



GENERATION OF ELECTRICITY LICENCE APPLICATION FORM

Please send the completed form to

ZIMBABWE ENERGY REGULATORY AUTHORITY

Stand No: 887-888, Corner Endeavour Crescent and Venture
Close, Mount Pleasant Business Park,
HARARE

Tel: +263-24-2780010, 2253461

Fax: 263-24-2250696

E-Mail: admin@zera.co.zw

Website: www.zera.co.zw

Application must be submitted on email address electricitylicensing@zera.co.zw and
application must be accompanied by an application fee of **\$20.00 plus 15.5% VAT**

Generation licence application checklist

	YES (√) /NO (X)
a) Application form	
b) Business Plan	
c) Certificate of Incorporation	
d) Memorandum and Articles of Association	
e) Company registration documents – CR5, CR6, Share Certificates	
f) Board Profile including nationality, qualifications and experience of Directors	
g) Current irrevocable financing commitments or agreements with both equity and loan providers.	
h) Technical capacity to carry out the project in the form of a Memorandum of Understanding or Letter of Intent from a credible technical partner	
i) Audited Financial Statements for past 3 years (if any)	
j) Zimbabwe Investment and Development Agency licence (where applicable)	
k) Tax Clearance Certificate for the current year	
l) Letter of commitment/memorandum of understanding from the EPC contractor	
m) Memorandum of Understanding with the EPC contractor or Letter of Intent from EPC Contractor	
n) Tariff model	
o) Grid Impact Assessment done by Zimbabwe Electricity Transmission and Distribution Company (ZETDC)	
p) Fuel Supply Arrangement(s)/Agreement(s) (where applicable)	
q) Proposed power purchase agreement with ZETDC	
r) Full bankable feasibility study (BFS) report including the following reports – topographical survey, hydrological study, geotechnical study, plant design layout and bill of quantities from the Engineering Procurement Construction (EPC) contractor, solar resource yield analysis, financing plan and financial model.	
s) Maps indicating the location of the generating plant	
t) Land Use Permit	
u) Water Extraction Permit (where applicable)	
v) Environmental impact assessment (EIA) certificate issued by Environmental Management Agency (EMA)	
w) Project Timeline/Implementation Schedule	
x) Proof of payment of licence application fee	

Introduction

This document is intended to provide guidance to persons wishing to apply to the Zimbabwe Energy Regulatory Authority (ZERA) for a generation licence in terms of the Electricity Act (Chapter 13:19) number 4 of 2002 (***hereinafter referred to as the Act***) for the provision of electricity services.

Section 40 (1) of the Act requires that no person shall in Zimbabwe operate an electricity undertaking that generates, transmits, distributes or supplies electricity in excess of 100 kilowatts (kW) without an appropriate licence issued under the Act.

The Electricity Act further provides as follows

- the holder of a generation licence may supply electricity to any transmission, distribution and retail licensee who purchases electricity for resale and, with the approval of the Authority, to any one or more consumers.
- For the purposes of Subsection 2 of Section 42 of the Act, a holder of a generation licence includes a generating company outside Zimbabwe that is entitled, under an arrangement approved by the Authority or permitted by a licence issued to another licensee to sell power to Zimbabwean licensees or consumers without a licence from the Authority.

Applicants are reminded that it is an offense under section 60 of the Electricity Act to make any statement which he knows is false or does not have reasonable grounds to believe to be true before the Authority.

Basis of the form

The application form is issued in terms of section 46 of the Act that requires that an application for a licence shall be made to the Authority in the form and manner prescribed.

Use of the form

Applicants should provide the requested information as per the form and attach further supporting documents in terms of the ***Checklist*** attached. The form can be filled electronically (MS Word 2007 version).

Prior reading

It is advised that applicants familiarize themselves with the provisions of the Energy Regulatory Authority Act, Electricity Act, licence application guidelines as well as other relevant regulations on application processes and applicable license fees and application fees.

Reviewed July 2026

LICENCE APPLICATION FORM

1. Identity of the applicant

Name of applicant	
Physical address	
Postal address	
Telephone number	
Contact person	
Contact person's e-mail address	
Contact person's phone number	

Attach – ***company registration documents and memorandum of association.***

2. Location and name of generation plant

Name of generation plant	
Physical location of plant – name and six-figure <i>X,Y co-ordinates</i> (also provide a 1:500 location map/drawing)	
Village/ward name	
District name	
Province name	

3. Technology to be used (tick appropriate box)

Thermal	Hydro	Solar PV	Biomass	Wind	Other (specify)

4. Indicate proposed capacities

Number of Units	Installed Capacity (MW)	Auxiliaries (MW)	Sent Out Capacity (MW)	Planned Annual Energy Generation (GWh)	Planned Annual Energy Sent out (GWh)

5. Indicate projected generating capacity (MW), energy produced, energy used internally and energy sent out in next ten years

