



# e-Licensing

## Applicant User Guide to the online Licensing Application System

Fab, 2021, V 1.1

This user guide is for applicants applying for licensing application using e-Licensing, our new online application system. We are piloting this system and welcome any feedback that will help us improve e-Licensing or this user guide. Please contact us at [elicensing@nepra.org.pk](mailto:elicensing@nepra.org.pk) to share your comments.

Please read the NEPRA Licensing Rules, Regulations, Applicable Fees and the supporting information documents from our website before using e-Licensing. If you have a technical issue (e.g problems with registering and logging in, or confusing error messages) please contact us at [elicensing@nepra.org.pk](mailto:elicensing@nepra.org.pk) and we will aim to resolve these within three working days.

### Step 1: Register as a new user

Before you can apply for a license, you must register as a new user with e-Licensing. You only need to do this the first time you use the system. After that, you can log in with your email address and password. To register as a new user, please go to <https://nepra.org.pk/elicensing> and click on the 'Register' button at the top of the page, as shown below.



### e-Licensing Application Guidelines

- 1. Registration:** Any person who intends to file an application for grant of licence through e-licensing shall require to be registered by filling the Register form, link available on top navigation bar. The Registration is only for permission to use Web Portal to fill online application form and shall not establish any right for the person to be considered as applicant.
- The applicant is responsible for the correctness of the submitted information. In case of incorrect information and/or concealment of fact, the applicant shall be liable for Penal action under the relevant laws.
- The applicant is also required to submit the original application in hard form within 07 days of submitting online application, failure to which the on-line submitted application will be discarded. The application shall be deemed to be filed on the date on which the original application in hard form is received in NEPRA.
- The applicant is bound to submit the same application in hard form as submitted online.
- The applicant can withdraw the application within 07 days by using the specific online form for withdrawal.
- In case of any query regarding e-Licensing, please e-mail at [elicensing@nepra.org.pk](mailto:elicensing@nepra.org.pk)

### Help Items

#### NEPRA Rules & Regulations

- (i) Licensing (Application and Modification Procedure) Regulations.
- (ii) Amendments in the NEPRA Licensing (Application & Modification Procedure) Regulation, 1999.
- (iii) Notification (S.R.O. 303(I)/2017 dated 02-05-2017) regarding amendments in the NEPRA Licensing (Application & Modification Procedure) Regulation, 1999.

#### How to Apply

- Step-by-Step Procedure to apply for Licensing Application.



