

Power Undertaking Licence Application User Manual

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License Application Guide For New Power Undertaking Licence

In the application of a new power undertaking licence, you will be required to have scanned copies of the documents listed under Table 1.1. In addition, you will be required to pay application fees of Kes. 10,000 per application. The fees shall be payable as per an invoice that will be generated from your portal.

Requirements For Licensing as a power undertaking licensee

Table 1: Requirements for a power undertaking licence

Document	Review Criteria
Application form	<ul style="list-style-type: none"> • Filled • Signed • Dated
Certificate of Incorporation	<ul style="list-style-type: none"> • Should be under the name of the applicant. • Name in the Biodata section of the portal should be similar to name in Certificate of Incorporation.
CR 12	<ul style="list-style-type: none"> • Should be under the name of the applicant • Should not be older than 12 months from Date of application
Newspapers adverts	<ul style="list-style-type: none"> • In at least two newspapers of wide circulation • PPA based/leased solar PV projects below 1 MW exempted
Technical Report	<ul style="list-style-type: none"> • Should be signed by an engineer registered with EBK. • Engineers report be as per format prescribed by EPRA.
PPA (where applicable)	<ul style="list-style-type: none"> • The PPA should either be approved or have been submitted to the Authority for approval. • PPA should be initialized on each page by authorized parties representing the buyer and the seller • PPA should be signed by all the Directors listed in the CR 12. • Alternatively, there should be a Board Resolution empowering signatory of PPA. This applies for both buyer and seller.
Tariff model (where applicable)	<ul style="list-style-type: none"> • Applicable to PPA based projects • Should be in excel
No objection by County that will host the project	<ul style="list-style-type: none"> • Should be issued by lands department in the county • A substitute to no objection is a physical planning approval for the project from the respective County • PPA based/leased solar PV projects below 1 MW exempted

Document	Review Criteria
Site Details (Land ownership/lease details)	<ul style="list-style-type: none"> Title should be under the name of the applicant or under the name of the power buyer in case of lease or PPA based projects. If land is leased, a registered lease agreement authorized by Ministry of Lands needs to be provided. In case of leased project, the applicant or power buyer must be a party to the lease.
NEMA approval	<ul style="list-style-type: none"> Must be under the name of the applicant or power buyer in case of PPA/lease based project. If the Approval is site specific, then it should reference the title deed Number provided It should cover the applied capacity capacity (kW/MW)
Grid interconnection study report	<ul style="list-style-type: none"> Should be provided for grid connected projects or grid tied projects. Report must be prepared by a professional engineer in the prescribed format and approved by the Authority.
Audited Accounts	<ul style="list-style-type: none"> Should be for the last three financial years if applicant was incorporated at least 3 years from the date of application. If applicant was incorporated less than 3 years from date of application then they should provide incorporation for the period. Exempted if applicant was incorporated within last one year from the date of application

How to apply for a licence

- 1 | Visit EPRA website <https://www.epra.go.ke/>
- 2 | Click on Online services Portal as shown in Figure 1.1.



Figure 1: Online Services

- 3 | Alternatively, you can click on the link below to go directly to the online services link <https://portal.erc.go.ke:8443/site/login>

New Applicants (Applicants Without a Preexisting Account)

