



**NATURAL GAS LICENCE APPLICATION FORM**

**NGS 04/2025**

## NATURAL GAS LICENCE APPLICATION FORM

Pursuant to the Natural Gas Act, 2024

### Guidance Notes

1) The completed application form should be submitted to:

By email to the email address given below:

[URCALicensing&Monitoring@urcabahamas.bs](mailto:URCALicensing&Monitoring@urcabahamas.bs)

**OR**

**FOUR** paginated, tabulated and bound copies to the physical address below:

Utilities Regulation & Competition Authority  
Frederick House, Frederick Street  
P.O. Box N-4860  
Nassau, The Bahamas

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.

Should there be questions or concerns regarding this form, please contact our office at phone number: (242) 393-0234, email address: [URCALicensing&Monitoring@urcabahamas.bs](mailto:URCALicensing&Monitoring@urcabahamas.bs) or visit our website at [www.urcabahamas.bs](http://www.urcabahamas.bs)

### What this application form is for?

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

- LNG importer;
  - LNG importer (carrier only);
  - LNG importer (commercial only);
  - LNG terminal operator;
  - Gas transporter;
  - LNG terminal construction;
  - LNG pipeline construction;
  - Gas shipper;
  - LNG gas retailer;
- or
- the extension or of an existing licence;
- or
- the modification of a new or existing licence.

## GUIDANCE NOTES

### **Note on completeness of application:**

All fields in this application are mandatory unless explicitly indicated otherwise. URCA reserves the right to summarily return any application in which mandatory fields are incomplete.

If an application field is not applicable, applicant should answer 'N/A' with an explanation why rather than leave blank.

Where an applicant's response cannot be fully expressed within the space provided, supplementary information may be attached overleaf or in additional pages clearly referenced to the relevant question.

### **Note on accuracy of application:**

It is an offence under section 112(1) of the Natural Gas Act, 2024 to make any statement in this application which the applicant, or any person completing this form on behalf of the applicant, knows to be false. This includes making or producing, or causing to be made or produced, any false or fraudulent representation or declaration, whether verbally or in writing.

### **Note on filing format of supporting documents:**

Where the required information is being provided in the form in a separate attachment, please check the relevant box on the application form or include a note in the application section to indicate that you are including attachments and ensure that the attachments accompany your application.

Physical attachments and exhibits must be tabulated, paginated and bound and include an index outlining the exhibits, attachments or annexures with reference to the application question or requirement being addressed.

Applicants must ensure that all supporting documents submitted electronically are in PDF format and are properly bookmarked. Each bookmark must be clearly labelled to correspond to the specific question or requirement of the application form to which the document relates. Where multiple PDF files are submitted, an index must be included identifying the content of each file and indicating the relevant question or requirement addressed.

All electronic files must be clearly labelled in a logical and consistent manner that identifies both the applicant and the content of the file. File names should avoid generic terms (such as "document1" or "scan") and must instead provide a clear reference to the relevant question, requirement, or subject matter.

Failure to comply with these requirements will render the application materially deficient. URCA reserves the right to summarily return any application that does not meet these formatting and labelling standards and to pause all processing until the application is re-submitted in the required form.

### **Note on Licensable Activities**

The activities requiring a licence under the Natural Gas Act, 2024 ("NGA") are set out in section 17 and include the import, transport, construction of a terminal, construction of a pipeline, shipping, and retail of natural gas.

1) An entity engaging in any combination of commercial arrangements and/or physical activities relating to bringing natural gas into The Bahamas requires an **import licence**. URCA has developed variations of the import licence to reflect the scope of activity: an entity engaging solely in the physical import activity may apply for a **carrier-only licence**, which is subject to simplified conditions, whereas an entity engaging solely in the commercial arrangements may apply for a **commercial-only licence**.

2) A facility is defined as any onshore or offshore structure designed to receive, load, unload, store, gasify, liquefy, or process LNG. Any entity handling natural gas in such a facility in **any** capacity is required to hold a **terminal operator licence**.

3) An entity intending to site, construct, or operate a facility or pipeline must obtain the relevant **construction licence**. In addition to holding a construction licence, the entity must comply with the requirements of other relevant authorities and the provisions of applicable URCA construction regulations.

4) An entity that operates a pipeline intended to move LNG (including the control, operation, and maintenance of pipeline infrastructure) is required to hold a **gas transporter licence**. Where pipelines are solely contained within a facility or property, a transport whether a gas transporter licence is required depends on the nature of the operation and the location of the pipeline.

