

**USER MANUAL FOR POWER
PURCHASE AGREEMENT (PPA)
AND NETWORK SERVICE
CONTRACT (NSC) APPLICATIONS**

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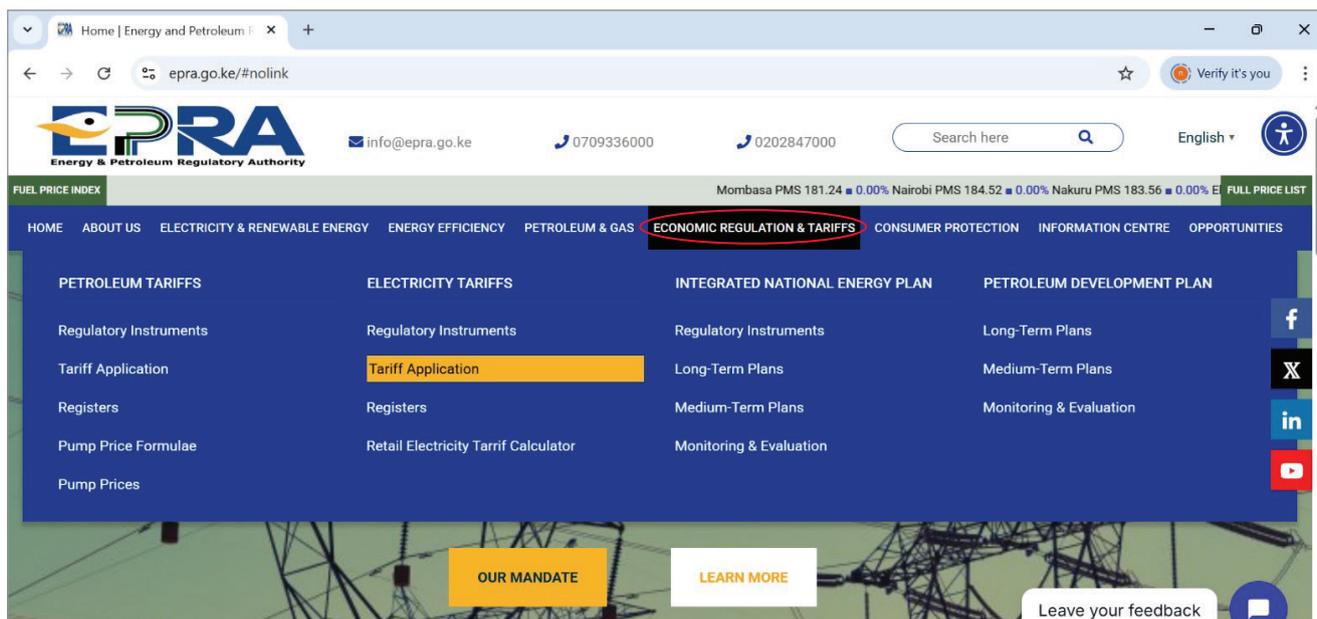
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How to Apply

- 1.1. Visit our website: www.epra.go.ke
- 1.2. Move to **Economic Regulation and Tariffs** tab and click on **Tariff Application** under **Electricity Tariffs** as highlighted in Fig 1.



1

Figure 1: Economic Regulation and Tariffs Tab

- 1.3. Click on **Apply Now** (See Figure 2).

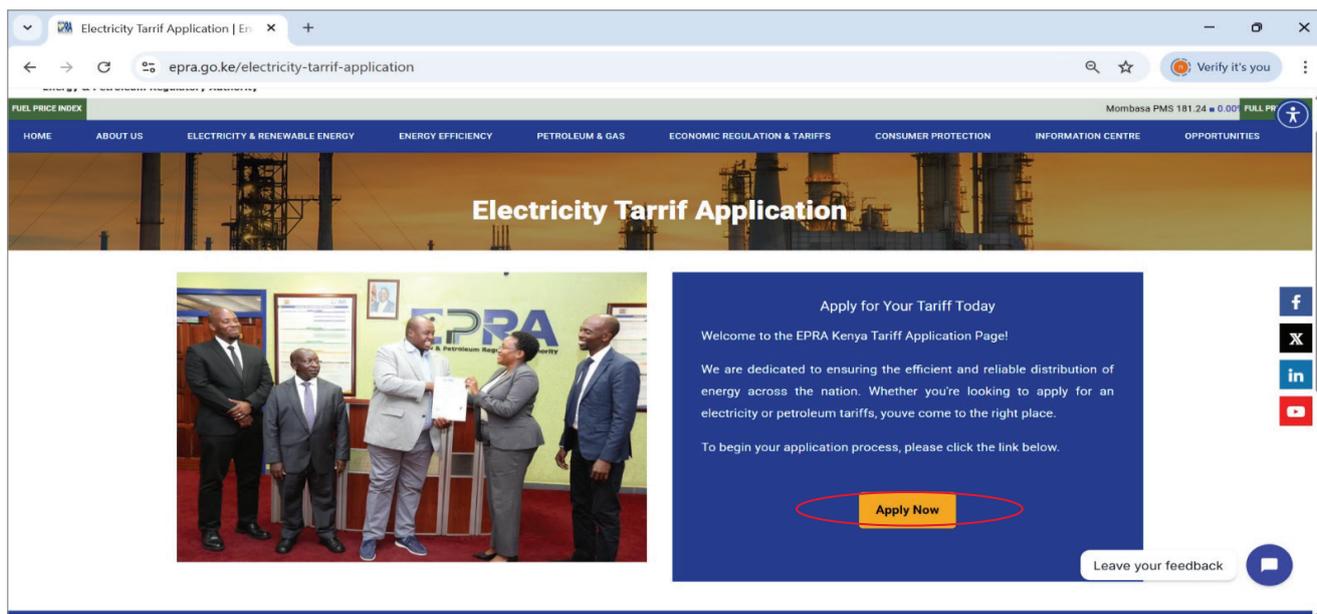
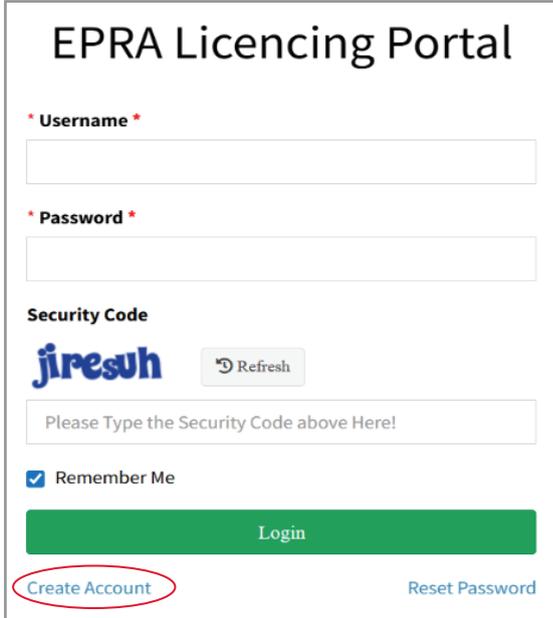