- 4 | Click “create account” to create a new account

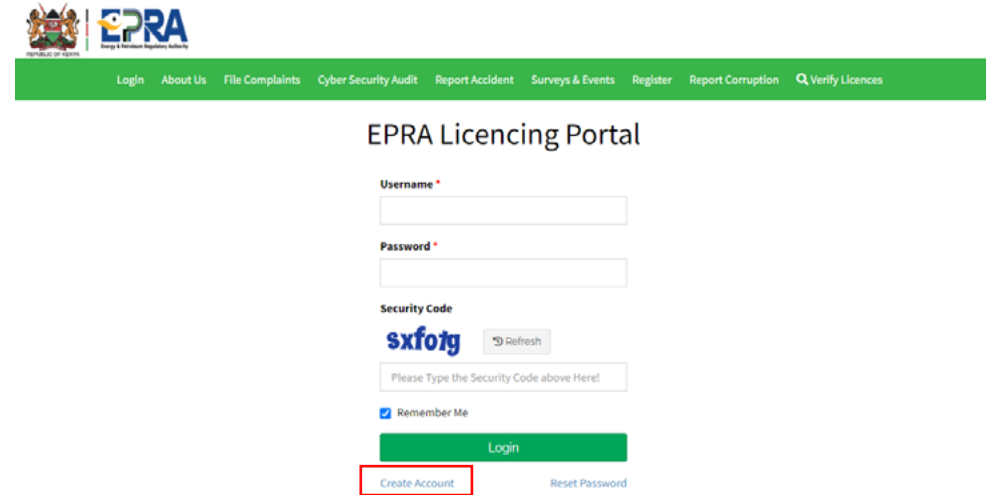


Figure 2: Creating a new account

- 5 | Click “create business account” to create a business account

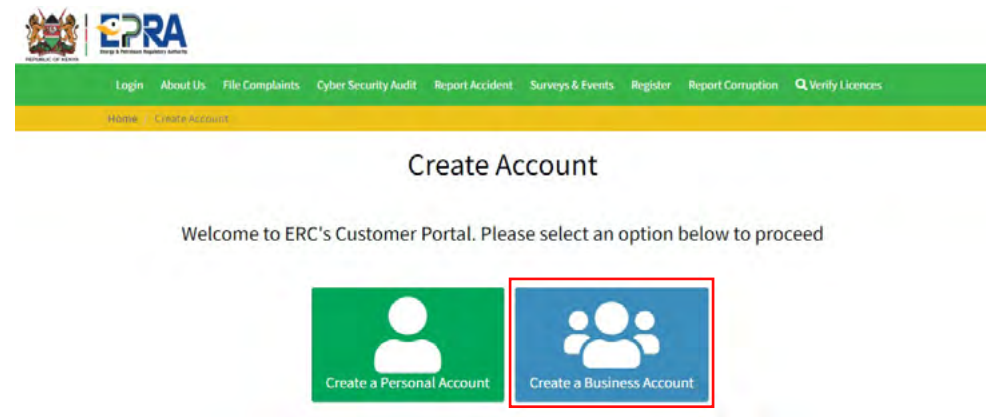
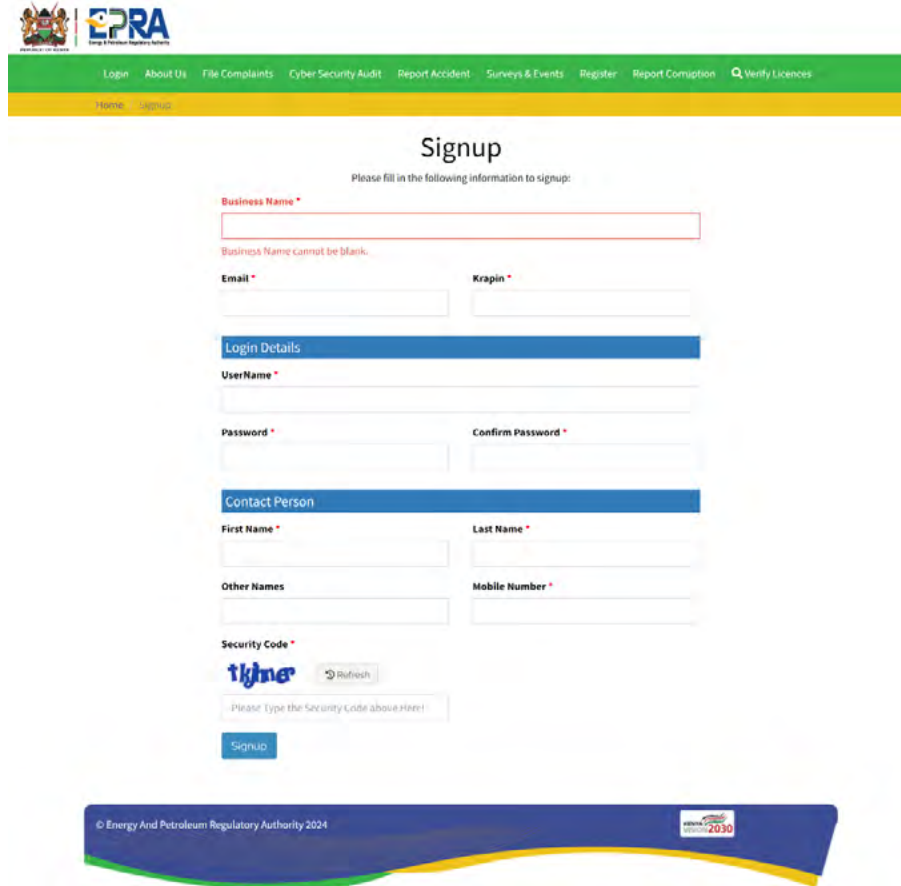


Figure 3: Creating a business account

- 6 | Signup a business account by filling up the form in Figure 1.4. Ensure you capture your correct email and KRA PIN for your business (Do not capture your individual PIN). Also ensure you note down your Username and password because you will require to use it to login into your account in future.



