

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

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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.

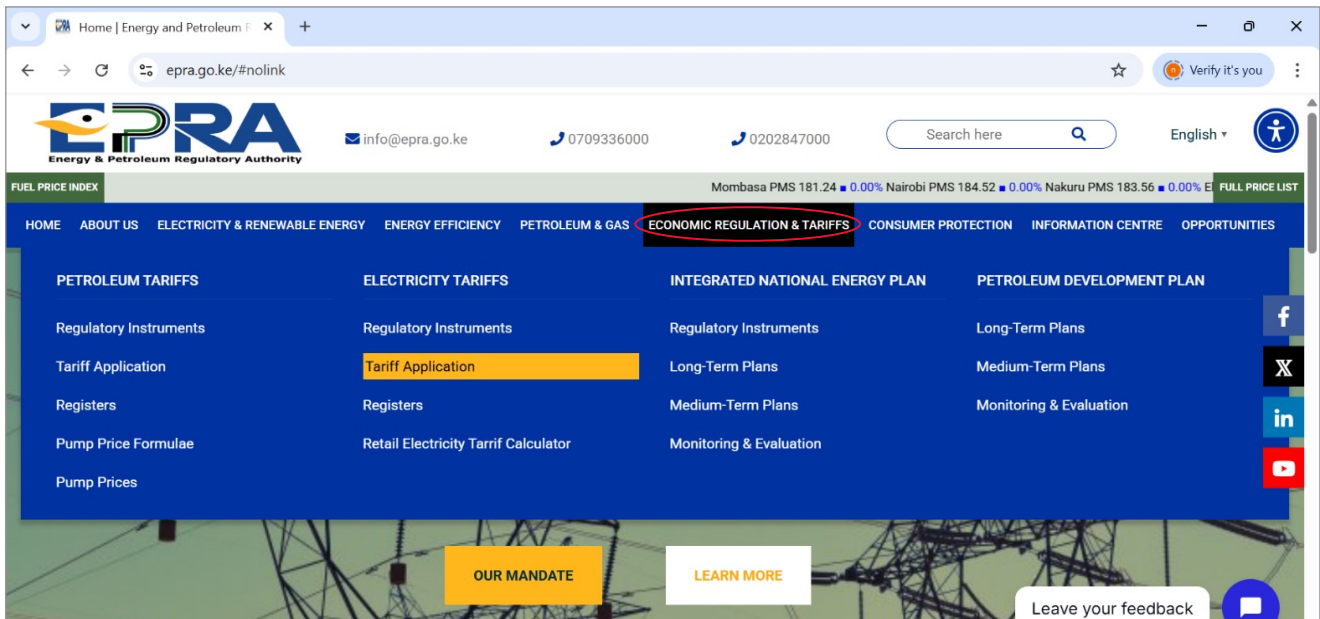


Figure 1: Economic Regulation and Tariffs Tab

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

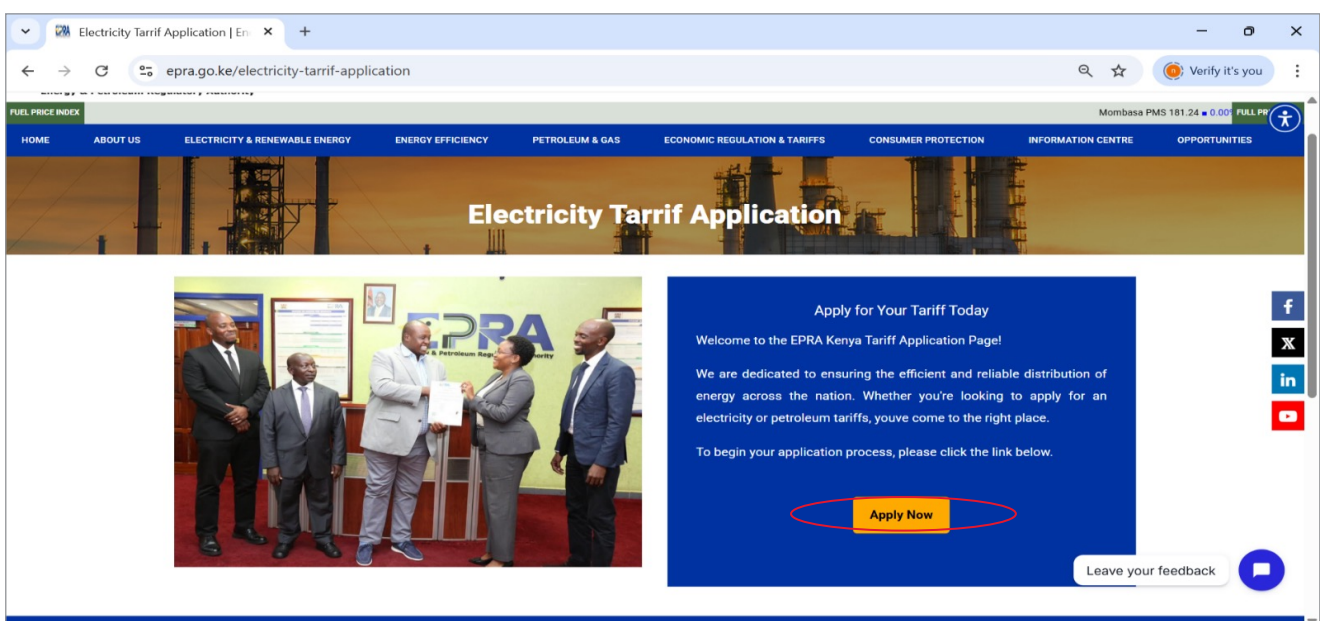
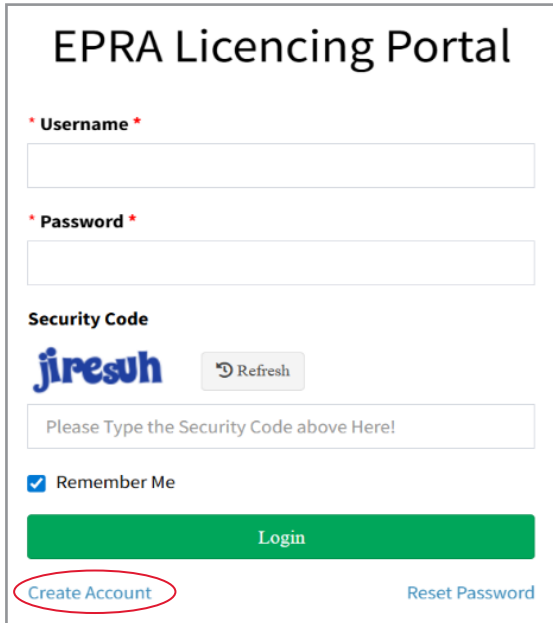


Figure 2: Application Page

## a) For Applicants Without an Account

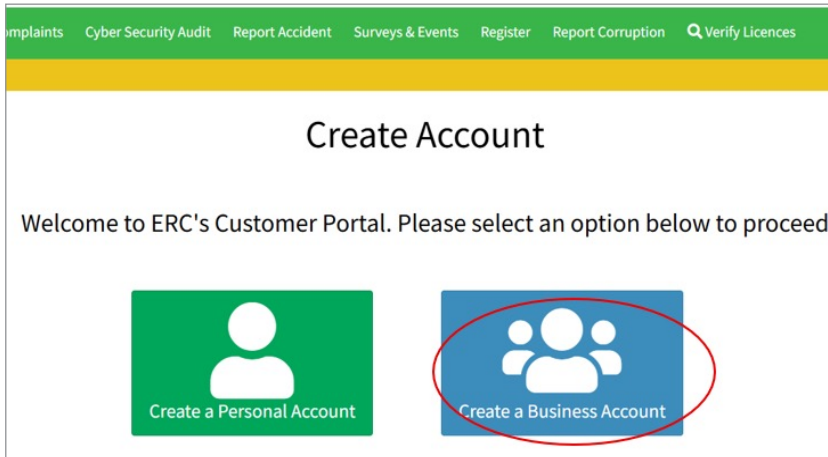
1.4. Click on **Create Account** as shown in Figure 3.



The image shows the EPRA Licencing Portal login and account creation page. It includes fields for Username, Password, and a Security Code (with a jiresuh logo and a Refresh button). There is a 'Remember Me' checkbox and a 'Login' button. At the bottom, the 'Create Account' link is circled in red, and a 'Reset Password' link is also visible.

Figure 3: Account Creation Page

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



The image shows the 'Create Account' page of the ERC's Customer Portal. It has a green navigation bar with links: Complaints, Cyber Security Audit, Report Accident, Surveys & Events, Register, Report Corruption, and Verify Licences. Below the navigation bar, the text 'Create Account' is centered. A welcome message says 'Welcome to ERC's Customer Portal. Please select an option below to proceed'. There are two buttons: 'Create a Personal Account' (green) and 'Create a Business Account' (blue). The 'Create a Business Account' button is circled in red.