Figure 2: Application Page

a) For Applicants Without an Account

1.4. Click on **Create Account** as shown in Figure 3.



EPRA Licencing Portal

* Username *

* Password *

Security Code

jiresuh Refresh

Remember Me

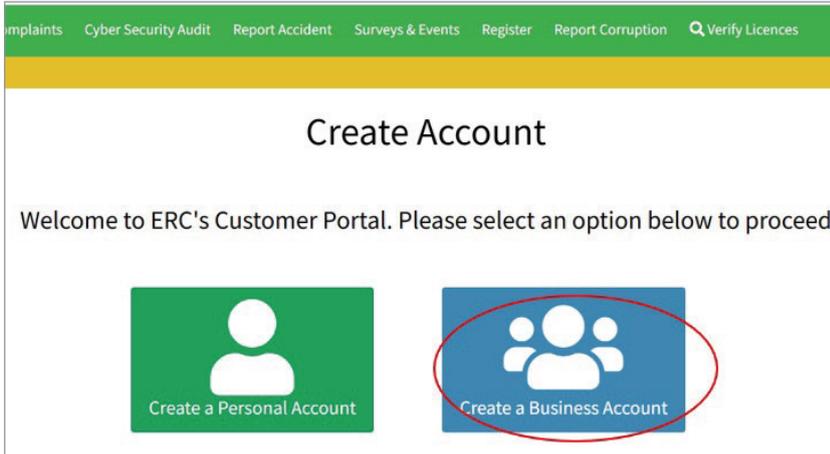
Login

Create Account Reset Password

2

Figure 3: Account Creation Page

1.5. Choose **Create Business Account** icon/tab (See Figure 4).



Complaints Cyber Security Audit Report Accident Surveys & Events Register Report Corruption Verify Licences

Create Account

Welcome to ERC's Customer Portal. Please select an option below to proceed

Create a Personal Account

Create a Business Account

Figure 4: Creating Business Account

1.6. Fill in your business account details, then **click Signup**. (See Figure 5)

Figure 5: Signing Up a Business Account

1.7. Once you have signed up, you will receive an email similar to the one in Figure 6.

Dear Mike,

Welcome to the Energy & Petroleum Regulatory Authority Licensing Portal.

Please click the link below to activate your account:

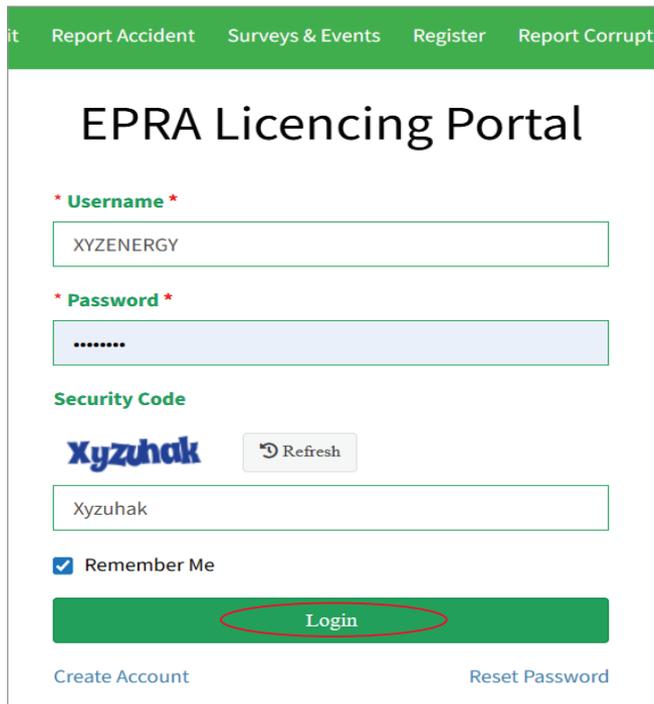
<https://portal.erc.go.ke:8443/site/activate-account?token=vBjSVzLYutCsn2coa8DO1asVNLrd1Bi2>

If the link doesn't open, try copying and pasting it on the address bar on your browser

Energy And Petroleum Regulatory Authority
 P. O. Box 42681-00100, Nairobi
 Eagle Africa Centre, Longonot Road Upperhill

Figure 6: Account Activation Link/Email

- 1.8. **Click on the link in Figure 6** to activate your account.
- 1.9. **Login to your account** using your username and password (See Figure 7).

