

# APPLICATION FORM FOR DISTRIBUTION LICENCE IN THE STATE OF MAHARASHTRA

[Pursuant to Regulation 5.1 of MERC (General Conditions of Distribution Licence) Regulations, 2006, dated 27<sup>th</sup> November 2006.]

## PART A: GENERAL INFORMATION

1. Name of Distribution Licensee to appear on Licence:  
(Use BLOCK letters)
2. Primary Contact:
  - a. Name:
  - b. Designation
  - c. Contact Address:
  - d. Phone Number
  - e. Fax Number:
  - f. E-mail address:
3. Full name of Applicant:
4. Registration number under applicable statute:
5. Date of incorporation and registration:
6. Address of Registered office:
7. Details of Ownership
  - a. Company / Firm / Association of persons / Co-operative Society / Others  
(specify)
  - b. Company Incorporation / Registration:  
Place of Incorporation / Registration:  
Year of Incorporation:  
Registration Number:
  - c. Name and address of Directors / Principal Shareholders / Partners / Members, Names of promoters, along with their respective ownership pattern / shareholding pattern.

## **PART B: CORPORATE, FINANCIAL AND TECHNICAL INFORMATION**

Documents (attested copies) to be submitted along with the Licence application:

1. Memorandum and Articles of Association (in case of a company) as in force on the date of application / Deed of partnership (in case of a partnership firm) as in force on the date of application / similar organization Documents / deed or charter of incorporation, if any (in other case) as in force on the date of application.
2. An organization chart detailing the management structure of the Applicant, which shall include information (in respect of operations, projects, commercial, finance, regulatory IT and HR functions):
  - a) Senior Executive Management (along with curriculum vitae);
    - i. Name and designation:
    - ii. Qualification:
    - iii. Area of expertise
    - iv. Experience
  - b) Board of Directors (along with curriculum vitae);
    - i. Name:
    - ii. Qualification:
    - iii. Area of expertise:
    - iv. Experience:
  - c) Number of middle / lower management personnel:
  - d) Relationship (including intending relationship, where applicable between the Applicant and key service providers in terms of the management and running of the Electricity Distribution Business, including the details of all existing or intended management agreements or technical service agreements between key service providers, their associates and the Applicant. Copies of any such draft or executed agreements should be provided as an attachment to the application for grant of Licence.

3. Details of Income Tax PAN / TAN
4. Details of import Licence, if any.
5. Bank references asserting that the Applicant is financially solvent;
6. Annual Audited Reports for the past 3 years for the Applicant and for any Holding Company, Subsidiary or affiliated company (if any).
7. Any other documentary evidence to substantiate the financial capabilities\, technical competence and others.
8. Details of the actual or proposed location of the system of electric lines and electrical plant by means of which the applicant intends to enable distribution of electricity, indicating which plant and lines are to be constructed and which are existing plant and liens, and the area to which the application for Licence relates.
9. Detailed electrical distribution map or maps of the proposed geographical area of supply, on a scale of not less than 10 centimeters to a kilometer, or if no such maps are available, of not less than that of the largest scale of ordnance maps, available, depicting the proposed distribution system of the applicant (including information on substations and configuration of the system). The map shall clearly distinguish between the existing system and new facilities that shall be required for meeting the obligation under the licence and shall indicate:
  - a. List of the whole or any part of any cantonment, aerodrome, fortress, arsenal, dockyard or camp or any building or place in the occupation of the Government for defence purposes located within the proposed area of supply.
  - b. Names of streets or parts of streets which are repairable by a person other than the Central Government, State Government or local authority and of railways, tramways, canals and waterways for which the applicant has obtained authorization to undertake works.
  - c. A list of all local authorities vested with the administration of any portion of the area of distribution.
  - d. An approximate Statement describing any lands, which the Applicant proposes to acquire under the provisions of Land Acquisition Act, 1894 (Act1 of 1984) for the purpose of the Licence and the means of such acquisition.
10. Data relating to the Applicant's Proposed Business:

- a. Business Plan (with 5 years projection) for the proposed business for which licence is sought (which should contain year wise load growth, year wise distribution loss reduction proposal along with specific action plan, metering plan, investment plan (including investment in Generating Stations or a Trading Company), treatment of previous losses, debt restructuring plan, program for rural electrification, cost reduction plan, projected profit and loss account, projected balance sheets, projected cash flow statements and projected important financial parameters).
  - b. Five year annual forecasts of costs, sales, revenues, project financing and funding arrangements (clearly specifying assumptions involved).
  - c. Indicative investment plan and Network rollout plan for the next five years, detailing year-wise and area-wise rollout of the distribution system.
11. Copy of Receipt evidencing payment of licence application processing fee.
  12. Supporting information on compliance with the additional requirements prescribed by the Central Government, as may be applicable.