Year	Annual Average Capacity Sent out MW	Generation Capacity (MW)	Auxiliaries (MW)	Plant load factor	Energy Sent out (GWh)
1					
2					
3					
4					
5					
6					
7					
8					
9					

6. Indicate the proposed plant decommissioning in the next ten years

Year	Number of Units	Capacity to be Decommissioned (MW)	Energy Reduction from Decommissioning (GWh)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

7. Indicate the proposed plant refurbishment plans in the next ten years

Year	Number of Units	Addition or Reduction in Capacity (Underline the applicable) (MW)	Addition or Reduction in Energy (Underline the applicable) (GWh)
1			

2			
3			
4			
5			
6			
7			
8			
9			
10			

8. Indicate the proposed plant up-rates in the next ten years (excluding new plants)

Year	Number of Units	Addition in Capacity (MW)	Increase in Energy (GWh)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

9. Nature and scope of operations for which licence is being sought

Please provide a detailed Business Plan with the following information:

- (i) What is the vision of the company in the next five, ten years
- (ii) Where is the machinery (plant) being acquired from?
- (iii) What is the cost of the equipment that is being used?
- (iv) Indicate local content costs of the project.
- (v) What are the major advantages of the equipment being acquired?
- (vi) What is the expected future life of the generation station?
- (vii) What spares are locally available?
- (viii) Attach grid impact studies report
- (ix) Attach the environmental impact assessment report and certificate
- (x) Has the EIA report been approved by EMA.
- (xi) How are negative impacts going to be dealt with?
- (xii) How is the generator going to be connected to the network?

- (xiii) Provide an Autocad (2007 version) detailed single-line drawing of the generation integration onto the grid
- (xiv) Has applicant entered into a connection agreement with a licenced operator of the transmission/distribution network (provide proof)?
- (xv) Has a power purchase agreement been secured with a licenced transmission / distribution company?

10. Technical capabilities

Demonstrate your technical capacity to comply with the conditions of the licence and any associated codes and guidelines as published at the time.

Clearly demonstrate the following:

- (i) details of your experience in and knowledge of the electricity industry
- (ii) tabulated summary of the skills and experience of the senior managers and key personnel and their relevance to meeting the requirements of the licence. Technical expertise in monitoring and testing services, operations and maintenance of systems to be demonstrated.

If you are to rely on another entity to provide skills a summary of the relationship between the entity and the applicant including formal agreements to provide services, duration of agreement and a summary of evidence that the contracted entity has the necessary skills, experience and technical capacity has to be provided together with the application.

11. Capacity to finance the project

Please provide the following information to demonstrate that you have the capacity to raise funding for the project:

- (i) Term Sheet from a reputable financial institution – bank, developmental institution
- (ii) Bank statement indicating availability of own funds
- (iii) Recent past financial statements indicating availability of funds from current operations
- (iv) Letters from Banks or other institutions indicating willingness to provide loans/equity.

12. Projects done in the past/past experience

Please provide a list of projects:

- (i) Done by the company in the past either in the country or externally indicating the role played - either as debt provider/equity provider

- (ii) Done by the financing companies/partners in the past locally or externally.

In the above (i) and (ii) clearly indicate the countries where those projects are located, their capacities and if possible licensing in the different countries.

13. Projects with foreign funding

Where the project has some foreign funding, applicant should attach an Investment Certificate issued by Zimbabwe Investment and Development Agency (ZIDA).

14. Availability of land

It is necessary to demonstrate that the appropriate land is available for the project. The tenure should be long enough to cover its life. Proof of availability of land may come in the form of the following:

- i. Title deed to the land by applicant
- ii. Lease agreement from a private land owner
- iii. Lease agreement from an appropriate/relevant Government institution

15. Indicate primary energy sources

For a generation licence that requires feedstock e.g coal it is necessary to indicate the source of the primary energy required.

- Please attach agreements with feedstock suppliers. If your company is involved in the mining of the feedstock, provide details of concession from Ministry of Mines.
- If the plant is a hydro project, please provide agreements from ZINWA or the Ministry responsible for the use of water.
- If the plant requires water supply in the electricity production, provide authorisations to access water from other sources e.g boreholes.

Fuel/energy type required

No	Fuel type/energy source	Indicate whether Contract/own	Duration in years (if contract)	Quantities per year	Price per unit

16. Maintenance programs and decommissioning

Indicate

- (i) major maintenance programs including expected costs and duration in the next 5 years
- (ii) expected plant availability
- (iii) planned outage rate
- (iv) forced outage rate
- (v) major decommissioning costs
- (vi) expansion plans and modifications planned during the life of the plant
- (vii) also provide agreements with O&M contractor(s) if maintenance is outsourced.

