



Guideline for facility registration and operating license for currently operational resorts.







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CHAPTER 1: INTRODUCTION

This guideline is developed to provide guidance on registering and obtaining operating license for existing facilities that provide utility service, which is required as per the regulations published under the Energy Act (18/2021) and Water Act (8/2020) for facility registration and operating licensing (2023/R-78 and 2023/R-105).

The guideline covers filling the application form, the outline of the process flow and requirements to registration and licensing of operators for facilities that provide utility services in the resorts (tourism sector).

CHAPTER 2: APPLICATION FORM

- The application form required to apply for the service is GEN03: "Application for Utility Service
 Facility Registration and Operating License for Resorts", which is available from the Authority's
 website as both pdf and fillable (docx) versions.
- General information is covered under **General Information Section** of the application form.
- There are 2 services available from the same form which are:
 - 1. Application for registration of facilities
 - 2. Application for Operating License for facilities
- All facilities currently established on the resort can be submitted under the same application
 as multiple facilities established on the same island can be covered under the same
 application.

Chapter 2.1: SERVICE 1: APPLICATION FOR FACILITY REGISTRATION

Section 1: Application Type Choose only one option from the following.		1 وَمَرَ جَوِ: مُثَرِّ دِوْوَهُ وِيدَوِدُ دِوْدَهُودُودُ وَمُورُدُ وَقِودُدُ لَكُمْ دُوْيِرٍ وَوَقِدُو.
New Registration		بركوش برمي سسطير تدافر
Change of detail		۱۵ - ۱۰ - ۱۰ د د ۵ ۵ م می سیو ۵ مروراندرسر
Termination of registration		برُهِ سُوعُ بِرِ الْرَحُوثِيرُ
Re-issue (Lost or damaged)		كاروك الروك رؤدناه المعالم المرددو
Registration No. (if not new):	Click or tap here to ente	تری ساع بر سرسرک نر (در شرسرسرک): r text.

The type of application can be chosen in this section.

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- New registration: If a facility is being registered for the first time
- Change of detail: If there is a change to the details of an already registered facility.
- Termination of registration: If a facility is decommissioned and no longer in service and the registration of the facility needs to be terminated
- Re-issue: If for any reason the owner of the facility would like a copy of the registration to be reissued.
- Registration No. (if not new): This is the reference number of the registration certificate for registered facilities.



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Section 2: Type and purpose of Facility		2 פות היה: תשכב הפתנה שנים כמ
Choose all appropriate.		مُنَهِ وَشَرَّةً عَجَادَهِ (مَدُ) دِهُدُوْنَهُ وَشَرَّهُ .
Power System for		ראיפת ב תשיל ב בתבל את
A2. Commercial & Industrial		A2 وروير مرور سيرم كالروثر
B1. Independent Power Producer		B1 היים בינים בפיג בעם השינה B1
P2 Natural/Infrastructure Operation		B2 מפפע מנפת המנות של אל B2
B2. Network/Infrastructure Operation		אר מום כ כ 0 ניה מש ע מקיית
Water Supply System for		ביתל תיש כ בתברותית
W-A2. Commercial & Industrial		W-A2 وِمَرُوْبِر رُورِ سِيمُرِدِ ظَيْرُوَرُ
W-B1. Independent Water Producer		W-B1 برسرة يوسرة سرع مرد و مر
W-B2. Network/Infrastructure Operation		W-B2 הפפט המינים במשל אל הגמשועית
Sewerage System for	•	יל קל יתש ל בת ל מקית
W-A2. Commercial & Industrial		W-A2 والزوَّار أرو سائرًد عاروًر
W-B3. Independent Sewerage Treatment		W-B3 برسرة يرسرة سرير في عرف الرقاق المراج و المراج و الرقاق
plant		80 %° 80 %°
Detail Design/as-built Approved Yes 🗆 🖰	1	ئے جام و یا جار سرا اسے - حوج کو سور مرح کو کر سرسر اس
Detail Design/as-built Approval	hara to	ع الرفر المن المن المن المن المن المن المن المن
Reference Number:	Here to	و من

Mark all the applicable options here for all facilities that are intended to be registered. Eg: to register power system and water system of a resort the applicant shall choose A2 and W-A2.