I / We certify that the particulars submitted herewith are true, complete and correct, to the best of my / our knowledge and belief at the time of submission and does not contain any untrue statement of a material fact or omits to state a material fact necessary to make the statement / particulars contained herein not misleading.

Place:

Sign:

Date: Name and Designation

Seal

**Part C: FORMAT FOR ASSESSING COMPETENCE OF APPLICANT**

(This form to be filled by an Applicant applying for a distribution Licence under Regulation 5.1 of MERC (General Conditions of Distribution Licence) Regulations, 2006, dated 28<sup>th</sup> November 2006)

**1. Previous Experience (Past 5 years details for Related Business)**

[To be filled in by the applicant or by each participant separately in case of JVC/consortium (As applicable)]

<i>General Information</i>					
<i>Name and Address of the Distribution project(s) developed</i>					
<i>Brief description of projects developed</i>					
<i>Cost of the project developed – Rs. Lakhs.</i>					
<i>Name &amp; Address of the Client company for whom the project were developed</i>					
<i>Name, Designation and Address of Reference person of Client Company</i>					
<i>Details of Distribution / Transmission project(s) managed in the last 5 years – Commercial Operations</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Assets</i>					
<i>Transformers (Nos.)</i>					
<i>630 KVA &amp; above</i>					
<i>500 kVA</i>					

250 kVA 100 kVA 63 kVA 25 kVA 10 kVA Others HT Line (Overhead) (Ckt. Kms) 220 kV 110 kV 66 kV 33 kV 22kv 11 kV LT Line (Ckt. Kms) 440 Volts HT Cable (Underground) (Ckt. Kms) 220 kV 110 kV 66 kV 33 kV 22kv 11 kV LT cable (Ckt. Kms) 440 Volts					
Number of Contracts with details Transmission Domestic					

<i>International Distribution Domestic International</i>					
<i>Specific details of Projects (Top 5 Projects)</i>	(Name of the Project)				
<i>Timeliness  Commencement of Construction  Scheduled Date  Actual Date</i>					
<i>Commissioning  Scheduled Date  Actual Date  Commercial Operations  Scheduled Date  Actual Date</i>					
<i>Project Cost  Estimated Cost  Actual Cost on Completion</i>					
<i>Consumer Base (Nos.)  EHT  HT Industrial  HT Others  LT Industrial  Commercial  Domestic  Agricultural  Others</i>					
<i>Quantum of Energy Distributed</i>					

<i>Total (Million Units)</i> <i>Metered Sales (%)</i>					
<i>Revenue Collection</i> <i>Amount (Rs. Lakhs)</i> <i>Collection Efficiency</i> <i>(%)</i>					
<i>Financial Information (Rs. Lakhs)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Fixed Assets</i> <i>Gross Fixed Assets</i> <i>Accumulated Depreciation</i> <i>Net Fixed Assets</i>					

<i>Equity</i> <i>Promoters'</i> <i>Government / Financial</i> <i>Institutions</i> <i>Public</i> <i>Others</i>					
<i>Liabilities</i> <i>Long Term</i> <i>Short Term</i>					
<i>Income</i> <i>Sale of Power</i> <i>Others</i>					
<i>Expenses</i> <i>Administration and General</i> <i>Expense</i> <i>Repairs and Maintenance</i>					

<i>Employee Cost</i> <i>Depreciation</i> <i>Interest and Financial Charges</i> <i>Long Term</i> <i>Short Term</i> <i>Others</i>					
<i>Profits and Returns</i> <i>Net Profits</i> <i>Dividends Paid</i>					

**2. Details of Proposed Project (Business for which Licence is sought)**

[To be filled in by the applicant or by each participant separately in case of JVC/consortium (As applicable)]

