arrangement the Office will courier at applicant's cost.

COMPLETION AND SUBMISSION OF APPLICATIONS

- All applications should be submitted with the prescribed fees to the OUR. A receipt evidencing delivery of application will be given for each application submitted to the OUR.
- Receipts will be mailed by ordinary post to applicants who submit applications by registered post.
- Applications are received by the OUR on a continuing basis.
- All applications and supporting material should be submitted in English. Each application must state that it is being submitted pursuant to an Invitation.

- Applicants must submit no fewer than **three (3)** copies including soft copies of each application and **one (1)** each of the supporting documentation. The Office reserves the right to request additional copies of applications and supporting documentation.
- Additional information may be requested by the OUR or submitted by the applicant in respect of any application at any time before making its recommendations to the Minister.
- Each application must be accompanied by a non-refundable application fee as prescribed by the Office from time to time. A separate fee is payable in respect of each application. This payment shall be made by cash, certified cheque or bank draft made payable to the Office of Utilities Regulation.
- Applicants should note the disclosure requirements of the OUR Act 1995 as amended, and any Rules and Regulations made pursuant to this Act. The OUR strongly recommends that applicants rely on independent legal advice in preparing applications.
- Applicants are required to notify the Office of any change to the information submitted with the application. Notification should be done within fifteen (15) working days after the deadline for submission of applications.
- Applicants are required to meet all costs arising from (a) the preparation and submission of applications, (b) providing any additional information requested, and (c) the processing of each application including responding to public comments and attending at, and making submissions to the Office concerning these applications. The Office, the Ministry of Industry, Commerce, Science Technology (with Energy) and the Government of Jamaica will not accept responsibility or liability for such costs, regardless of whether or not a licence is granted.

PROCESSING OF APPLICATIONS

- Applications for licences will be published in a National Newspaper and interested parties are allowed 30 days for submitting comments to the OUR.
- All applications and supporting documentation become the property of the OUR upon submission. The OUR reserves the right to make public the names of corporate entities which have submitted applications as well as such information about the contents of the applications as it deems appropriate. Members of the public and other interested parties will have the right to inspect all applications and supporting documentation and to submit comments to the OUR.
- All supporting material submitted with individual applications which may contain sensitive/confidential information concerning business or commercial or financial affairs should be submitted along with the application in a sealed envelope marked "**Confidential Information**". Where the OUR proposes to disclose any such information, it will give the Applicant reasonable notice and an opportunity to make representations to the OUR before the Office makes a final decision on disclosure of such information.
- An evaluation of the Application is conducted by the OUR to determine eligibility for the issuance of a licence. The **OUR** reserves the right to conduct discussions with Applicants if necessary.

- Applicants should be prepared to send a representative(s) to the offices of the OUR to discuss their applications and supporting documentation, if requested by the OUR.

RECOMMENDATIONS OF LICENCES

- The Office shall prepare a report setting out its recommendation for acceptance or rejection of each application. This report is submitted to the Minister for his consideration. Copies of this Report will be made available to each Applicant upon request.

ISSUANCE OF LICENCES

- Pursuant to the Act, the Minister may upon receipt of a recommendation from the Office, either grant the licence, refer the recommendation back to the Office for further consideration, or refuse to grant the licence and the Minister shall as soon as practicable give written reasons for the refusal.
- Licences granted by the Minister are issued by personnel in the Minister's Office. The Office shall maintain a register of all applications for licences and all licences granted pursuant to the Act, in electronic form.