- Commercial & Industrial: All systems established to supply power (or self-use) for a commercial or industrial application. This includes resorts as well.
- Independent Power Producer: This is where power generation is done by a private party other than the service provider or operator and sells to the utility service provider (eg: solar PV system)
- Network/Infrastructure operation: If the applicant only operates part of the system that provides the utility service (eg: generation, transmission or distribution)
- For all existing facilities in operational resorts, if the as-built is endorsed by the Authority it is
 to be indicated and the reference number on the document issued stating the approval of asbuilt can be stated here. If there are multiple reference numbers for an application involving
 multiple facilities all the reference numbers shall be listed.

Section 3: Owner Details (Applican	nt)	ह रेज के. रं दे मुहेर्जिहें टेहिंदैर्ज (रेजेरेंदें हेर्जिज)
Complete all of the following.		جِيرِيْنِهُ لَهِلَ مُلِمَّةً وَمِرْوَنْهُمُونَ
Business Name:	Click or tap here to enter text.	وِيرَوِّيرِهُ سَرَيْرُ:
Address:	Click or tap here to enter text.	; ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° ° °
Atoll and Island:	Click or tap here to enter text.	مُحَوِّدُ مُرَثِ
Registry No:	Click or tap here to enter text.	مَرْجِ سُوحَ بِرِ سَرَسُرُهُ ثَرُ:
Contact No:	Click or tap here to enter text.	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Email Address:	Click or tap here to enter text.	رورو ده برس:

This section refers to the details of the owner of the facility. In most cases this is the owner of the resort. If the owner of the facility is not the resort owner there should be a document such as an agreement indicating the owner of the assets established on the resort.

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Section 4: Focal point Details		4 وَسَرُ حَدٍ: وَمُوْرِهُمْ دَمِيْ رَجُودُهُ وَرُووْرُهُ
Complete all of the following.		جِهِوَيَةُ ثَهِرُ مُنْكُ وَمِرْوَاتِهُ وَمِرْوَاتِهُ وَمِرْوَاتُورُوا
Name:	Click or tap here to enter text.	سَرَشِ:
ID card Number:	Click or tap here to enter text.	مرمر، یو. مرکز مرکز کرد:
Designation:	Click or tap here to enter text.	: 385
Email Address:	Click or tap here to enter text.	برورو ده نرس:
Contact Number:	Click or tap here to enter text.	2) 1015 22m may 2012

This section refers to the details of the focal point on behalf of the owner regarding the facility.

Section 5: Declaration				5 وَمَرَ خَدٍ: دِقَيْرُثُرُ
رُرْ عَوْرُدُ صُرْدُودُمْ رِسَرُورُدُورُ، و وُوْدُورِ رِجْ عَوْ وُسْ نَهُمْ صَرْدُودُهُمْ عَرَادُ مُرَادُدُهُ رُجْ وَمُرْ عَرْدُورُهُمْ عَرَادُ وَمُرْوَدُهُمُ عَرَادُ وَمِرْدُغُ	م م و دور کرد کرد کرد کرد کرد کرد کرد کرد کرد کر	مُوَرِّ مُرِدُوسِ اللَّهِ مِنْ مُوَسُّ وُدُو. مُدِرِ دِ	35752 v.5 33, 5 25336 35399	۵٬۳۰۶ مردو مردو در در درده در درده در درده در درده در درده درد درد
. مُدُوَسُ وَهُوْسُونُو جِوْ مِهْمُسُ جِ				رسرفردگار، در گرد گ درگروناستشرر در در
I hereby certify that the information p shall produce proof of such informatio by the Authority. I am aware that the U that the information provided is false. from this application.	on if I am called upon to Itility Regulatory Autho	o do so. I agree to ority reserves the	facilitate any site right to reject this	inspections required application, if found
Name مَرْشِ Click or tap here to enter text.	Signature	7*	Stamp (if business)	وِرُوْم مَدُدُس (وِرُوْمِرُدُر سِرَدَ)
Designation 355				
Click or tap here to enter text.				
Date مرير و				
Click or tap to enter a date.				