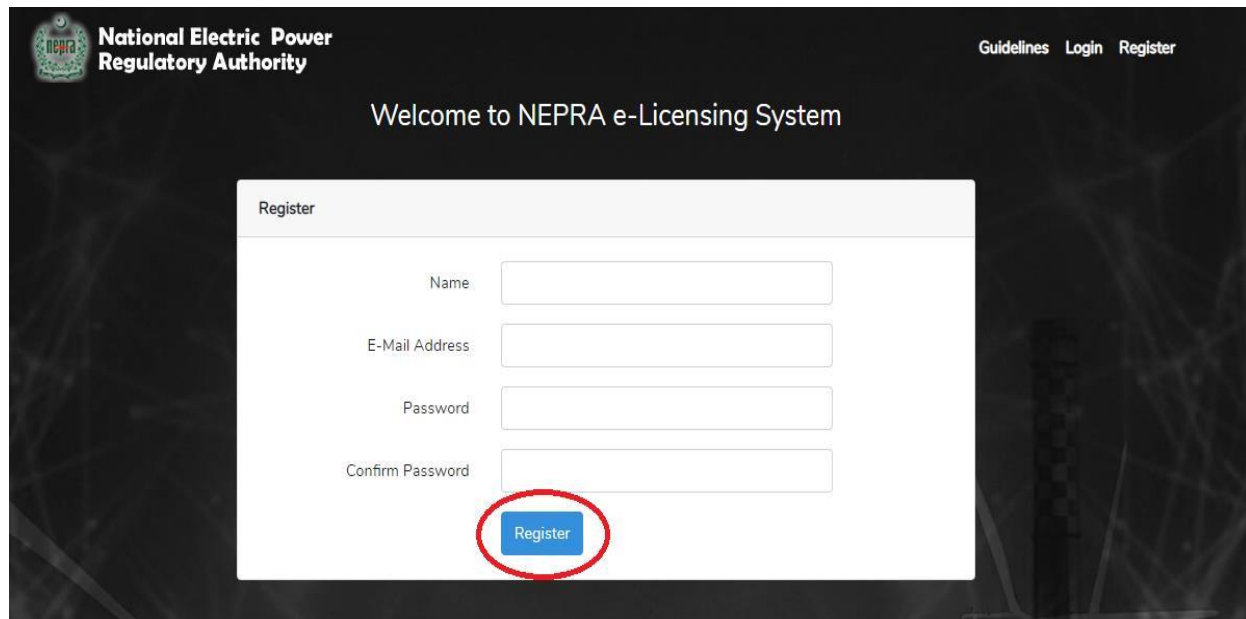
#### Applicable Fees

- License Application/Modification Fees

### Disclaimer

I, understands that the information provided in the form is true and correct and nothing has been concealed or mis-stated. I acknowledge and understand that in case of any mis-statement / un-authorized access to any information system is punishable under Prevention of Electronic Crimes Act, 2016 with either description of term not exceeding three years, or fine which may extent to five million rupees, or with both.

This takes you to the new user registration screen, as shown below. Please enter the required information and click the register button.

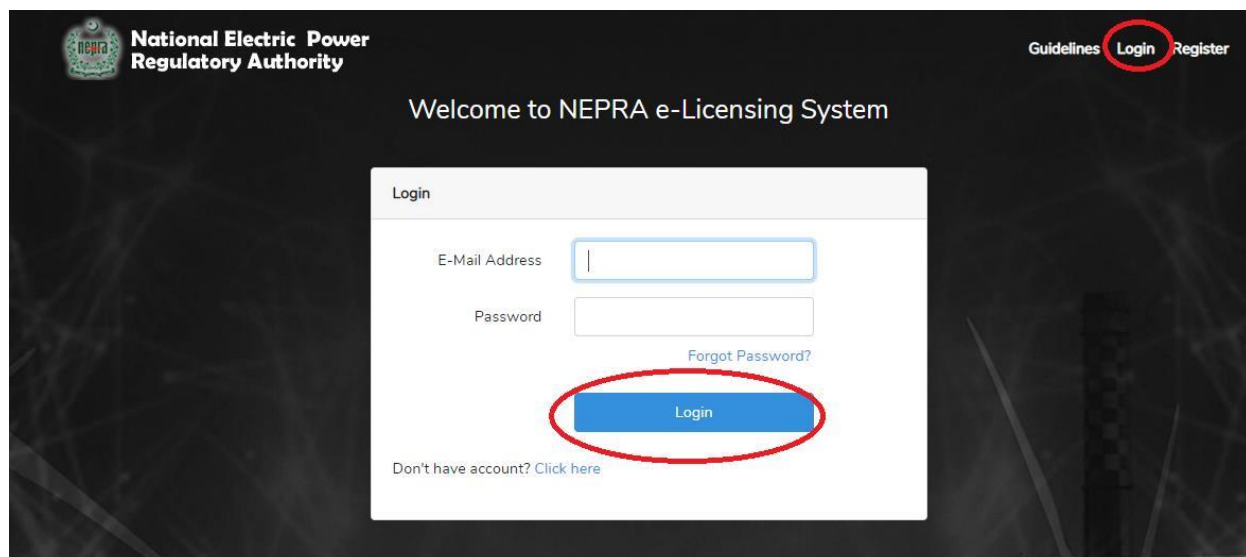


The screenshot shows the NEPR e-Licensing System registration page. At the top left is the NEPR logo and the text "National Electric Power Regulatory Authority". At the top right are links for "Guidelines", "Login", and "Register". The main heading is "Welcome to NEPR e-Licensing System". Below this is a "Register" form with four input fields: "Name", "E-Mail Address", "Password", and "Confirm Password". A blue "Register" button is at the bottom of the form, circled in red.

