

## Second chapter:

Worksheets of introducing, sample of  
Licenses and Contracts

## **2-1- Plan introducing worksheets**

All worksheets for introducing of applicant and plan have been considered in this part including the type and general specifications and the location of power plant that should be filled out and delivered by the applicant.

## **A-Introducing worksheet of plan applicant**

### **Relevant information of an applicant for establishment a renewable power plant**

1- Company's name / Partnership group:

2- Previous name of Company/Partnership group (In case of any change):

3- Date of change (In case of any change of name):

4- Address:

5- Telephone Number

6- Fax number:

7- Postal code:

8- P.O.BOX:

9- Electronic post:

10-Type of company:

1-Private joint stock ∂

2-Public joint stock ∂

3-Company limited ∂

4-Cooperation Co. ∂

5-Other ∂

Explain more ∂

11- Registration No.  
registration:

12- Date of

13- Place of registration:

14- Name of managing director

15- Name of the chairman of the board:

16- % of Shares of shareholders

No.	Name of shareholder	% of shares
Total		100

17- Subject of company:

18- A brief records and company's facilities

19- Introducing of major specialists / members of Company:

20- Complementary notes (If necessary):

In witness of all mentioned items in this questionnaire, hereby we confirm our readiness for performing of feasibility studies in specified site in worksheet B.

Full name of Managing director:

Signature and seal of company:

Date:

**B- Introducing worksheet of site and general specifications of plan:  
Relevant information about considered site of applicant for feasibility studies**

1- Type of renewable energy resource:

2- Estimated capacity of renewable power plant (MW):

3- Place of establishment of power plant: Province: City:

Small city: Village:

Estimated limits of longitude: From ..... To .....

Estimated limits of latitude: From ..... To .....

4- The average height of site from sea level:

5- Estimated area of the site (Hectare):

6- Type of land ownership/ site:

7- Performed coordination with local organizations for obtaining the land and/or other facilities:

The undersigned..... as the managing director of  
..... Co. hereby confirms the specifications of considered site for  
further feasibility studies as mentioned above. Enclosed you may find an estimated drawing  
of the site.

Full name:

Signature:

Date:

### **2-1-3- Worksheet ( C)- The ability authenticity for issuance of feasibility study license**

- Name of applicant:
- Type of power plant and its capacity
- Location of considered site
- Company's address

# 1)Considering the ability of advisor/ Company who may perform relevant feasibility study

\*General specifications of advisor/Company who may perform relevant feasibility study

- Name:
- Registered specifications:
- Address
- Name of Managing director and Board of directors

1-1)Whether the advisor/company has the required competency and classification of consulting by Consultants and Contractors Affairs Office of Plant and Budget Organization of President ( Ex Programming and Management Organization)? Or not? (With complete details)

1-2)The records of similar studies (At least two examples along with relevant documents)

No.      Name of Project/Study      Employer  
Project price      Result

Maximum Credit	Obtained Credit
30	
10	
10	



1-3) Explaining the scientific and Special abilities for further feasibility study:

Following items should be explained with relevant documentations.

-Organizational structure of the group for performing of study (2credits)

- Introducing of scientific/academic records of relevant specialists (4 credits)

-A brief explanation about methodology and manner of study including the introducing of relevant software (4 credits)

**10**

## 2)Considering the technical and Managerial ability of applicant for performing the project

2-1) Key stuff of company along with their records (By mentioning the positions and organizational chart)

2-2) Executive records of company:

No.	Project name/subject	Employer's name
Progress situation	Price	

2-3)Useful contacts of company with other domestic/foreign companies for performing of this project including the following items:

- Introducing of the most important cooperator companies of applicant in this project and previous projects

- Whether the applicant has any shares in other companies? Please introduce them. (With relevant documents)

Maximum Credit	Obtained Credit
30	
10	
10	
10	

### 3)Considering the financial abilities of the applicant

- An estimation of total required investment for performing the plan:.....million Rials

3-1- Whether it is possible for company to supply about %30 of total investment of project? Please specify the documents.

3-2)Whether the company has required credit power and supply of a loan for completing the investment of project? Please submit the relevant documentation including the following items:

- Any records of receiving credits (the amount of received credits by the applicant from financial/credit systems up to now by mentioning the name of credit institute, credit amount , type of security and other relevant information)

-The accessible credit amount for future projects acceptable for the banks or credit institutes.