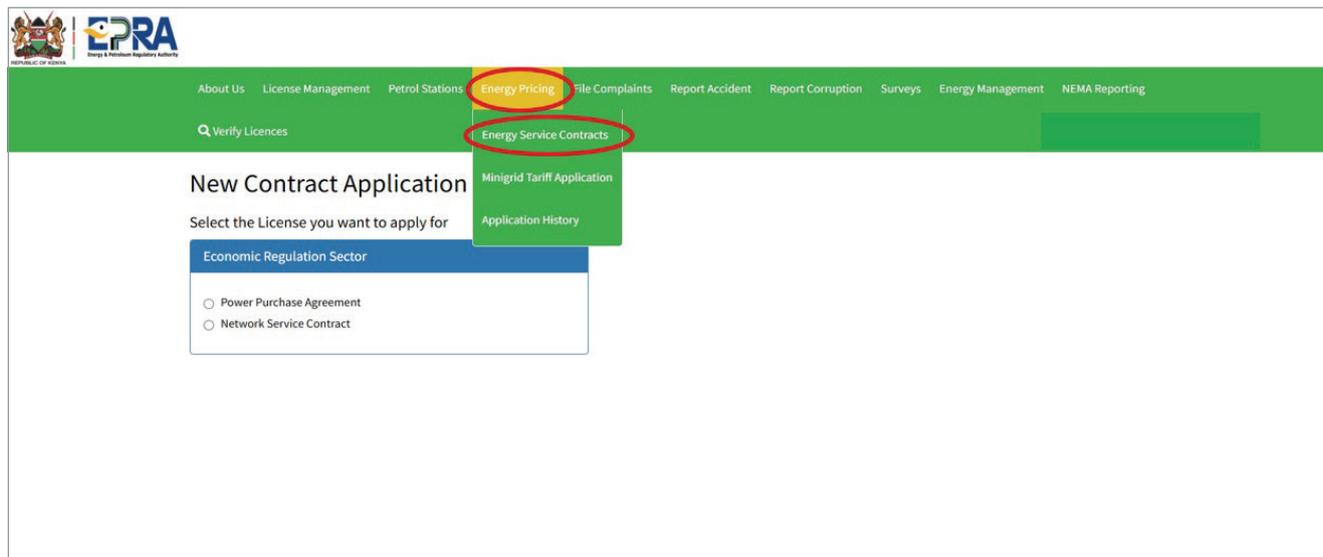


The screenshot shows the EPRA Licencing Portal login interface. At the top, there is a green navigation bar with links: 'Report Accident', 'Surveys & Events', 'Register', and 'Report Corruption'. The main heading is 'EPRA Licencing Portal'. Below this, there are three input fields: 'Username' with the value 'XYZENERGY', 'Password' with masked characters, and 'Security Code' with the value 'Xyzuhak'. A 'Refresh' button is next to the Security Code field. There is a checked 'Remember Me' checkbox and a prominent green 'Login' button. At the bottom, there are links for 'Create Account' and 'Reset Password'.

Figure 7: Login Window

4

- 1.10. Under **Energy Pricing** tab select **Energy Service Contracts**, then click on **New Application**. (See Figure8).



The screenshot shows the 'New Contract Application' window. The top navigation bar is green and includes 'Energy Pricing' (highlighted with a red circle) and 'Energy Service Contracts' (also highlighted with a red circle). Below the navigation bar, there is a search bar for 'Verify Licences'. The main content area is titled 'New Contract Application' and asks the user to 'Select the License you want to apply for'. Under 'Economic Regulation Sector', there are two radio button options: 'Power Purchase Agreement' and 'Network Service Contract'. A dropdown menu is open, showing 'Minigrid Tariff Application' and 'Application History'.

Figure 8: Energy Service Contracts Application Window

- 1.11. Select the applicable category of Energy Service Contracts; Power Purchase Agreement or Network Service Contract and click on **Continue with Registration**. (See Figure 9)