17. Financial projections and security

The applicant is required to submit (where possible) :

- (i) Audited financial statements for the previous three years
- (ii) Projected financial performance statements for the next five years after commissioning showing total revenues (per project) to be earned, costs to be incurred and sales based on realistic and clearly defined assumptions
- (iii) Tariff and tariff assumptions (plant load factor)
- (iv) Estimates of net annual cash flows for the following 5 years for the lifespan of the project with computations of Net Present Value and Internal Rate of Return.
- (v) Current profit and loss statements, balance sheets and any other information that can demonstrate an acceptable credit rating.
- (vi) Computations of debt/equity and return on assets ratios.
- (vii) Declaration from the Chief Executive Officer stating that the officer is not aware of any factor that would affect the applicant's ability to securely finance the activities to be performed under the proposed licence.
- (viii) Declaration by the CEO that all information submitted by the applicant is correct. Applicant are drawn to provisions Subsection 2(a) of Section 51 and Section 60 of the Electricity Act (Chapter 13:19) of 2002.
- (ix) A written declaration from an independent auditor or financial advisor stating that :-
 - a. the applicant has not been deregistered, wound or dissolved, is not under external administration
 - b. that they are not aware of any factor that would affect the applicant's ability to securely finance the activities to be performed under the licence
 - c. that the applicant's current financial commitments are appropriate to the applicant's size and reserves

- (x) A comprehensive business plan including strategic direction, objectives, opportunities in the market, forecast results, impact of differing assumptions or scenarios on the applicant's financial position.
- (xi) Long – and /or short-term credit rating from a reputable organization.

18. Equity structure of the applicant

If the company is a wholly owned subsidiary of another company or one of a group of related companies provide :

- (i) details of the ownership structure of the group, including proportions of equity held.
- (ii) details of the contractual arrangements that define relationships within the group – shared resources, guarantees, revenue flows, obligations.
- (iii) consolidated audited financial statements for the group.
- (iv) Provide a copy/(copies) of shareholders' agreement.

Summary information about the parent company and the ownership structure of the related companies should be provided. Any breach of statutory or legal obligation of any of the directors, principal owners and principal officers should be made known to the Authority.

In the table below show shareholding of the company:

Name of shareholder	% shares held	Full address of shareholder
1.		
2		
3.		
4.		
5.		
6.		

19. Previous applications

Provide :

- (i) Details of any offences or successful prosecutions in Zimbabwe/international.
- (ii) Details of any licence currently held by the applicant or company related to the applicant in Zimbabwe/international.
- (iii) Revocations/suspensions of previous local or international licences
- (iv) Details of any international/local previous unsuccessful utility licence applications by applicant or company related to applicant including reasons for refusal

20. Human Resources

Provide the following information.

Number of managerial employees	
Number skilled /technical	
Number of semi-skilled	
Number of general employees	
Total	

Attach the following : Training policy and program, relevant industry policies

21. Names and addresses of key personnel of the applicant

Applicant needs to reveal in the application the names of the key personnel who make important decisions in the organization. Such people include Chief Executive officer, directors, company secretary

No.	Name	Surname	Position	Physical address	Contact Telephone

22. Additional information

It is very important for the applicant to provide as much information as possible. The applicant can therefore provide further information if they feel that such information will help in the consideration of the application by the Zimbabwe Energy Regulatory Authority (ZERA). The applicant should also demonstrate that their operations are in compliance with other laws of the land such as investment regulations, environmental laws and other relevant statutes.

23. Declaration

We,.....and.....
declare that we have personally reviewed the above statements and that they are true and correct and complete in all material aspects. We further declare that the information was prepared and compiled under our supervision and control and that we are authorized by the applicant to submit this application on its behalf. We

declare that we have a positive duty to ascertain the accuracy and completeness of this information.

Dated this.....day of.....20.....at.....

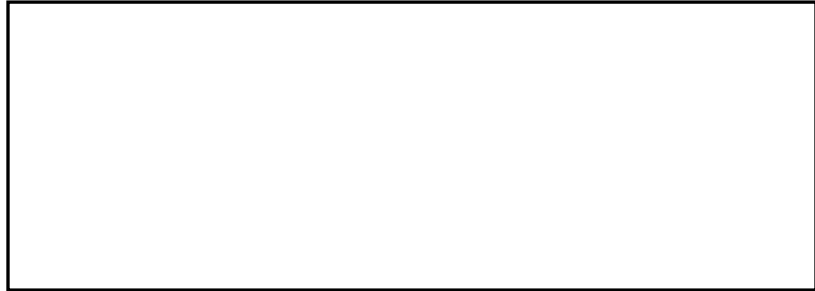
Signature :.....

Title :.....

Signature :.....

Title :.....

Company stamp :



Glossary of terms

<u>ACT</u>	<u>Electricity Act (Chapter 13:19) of 2002, Energy Regulatory Authority Act</u>
<u>EIA</u>	<u>Environmental Impact Assessment</u>
<u>EMA</u>	<u>Environmental Management Agency</u>
<u>ZERA</u>	<u>Zimbabwe Energy Regulatory Authority</u>