The screenshot shows the EPRA website's 'Signup' page. At the top, there is a navigation bar with links for 'Login', 'About Us', 'File Complaints', 'Cyber Security Audit', 'Report Accident', 'Surveys & Events', 'Register', 'Report Corruption', and 'Verify Licences'. Below the navigation bar, the page title is 'Signup' with a sub-instruction: 'Please fill in the following information to signup:'. The form consists of several sections:

- Business Name:** A text input field with a red asterisk. Below it, a message says 'Business Name cannot be blank.'
- Email:** A text input field with a red asterisk.
- Krapin:** A text input field with a red asterisk.
- Login Details:** A blue header section containing:
 - UserName:** A text input field with a red asterisk.
 - Password:** A text input field with a red asterisk.
 - Confirm Password:** A text input field with a red asterisk.
- Contact Person:** A blue header section containing:
 - First Name:** A text input field with a red asterisk.
 - Last Name:** A text input field with a red asterisk.
 - Other Names:** A text input field.
 - Mobile Number:** A text input field with a red asterisk.
- Security Code:** A section featuring the 'tighner' logo, a 'Refresh' button, and a text input field with the placeholder 'Please Type the Security Code above Here!'. Below this is a 'Signup' button.

 At the bottom of the page, there is a footer with the text '© Energy And Petroleum Regulatory Authority 2024' and a '2030' logo.

Figure 4: Signing up a business account

- 7 | You will receive an email prompting you to activate your account. Activate your account by clicking on the link in the email as shown in Figure 1.5.

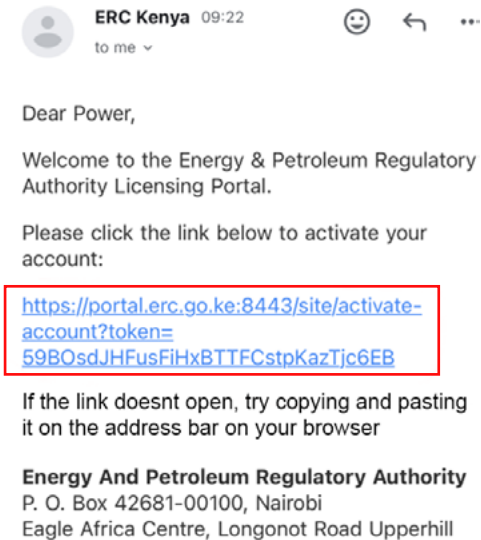
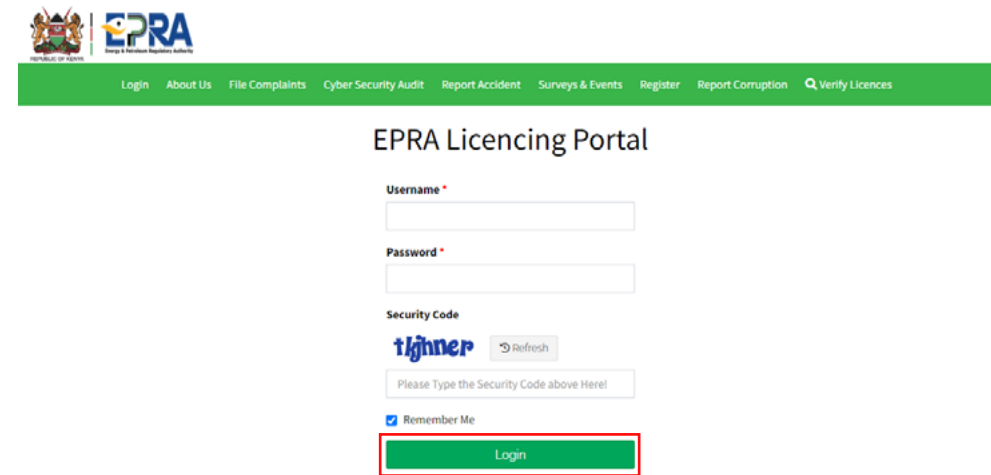