This section is the declaration by the owner. And should be signed by the owner or a person who has the capacity to sign on behalf of the owner.

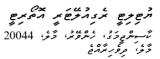
Annex 1: Documents to be submitted along with the form		שלפל 1: ללמי לעלילשל בחיות
Choose all appropriate.		האין בית האהר הונים המנוצים בינים
Resort Operating License		برساغ در برسور ورساس
Copy of Focal Point ID/Registration		وُمَوْ يُرْمِرُهُ وَ دُرْدِي مِرْوَهُ مِنْ إِسْفَامِ وَ مُرْمَوْ
Notarized power of attorney document (for focal point)		سَرَعَ مَرَدِهُ مَنْدُورِهُ ﴿ وَوَمَدَ مَنْوُ شَعَمَهِ مِنْ وَمِثْمُ ﴿ وَمَا وَ يَرْدِسُوعَ مُرَا

This section refers to the documents that need to be submitted for facility registration.

- Resort operating license: This is the license issued by the Ministry of Tourism
- Copy of Focal Point ID/Registration: This is the identification document for the focal point. For locals this is their national identity card. For foreigners this can be official documents such as passport or work permit.
- Power of attorney document (for focal point): This is a letter/document issued by the company (owner) stating the focal point that has been assigned.



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Chapter 2.2: SERVICE 2: APPLICATION FOR OPERATING LICENSE

Section 1: Application Type				*> >* :	1 وَسَرُ عَمِرٍ: مُقَرِّ دِفْرِدُمُ
Choose only one option from the following Application Type:	·	•	·985AA	בקונה מהניק	مِهِ وَمِوْ دِنْرُومُونُووْ مُرْمِرُهُ مِ دُوْوِ مَا سَمُرُودُ اللهُ وَمُنْ
New			•		240
Renew					01337 12XXAA
Termination of License		۵ ۶ ۶ ۶ ۵ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲ ۲		وُرِسَارِكُ رُوْوْ	
Re-issue (Lost /damaged)	•		و)	مروشر ارتور	مُؤِيرٌ رُدُوْرِدُ (ءُ
License Type: Temporary	وُ دُمِ 🗆	Permanent		قررو	وَرِسَهُ رَسُدُ عُوَمُ:
Existing Operating License Number (if applicable):	Click or tap he	Click or tap here to enter text.		پئر بھر ہے	د که کله هر که در که در که در
License period in years for permanent licenses (Refer to Annex 7)	Click or tap he	Click or tap here to enter text.			گردد کردسترسکر رک وی درزنرش (کروسیو نے فرکوفر ا
Note: All temporary licenses will be issued for	a period of 01 (one) year.	<i>ڐؙؠٛڎڔؘۄؘڒ</i> ۏؙ؞	نا۾) شرندو	بْنُا مُدُوِّينِ 01 (مُرَّ	عرفي: زيرر وزي ورسترسار لا

This section refers to the type of application.

- For application type the applicant shall choose one of the options available.
 - New: Application for a new license
 - o Renew: If applying to renew an issued license for an existing licensed operator.
 - o Termination of license: If the operator is no longer operating the already licensed facility and their license has a remaining validity period the operator can apply to terminate their active license.
 - o Re-issue: If an operator needs a copy of the license issued to them due to the document being lost or damaged.
- For license type the applicant shall choose one of the options available
 - Temporary: This is a temporary operating license issued for a maximum duration of 1
 - Permanent: This is a permanent operating license issued for a stated period between 5-10 years.
- Exiting operating license number: this is the reference number if there is a license already issued to the operator of the stated facility. This is applicable to all applications except "New" type applications.
- Licensing period: this can be left blank if applying for a temporary license as the issued license will be for 1 year. For permanent license the applicant shall state between 05 - 10 years as stated in Annex 7.

