

**APPLICATION FOR A LICENCE TO USE, WORK OR OPERATE AN ELECTRICAL GENERATING INSTALLATION
OR TO SUPPLY ENERGY AND REGISTRATION OF ELECTRICAL INSTALLATION DOCUMENT CHECKLIST
(TOTAL INSTALLED CAPACITY EXCEEDING 1.5 MEGAWATTS)**

NO	DOCUMENT	No of Copies	REMARKS		Checklist (v)
1	Form A : Application for a Licence to Use, Work or Operate an Electrical Generating Installation or to Supply Energy under Section 4 of the Electricity Ordinance.	2	Sections 1, 2, and 3 duly completed, with company official stamp and signed by the Management/Owner of plant. Each gen-set detail to be filled in separate forms.	for generator sets that are more than 5 units, a single form A can be used attached with table summarising the generators installed.	<input type="checkbox"/>
2	Form B : Application for Registration of an Installation	1	Duly completed and signed		<input type="checkbox"/>
3	Single-line circuit drawing	4 (A3 size)	Scheme of the electrical generation and distribution system to be supplied must be shown.	In accordance to Rule 64 of the Electricity Rules, 1999, all plans, drawings and specifications shall be prepared, certified and submitted by a Competent Person.	<input type="checkbox"/>
4	Land Lot Maps	4 (A3 size)	Area / boundary of electricity supply to be outlined.		<input type="checkbox"/>
5	Location Plans	3 (A3 size)	Locality of the premises to be shown.		<input type="checkbox"/>
6	Building Plans	4 (A3 size)	Building Layout showing the location of the generator installed.		<input type="checkbox"/>
7	Generator technical specifications	2	Schedules showing the technical specifications of the generator units to be installed / operated.		<input type="checkbox"/>
8	Justification / Purpose / Project's summary	2	Reason for self-generation instead of obtaining Electricity supply from SESCO. A summary of the project proposal.	Description for self-generation/ standby purposes can be put in cover letter.	<input type="checkbox"/>
9	Company's registration forms	2	Statutory document under Companies Regulation 1966 or Companies Regulation 2016	Form 9,13 (if any), 24,32A (if any), 44, 49 and 55 (Certified True Copy)	<input type="checkbox"/>
10	Company's Profile	2	Company background, shareholders, business profile, other company residing within the supply area and etc.		<input type="checkbox"/>

11	Land Lease	2	Lease of State Land or land rent agreement.	A copy of the land lease from Land And Survey. If the land is rented under an agreement. A copy of the agreement must be attached.	<input type="checkbox"/>
12	Financial Analysis	2	To refer to the format/template of Financial Analysis. Does not apply to standby generator.	Template for Financial Analysis to be download separately	<input type="checkbox"/>
13	Business Licence	2	Relevant licence from the Government agencies and local authorities.	Palm Mill Licence / Timber Licence etc (Certified True Copy)	<input type="checkbox"/>
14	Other Supporting Document related to Application.	2	Written approval from relevant Authority such as Government agencies, local authorities, financial institutions, Sarawak Energy Berhad and others.		<input type="checkbox"/>
15	Company's contact person	2	Management of installation / Business Owner / Company's contact person, company official address, official contact number, official fax number and email.		<input type="checkbox"/>

All application shall be forwarded to **Electricity Supply Division, Ministry of Utility & Telecommunication Sarawak** and attention to **Director of Electricity Supply**;

MINISTRY OF UTILITY & TELECOMUNICATION, SARAWAK

Electricity Supply Division

Menara Pelita Isthmus,

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Sarawak.

(Attention: Director of Electricity Supply Sarawak)

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Contact Person;

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