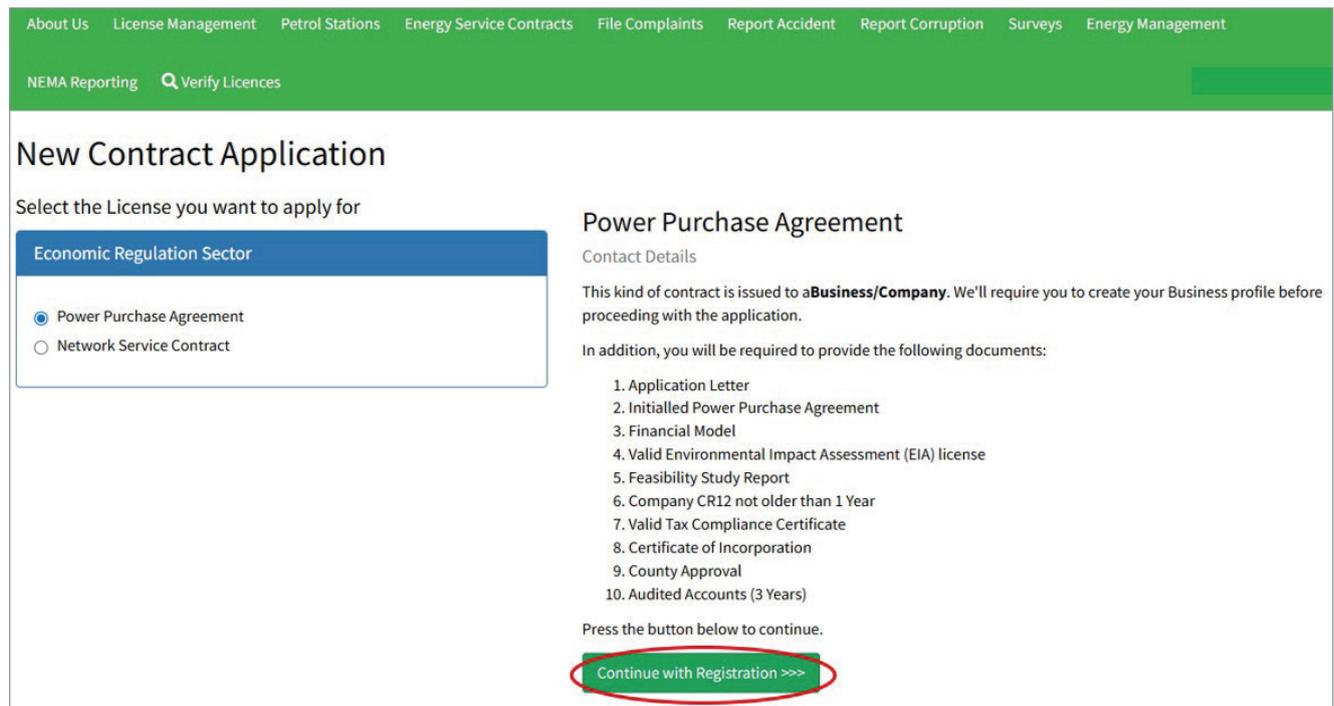


Figure 9: Selection of contract type

1.12 Fill in the Contract Title (e.g; PPA between XYZ and ABC) and select Party Type (PPA between Utility (e.g; KPLC) and Generator or PPA between Customer and Generator) and **click Next.** (See Figure 10 and Figure 11).

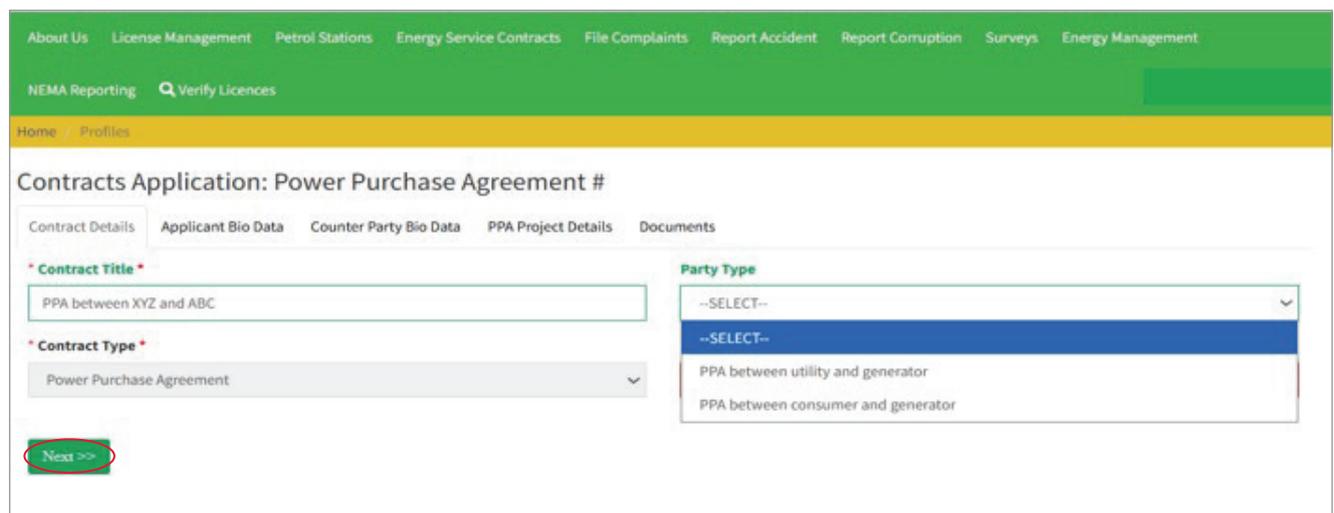
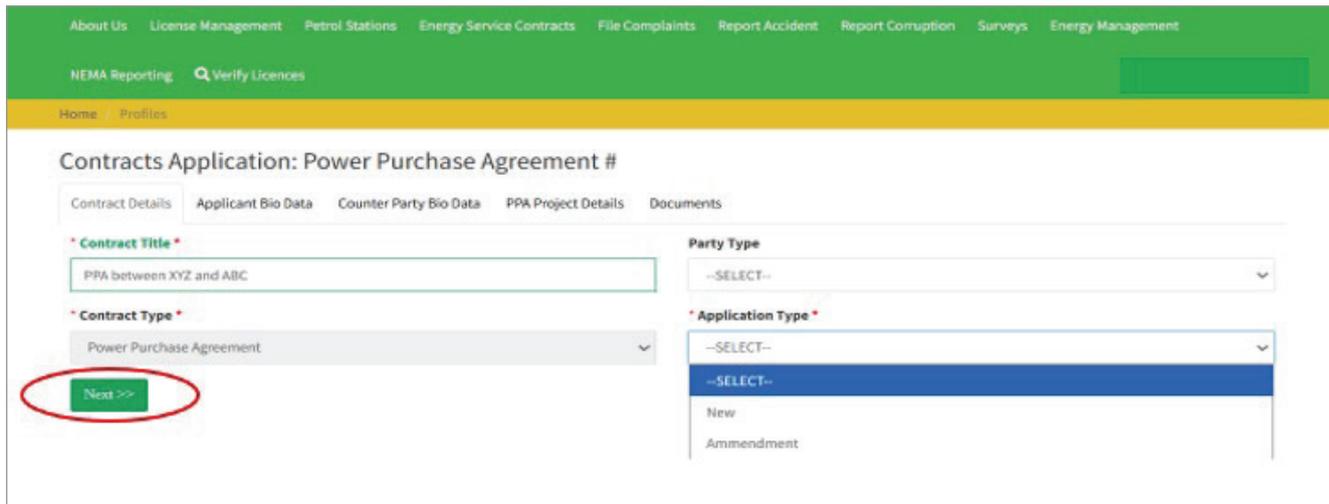