Section 2: Operator Details Complete all of the following.		2 وَمَرْ عَمِر: رِمْرَةً وَمُرْمَةً حَدْثُوثُهُ مِيدَمِدُ ثَمِرًا عَدْدُ وَرِدَدُوْدُوْدُ
Name of Company:	Click or tap here to enter text.	ئىشرۇسى سىئىر:
Registration Number:	Click or tap here to enter text.	يري ساھ بر ستاين سرس کا يو.
Mailing Address:	Click or tap here to enter text.	رد در در در در مرسو:
Email Address:	Click or tap here to enter text.	ر در
Contact Number:	Click or tap here to enter text.	2 2 2 م 2 0 2 5 2 توسر سرسرها نير
Website:	Click or tap here to enter text.	: 87-09

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Male', Republic of Maldives.







This section refers to the details of the operator. If the facility is operated by the resort the resorts details are to be filled here.

Section 3: Focal point Details		3 وَسَرُ حَدِرُ وَمُرْوَحُ مُعَمِّرٌ وَمُرَوَّحُ
Complete all of the following.		جِهِوَيْدُوْ رَبِرُوْ مُنْدُدُ وَبِرِوْ وَمِنْ
Name:	Click or tap here to enter text.	سرَسُ:
ID card Number:	Click or tap here to enter text.	مرُور يو . مُرَّدُ مَرْسُونَ مُرْ
Designation:	Click or tap here to enter text.	: 285
Email Address:	Click or tap here to enter text.	رورو درو المار»:
Contact Number:	Click or tap here to enter text.	(2) 10 2 (5) 2 2 m

This section refers to the focal point on behalf of the operator. This is the person the Authority will contact regarding the operations of the facility.

Section 4: Declaration				4 وَمَرْ حَدِ: دِقَدَّرْثُر
وَجِيْدُ عَارُسُهُ وَرُودُونُهُمْ وَجِرُونَ عَوْرُ مُورِ سَامِرُ وَرُودُونُونُونُ مُنْ مُعْرِدُ عَوْرٌ عَرْدُودُونُ مِرْوَدُونُ وَوَدُورُ				
و حَوَّ وُسُ لَيْهُ عَالِمُ الْمُرْوَدِيْ مِرْدُ الْمِلْوَدِيْ	المده ساؤدو. شويره ير وسو	مَاوَرُ مُرُوْدُسِ	. مِهْدُ رَبِ رُبُورَوُسُ	באריע של באר ב על על על ב
ינים אול ינית בונציבולים ביתה	رُو و وُدُورُ مُركِرُورُورُ وَرُدُ	ره شور و د	مِرْمِرُورُ مُرْوَكُسُ مُ	مِرْمِعُ وْمُرْ رُوْعُ رُسَ
מלציתו למקעולל כל מפניים כ				
	ره سر و د و .	אינים פעיר מו	و المراز المراز الله الله الله	הציפש שמת ציצים
I hereby certify that the information				
shall produce proof of such informati by the Authority. I am aware that the	_	_	-	
that the information provided is false	, , , ,			
from this application.	,, o			••
Name بزير	Signature	ڄٞڎؚ	Stamp	والأؤبر عددكس
Click or tap here to enter text.			(if business)	(وِرَوْ بِرِدُدُ سَرَدُ)
Designation 355				
Click or tap here to enter text.				
Date ۶٫۰٫۶				
Click or tap to enter a date.				

This section refers to the declaration of the operator. The application shall be signed by a responsible person of the operating company.