Figure 5: Activation Email

- 8 | Login to your account by using your username and password



The screenshot shows the EPRA website's 'Login' page. At the top, there is a navigation bar with links for 'Login', 'About Us', 'File Complaints', 'Cyber Security Audit', 'Report Accident', 'Surveys & Events', 'Register', 'Report Corruption', and 'Verify Licences'. Below the navigation bar, the page title is 'EPRA Licencing Portal'. The form consists of:

- Username:** A text input field with a red asterisk.
- Password:** A text input field with a red asterisk.
- Security Code:** A section featuring the 'tighner' logo, a 'Refresh' button, and a text input field with the placeholder 'Please Type the Security Code above Here!'. Below this is a 'Remember Me' checkbox which is checked.
- Login:** A green button with the text 'Login', which is highlighted with a red box in the original image.

Figure 6: Login to account

- 9| Once logged in, select the main licence category as “Electric Power Undertaking Business Licence” as shown in Figure 1.7.

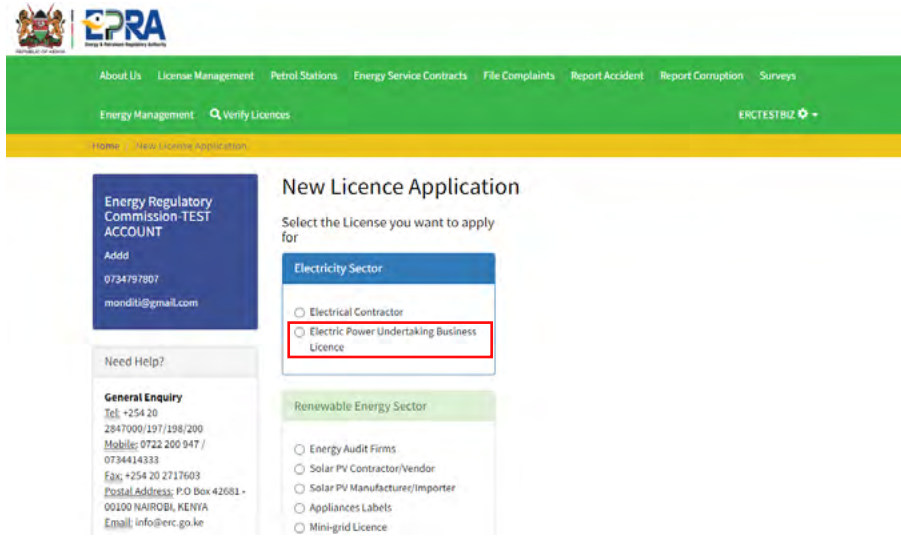


Figure 7: Selecting Main Licence Category

- 10| Fill out the licence form and click next to proceed to a subsequent section of the form.

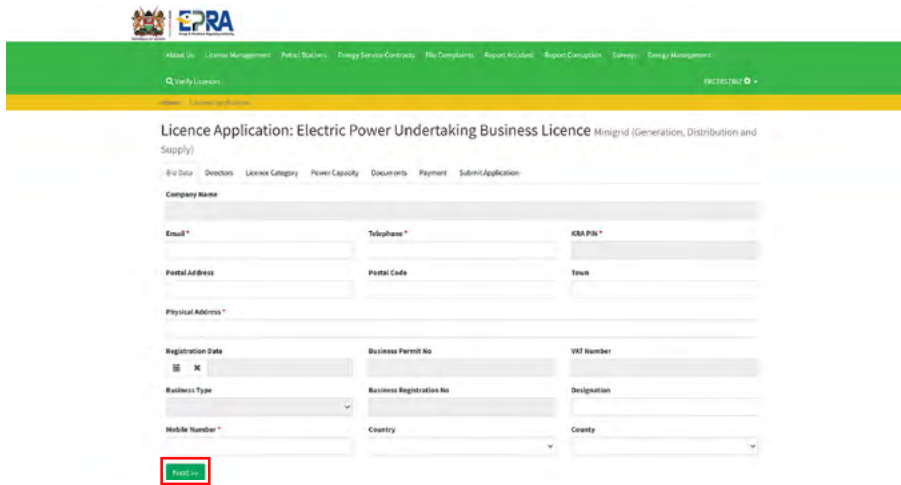


Figure 8: Licence Application Form

- 11| The next section involves capturing information on the applicant’s shareholding structure. You will begin by entering the total issued company shares by filling out the Figure 1.9. The information should be as contained in the company CR 12 in case of limited companies.

