



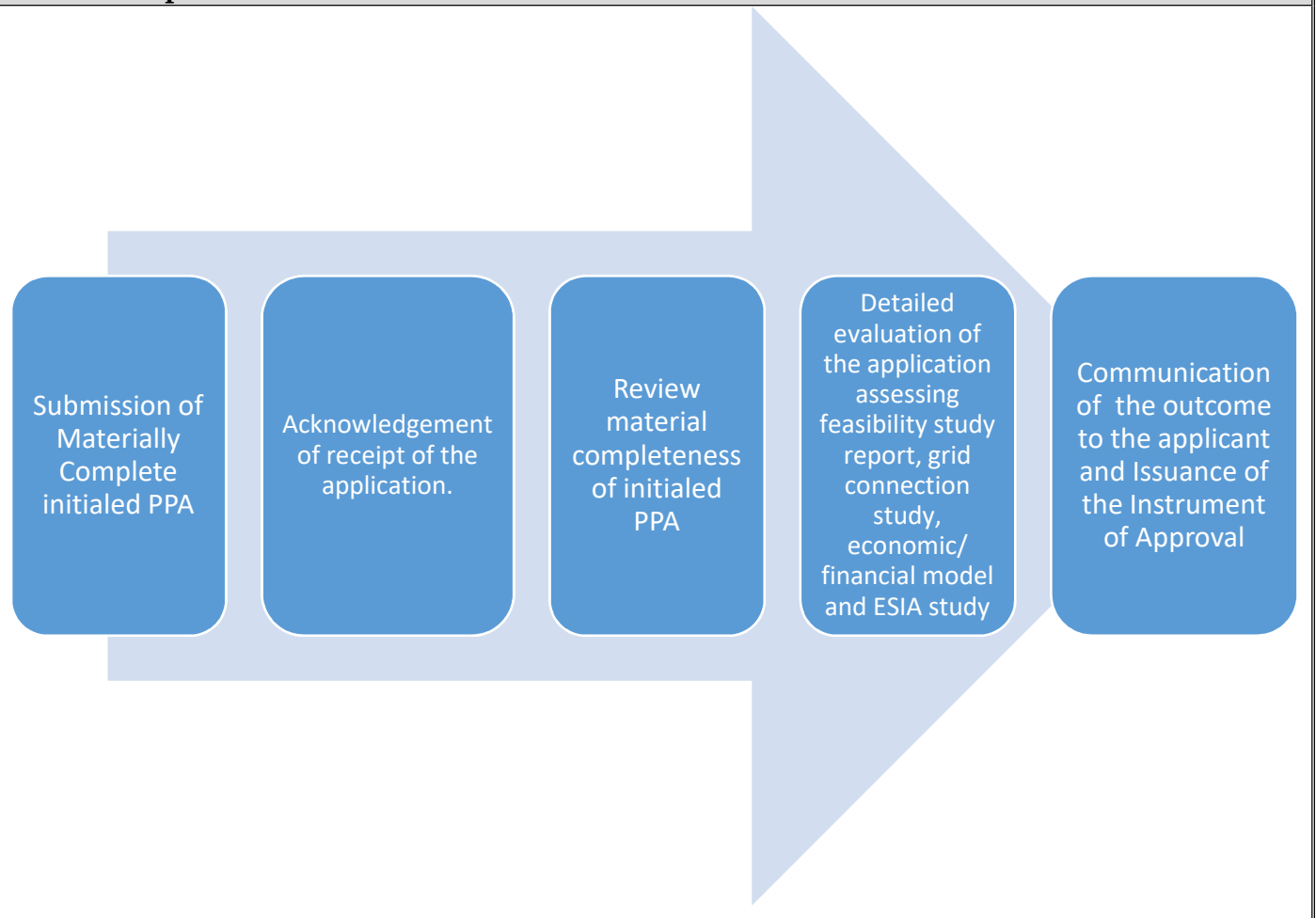
<b>Institution/Organization Name:</b>		Energy & Petroleum Regulatory Authority	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Ministry of Energy	
<b>Economic Sector Alignment:</b>		Energy Sector	
<b>Big 4 Alignment:</b>		Enabler	
<b>Accounting Officer:</b>		Daniel Kiptoo Bargariora, Director General	
<b>Period: FY</b>		2021/2022	
<b>Process Documentation</b>			
<b>Service Name</b>		Issuance of Power Purchase Agreement (PPA) Instrument of Approval.	
<b>Brief Description</b> Document Purpose/Service		Approval and issuance of Instrument of Approval (IoA) to materially complete initialed PPA as provided in Energy Act 2019 Section 11(h).	
<b>Document Control:</b> Change Record/ Version Number		Zero (0)	
<b>Process Owner:</b>		Dr. John Mutua, PhD.	
<b>Process Writer (s);</b>		Ag. Director Economic Regulation and Strategy	
<b>Process Reviewer</b>			
<b>STEPS/FLOW/SEQUENCE</b>			
Step	Event/Activity/Action	Time/ No. Of Days	Actor(s)
1.	a) Before starting the application process, the applicant is required to have documents specified in Annex 1. b) To apply, the applicant shall submit a materially complete initialed Power Purchase Agreement (PPA) application to the Authority addressed to: Director General. Energy & Petroleum Regulatory Authority P.O. Box 42681-00100, Nairobi	-	Applicant Off taker
2.	Acknowledgement of receipt of the application.		EPRA

3.	Review of the application for material completeness. <b>Note:</b> i) The applicant shall be notified to provide missing information where the application is found to be materially incomplete.		EPRA
c)	Detailed evaluation of the application assessing feasibility study report, grid connection study, economic/ financial model and ESIA study.	-	EPRA
d)	The Authority shall communicate the outcome to the applicant e and Issue the Instrument of Approval		EPRA Applicant

**EXCEPTIONS TO THE NORMAL FLOWS**

<b>Title</b>	<b>No.</b>	<b>Description</b>	<b>Time</b>	<b>Actor</b>
Materially incomplete initialed PPAs	1	The Requirements for a materially complete initialed PPA are attached as per <i>Annex 1</i> . Failure to meet the requirements shall render the initialed PPA materially incomplete and prolong the approval and issuance of Instrument of Approval process.	-	Applicant Off-Taker

## Process Maps/Visuals



## **ANNEX 1: REQUIREMENTS FOR MATERIALLY COMPLETE INITIALED POWER PURCHASE AGREEMENT.**

- Initialed Power Purchase Agreement by the Applicant and Offtaker
- Copy of approved Expression of Interest (EOI) by the Ministry of Energy
- Approved Final Full Feasibility Study report by the Ministry of Energy
- Final Economic/Financial Model
- Grid Connection Study/ Engineer's Report prepared and signed by registered engineer
- Approval issued by the National Environment Management Authority Company CR12 not more than One-Year-Old
- Copy of Certificate of Incorporation
- Copy of valid Tax Compliance certificate not more than One-Year-Old