Annex 2: Documents to be submitted along with the	e form	שלפת 2: לכחי לתוצישל החימת
Required for all applicants		33745 7683333 24 858 343
Copy of Resort Operating License		برساغ در کریو برد ورساس
Copy of Focal Point ID/Registration		وَمُو جُرِّمُوعُ دُرِدِي. تَرْوَهُ بَرِعِ سُوعِيدٍ سُرَّيْدِ
Notarized power of attorney document (for focal point)		شَعَ مَدِهُ ثَدُوَدِهُ دُوَمَ شَوْ شَعَمَتِهُ وَمَثَمُ (وَمَوْ يَدِمِثُ عَدِهُ ثَاءِ وَمِنْ الْأَوْمِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ اللَّهِ يَدِمِثُ عَدْرُ)
Network coverage (if there is no detail design/as- built approved)		شرة و الأكري (ع مِوْ عِنْ مِيْرَ الدِّهِ - مِنْ وَالْمَالِدِينَ - مِنْ وَالْمَالِدِ وَمِيْرَ وَمِرَ شرو شرد)
Commissioning Report		× د مشهره در کرچ
Please refer to Annex 4 (A & B) for commissioning report template	e. (only for newly	developed resorts)

This section refers to the documents that have to be submitted with all applications.

Copy of resort operating license: This is the license issued by Ministry of Tourism.

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- Copy of Focal Point ID/Registration: This is the identification document for the focal point. For locals this is their national identity card. For foreigners this can be official documents such as passport or work permit.
- Power of attorney document (for focal point): This is a letter/document issued by the company (owner) stating the focal point that has been assigned.
- Network coverage: this is a map showing the network coverage of the system (eg: power distribution network coverage, water distribution network coverage, sewer network coverage etc.). This document is required only for resorts that do not have an as-built document approved.
- Commissioning report: This is the end product document during the commissioning phase of a facility. This document is required only for newly developed resorts and not required for currently operational resorts.

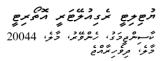
Annex 3	3 3/9/6
Part 1: Documents to be submitted for Temporary license and New Applications	1 وَمَرْ عَدٍ: وَدُمِّ وَرِسَاءُسَادُ رُوْرُوَهُمْ وَرُدِيهُمُ
Operators (Name, ID No, Designation, qualification) – minimum 4 operators with minimum C3 certification.	 ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿ ﴿
List of Safety Equipment	سودها ۱۱٬۵۶۳ وسع
Part 2A: Documents for Power systems:	2 रेस नेट्र है A: रेवेर्ट म्युर्ट रेवेर वैर्सिट है है है रहे हैं स्पर्यक्रि
Power testing and maintenance equipment list	المكرة المنافعة والمرافعة المرافعة المر
Part 2B: Documents for Water and Sewerage systems	2 وَمَرُ عَدِدُ B: زَنْدُهِ مَرْدُودُ مِنْ وَوَمَرُدُ عَبْرُودُ مِنْهُدُ مِرْمُهِمُومُهُ
Water Quality test reports	المراح المراج ال
Wastewater quality test reports	سري سورسري مرج ع ما هم مرج ع
Please refer to Annex 5 for above mentioned testing parameters	وَمْ مَرِ مَنِ صُوْرُوْ تَرِي غَصْهِمُو لِمَرْجَعُمِمَهُ عَرْدَوْ 5 وَدِ وَمُدُوْ
Water and sewerage laboratory equipment list	وُسْرُد سَرُدُورُدُ وَصَاعِيرِ دِيْدِرُورُسُ وَسِنْ وَسَنْ
Equipment should cover testing requirement stated in Annex 5	عَرْوَرُ 5 وَرِدُ يُرْدِعُهُمُ عَلَيْهُ عَلَيْهُ مِنْدِيهِ مِنْدِيْهُ وَمُوْمِيْدُ وَمُوْمِيْدُ
If laboratory is not established, commitment to carry out the required tests (by other means) should be provided in the form of a letter	289 jak 166 1662) 1665° 166 jak 1668 1668 1668 1869164 166 969149 4-gan 264864 1666

Parts 1 and 2 of Annex 3 covers documents to be submitted for a temporary license application.

