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Original Issue Date: 2006-April-10	Approval By: Top Management	Revision Date: 2023-May-19	

No field **MUST BE** left blank. If not applicable for the completion of this form, insert 'N/A' or 'not applicable' where appropriate

APPLICATION FOR SEWERAGE SERVICE PROVIDER'S LICENCE

OUR Act as amended by the OUR Amendment Act

SECTION A - COMPANY INFORMATION

(Applicable to all Applicants)

- Name of Applicant: _____

- Trading Name (if different from 1 above): _____

- Registration Number (if a limited company): _____
- Registered Office of Applicant (if a limited company):

- Principal place of business: _____

- Authorized representative to contact about this application:
Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____
- Legal Status (indicate one)

<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation
<input type="checkbox"/> Other _____	
- Certified copy of Memorandum of Association

QUALITY POLICY STATEMENT

OUR RULES: The management and staff of the **OUR** are committed to **R**egulating **U**tility services in accordance with our **L**egislative powers and to the **E**nhancement of customer **S**atisfaction through continual improvement of our quality management system.

ISO 9001:2015 certified

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9. Certified copy of Certificate of Incorporation
10. Names, business addresses and dates of appointment of directors, chief executive officer and company secretary
11. Names, addresses and country of domicile and shareholdings of all shareholders holding more than 10% of any class of the shares of the applicant

(Note: Items 6 - 9 should be attached and labeled supporting documentation)

12. Structure of Company:
 Major shareholders: _____

 Departments: _____

 Number of Employees: _____
 Type of Employees: _____

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SECTION B - FINANCIAL INFORMATION

1. Customer Base:
 Total number of customers: _____
 Customers per category: Residential _____ Commercial _____ Industrial _____
 Other _____
 Expected growth: _____

2. If new business:
 Projected Customer Base: _____
 Category Type: Residential _____ Commercial _____ Industrial _____ Other _____

3. Sewerage service:
 - a. If service is being provided, at least three (3) years data on:
 - (i) Volume of sewage treated per year _____

 - b. If new service, three years (3) projected data on:
 - (i) Volume of sewage expected to be treated per year

4. Tariff structure and billing: (additional information should be attached and labeled supporting documentation)
 - a. If service is being provided, at least three (3) years data on:
 - (i) Rates charged per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (ii) Revenue per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (iii) Total revenue billed per year _____
 - (iv) Total revenue collected per year _____

 - b. If new service, three (3) years projected data on:
 - (i) Rates to be charged per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (ii) Expected revenue per customer category:
 Residential _____ Commercial _____
 Industrial _____ Other _____
 - (iii) Total revenue to be billed per year _____
 - (iv) Total revenue to be collected per year _____

5. Finance (additional information should be attached and labeled supporting documentation)
 - a. If service is being provided, last three (3) years audited:
 - (i) Profit and Loss Statement
 - (ii) Balance Sheet

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(iii) Cash Flow Statement

b. If new service, three years projected data on:

- (i) Expected tariff to be charged per customer category
- (ii) Projected Revenue
- (iii) Employee costs
- (iv) Operating costs
- (v) Operating profit per year

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SECTION C – DETAILS OF SERVICE

1. Service area (information should be attached and labeled supporting documentation)

- a. Precise definition of the geographic area supplied
 - (i) Exact location and boundary (in words) _____

 - (ii) Exact size _____

b. If service area is specific to a subdivision or similar area:

- Description of subdivision:
- (i) Number of lots _____
 - (ii) Types of lots:
 - Residential _____ Commercial _____
 - Industrial _____ Other _____
 - (ii) Total area per lot type _____
 - (iii) Total serviceable area (excluding roads) _____

- 2. Service type: (i) Treatment plant: [yes] [no]; Number: _____
- (ii) Pumping Station: [yes] [no]; Number: _____
- (iii) Trunk sewer: [yes] [no]; Kilometres: _____
- (iv) Collection sewer: [yes] [no]; Kilometres: _____

- 3. a. Licence and permit from National Environment Protection Agency (NEPA) to discharge sewage and treated effluent from sewage treatment facilities
- b. For discharge into a municipal system, permit from NEPA authorizing discharge of sewage effluent (and connection) to municipal sewage system and agreement with municipal system operator.

(Note: 3a & 3b should be attached and labeled supporting documentation)

- 4. Description of major plant _____

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5. Location of plant

6. Last three (3) quarterly wastewater and effluent quality reports on (**information should be attached and labeled supporting documentation**):

- a. Biochemical Oxygen Demand (BOD)
- b. Total suspended solid (TSS)
- c. Chemical oxygen demand (COD)
- d. Total nitrogen
- e. Phosphates
- f. Residual chlorine
- g. Faecal coliform
- h. pH

7. Details of maintenance programme (**information should be attached an labeled supporting documentation**)

- a. If service is being provided, details of the last year's maintenance programme plus one year projected maintenance programme.
- b. If new service, details of one year's projected maintenance programme

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SECTION D – HISTORY OF APPLICANT

Tick the appropriate box. If "YES" give particulars. If necessary, attach and label 'supporting document'.

1. Has the Applicant ever applied for a licence or registration under any Act in Jamaica and been refused?

Yes No

2. Is the Applicant engaged in a sewerage related business in any other country?

Yes No

3. Has the Applicant operated under or carried on business under any name other than the name in this application?

Yes No

4. Has the Applicant at any time declared bankruptcy or made a voluntary assignment in bankruptcy?

Yes No

5. Has the Applicant ever been the defendant or respondent in any proceedings in any court in any jurisdiction in any part of the world involving fraud?

Yes No

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

Yes No

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7. Has the Applicant, or any director or executive officer of the Applicant, ever been convicted of any offence not mentioned in number 6?

Yes No

13. 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 number 6 and 7?

Yes No

Dated this _____ day of _____ 20

Signature of applicant

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SECTION E - DECLARATION OF APPLICANT

I(we), _____ declare
that: *(Name of Applicant)*

- (i) I(we) am(are) not disqualified from being granted a licence by reason of any legal impediment. I(we) possess the technical qualifications to fully perform the obligations imposed by the licence. I(we) satisfy the financial requirements for the construction and operation of the facility or provision of service to which this application relates.
- (ii) I(we) am(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 (OUR) 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.
- (iv) OUR reserves the right to independently verify all information provided.

Signature of Applicant

Date

Affix Company Seal here