



REPUBLIC OF MALAWI

ELECTRICITY REGULATION ACT
(Cap.73:01)

ELECTRICITY REGULATION BY-LAWS, 2008

APPLICATION FORMS

(by-law 43)

APPLICATION FOR ELECTRICAL INSTALLATION PERMIT

TO: The Chief Executive Officer
Malawi Energy Regulatory Authority (MERA)
P/Bag B - 496
LILONGWE 3

SECTION A

A.1 Full Name of
Contractor.....

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A.2 Address of applicant, the registered head office

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A.3 Name of company for which Registration is required.....

- A.4 Telephone Number
- A.5 Fax Number.....
- A.6 E-mail of Contractor.....
- A.7 Nationality:..... Passport Number.....where/when issued.....
- A.8 Company Registered? (if yes attach copy of certificate).....
- A.9 Company affiliated to Electrical Contractors Association?.....
- A.10 Attach copy of old Registration Certificate (if upgrading).....
- A.11 Category in which registration is sought.....
- .12 If application is on behalf of a limited liability company, state
 - a. Foreign/Local Malawian.....
 - b. Paid – up capital K.....
 - c. Date of incorporation.....
 - d. Place of incorporation.....
 - e. Name of Managing Director.....
 - Address.....
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SECTION B

B.1 Give details of the technical qualifications of your staff indicating which members of your staff will be in actual control of the work and attach copy of their professional certificates.

NAME	POSITION IN ORGANISATION	QUALIFICATIONS

B.2 Give, below, details of what tools, equipment and transport facilities you own and which are in sound working order and have valid certificates and are currently licensed where required:

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B.3 For those applying for upgrading only.

Give details of works completed during past three years

Value of Contract	Class of work	Location of Project	Client

B.4 Have you ever failed to complete any work awarded to you? If so why?

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(ii) Present number of staff employed

Craftsmen	Supervisors (state where trained)	No. of labourers

B.5 Give two names and full addresses of referees (Electrical Engineers/ consultants or other relevant competent professionals) who know you or under whom you have recently carried out work (Reference letters to be attached).

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SECTION C

C.1 Are you familiar with the Laws of Malawi relating to your trade. If so please list them down. Do you hold copies of these relevant legislations?

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C.2 Remarks.....

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C.3 An Authority appointed official might be required to make a physical verification of the information given herein. Do you have any objections?

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C.4 Declaration,

I, the above mentioned applicant, hereby solemnly and sincerely declare that the information I have given above is true in every respect to the best of my knowledge and belief and that I have read the Act and the regulations made under Act and understanding that, if registered, I shall be bound thereby and by any amendments thereto, for as long as my name shall remain on the register.

Declared at

Signature of Applicant

Before me on this day of , 20.....

Commissioner for Oaths

This declaration must be signed, in the case of an application by a limited liability company, by the Managing Director or Secretary, and in the case of a partnership, by the principal partner or where none is resident in Malawi, by the local representative

C.5 FOR OFFICIAL USE ONLY –

- a. Date Received.....
- b. Date sent to the Installations Permits Committee.....
- c. Date of approval of application.....
- d. Allocated Contractor Identification Number.....
- e. Registration Certificate Number.....
- f. Receipt Number of registration fees.....
- g. Allocated MERA Working License Number.....
- h. Remarks.....

Dated this day of ,20.....

Chief Executive Officer
Malawi Energy Regulatory Authority (MERA)