Figure 10: Contract Details - Contract Title and Party Type



Contracts Application: Power Purchase Agreement #

Contract Details | Applicant Bio Data | Counter Party Bio Data | PPA Project Details | Documents

* Contract Title *

PPA between XYZ and ABC

* Contract Type *

Power Purchase Agreement

Party Type

--SELECT--

* Application Type *

--SELECT--

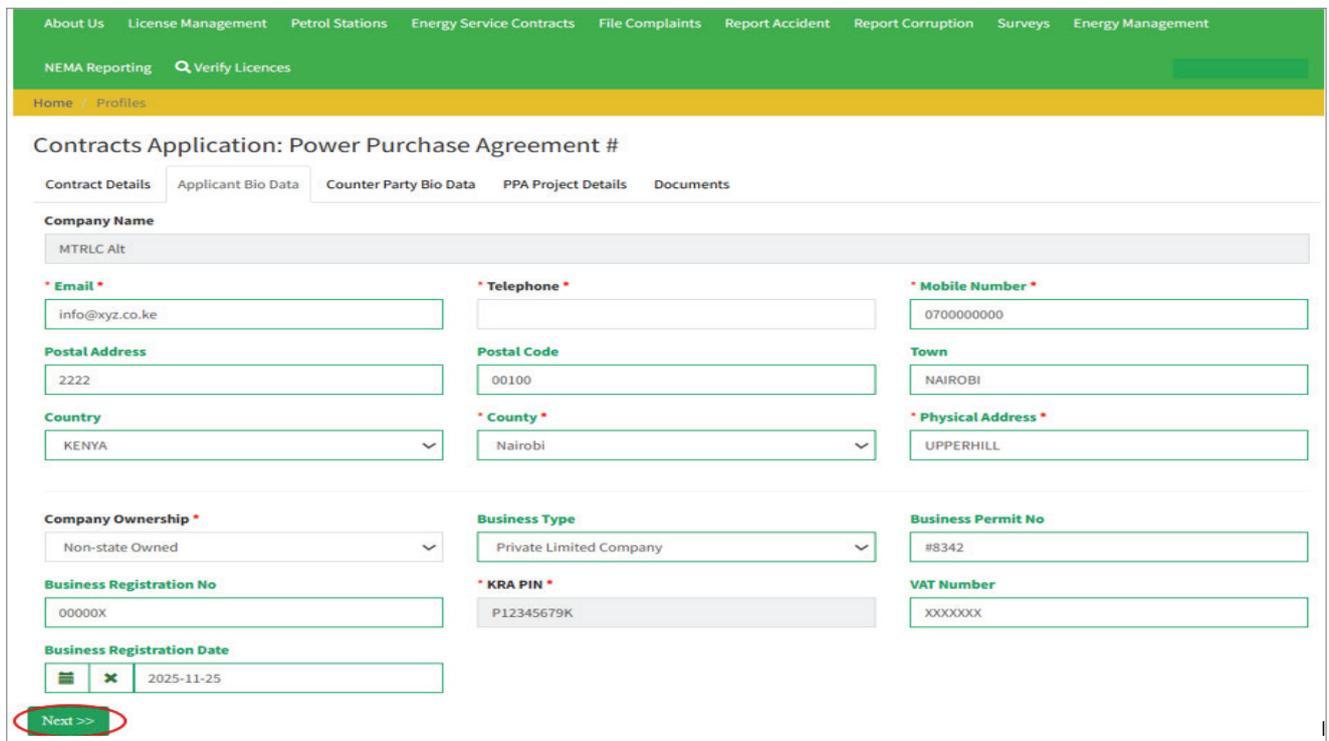
New

Amendment

Next >>

Figure 11: Contract Details – Application Type

1.13. Fill in the **Applicant Bio Data**, then click on Next. (See Figure 12).



Contracts Application: Power Purchase Agreement #

Contract Details | Applicant Bio Data | Counter Party Bio Data | PPA Project Details | Documents