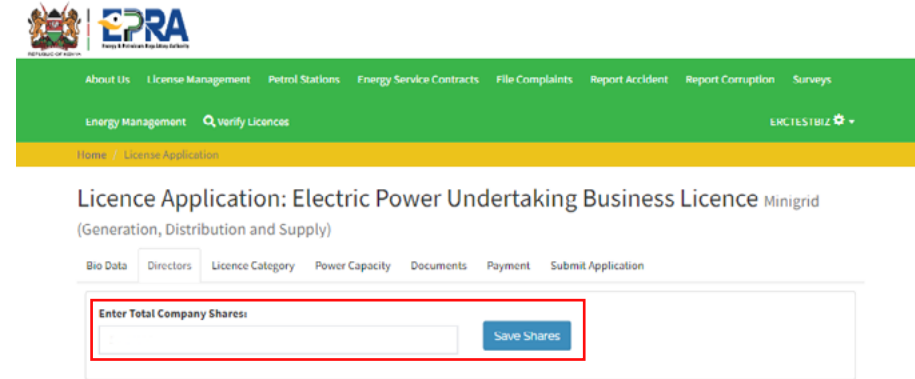


Figure 9: Applicant’s shareholding structure

- 12| The next section involves capturing the number of shares owned by each shareholder. You need to capture shares of each shareholder listed in your CR 12. Click “Add Directors” to add shareholding for each shareholder.

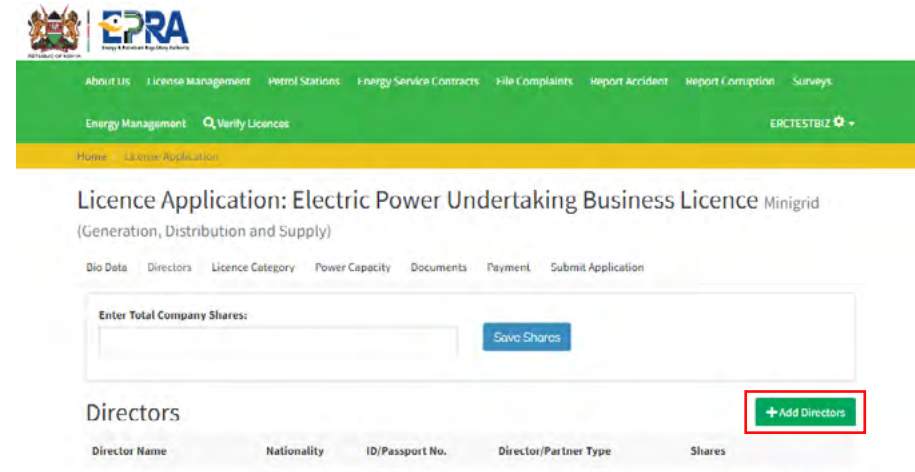


Figure 10: Entering the shares owned by each shareholder

- 13 | Select the licence category that you wish to supply from the dropdown list on Figure 1.11. If you are applying for a licence to generate and supply to a customer (C&I) you should apply for a generation licence and once done you create another application for Retail category.