Maximum Credit	Obtained Credit
40	
20	
20	

Note: This part should be filled by specialists of SUNA.

The obtained credit from part 1

The obtained credit from part 2

The obtained credit from part 3

**Total credits**

The minimum obtained credits for issuance a permission for feasibility study is 60 and as a result ..... Co. has/has not the ability to perform this project.

Verifiers:

Full name

Signature

**Emblem**  
**Islamic Republic of Iran**  
**Ministry of Energy**  
**Renewable Energy Organization of Iran (SUNA)**

No.:

Date:

## 2-2-license for performing feasibility studies for a specific site

Further to the enquiry No. .... dated ....., we hereby authorize .....Co. with Reg. No. .... and address ..... to perform required feasibility studies for establishment of ..... power plant in a site with enclosed geographical specifications in .....

This license is not transferable with a validity of six months and extendable only for one time and upon a written request of company and agreement of SUNA. It is obvious that after that it will be cancelled automatically.

..... Co. is obliged to perform all required studies with his own costs and submit the report of studies to SUNA before expiration of validity of this license. In case of its compliance with basics of utilization from renewable energies and its approval, SUNA may introduce the company to Energy and Electricity Affairs Assistant of Ministry of Energy for obtaining the relevant establishment license. SUNA will not transfer the possibility of performing feasibility studies to other applicants through the validity of this license.

This license has been issued only for feasibility studies by ..... Co. along with an introduction letter to concerned territories for further cooperation with applicant in specified matter through its validity. It has no value for any other functions.

Yousef Armodeli

Chairman of the board and Managing Director

Copy:

- Technical/Executive assistant of non-governmental partnerships
- Archive

**Emblem**  
**Islamic Republic of Iran**  
**Ministry of Energy**  
**Renewable Energy Organization of Iran (SUNA)**

No.:

Date:

## 2-3- Form of Approving the study

Dear.....

Assistant of Energy Minister in Energy and Electricity Affairs

Subject: Performing of feasibility studies for establishment of ..... Power plant of .....MW

Respectfully,

This is to inform you that pursuant to the framework of Art. 62 of Law of Regulation a part of the Governmental Financial Provisions and its executive instruction for guaranteed purchase of electricity from non-governmental renewable energies , power plants, ..... Company with representation of Mr./Ms. .... as the managing director and Reg. No. .... with Companies Registration Dept. and Industrial Ownership of .....Province has performed required feasibility studies for establishment of ..... Power plant with a capacity of ..... in ..... located in .....province and furnished us with the relevant report.

According to our considerations, the proposal plan of the mentioned company is (Its brief specifications have been enclosed) in compliance with utilization bases of renewable energies. Therefore, if possible, any issuance of establishment license for ..... Power plant is free.

As a result you are kindly requested to manage for issuance of establishment license in the name of mentioned company.

Yousef Armodeli

Chairman of the board and Managing Director

Copy:

- Technical/Executive assistant of non-governmental partnerships
- Archive

**Emblem**  
**Islamic Republic of Iran**  
**Ministry of Energy**

**2-4- Establishment License**

No.:

Date:

This license issued in accordance with executive instruction of Article 62 of regulating a part of Government Financial Provisions subject to notice No. 72920/20/100 dated 22.Feb.2006, letter No. .... dated ..... of Renewable Energy Organization of Iran (SUNA) for performing feasibility studies of project by applicant and its compliance with utilization bases of renewable energies and relevant warranty issued by applicant under No. ....

Dated ..... according which:

..... Co. with representation of Mr./Ms. as the managing director under No..... and address of ..... is authorized to establish ..... Power plant with nominal capacity of ..... in ..... with mentioned specifications in enclosed notes of letter No. .... dated ..... of SUNA as an independent electricity producer and with investment of non-governmental sector. Holder of this license is authorized to sell its produced electricity to Renewable Energy Organization of Iran (SUNA) in compliance with relevant rules and signing a sale contract with guaranteed rates.

This license is not transferrable to third parties with a validity of ..... from issuance date and with regard to the mentioned time schedule for establishment by the applicant.

Assistant of Energy and Electricity Affairs- Ministry of Energy