After registration an activation link will be sent to verify the e-mail address from which user is registered. The registration process will be completed when the user verifies the link sent on the e-mail address.

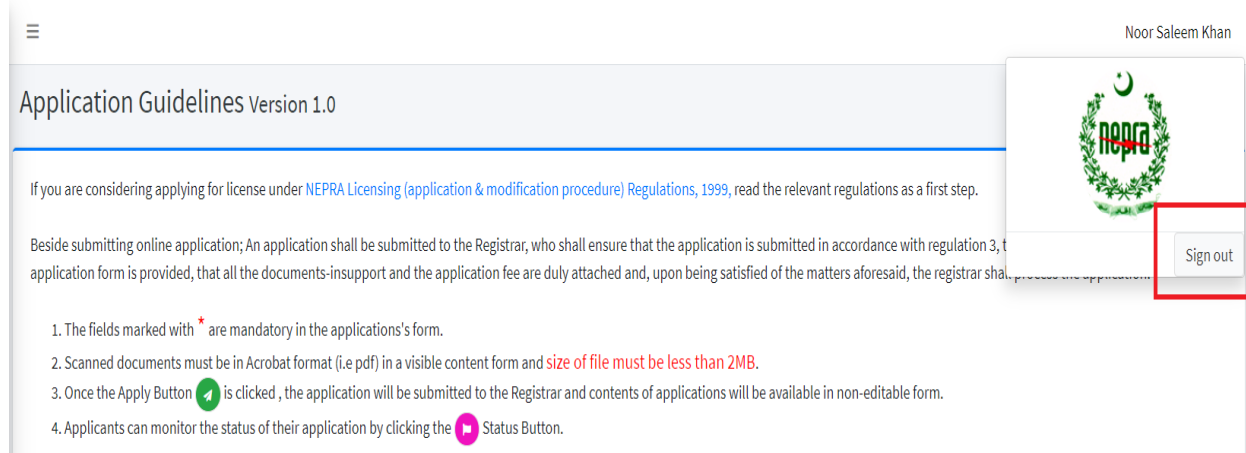
## Step 2: Log-In/Log-out in the e-Licensing System

After successful registration, the user can login in the e-Licensing by clicking the Login Screen and entering the login credentials as shown below. Please enter the username and password and click the Log-In button.



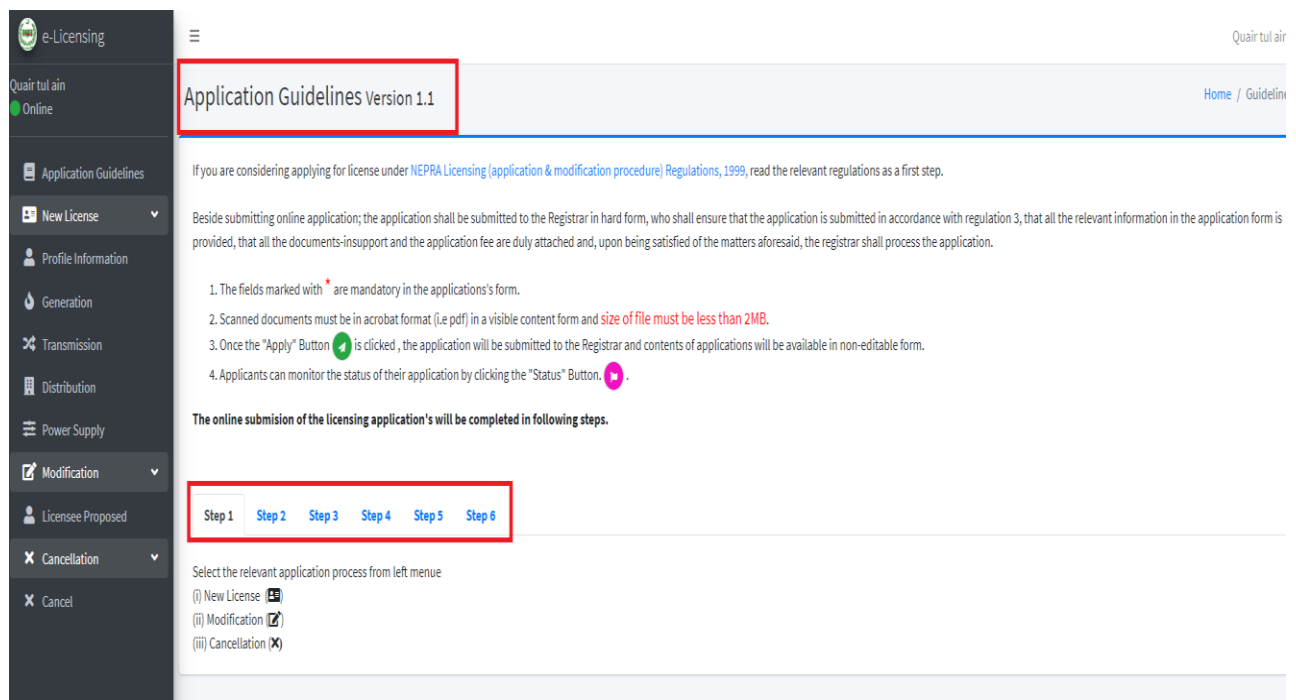
The screenshot shows the NEPR e-Licensing System login page. At the top left is the NEPR logo and the text "National Electric Power Regulatory Authority". At the top right are links for "Guidelines", "Login", and "Register". The "Login" link is circled in red. The main heading is "Welcome to NEPR e-Licensing System". Below this is a "Login" form with two input fields: "E-Mail Address" and "Password". A blue "Login" button is at the bottom of the form, circled in red. Above the button is a link for "Forgot Password?". Below the button is a link for "Don't have account? Click here".