Company Name

MTRLC Alt

* Email *

info@xyz.co.ke

* Telephone *

* Mobile Number *

0700000000

Postal Address

2222

Postal Code

00100

Town

NAIROBI

Country

KENYA

* County *

Nairobi

* Physical Address *

UPPERHILL

Company Ownership *

Non-state Owned

Business Type

Private Limited Company

Business Permit No

#8342

Business Registration No

00000X

* KRA PIN *

P12345679K

VAT Number

XXXXXX

Business Registration Date

2025-11-25

Next >>

Figure 12: Applicant Bio Data

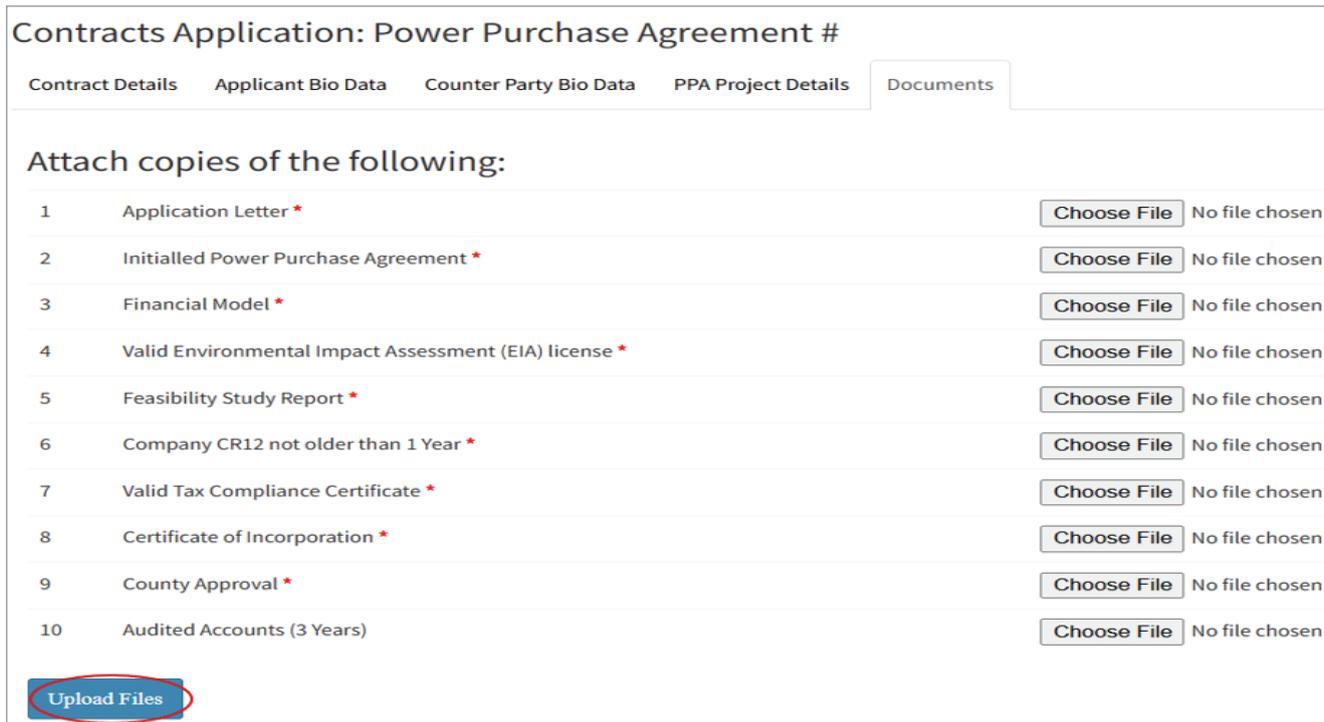
1.14 Fill in the **Counterparty Bio Data**, if more than one counterparty click **+Add Counterparty** and fill in the bio data, then click Next. (See Figure 13).

Figure 13: Counter party Bio Data

1.15 Fill in the PPA project details, then **click on Next**. (See Figure 14)

Figure 14: PPA Project Details

1.16 Attach all the required documents, then click on **Upload Files** (See Figure 15).



Contracts Application: Power Purchase Agreement #

Contract Details Applicant Bio Data Counter Party Bio Data PPA Project Details Documents