It should be noted that an entity applying for a gas transporter licence under section 60(d) of the NGA must have as its sole corporate purpose the transportation of LNG and must not engage in import, regasification, or retail activities. Accordingly, an applicant for a gas transport licence may only apply for this single licence type.

5) An entity that arranges for gas to be taken out of a pipeline operated by a gas transporter, acting as a commercial and logistical intermediary, requires a **gas shipper licence**. This licence covers activities where the entity does not physically deliver the gas but facilitates its supply to downstream customers through contractual or logistical arrangements.

6) An entity that engages in the actual selling and physical delivery of natural gas to end customers requires a **gas retailer licence**.

### **Notes on URCA's evaluation of the licence application**

In completing this application form and providing any supplementary information, applicants should review and have regard to the provisions and requirements of the regulatory framework against which URCA will assess the application for compliance. In particular, applicants should ensure that they clearly demonstrate compliance with:

(a) The Natural Gas Act, 2024, particularly sections 20–26, which set out mandatory inclusions in the application, the particulars to be supplied by the applicant, requirements for a statement of compliance, notice obligations, qualification requirements, and other factors which URCA is required to consider in determining the application.

(b) The standard licence conditions, relevant regulations, and codes applicable to the licence type applied for, all of which are available on URCA's website. Applicants should ensure that their submission provides clear evidence of compliance with these conditions. Where an applicant is unable to comply fully at the time of application, the submission should include a plan and timetable demonstrating how compliance will be achieved within a short-term period (i.e., no later than the first year of the licence, if granted).

### **Note on next steps and processing of application**

URCA will contact you to confirm whether on a summary assessment the application is duly made and therefore accepted for consideration.

Once the application is considered duly made, URCA will review the application and within ninety (90) calendar days either grant the application, refuse the application or request additional information. In the event that URCA requests additional information, URCA's processing time shall pause. The applicant shall have no more than forty-five (45) days to provide that information to URCA or the application shall be rejected without further notice to the applicant. This rejection does not prevent the applicant from making a fresh application, however, the applicant will be required to pay a new application fee and comply with all requirements (including notice requirements requiring advertisement in the newspaper) considering that the resubmission would be a fresh application. Once the additional information is received, URCA shall have the greater of the balance of the ninety (90) day period or a further period of thirty (30) days to consider the submission.

It should be noted that although URCA statutorily has the outer limit of ninety (90) days to process applications, it is URCA's process (having regard to competing priorities and resource limitations) to process applications as soon as practicable.

**SECTION 1 – TO BE COMPLETED BY ALL APPLICANTS****Please tick as appropriate:**

- New Applicant (not holding any gas licence)
- Existing Gas Licensee (applying for a new type of gas licence)
- Existing Gas Licensee (applying for an extension or renewal of the same gas licence type)
- Existing Gas Licensee (applying for a modification of the same gas licence)

**CHECKLIST**

Required documents supporting a licence application under the Natural Gas Act, 2024.

- i) Certificate of incorporation;
- ii) Business Plan;
- iii) Technical Plan;
- iv) Copy of Tax Identification Certificate;
- v) Copy of Business Licence;
- vi) Certificate of Incumbency;
- vii) Bank reference letter;
- viii) Proof of Statutory Newspaper Advertisement;
- ix) Statement of Compliance;
- x) Evidence of Compliance with applicable laws;
- xi) Sources of funding;
- xii) Audited financials;
- xiii) Provide a diagrammatic representation of the applicant's corporate structure (inclusive of parent company);
- xiv) Certificate of Good Standing;
- xv) BIA Letter of Approval for foreign Investments;
- xvi) Company organogram including a list of project team (technical and administrative) showing qualifications and relevant experience;
- xvii) Evidence or detailed plans demonstrating compliance with other applicable legislation including labour, health, safety and environmental;
- xviii) Details about any contracts already entered into (e.g., Gas Transportation Agreements, Storage Agreements, Gas Supply Agreements);

## **Applicant details**

**1.1** Registered name of company:

Company registration number

Business Licence number:

Tax Identification number (TIN):

### **Registered address of applicant**

**1.2** Please provide the registered address of the applicant in full.

## **Contact details**

**1.3** Please provide full details of the person to contact with any queries about this application.

First name(s):

Family name/Surname:

Capacity/position:

E-mail:

Telephone number:

Full contact address:

**1.4** Please provide full details of the person to contact for future regulatory purposes (i.e., Compliance Officer), if the licence applied for is granted.

