



TRANSMISSION AND DISTRIBUTION APPLICATION FORM

ES 11/2024



TRANSMISSION AND DISTRIBUTION APPLICATION FORM

Pursuant to the Electricity Act, 2024

Guidance Notes

- 1) The completed application form should be submitted by hand to:

Utilities Regulation & Competition Authority
Frederick House
Frederick Street
Nassau, The Bahamas

By email to the email address given below:

URCALicensing&Monitoring@urcabahamas.bs

- 2) The completed application form must be accompanied by a licence application fee, payable to Utilities Regulation and Competition Authority (URCA). Details of the relevant fees can be found in the Fee Schedule on the URCA website.
- 3) Should there be questions or concerns regarding this form, please contact URCA's office at telephone number: (242) 393-0234, email address: info@urcabahamas.bs or visit the website at www.urcabahamas.bs

What this application form is for?

This form should be used to make an application for the following licence:

- Transmission and/or Distribution Licence

Please tick as appropriate:

New Applicant

Existing URCA Licensee making new application

Existing Licensee applying for Extension

New or Existing Licensee applying for a modification

TRANSMISSION AND DISTRIBUTION LICENCE APPLICATION FORM

This form is to be completed by entities applying for a Transmission and/ or Distribution Licence in accordance with Section 26 (c) Electricity Act, 2024. Please complete all sections fully and attach all required supporting documents.

Supporting Documents Checklist

Please ensure the following documents are attached:

- Audited Financial Statements
 - Funding Details
 - Technical Qualifications
 - System Infrastructure Details
 - Operational Plan
 - Compliance Statement
 - Emergency Response Procedures
 - Risk Management Strategies
 - Cybersecurity Plan
 - Safety Protocols
 - Copies of company's Memorandum and Articles of Association
 - Copy of Certificate of Incorporation
 - Copy of Certificate of Good Standing
 - Shareholder Register
 - Compliance Statement
 - Data relating to management and financial capability
 - Map of the area of supply /transmission
 - Any other document/ evidence to substantiate applicant's Ability to perform functions of transmission/distribution of electricity in a sustainable manner.
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1. Applicant Details

1.1	Company Name: (as per Certificate of Incorporation)	
1.2	Company Registered Office Address:	
1.3	Registration Number:	

- Check the box to indicate a certified copy of certificate of incorporation is attached.
- Check the box to indicate a certificate of good standing is attached.
(The certificate shall have been issued within the last 3 months)
- Check the box to indicate a document listing the current directors of the company is attached.
(The document shall include full name, full home address and previous home address if less than three years at current address, date of birth and date of current appointment)

2. Contact Information

Please provide full details of the people to contact with any questions about this application.

Primary Contact:

2.1	Name and Position:	
2.2	Mailing Address:	
2.3	Work Telephone:	
2.4	Mobile Telephone:	

2.5	E-mail:	
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Alternate Contact:

2.6	Name and Position:	
2.7	Mailing Address: (if different from primary contact)	
2.8	Work Telephone:	
2.9	Mobile Telephone:	
2.10	E-mail:	

3. Business Information

3.1	Primary Business Activity:	
3.2	Geographical Area for Operation:	
3.3	Date of Incorporation:	
3.4	Tax Identification Number (TIN):	
3.5	Principal Business Address (if different from registered address):	

3.6	How long has the applicant been in the business of transmission/distribution of electricity?	
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4. Financial Information

4.1	Please attach audited financial statements for the Applicant and any ultimate holding company demonstrating financial commitment to the applicant allowing the applicant to perform its obligations under the Systems Operator Licence, if granted, or alternatively verified or verifiable documentation.
4.2	Provide a credit reference letter from Applicant's Bank.
4.3	Any other document/ evidence to substantiate applicant's Ability to perform functions of transmission/distribution of electricity in a sustainable manner.

Check the box to indicate the audited financial statements are attached.

Check the box to indicate that document(s) proving source of funding are attached.

5. Shareholder details

5.1	Are there any shareholders with a holding of 10 per cent or more of any class of shares in the applicant?
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Yes: (Please give details below of each shareholder)

No:

Shareholder 1 – Details

Full name of shareholder:

Full address. If an individual, please give full **home** address:

Previous address if less than 3 years at current address:

Where an individual the date of birth:

/ /
(DD/MM/YYYY)

Shareholding details

Effective date of shareholding:

/ /
(DD/MM/YYYY)

Number and class of shares held (for example 50 ordinary shares):

Percentage aggregate of the class of shares this represents:

6. Technical Capacity and Experience

5.1	Provide a detailed description of the technical qualifications and experience of all key personnel engaged in licensable activity (e.g. curriculum vitae).
5.2	Provide details of the Applicant's ability to perform functions of transmission/distribution of electricity in a sustainable manner.
5.3	Provide a summary of the principal business activity undertaken/proposed to be undertaken by the Applicant.
5.4	Details of Prior Experience (three (3) years details of related business).