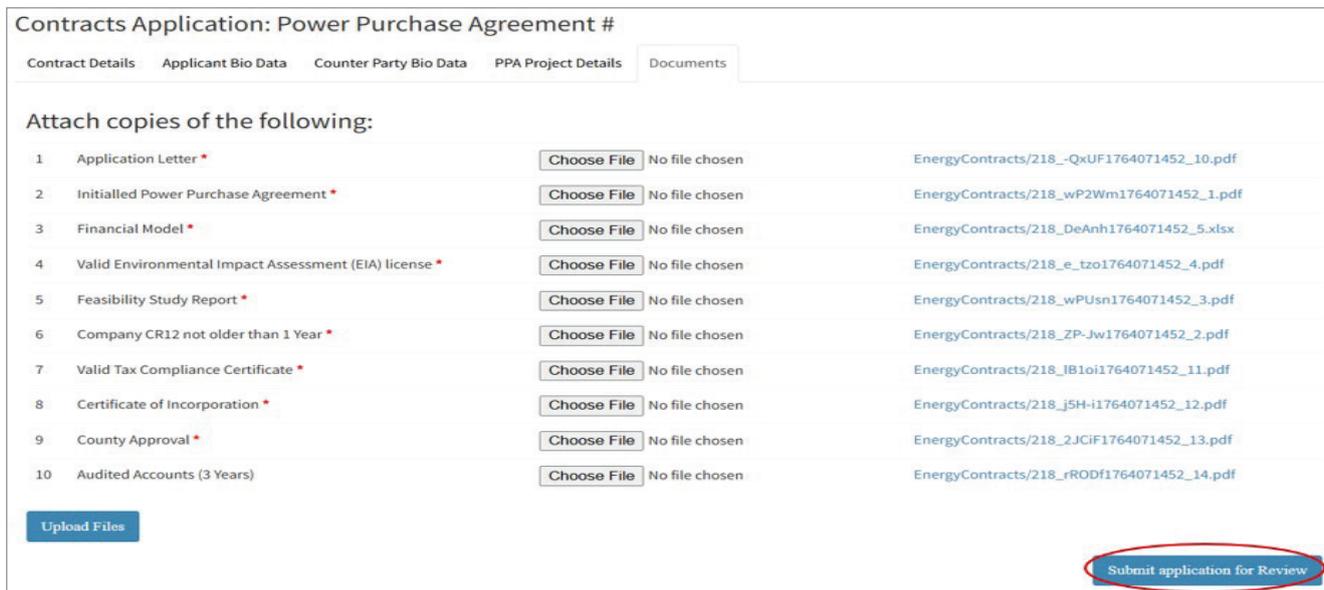
Attach copies of the following:

1	Application Letter *	Choose File	No file chosen
2	Initialled Power Purchase Agreement *	Choose File	No file chosen
3	Financial Model *	Choose File	No file chosen
4	Valid Environmental Impact Assessment (EIA) license *	Choose File	No file chosen
5	Feasibility Study Report *	Choose File	No file chosen
6	Company CR12 not older than 1 Year *	Choose File	No file chosen
7	Valid Tax Compliance Certificate *	Choose File	No file chosen
8	Certificate of Incorporation *	Choose File	No file chosen
9	County Approval *	Choose File	No file chosen
10	Audited Accounts (3 Years)	Choose File	No file chosen

Upload Files

Figure 15: Uploading Documents/Files

1.17 Once the documents are uploaded, click on **Submit application for review**. (See Figure 16).



Contracts Application: Power Purchase Agreement #

Contract Details Applicant Bio Data Counter Party Bio Data PPA Project Details Documents

Attach copies of the following:

1	Application Letter *	Choose File	No file chosen	EnergyContracts/218_-QxUF1764071452_10.pdf
2	Initialled Power Purchase Agreement *	Choose File	No file chosen	EnergyContracts/218_wP2Wm1764071452_1.pdf
3	Financial Model *	Choose File	No file chosen	EnergyContracts/218_DeAnh1764071452_5.xlsx
4	Valid Environmental Impact Assessment (EIA) license *	Choose File	No file chosen	EnergyContracts/218_e_tzo1764071452_4.pdf
5	Feasibility Study Report *	Choose File	No file chosen	EnergyContracts/218_wPUsn1764071452_3.pdf
6	Company CR12 not older than 1 Year *	Choose File	No file chosen	EnergyContracts/218_ZP-Jw1764071452_2.pdf
7	Valid Tax Compliance Certificate *	Choose File	No file chosen	EnergyContracts/218_IB1oi1764071452_11.pdf
8	Certificate of Incorporation *	Choose File	No file chosen	EnergyContracts/218_j5H-i1764071452_12.pdf
9	County Approval *	Choose File	No file chosen	EnergyContracts/218_2JCIF1764071452_13.pdf
10	Audited Accounts (3 Years)	Choose File	No file chosen	EnergyContracts/218_rRODF1764071452_14.pdf

Upload Files

Submit application for Review

Figure 16: Application Submission

1.18 For successful submission of your application, you will see the indicators highlighted in Figure 17, and a notification email in Figure 18.

Home / Energy Service Contracts

Your application has been successfully submitted.

Energy Service Contracts

+ New Application

#	Contract Title	Contract Type	Application Type	Status
211	--	Power Purchase Agreement	Draft	View Continue >>
213	--	Power Purchase Agreement	Draft	View Continue >>
216	--	Power Purchase Agreement	Draft	View Continue >>
217	--	Power Purchase Agreement	Draft	View Continue >>
218	PPA between XYZ and ABC	Power Purchase Agreement	New	New, pending review View Continue >>

Figure 17: Successfully Submitted Application

Date: Wed, 26 Nov 2025, 10:41
 Subject: Acknowledgement of Energy Contract Application Receipt
 To: <info@xyz.co.ke>

Dear XYZ Co. Ltd,

The Energy And Petroleum Regulatory Authority would like to acknowledge your Contract application for **Power Purchase Agreement** under the reference number **218**

Your application is currently under review.

Kind Regards,
PPA Team
 Energy And Petroleum Regulatory Authority

Energy And Petroleum Regulatory Authority
 P. O. Box 42681-00100, Nairobi
 Eagle Africa Centre, Longonot Road Upperhill

Figure 18: Notification Email on Successful Submission of the Application

b) For an Applicant with an Existing Account

1.1. For an applicant with an existing account, log in to your account and follow the procedure shown from step 1.9 to 1.18 to make an application. This account will be used for all subsequent applications.

1.2. To access your applications, log in and go to **Energy Service Contracts** tab and select **Application History** as shown in Figure 19.