The applicant at any time can log out from the e-licensing system by clicking the Sign-Out Button from top right corner as shown in figure below.



### Step 3: Application Guidelines

After successful login, the application guidelines will be shown. Please read all instructions carefully. The application submission process will be completed in six (6) steps. The applicant can read all steps before starting to fill out the application.



## Step 4: Application Submission Process

### Step 4.1: Selection of Application Category

Select the application category for Grant of New License, Modification or Cancellation from left menu.

The screenshot shows the 'e-Licensing' portal interface. On the left sidebar, the 'Application Guidelines' menu is expanded, and the 'New License' option is highlighted with a red box. The main content area displays 'Application Guidelines Version 1.1'. It includes a list of steps for applying for a license, with the first step being 'Select the relevant application process from left menu'. Below this, three options are listed: (i) New License (with a red 'X' icon), (ii) Modification (with a green checkmark icon), and (iii) Cancellation (with a red 'X' icon). The 'New License' option is selected.

### Step 4.2: Selection of Application Forms

In case of grant of new license application, follow the steps from 4.2.1 to 4.2.3. For modification and cancellation, follow step 4.3.

#### Step 4.2.1: Profile Information

Click the Profile Information from the left menu. The company profile form will be displayed on the right pane as shown in figure below. Fill out all details and press the Save Button at the end of the form to save the Company Profile Information.

The screenshot shows the 'Add Profile Information' form. The left sidebar has the 'Profile Information' menu item highlighted with a red box. The form is divided into two main sections: 'Company Information' and 'SECP Certified Copies of:'. The 'Company Information' section contains fields for 'Company/Applicant Name', 'Address', 'Authorized Person Name', 'Authorized Person Designation', 'Contact Number', 'Fax No', and 'Authorization from Board Resolution / Power of Attorney'. The 'SECP Certified Copies of:' section contains three rows for uploading documents: 'Certificate of Incorporation, 3(5)(a)(i)', 'Memorandum & Articles of Association, 3(5)(a)(ii)', and 'The last filed annual return of the Company submitted to the registrar of Companies pursuant to 156 of the Ordinance or, in case of an applicant to whom sub-clause (a)(iii) of sub-regulation(5) is not applicable, a return comprising of all such information, in as close a form and content as possible, laid down in third schedule of Ordinance, 3(5)(a)(iii)'. Each row has a 'Choose file' button and a 'Browse' button. Below these sections is the 'Company Details' section, which contains two rows for uploading documents: 'A reasonably detailed profile of the experience of the applicant, its management staff and its members in the electricity industry, 3(5)(b)' and 'The curriculum vitae of the applicant's senior management technical and professional staff, 3(5)(c)'. Each row has a 'Choose file' button and a 'Browse' button.

