



**ELECTRICAL CONTRACTOR (SOLAR PV CONTRACTOR/VENDOR)  
LICENCING INSPECTION FORM - EPRA/ERE/ELEC-1.03 (EPRA/ERE/SPV-1.03)**

<b>Application ID</b>	
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<b>A. APPLICATION SUMMARY</b>	
Business Name	
Reg./Incorporation No.	
Date of Registration	
Licence Class Applied For	
Electrical Contractor Licence No. held ( <i>if upgrading</i> )	
Application Fee Transaction No. and Date of Payment	
Application Submission Date	
Inspection Date	

<b>B. OFFICE &amp; BUSINESS DETAILS</b>		
<b>No</b>	<b>Item</b>	<b>Details/Description</b>
1	Evidence of Existence of Business Premises (Mandatory)	Physical Location ( <i>Building, Street and Town/Centre</i> )
		<ul style="list-style-type: none"> <li>• Title Deed/Allotment Letter,</li> <li>• Lease Agreement,</li> <li>• Sale Agreement,</li> <li>• Succession documents, or</li> <li>• Other</li> </ul>
		Approx. Office Space (Sq. Ft)
		GPS Coordinates
		Valid Trading Licence (Single Business Permit)
2	Postal Address and Postcode	



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<b>B. OFFICE &amp; BUSINESS DETAILS</b>		
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3	Name of Contact Person	
4	Business/Contact Telephone Number	
5	Business/Contact Email Address	
6	KRA PIN number	
7	Valid Tax Compliance Certificate <i>(Mandatory)</i>	
8	CR12 (not older than one year) <i>(Mandatory)</i>	
9	Valid Work Permits for Foreign Directors <i>(Mandatory)</i>	
10	Solar PV Design Tool (Solar PV Contractor/Importer Classes V1,V2 & C1)	
11	Completion Certificate and Warranties (Template)	

<b>C. LICENSED STAFF</b>		
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1	Details of Licensed Electrical Worker/Solar PV Technician <i>(The Electrical Worker/Technician should be in good standing)</i>	Name:	
		ID No:	
		Licence No:	
		Tel. No:	
		Email:	
2	Electrical Worker's Consent/Solar PV Technician (Complete the Template in <b>Annex 2</b> )		

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<b>D. ELECTRICAL MEASURING/TEST INSTRUMENTS.</b>					
No.	Instrument	Qty	Make/Model and Serial No	Condition/Remarks	Note
1	Phase Sequence Meter				Mandatory for Classes B & A1
2	Earth Loop Impedance Tester				Mandatory for Electrical Classes C1, B & A1 and Solar PV Contractor V1,V2 & C1
3	Earth Resistance Tester				Mandatory for all Classes
4	Insulation Resistance Tester				Mandatory for all Classes
5	Clamp Meter/ Multimeter				Mandatory for all Classes
<i>Note: Take photographs of the instruments.</i>					

<b>E. ELECTRICAL WORKER'S EQUIPMENT, ASSORTED TOOLS AND PPE</b>				
No.	Tool/Equipment	Qty	Condition/Remarks	Note
1	Equipment such as vehicles, ladder, drilling machine, computer, printer, etc. ( <i>attach a list of the equipment</i> )	Lot	Adequate? (Yes / No)	Take Photographs
2	Assorted Electrical Worker's tools such as toolbox, tape measure, pliers, spanners, hacksaw, bending springs, etc. ( <i>attach a list of the tools</i> )	Lot	Adequate? (Yes / No)	



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3	Safety Signage & Personal Protective Equipment ( <i>attach a list of the items</i> ).	Lot	Adequate? (Yes / No)
4	Office Furniture	Lot	Adequate? (Yes / No)

<b>F. INSPECTORS' RECOMMENDATION</b>

<b>G. SIGNED (For Official Use)</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Inspected By <i>(Two Inspectors)</i>			



**H: ATTENDANCE REGISTER (To be Signed by the Business Directors, Licensed Electrical/Solar PV Worker and EPRA Inspectors)**

<b>Business Name</b>					
<b>Date</b>				<b>Time</b>	
No	Name	ID Number	Organization	Tel. No	Signature
1					
2					
3					
4					
5					
6					
7					
8					
Electrical/Solar PV Contractor's Stamp/Seal					



**ELECTRICAL WORKER’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER**

**To: The Chairman**

Electricity and Renewable Energy Licensing Committee  
Energy and Petroleum Regulatory Authority  
P. O. Box 42681 – 00100 Nairobi, Kenya  
Tel: +254202847000/+254722200947  
Email: [info@epra.go.ke](mailto:info@epra.go.ke)

**(i) Consent**

I (*Licensed Electrical Worker/Solar PV technician*)  
..... of National ID No  
....., holding Electrical Worker/Technician Licence No .....  
valid till (*insert Date*) ..... issued by the Energy and Petroleum Regulatory  
Authority, do hereby affirm that I am working for/engaged to (*Electrical/ Solar Contractor*)  
.....  
..... as their full-time licensed  
Electrical Worker/technician from (*insert date*) .....

**(ii) Declaration**

- I **declare** that based on my Electrical Worker/technician licence;
- (i) I have not obtained any electrical contractor/ solar PV contractor licence,
  - (ii) My licence is presently not engaged to another licensed electrical contractor,
  - (iii) There will be no conflict of interest in the discharge of my duties when my Electrical Worker licence is engaged to this electrical contractor, and
  - (iv) By engaging my licence to this electrical contractor, I shall not be in contravention of any law.

I further **assure** that;

- (i) I will report to the Authority any malpractice related to electrical installation works involving the electrical contractor to whom I am engaged,



**ELECTRICAL WORKER’S/ TECHNICIAN’S CONSENT AND DECLARATION LETTER**

(ii) When I intend to leave the present electrical contractor/solar PV contractor, I will notify the Authority **Thirty (30) working days** prior to leaving, which notice shall also be served to the electrical contractor, and

(iii) I shall abide by the provisions of the Energy Act, 2019 and regulations made thereunder and instructions issued by the Authority from time to time.

I attach herewith copies of my National ID Card and Electrical Worker Licence for your verification and record.

**Signed**

**Licensed Electrical Worker / Licensed Solar PV Technician**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Electrical Contractor/Solar PV Contractor (Director)**

Signature \_\_\_\_\_ ID No \_\_\_\_\_ Date \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor’s Stamp/Seal	Attested by Commissioner for Oaths/Notary
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