Figure 4: Creating Business Account

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

**Signup**

Please fill in the following information to signup:

\* Business Name \*

XYZ ENERGY CO. LTD

\* Email \*

xyz@energy.co.ke

\* Krapin \*

P123456789M

**Login Details**

\* Username \*

XYZENERGY

\* Password \*

\*\*\*\*\*

\* Confirm Password \*

\*\*\*\*\*

**Contact Person**

\* First Name \*

MIKE

\* Last Name \*

KEN

**Other Names**

\* Mobile Number \*

0722 222222

\* Security Code \*

**favakuk** Refresh

favakuk

**Signup**

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

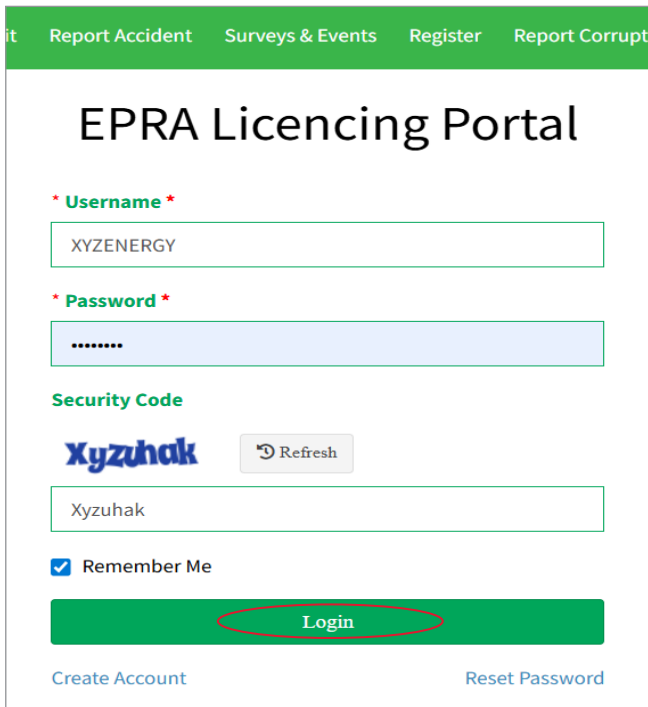
**Energy And Petroleum Regulatory Authority**

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).