First name(s):

Family name/Surname:

Capacity/position:

E-mail:

Telephone number:

Full contact address:

**1.5** Please provide full details of a secondary person to contact for future regulatory purposes, if the licence applied for is granted.

First name(s):

Family name/Surname:

Capacity/position:

E-mail:

Telephone number:

Full contact address:

### ***Licence details***

**2.1** Please select the type of licence this application relates to (**check relevant boxes**):

- LNG gas importer licence (unrestricted)
- LNG gas importer licence (carrier only)
- LNG gas importer licence (commercial only)
- LNG terminal operator licence
- Gas Transporter licence
- LNG Terminal Construction licence
- Gas Pipeline Construction licence
- Gas Shipper licence
- LNG gas retailer licence

**2.2** Is the application for (**check relevant boxes**):

- a new licence
- the extension of an existing licence
- modification

**2.3** State the date the new licence, extension or modification is desired to take effect:

/ /  
DD /MM/ YYYY

**2.4** State the desired duration of the licence:

**2.5** Provide a general description of the type of customers to be served and tariff or gas price polices to be applied and the methodology for calculation:

**2.6** Applicants shall provide a detailed written description of the proposed facility to be constructed, operated, or utilised, or of the proposed trading activities to be conducted. The description must be accompanied by appropriate maps, diagrams, and supporting materials. At a minimum, the description shall include:

(a) The precise physical location and boundaries of the proposed facility, clearly identified with reference to geographic coordinates, cadastral maps, or other recognised markers;

(b) A comprehensive description of the onshore and/or offshore elements of the facility, including details of all equipment, infrastructure, and activities to be undertaken at or in connection with the facility; and

(c) A plan of the facility setting out its layout, design, and key operational features sufficient to demonstrate its intended functionality and integration with related systems.

Information provided in an attachment

**2.7** Provide a description of the type of customers to be serve including their details:

### ***Applicant History***

**3.1** Has any director associated with the applicant been convicted of any criminal offence; particular consideration will be given to offences of dishonesty, fraud, financial crime or an offence whether or not in The Bahamas?

YES       NO      If YES, provide details:

**3.2** Is the applicant, or has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant, been the subject of any proceedings of a disciplinary or criminal nature, or has been notified of any potential proceedings or any investigation which might lead to those proceedings?

YES       NO      If YES, provide details:

**3.3** Has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant, been the subject of any adverse finding or any settlement in civil proceedings, particularly in convicted of any criminal offence; particular consideration will be given to offences of dishonesty, fraud, financial crime or an offence whether or not in The Bahamas?

YES       NO      If YES, provide details:

**3.4** Has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant been the subject of any adverse finding or any settlement in civil proceedings, particularly in connection with investment or other financial business, misconduct, fraud or the formation or management of a body corporate?

YES       NO      If YES, provide details:

**3.5** Has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant been refused the right to carry on a trade, business or profession requiring a licence, registration, or other authority whether, as a result of the removal of the relevant licence, registration or other authority?

YES       NO      If YES, provide details:

**3.6** Has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant been a director, partner, or concerned in the management of a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection?

YES       NO      If YES, provide details:

**3.7** Has the applicant any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant been the subject of any adverse finding or any settlement in civil proceedings, particularly in convicted of any criminal offence; particular consideration will be given to offences of dishonesty, fraud, financial crime or an offence whether or not in The Bahamas?

YES       NO      If YES, provide details:

**3.8** Has the applicant, any related person, any person named in this application, or any person with significant managerial responsibility or influence in the applicant:

- (a) in relation to activities regulated by any other regulatory body ever been refused, had revoked, restricted, or terminated, any licence, authorisation, registration, notification, membership or other permission granted by any such body?

YES       NO      If YES, provide details:

If you intend to provide these details as an attachment, please check the box below and include this information with your application.

Statement on regulatory action by any other body and/or competition law infringement(s) included as an attachment

#### 4.1 Applicant's financial, technical and administrative ability to conduct the proposed activities

4.1(a) Provide proof of financial viability of the licensable activity including;

(i) Projected cash flows,

(ii) Discounted Cash Flow models with assumptions used;

(iii) Proof of funding from financial backers or banks, equity funding etc.