Check the box to indicate technical qualifications are attached.

6. Human Resources Capacity

6.1	Submit details of the number of staff and employees and their categories in service of the Applicant and in any support services separate from the operation of the distribution system. Also provide information regarding relevant qualifications and experience in critical areas e.g. switching, etc. Please provide any contracts in this regard.
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Check the box to indicate the employee listing is attached.

7. Details of Licensable Activity

7.1	<p>Proposed area of transmission or supply for which licence is applied (provide a map).</p> <p>Map of the area of supply /transmission;</p> <ul style="list-style-type: none"> a) Detailed map(s), showing the area of supply/transmission; b) Detailed electrical distribution map (including information on substations and configuration of the system) and geographical map for the proposed area of Distribution, drawn to scale; c) The map should clearly distinguish between the existing system and new facilities that are required for meeting the obligation to supply; d) The map is to indicate the streets and roads in which the electricity is distributed;
7.2	Where a transmission licence is being applied for indicate any specific transmission lines and substations to be used.
7.3	<p>Particulars of the existing distribution system proposed to be used and maintained for the purpose</p> <p>of supplying electricity (For distribution licence only)</p>
7.4	Length of electric lines in circuit kms. (Voltage wise)

7.5	Number of substations and their transformation capacity in M VA (voltage wise).
7.6	<p>Particulars of the existing transmission system or proposed system to be operated (for transmission licence only).</p> <p>(a) Particulars of EH T lines in circuit kms. (voltage wise)</p> <p>(b) Particulars of HT lines in circuit kms. (voltage wise)</p> <p>(c) Particulars of Substations and their transformation capacity in M VA. (voltage wise)</p>
7.7	<p>Scheme of transmission lines/substations or distribution system proposed to be established in next five years</p> <p>(Describe or attach separately)</p>
7.8	<p>Particulars of demand/supply (for distribution licence).</p> <p>(a) Expected demand in area of supply</p> <p>(b) Sources of obtaining power</p> <p>(i) Own generation</p> <p>(ii) Power to be purchased</p> <p>(c) Sources and quantity of power proposed to be purchased from various sources (Provide details of agreements if any)</p>
7.9	<p>Provide particulars of the person or persons to whom the applicant is providing or intends to provide electricity transmission services to. Also provide details of proposed tariffs for the distribution services.</p>
7.10	<p>Arrangement, if any, proposed with the existing distribution licensee in the area of distribution or supply</p>
7.11	<p>Arrangement, if any with a Transmission Licensees and/or other distribution licensees for evacuation of electricity.</p>

8. Details of Applicants Creating New Assets

8.1	Where the Applicant is proposing to employ an EPC Contractor provide the following: a) Name, Address & contact details of the same. b) Proposed contract value. c) Details of EPC’s history of experience
8.2	Where the Applicant is proposing to employ any Contractor(s) for O&M work provide the following: a) Name, Address & contact details of the same. b) Period of the Contract c) Details of the experience of the O&M contractor in similar business(es)
7.3	Particulars of the existing distribution system proposed to be used and maintained for the purpose of supplying electricity (For distribution licence only)

9. Commencement of Performance

9.1	Provide a brief summary of the applicant’s proposed arrangements and timeline to commence licensable activities:	
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Check the box to indicate a draft management agreement is attached

10. Operational & Risk Management

10.1	Outline emergency response procedures for handling outages, system failures, and other critical incidents.
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10.2	Where applicable describe any risk management strategies in place, including insurance coverage and mitigation plans for system downtime or failure.
10.3	Where applicable provide a copy of the operational plan for managing, maintaining, and upgrading the electricity transmission/distribution network.

11. Environmental and Safety Considerations

11.1	Outline any safety protocols and risk management strategies for ensuring the safety of employees, contractors, and the public.
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Check the box to indicate safety protocols and risk management strategies are attached

12. Applicant History

12.1	Has any directors or officer of the Applicant, ever been involved in any criminal proceedings or been found guilty of any offense relating to fraud or dishonesty?
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Yes No

(If Yes, please provide details on a separate sheet.)

10.2	Has the applicant ever had any previous licenses suspended or revoked by any regulatory authority?
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Yes No

(If Yes, please provide details on a separate sheet.)

13. Licence Modification

13.1	State any proposed modifications of the standard Transmission and Distribution Licence and justification for same.
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14. Compliance Statement

14.1	The Applicant to provide a statement outlining how applicable laws, licence conditions, regulatory measures and T & D standards will be complied with.
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15. Applicant Declaration

I/We, the undersigned, declare that all information provided in this application and any supporting documents is true and correct to the best of my/our knowledge and belief.

I/We agree to abide by the terms and conditions of the System Operator Licence, including all applicable laws, regulations, and directives issued by the Utilities Regulation and Competition Authority.

Name: _____
Position: _____
Signature: _____
Date: _____