**(i) Is the applicant acquiring Existing Assets or Creating New Assets?**

**(ii) Acquiring of Existing Assets / Construction of New Assets**

<i>Funding</i>	
<i>Proposed means of Finance</i>	
<i>Equity (Rs. Lakhs)</i>	
<i>Applicant</i>	
<i>Co-promoters</i>	
<i>Other (specify)</i>	
<i>Debt</i>	
<i>Domestic (Rs. Lakhs)</i>	
<i>Indian Financial Institutions</i>	
<i>Commercial Banks</i>	
<i>Others (specify)</i>	
<i>International (FC Million)</i>	
<i>Supplier's Credit</i>	
<i>Direct Borrowing</i>	
<i>Others (specify)</i>	
<i>Equivalent INR (with Exchange rate used)</i>	
<i>Others (specify)</i>	

<p><i>In case Asset Procurement / Project is proposed to be jointly funded by an External Agency</i></p> <p><i>Name and Address of the Agency, and contact details of the reference person of the Agency (name, address, telephone/fax numbers, email etc.,)</i></p> <p><i>Proposed Equity from the Agency (Rs. Lakhs)</i></p> <p><i>Agency's equity as a percentage of total equity (%)</i></p> <p><i>Nature of proposed tie-up between Applicant and the other agency.</i></p>	
<p><i>Details of debt proposed for the Asset Procurement / Project</i></p> <p><i>Details of Lenders (name &amp; address).</i></p> <p><i>Details of Loan packages indicating the loan amount, currency, Term of loan, interest rate, up-front fees, Commitment charges etc.</i></p> <p><i>Whether any guarantee is being sought for the loans from any agency.</i></p> <p><i>If Yes, provide details</i></p>	<p style="text-align: center;"><i>Yes / No</i></p>

**(iii) For Applicants creating New Assets**

<i>EPC</i>	
<i>Whether the Applicant is proposing to employ an EPC Contractor.</i>  <i>If Yes, Name, Address and contact details of the same.</i>  <i>Proposed Contract Value</i>  <i>Foreign Currency</i>  <i>Equivalent INR (with Exchange rate used)</i>	<i>Yes / No</i>

**(iv) For Applicants employing other contractors**

<i>Other Contracts</i>	
<i>Whether the Applicant is proposing to employ any Contractor for Operation and Maintenance work.</i>  <i>If Yes, Name, Address &amp; contact details of the same.</i>  <i>Period of the Contract.</i>  <i>Details of the experience of the O&amp;M contractor in similar business</i>	<i>Yes / No</i>

**Note :**

Consent letters of the other Agency and Contractors to associate with the Applicant for the above project to be enclosed.

***Necessary approvals and no objections to be obtained at appropriate time and forwarded to the Commission.***

### 3. Appropriate Expertise (Personnel)

<i>Name of Personnel</i>	<i>Qualification</i>	<i>Specialisation</i>	<i>Years of Experience</i>	<i>Status in the Firm</i>

**Note :** At least one full time professional, having experience in each of the following disciplines like Power Systems Operation, Finance should be part of the Core team.

### 4. Revenue Potential (Business for which licence is sought)

<i>General Information</i>	
<p><i>In case of acquired assets</i></p> <p><i>Quantum energy distributed during previous financial year (MU)</i></p> <p><i>Expected life of assets acquired (in years)</i></p> <p><i>In case of construction of new Assets</i></p> <p><i>Quantum energy distributed during previous financial year on parallel network already existing (MU)</i></p>	
<p><i>Consumer Base (Nos.)</i></p> <p><i>EHT</i></p> <p><i>HT Industrial</i></p> <p><i>LT Industrial</i></p>	

<i>Commercial</i> <i>Domestic</i> <i>Agricultural</i> <i>Others (specify)</i>	
<i>Sale of Electricity</i> <i>Expected Quantum (MU)</i> <i>Anticipated growth in demand (%)</i>	
<i>Commercial Information</i>	
<i>Average Tariff (Rs. / Unit)</i> <i>EHT</i> <i>HT Industrial</i> <i>LT Industrial</i> <i>Commercial</i> <i>Domestic</i> <i>Agricultural</i> <i>Others (specify)</i>	
<i>Revenue</i> <i>Realization (Rs. Lakhs)</i> <i>Collection Efficiency (%)</i>	
<i>Financial Information</i>	
<i>Capital Base (Rs. Lakhs)</i> <i>Annual Expected Turnover (Rs. Lakhs)</i>	