#### Details of applicant's directors

5.1 Please provide full details of **all** of the applicant's current director(s) (including any shadow directors or where applicable the corresponding officers).

##### Director 1

First name(s):

Family name/Surname:

Full **home** address:

Date of birth:

/ /  
(DD/MM/YYYY)

Date of current appointment as director:

/ /  
(DD/MM/YYYY)

##### Director 2

First name(s):

Family name/Surname:

Full **home** address:

Date of birth:

/ /  
(DD/MM/YYYY)

Date of current appointment as director:

/ /  
(DD/MM/YYYY)



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:

**NOTE: If there are more shareholders, please check the box below and continue on a separate sheet.**

Details of additional shareholders included as an attachment.

***Details of previous applications made and licences held***

**7.1** Does the applicant or any related person hold any licence(s) under the Natural Gas Act, 2024 or the Electricity Act 2024?

Yes:  (Please give details of licences held below)                      No:

Details of licence(s) held:

**If you intend to provide these details as an attachment, please check the box below and include this information with your application.**

Details of relevant licences included as an attachment.

**7.2** Has the applicant or any related person previously had a licence granted under the Natural Gas Act 2024 or the Electricity Act 2024 revoked in the last 3 years?

Yes:  (Please give details of licences held below)                      No:

Details of licence(s) revoked:

**If you intend to provide these details as an attachment, please check the box below and include this information with your application.**

Details of relevant licences included as an attachment.

**7.3** Has the applicant or any related person previously had any gas or electricity licence application refused?

Yes:  (Please give details of application below)

No:

Details of licence application(s) refused:

**If you intend to provide these details as an attachment, please check the box below and include this information with your application.**

Details of relevant applications included as an attachment.

### **8.1 Modifications to Standard Conditions**

Applicants may request that the standard conditions of a licence be modified (for the purposes of section 40(1) of the Natural Gas Act, 2024 to meet the requirements of its specific case.

Do you wish to request any modifications to any of the standard conditions for the type of licence applied for:

Yes:  (Please give full details below)

No:

Provide full details of the modifications requested:

If applicable, state the grounds on which the applicant believes that any such modification is requisite to meet the circumstances of a group of licensees:

If applicable, state the grounds on which the applicant believes that any such modification is requisite to meet the circumstances of the particular case:

If the application is for a gas shipper licence, state the grounds on which the applicant believes that any such modification would not disadvantage any other gas shipper (including the applicant):

**9.1 Projected Operations Data**

*(To be completed separately for each licence type applied for)*

Applicants are required to provide reasonable forecasts of proposed operations for each of the first four years. The projections should be consistent with any supporting financial, technical, or operational documentation submitted with this application. A separate table must be completed for each licence type for which an application is made.

For each of Years 1 to 4 of the proposed operations, provide the projected:

- (a) Quantity of LNG to be handled (in BTUs), and
- (b) Gross revenue (in United States Dollars or Bahamian Dollars).

<b>Year</b>	<b>Quantity of LNG handled (BTU)</b>	<b>Gross revenue (US\$ / B\$)</b>
Year 1		
Year 2		
Year 3		
Year 4		

*Note: BTU = British Thermal Units; US\$ = United States Dollars; B\$ = Bahamian Dollars*

**9.2** Please provide a summary of your proposed arrangements (including key dates), and any arrangements already in place, to commence the licensable activity to which your application relates:

**Please check the box below and include this information with your application.**

Details of relevant applications included as an attachment.

## ***Licence specific information***

**NOTE:** The remaining questions in this section are specific to the type of licence you are applying for.

If you are applying for a new licence or an extension of a licence of a:

- gas transporter – please complete question 10;
- gas retailer – please complete question 11;
- pipeline construction – please complete question 12;
- terminal construction – please complete question 13;
- gas shipper – please complete question 14;

**Note:** You only need complete the questions that relate to the type of licence(s) you are applying for. If none apply, please go to Declaration at end of application.

**Gas Transporter Licence Applicants**

**10.1** Would you like the transporter licence to authorise you to convey gas to:

(a)  any premises

**and/or -**

(b) to any pipe-line system operated by another gas transporter:

(i)  throughout The Bahamas

(ii)  within a specified area or areas

**13.2** If the application relates to 10.1(b) please provide a description specifying the pipe-line system that the application relates to. Stating in particular whether it relates only to any system which is designed to receive gas at an operating pressure not exceeding 7 bar gauge:

**10.3** If the application relates to 10.1(b)(ii) please provide a description specifying the area to which the application relates:

## **Gas Retailer Licence Applicants**

**11.1** Please specify the premises to be supplied under this licence application (**check one box only**):

- any premises
- only to premises specified in the licence or to premises of a specified description
- only to premises situated in a specified area, or to premises of a specified description situated in that area

**11.2** Please specify or describe the premises and the location of the premises intended to be supplied, or if relevant the specified area. Any description must be sufficient to enable the premises, location or area to be adequately and readily identified by map or other means.