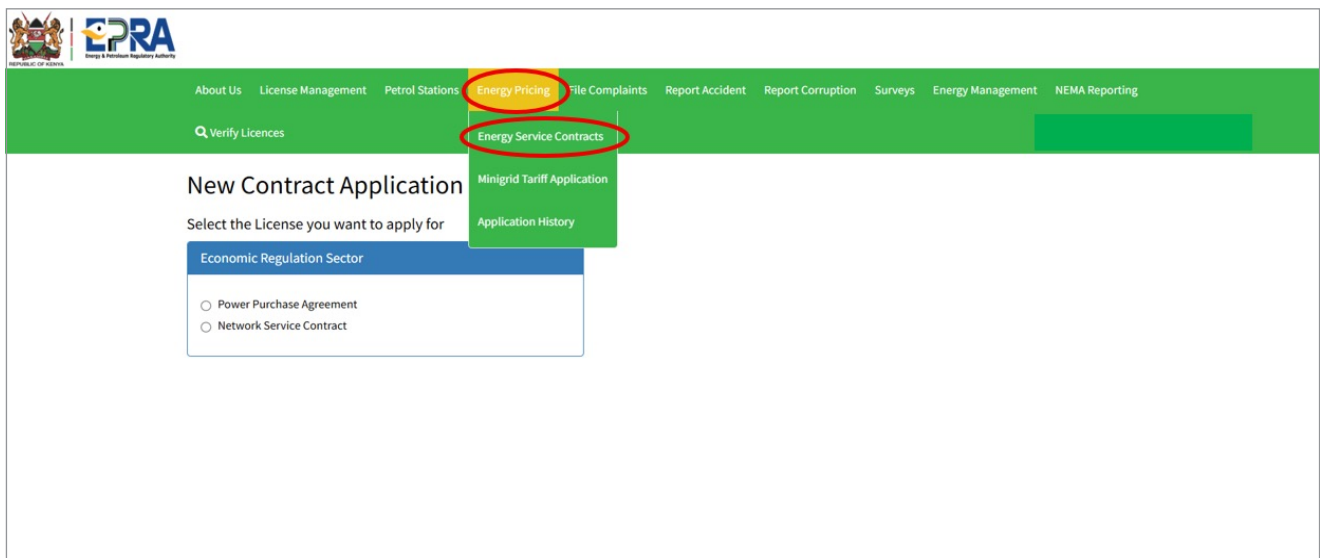


The login window features a green header with navigation links: 'it', 'Report Accident', 'Surveys & Events', 'Register', and 'Report Corruption'. The main heading is 'EPRA Licencing Portal'. Below this, there are three input fields: 'Username' (containing 'XYZENERGY'), 'Password' (masked with dots), and 'Security Code' (containing 'Xyzuhak'). A 'Refresh' button is next to the security code field. A 'Remember Me' checkbox is checked. A large green 'Login' button is at the bottom, with 'Create Account' and 'Reset Password' links below it.

Figure 7: Login Window

4

- 1.10. Under **Energy Pricing** tab select **Energy Service Contracts**. (See Figure 8).



The application window shows the EPRA logo and a green navigation bar with links: 'About Us', 'License Management', 'Petrol Stations', 'Energy Pricing', 'File Complaints', 'Report Accident', 'Report Corruption', 'Surveys', 'Energy Management', and 'NEMA Reporting'. The 'Energy Pricing' link is highlighted with a red circle. Below the navigation bar, a dropdown menu is open, showing 'Energy Service Contracts' (highlighted with a red circle), 'Minigrid Tariff Application', and 'Application History'. 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 buttons: 'Power Purchase Agreement' and 'Network Service Contract'.

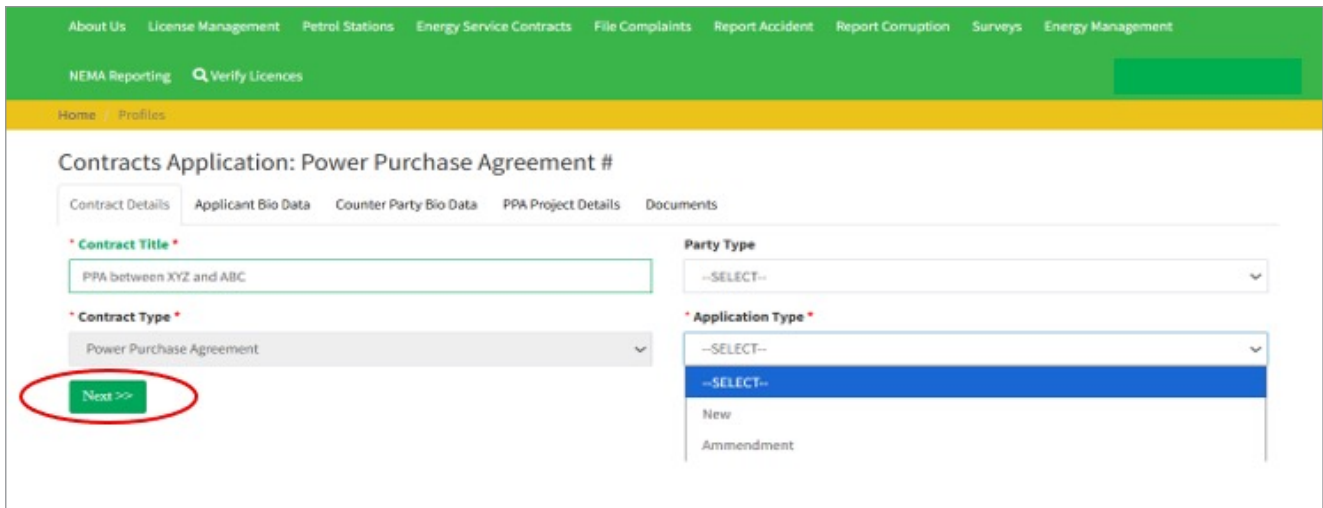
Figure 8: Energy Service Contracts Application Window