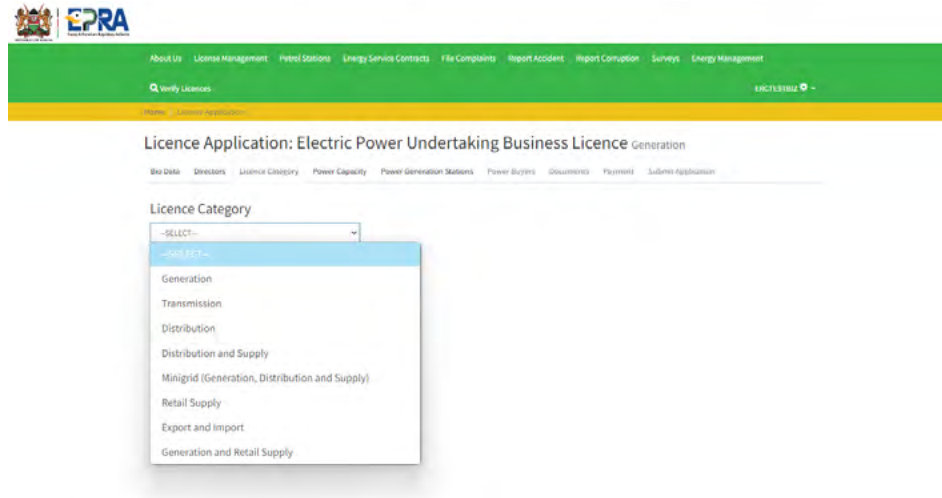


Figure 11: Licence categories

- 14 | Enter the power capacity in MW (1 MW = 1,000kW). Thereafter enter the purpose of the licence. If for own use i.e. not for sale enter "Own Use" if for sale enter "Commercial".

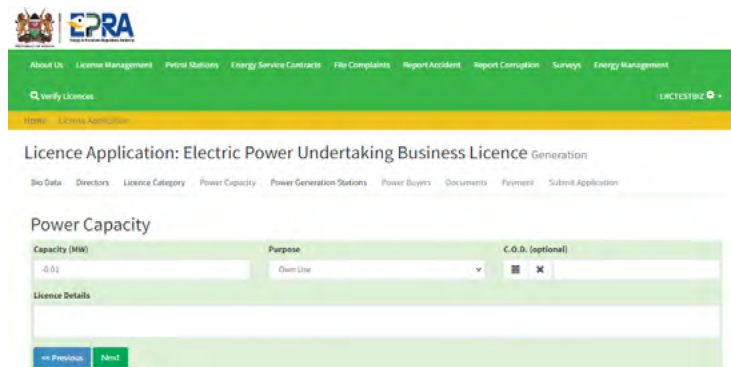


Figure 12: Power Capacity

- 15 | Enter the names and location of power generation station by filling out the details shown on Figure 1.12. For other categories of the licence e.g. transmission please enter the relevant information by filling out the details in the respective form.

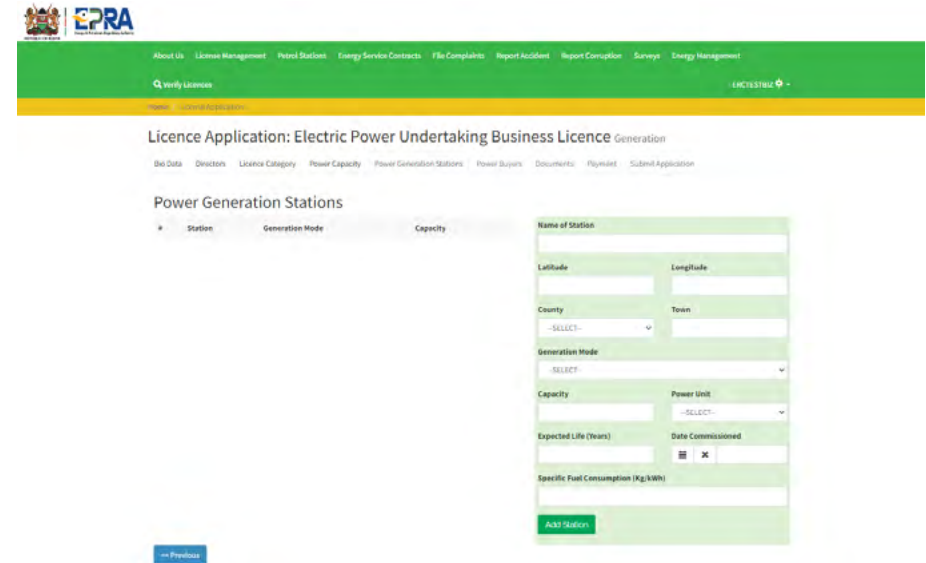


Figure 13: Power generation station

- 16 | Add the name of the power consumer as indicated in the PPA. Type "Own use" if the plant is meant for self-consumption or type "public" for the case of mini grids. If you have more than one customer but less than 10 in total you can type the names of the customers separated by commas.