**If you intend to provide this information as an attachment, please check the box below and include the information with your application.**

- Premises to be supplied details included as an attachment.

**11.3** Will the gas to be supplied be conveyed to premises by a gas transporter:

Yes:  (Go to question 11.6 below) No:  (Go to question 11.4)

**11.4** Please give details of any exemption under section 18 of the Natural Gas Act 2024 under which the gas is or will be conveyed:

**11.5** Please specify, with reasons, any standard conditions that in the applicant's opinion should be included and have effect in the licence (then go to the Declaration at end of application):

**11.6** Provide details of your proposed plans for your first two years' operation after commencing supply of gas to premises

**If you intend to provide this information as an attachment, please check the box below and include the information with your application.**

Details of proposed plans included as an attachment.

**11.7** Provide details of your financial projections, funding arrangements and risk management strategy for your first two years' operation after commencing supply of gas to premises, and proof of funding for at least your first year's operation after commencing supply of gas to premises.

Please check this box to confirm that the information is included as attachments.

**11.8** Provide a statement of intent in respect of the customer service obligations under the licence applied for and the steps you will take to comply with those obligations.

**If you intend to provide this information as an attachment, please check the box below and include the information with your application.**

Statement of intent in respect of customer service obligations included as an attachment.

## **12 Pipeline Construction Licence**

**12.1** Provide a detailed description of the proposed pipeline route, accompanied by a geographic drawing clearly depicting the area or areas that will be affected by construction and identifying the final position of the pipeline. The submission should specify, and appropriately label along the route, the pipe material, diameter, and burial depth. In addition, please include details of the land over which the pipeline will cross, together with particulars of the landowners and the names of any affected parties. For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

**12.2** Provide the detailed engineering design of the proposed pipeline, including full design specifications and capacity. In addition, the submission should identify the location of all pumping and termination stations together with particulars of their respective capacities. For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

**12.3** Estimated cost of construction and timeline For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

### **13 Terminal Construction Licence**

**13.1** Provide a detailed description of the proposed terminal, accompanied by a geographic drawing clearly depicting the area or areas that will be affected by construction and identifying the final position of the components. The submission should specify and appropriately label major items of equipment including piping route. In addition, please include details of adjacent landowners. For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

**13.2** Provide a discussion of the engineering design of the proposed facility, including specifications and capacity for major items of plant. In addition, the submission should identify the location of all tanks, regassification units, pumping and termination stations together with particulars of their respective capacities. For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

**13.3** Estimated cost of construction and timeline. For any information that is not available at the time of application provide an explanation for the same and a date for when it will be provided.

## 14 Gas Shipper Licence Applicants

**14.1** Would you like the shipper licence to authorise you to:

- make arrangements generally with any gas transporter for gas to be introduced into, conveyed by means of or taken out of a pipe-line system operated by that transporter

Or –

- make arrangements for purposes connected with the supply of gas to specified premises, those premises being;  
any premises in a specified area;  
any premises of a specified description; or  
particular premise

**14.2** Please specify or describe the premises, location of the premises and the specified area, if any, to which the application relates. The description should enable the premises to be adequately and readily identified by map, or by other means:

**If you intend to provide this information as an attachment, please check the box below and include the information with your application.**

- Premises information included as an attachment.

**15. Declaration (to be filled out by ALL Applicants)**

By checking this box I declare that:

- (1) I have due authority to make this application;
- (2) I have read and understood this application form;
- (3) to the best of my knowledge and belief, all the details provided in this application form are true and complete and all the information or document(s) supplied with this application form are true and complete;
- (4) I have read and understood the relevant standard conditions of the licence that I am applying for; and
- (5) I understand that knowingly or recklessly making a false, incomplete or misleading statement in support of this application may lead to the grant of the licence being refused or revoked and may result in criminal proceedings being instituted under section 112 of the Natural Gas Act, 2024.

Signature .....

Name in capital letters .....

Capacity of signatory .....

Date .....