- 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--

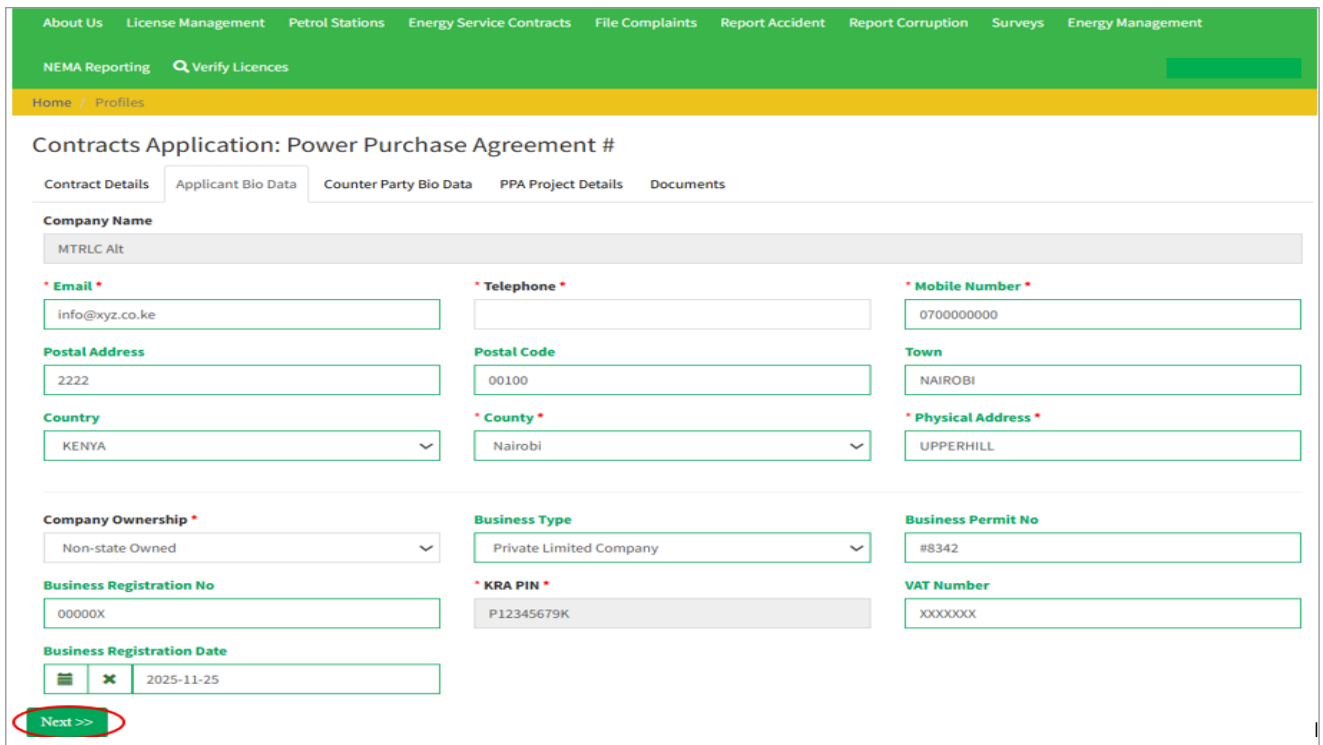
New

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

XXXXXXX

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).

Contracts Application: Power Purchase Agreement #

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

\* Company Name \*

ABC

+ Add CounterParty

\* Email \*

info@abc.co.ke

\* Telephone \*

0711111111

Mobile No.

0711111111

\* Postal Address \*

121111

Postal Code

00100

Town

NAKURU

Country

KENYA

County

Nakuru

Physical Address

Nakuru

\* Company Ownership \*

Non-state Owned

Business Type

Private Limited Company

Business Permit No

Reg No

KRA Pin

VAT No.

Reg Date

2025-11-25

Next >>

Figure 13: Counter party Bio Data

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

Contracts Application: Power Purchase Agreement #

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

\* Plant Name \*

DEF Energy Ltd

\* County \*

Machakos

\* Latitude \*

001100

\* Longitude \*

001100

\* Power Technology \*

Solar

Tariff Structure

Energy

Fixed Tariff (Indicate unit of Measure)

0.11Usd/kWh

Escalable Tariff (Indicate unit of Measure)

0.02Usd/kWh

\* Installed Capacity \*

600

\* Unit \*

kW

\* Contracted Capacity \*

500

\* Unit \*

kW

\* Term of PPA \*

20

\* Plant Load Factor (%) \*

30

Next >>

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_lB1oi1764071452_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.

The screenshot shows the EPRA web application interface. At the top, there is a green navigation bar with links: About Us, License Management, Petrol Stations, Energy Service Contracts, File Complaints, Report Accident, Report Corruption, Surveys, and Energy Management. Below this is a yellow bar with 'NEMA Reporting' and a search icon for 'Verify Licences'. A green banner below the yellow bar states: 'Your application has been successfully submitted.' Below this is a section titled 'Energy Service Contracts' with a '+ New Application' button. A table lists applications with columns: #, Contract Title, Contract Type, Application Type, and Status. The table contains five rows. The last row, with ID 218, is highlighted with a red border. In this row, the 'Status' column contains the text 'New, pending review', which is circled in red. To the right of the status are 'View' and 'Continue >>' buttons.

