




**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 NOT 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 summary of 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.	Justification / Purpose / Project's summary	<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's background – Business type, business profile and related information.		<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.	
12	Business Licence / Approval	2	Relevant licence from the Government agencies, local authorities, financial institutions, Sarawak Energy Berhad and others.		
13	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.		

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

MINISTRY OF UTILITY AND TELECOMMUNICATION SARAWAK

Electricity Supply Division

Menara Pelita Isthmus,

7, 8, 9 & 10th Floor,

Lot 2879, The Isthmus, Off Jalan Bako,

93050 Kuching,

Sarawak.

(Attention: Director of Electricity Supply Sarawak)

Tel : 082-551000 | 082-551008

Fax : 082- 551010 | 082-551108 | 082-551019

Website : www.mut.sarawak.gov.my

Contact Person;

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