### Step 4.2.2: Selection of relevant New License Category

Select the relevant License Category Generation, Transmission, Distribution or Power Supply from the left menu as shown in figure below.

The screenshot shows the 'e-Licensing' application interface. On the left sidebar, the 'Generation' category is selected. The main content area displays 'Application Guidelines Version 1.0'. Below this, there is a list of steps for online submission:

1. The fields marked with \* are mandatory in the applications's form.
2. Scanned documents must be in Acrobat format (.pdf) in a visible content form and size of file must be less than 2MB.
3. Once the Apply Button is clicked, the application will be submitted to the Registrar and contents of applications will be available in non-editable form.
4. Applicants can monitor the status of their application by clicking the Status Button.

The online submission of the new licensing application's will be completed in following steps.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7

Select the relevant License Category from left menu

- (i) Generation
- (ii) Transmission
- (iii) Distribution
- (iv) Power Supply

### Step 4.2.3: Selection of Relevant License Sub-Category

Select the relevant License Sub-Category from the left pane by clicking the relevant sub-category button as shown in figure below. The relevant license sub-category form will be displayed.

The screenshot shows the 'e-Licensing' application interface. On the left sidebar, the 'Generation' category is selected. The main content area displays 'Generation Applications'. Below this, there is a table of applications:

Licensee Category	Licensee Subcategory	Application Date	Name	Plant Size	Start Date	Expected COD	Action
LAG	CPP	2020-02-18	ddd	55	2019-06-22	2019-06-22	[Edit] [Status]
LAG	CPP	2020-03-31	ffff	55	2019-06-22	2019-06-22	[Edit] [Status]

### Step 4.3: Filling the form and Save

Fill out the relevant application form and press the save button to save the information. The fields marked with \* are mandatory information and form will not be saved unless the information is filled. In form where files are required to be uploaded. Please ensure the file size is not more than 2MB and only pdf files are allowed to be uploaded. After successful submission of the form, the information will be displayed in table format with four buttons at the right most corner as shown in figure below. You can edit the application information by clicking the edit Button. However once the application is submitted the information will become non-editable.

The screenshot shows the 'e-Licensing' application interface. On the left sidebar, the 'Generation' category is selected. The main content area displays 'Generation Applications'. Below this, there is a table of applications:

Licensee Category	Licensee Subcategory	Application Date	Name	Plant Size	Start Date	Expected COD	Action
LAG	CPP	2020-05-13	testing phase-2	567	2020-05-20	2020-05-22	[Edit] [Status] [Cancel] [Delete]

The 'Edit' button is highlighted with a red arrow and the word 'Edit' below it.

#### Step 4.4: Filling of Fee Details

After saving the forms click the Fee Payment Button to fill out the Payment Details Form and attachment Bank Draft/Pay Order as shown in figure below. Press the Save Button to save the Payment Details.

Generation Applications

Create Generation License Application

New-Thermal Existing-Thermal New-Hydel Existing-Hydel Captive Power Plant

Copy CSV Excel PDF Print Show 10 entries Search:

Licensee Category	Licensee Subcategory	Application Date	Name	Plant Size	Start Date	Expected COD	Action
LAG	CPP	2020-05-13	testing phase-2	567	2020-05-20	2020-05-22	

Fee Payment

Payment for New-Hydel Licensee Information

Payment Method

Payment Method:\* Bank Draft

Amount (Rs.):\*

Bank Draft/Pay Order: \* Choose file Browse No

Submit Payment Details

#### Step 4.6: Application Submission

Before licensing application form submission, the applicant is required to ensure that all the information is updated and submitted as required under the NEPRA licensing regulations. Once the application is submitted, the information will become non-editable. Once the Apply button is clicked as shown in Figure below.