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

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.

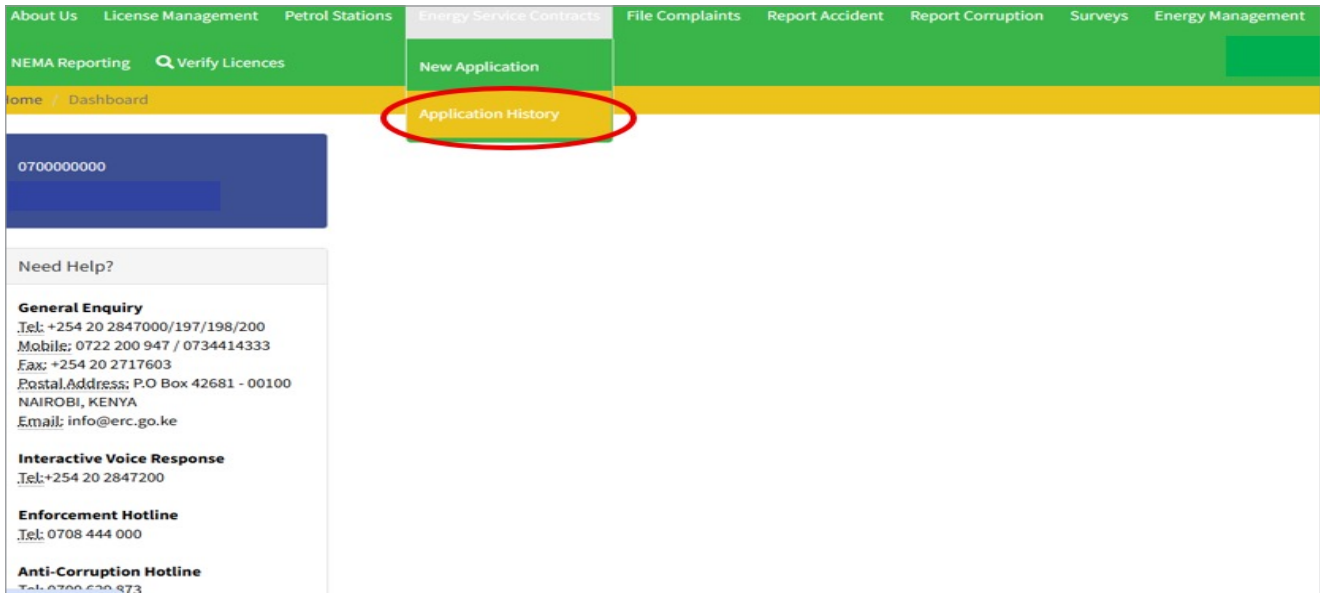


Figure 19: Application History Tab

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

| Energy Service Contracts |                         |                          |                  |                     |                                                        |
|--------------------------|-------------------------|--------------------------|------------------|---------------------|--------------------------------------------------------|
| + New Application        |                         |                          |                  |                     |                                                        |
| #                        | Contract Title          | Contract Type            | Application Type | Status              |                                                        |
| 211                      | --                      | Power Purchase Agreement | Draft            |                     | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |
| 213                      | --                      | Power Purchase Agreement | Draft            |                     | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |
| 216                      | --                      | Power Purchase Agreement | Draft            |                     | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |
| 217                      | --                      | Power Purchase Agreement | Draft            |                     | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |
| 218                      | PPA between XYZ and ABC | Power Purchase Agreement | New              | New, pending review | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |
| 219                      | PPA between XYZ and FGH | Power Purchase Agreement | New              |                     | <a href="#">View</a> <a href="#">Continue &gt;&gt;</a> |

Figure 20: Application History

Energy and Petroleum Regulatory Authority,  
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P.O Box 42681-00100 GPO, Nairobi - Kenya  
Tel: +254-20-2847000/200/2717675  
Cell: +254-722 200947/734414333  
Hotline: +254 709 336 000/708 444 000  
Fax: +254 20 2717603  
Email: [info@epra.go.ke](mailto:info@epra.go.ke)  
Website: [www.epra.go.ke](http://www.epra.go.ke)