**5. Financial Soundness (other Subsidiary Business Units)**

[To be filled in by the applicant or by each participant separately in case of JVC/consortium (As applicable)]

<i>General Information</i>	
<i>Names of Subsidiary Business Units</i>	<i>Products Manufactured / Services</i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

<i>Financial Indicators</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Fixed Assets</i>					
<i>Gross Fixed Assets</i>					
<i>Accumulated Depreciation</i>					
<i>Net Fixed Assets</i>					
<i>Equity</i>					
<i>Promoters'</i>					
<i>Government / Financial</i>					
<i>Institutions</i>					
<i>Public</i>					
<i>Others</i>					
<i>Liabilities</i>					
<i>Long Term</i>					
<i>Short Term</i>					

<i>Income</i>					
<i>Sale of Power</i>					
<i>Others (specify)</i>					
<i>Expenses</i>					
<i>Administration and General Expense</i>					
<i>Repairs and Maintenance</i>					
<i>Employee Cost</i>					
<i>Depreciation</i>					
<i>Interest and Financial Charges</i>					
<i>Long Term</i>					
<i>Short Term</i>					
<i>Others (specify)</i>					
<i>Financial Indicators</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>
<i>Overall Turnover (Rs. Lakhs)</i>					
<i>Profits and Returns (Rs. Lakhs)</i>					
<i>Net Profits</i>					
<i>Dividends Paid</i>					
<i>Operating Ratios</i>					
<i>Return on Equity</i>					
<i>Return on Capital Employed</i>					
<i>Return on Net Fixed Assets</i>					
<i>Liquidity Ratio</i>					
<i>Debt Service Coverage Ratio</i>					
<i>Current Ratio</i>					
<i>Quick Ratio</i>					

<i>Capital Adequacy and Credit worthiness</i>  <i>Debt / Networth</i>  <i>Debt / Equity</i>					
<i>Turnover Ratio</i>  <i>Total Asset Turnover</i>  <i>Fixed Asset Turnover</i>					

**6. Baseline Information (Business for which Licence is sought)**

<i>General Information</i>	
<p><i>Assets</i></p> <p><i>Transformers (Nos.)</i></p> <p><i>630 KVA &amp; above</i></p> <p><i>500 kVA</i></p> <p><i>250 kVA</i></p> <p><i>100 kVA</i></p> <p><i>63 kVA</i></p> <p><i>25 kVA</i></p> <p><i>10 kVA</i></p> <p><i>Others</i></p> <p><i>HT Line (Overhead) (Ckt. Kms)</i></p> <p><i>220 kV</i></p> <p><i>110 kV</i></p> <p><i>66 kV</i></p> <p><i>33 kV</i></p> <p><i>22kv</i></p> <p><i>11 kV</i></p> <p><i>LT Line (Ckt. Kms)</i></p> <p><i>440 Volts</i></p> <p><i>HT Cable (Underground)</i></p> <p><i>(Ckt. Kms)</i></p> <p><i>220 kV</i></p> <p><i>110 kV</i></p> <p><i>66 kV</i></p> <p><i>33 kV</i></p> <p><i>22kv</i></p> <p><i>11 kV</i></p> <p><i>LT cable (Ckt. Kms)</i></p> <p><i>440 Volts</i></p>	

<b>Commercial Information</b>	
<i>Metering Status</i>  <i>Metered Consumers (as a % of total Consumers)</i>	
<i>Billing Status</i>  <i>Billing (as a % of Total Input)</i>	
<i>Revenue Realization</i>  <i>Revenue Realization per Unit Sale (Rs. /Unit)</i>  <i>Collection Efficiency (%)</i>	
<i>Loss</i>  <i>Technical Loss (%)</i>  <i>Commercial Loss (%)</i>	

**Note :**

1. Certificates / documents in support of all the credentials detailed above, from the Owner / Client for whom the project were promoted should be submitted alongwith the application.
2. Wherever conversion factor is used (for currency conversion and others), mention the conversion factor used for this purpose.

Date

Signature of the Applicant