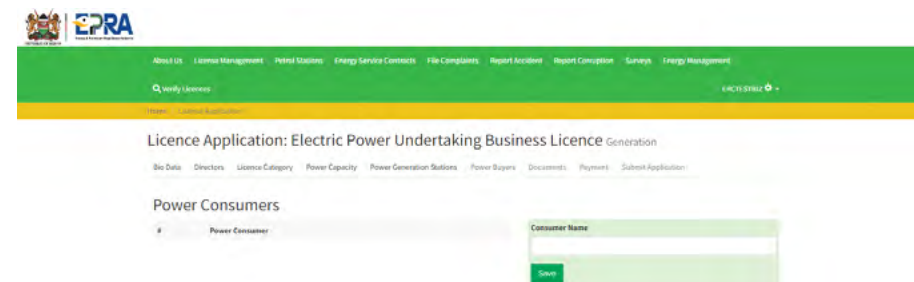


Figure 14: Power Consumers

17| Attach the documents listed in Figure 1.14 in their respective placeholders.

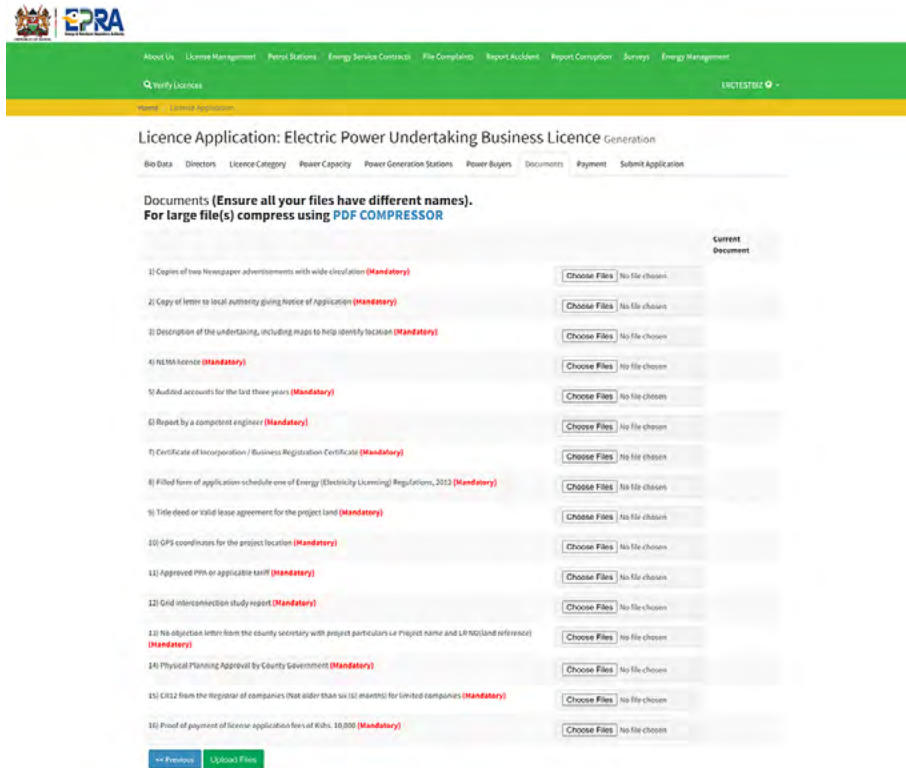


Figure 15: Documents to be attached

18| Download a pro forma invoice and pay the application fee as guided by the invoice.

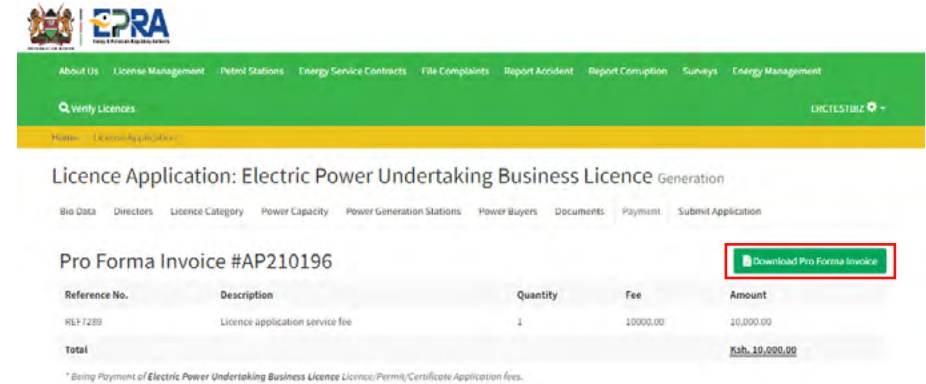


Figure 16: Downloading of an invoice

19| After making the payment proceed with processing the payment on the portal then submit the application for review.

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