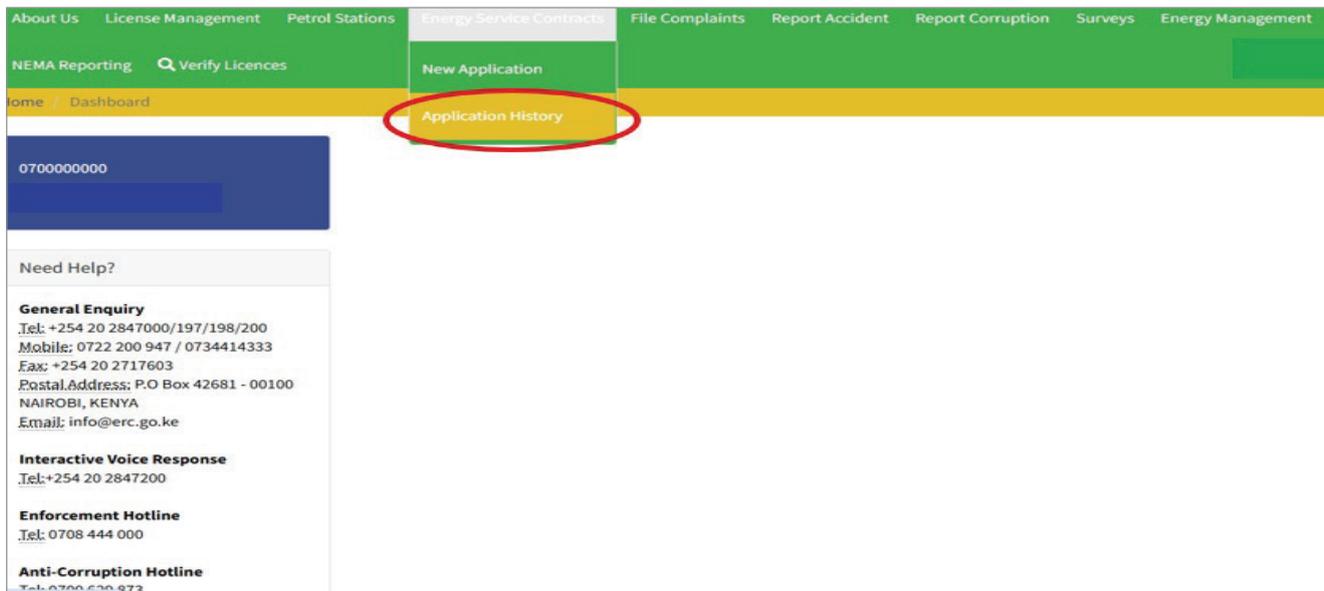


Figure 19: Application History Tab

1.3. Under **Application History**, to update an application that is incomplete/unsubmitted, click on **Continue** and proceed with the application. (See Figure 20)

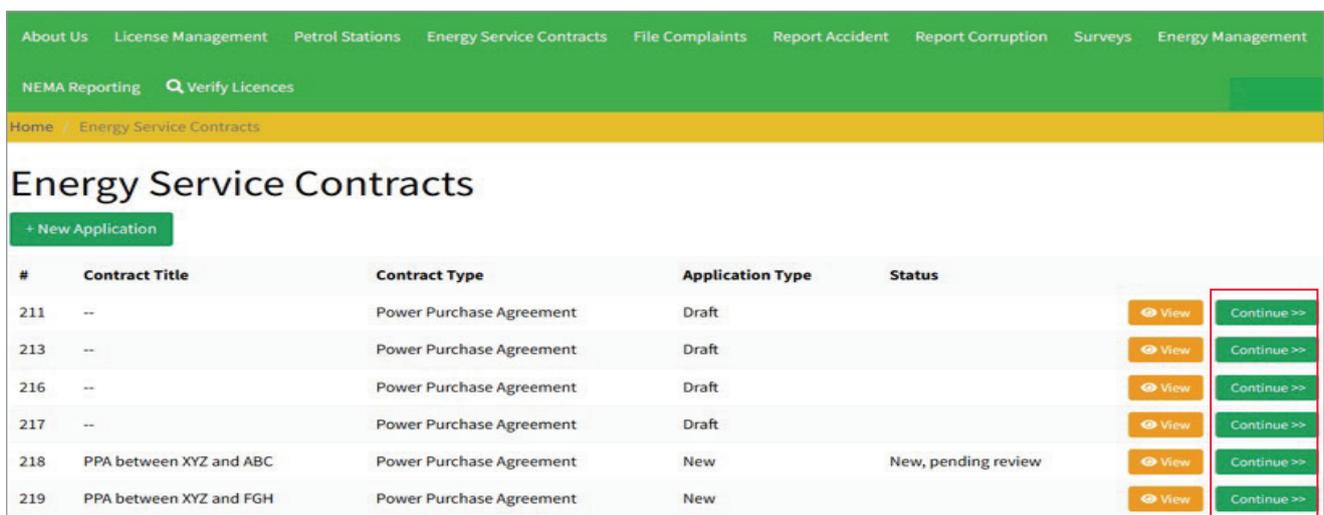


Figure 20: Application History

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P.O Box 42681-00100 GPO, Nairobi - Kenya
Tel: +254-20-2847000/200/2717675
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Hotline: +254 709 336 000/708 444 000
Fax: +254 20 2717603
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Website: www.epra.go.ke