Generation Applications

Create Generation License Application

New-Thermal Existing-Thermal New-Hydel Existing-Hydel Captive Power Plant

Copy CSV Excel PDF Print Show 10 entries Search:

Licensee Category	Licensee Subcategory	Application Date	Name	Plant Size	Start Date	Expected COD	Action
LAG	CPP	2020-05-13	testing phase-2	567	2020-05-20	2020-05-22	

Apply

The self-generated application form as shown below will be displayed. The applicant is required to read the form in detail and press the Apply Button to apply for Licensing Application.

## Application Status

The applicant can view the status of his application by clicking the status button as shown in figure below.

The screenshot shows the 'Create Distribution License Application' interface. The left sidebar contains navigation links: Application Guidelines, Profile Information, Generation, Application Information, and Transmission. The main area has tabs for 'Existing Distribution' and 'New Distribution(Housing Colonies , Business Complex , High Rise Buildings)'. Below the tabs is a table with columns: Licensee Category, Licensee Subcategory, Application Date, Name, Start Date, Expected COD, and Action. The table contains one row with the following data: Licensee Category: LAD, Licensee Subcategory: HC\_BC\_HRB, Application Date: 2020-06-02, Name: debug testing 27 May, Start Date: 2020-05-14, Expected COD: 2020-05-14. The Action column for this row contains three buttons: a blue circle with a white checkmark, a red circle with a white 'X', and a red circle with a white 'X'. A red arrow points to the red circle with a white 'X' button, which is labeled 'Status'.

Licensee Category	Licensee Subcategory	Application Date	Name	Start Date	Expected COD	Action
LAD	HC_BC_HRB	2020-06-02	debug testing 27 May	2020-05-14	2020-05-14	

The application status will be displayed as shown below.

The screenshot shows the application status details for 'debug testing 27 May'. The left sidebar contains navigation links: Application Guidelines, Profile Information, Generation, Application Information, Transmission, Application Information, Distribution, Application Information, Power Supply, and Application Information. The main area displays a grid of status icons with labels: New (blue checkmark), Submitted (blue checkmark), Admitted (red X), Notice published in newspapers (red X), Seeking Comments (red X), Filing Rejoinders (red X), Hearing (red X), Case Submitted to Authority (red X), and Issued (red X).

## Withdrawal of License Application

The applicant can withdraw the application within 07 days of submission by clicking the Withdrawal Button and filling of relevant information as shown in figure below.

The screenshot shows the 'Distribution Applications' interface. The left sidebar contains navigation links: Online, Application Guidelines, Profile Information, Generation, Application Information, and Transmission. The main area has tabs for 'Existing Distribution' and 'New Distribution(Housing Colonies , Business Complex , High Rise Buildings)'. Below the tabs is a table with columns: Licensee Category, Licensee Subcategory, Application Date, Name, Start Date, Expected COD, and Action. The table contains one row with the following data: Licensee Category: LAD, Licensee Subcategory: HC\_BC\_HRB, Application Date: 2020-06-02, Name: debug testing 27 May, Start Date: 2020-05-14, Expected COD: 2020-05-14. The Action column for this row contains three buttons: a blue circle with a white checkmark, a red circle with a white 'X', and a red circle with a white 'X'. A red arrow points to the red circle with a white 'X' button, which is labeled 'Withdraw'.

Licensee Category	Licensee Subcategory	Application Date	Name	Start Date	Expected COD	Action
LAD	HC_BC_HRB	2020-06-02	debug testing 27 May	2020-05-14	2020-05-14	

Online

Application Guidelines

Profile Information

Generation

Application Information

Transmission

Application Information

Distribution

Application Information

Power Supply

Application Information

Withdraw Distribution Licensee Application

Application

To ,  
The Registrar,  
National Electric Power Regulatory Authority.

Subject: WITHDRAWAL FOR GRANT OF DISTRIBUTION LICENSE.

I, [REDACTED] being the duly authorized representative of [REDACTED] hereby withdraw the online application dated [REDACTED] of the company for grant of [REDACTED] Licence for proposed/existing facility. I understand that with this withdrawal, the above application shall cease to exist.

Date: [REDACTED]

Withdraw