- For all temporary license applications, the following documents are required.
 - 1. Operators: A minimum of 4 operators are required for a temporary license with a minimum qualification of C3 certification. This list can include engineers and other technical staff in the operating company.
 - 2. List of safety equipment: this is a list of work safety equipment that the facility have for their staff such as personal protection equipment, harness, etc.
- Part 2A covers documents required for a temporary license application to operate a power system
 - 1. Power testing and maintenance equipment list: this a list of measuring devices and devices used for maintenance such as multimeter, ammeter, equipment used for distribution box installation etc.
- Part 2B covers documents required for a temporary license application to operate a water and/or sewerage system







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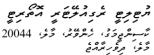
- 1. Water quality test reports: this is the water quality test report issued by a certified laboratory (local or international) that covers all the test parameters mentioned under Annex 5.
- 2. Wastewater quality test reports: this is the wastewater quality test report issued by a certified laboratory (local or international) that covers all the test parameters mentioned under Annex 5.
- 3. Water and sewerage laboratory equipment list: this is the list of equipment available on site for water testing required to test the parameters stated under Annex 5. If there is no laboratory established in the facility the operator can submit a commitment letter as stated on the application form providing the commitment to carry out the necessary water testing from a certified laboratory.

Part 3: Documents to be submitted for Permanent license	ह रेसे के: दैएटू रेड्मिनी प्रियेनी रूपेरी
Operators (Name, ID No., Designation, qualification) – minimum 6 operators with minimum C3 certification.	دِّرُوْتُوَجُ وْمَرْ (مَرَسُ وَدُّوْدَ، دَرِدِنِي. ثَانَا مَرْشُوَحُوْدَ، وَمَرُوكُوْ) - وَمُرْوَفُوشُ C3 سَوْجُ وِمَاغُ رِجِوْرَدِوَّ، وَفَرُودُنْ 6 دِّرُوْتُوغُ نُرْشُ
List of Safety Equipment	۱۳۰۴ ۱۳۰۵ ۱۳۰۵ وسوچ سودمهر الروموراي وسوچ
Health and safety manual	سورر رو سؤوي وررو
Operation and Maintenance manual	بري سير رس ورسط رسوس و سررو
Emergency response plan	وری شور سے براستان کو بار اور
Fire-safety inspection letter (from relevant government body)	وَرَبر سَوْجٍ رِبرَهِ وَرَدُ مَنَدُ سِمِ (سَدُرُ بُرُو مَدُو اللهِ اللهِ اللهِ اللهِ اللهِ اللهِ اللهِ اللهِ ا وقد مُردُوم ()
Document stating any conditions issued under a temporary license has been met if any.	وَدْمِ وَرِسَاءُ وَرِ دُرُوْمَ سَارُوْرُ وُ سَرَى دُرَارُ دِيرِزُوَكَارُورُوْرَارُ دَيْرُورُوْرُ وَرُدُدُ.

Part 3 of Annex 3 covers the documents to be submitted for a permanent license application.

- For all permanent license applications, the following documents are required.
 - Operators: A minimum of 6 operators are required for a temporary license with a minimum qualification of C3 certification. This list can include engineers and other technical staff in the operating company.
 - 2. List of safety equipment: this is a list of work safety equipment that the facility has for their staff such as personal protection equipment, harness, etc.
 - 3. Health and Safety manual: this a health and safety manual for the operations staff working at the facility required under the Energy and Water Acts.
 - 4. Operation and Maintenance manual: This is the document outlining how to operate the system and to carry out maintenance works of the system
 - 5. Emergency response plan: this is the document that outlines the procedure that will be followed in case of different types of emergencies.
 - 6. Fire-safety inspection letter: this is the document issued by MNDF (Maldives National Defense Force) or any other party endorsed by Ministry of Defense that the facility meets the fire-safety requirement.
 - 7. Document stating any conditions issued under temporary license has been met: this is a document issued by the operator showing that any condition set by the Authority while issuing the temporary license has been met.





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Annex 4A and 4B - these sections include the Commissioning report template for both water and sewerage systems. This document is required for newly developed resorts and is not required for currently operational resorts. If applicable the applicant can use their own format as long as the identified fields in the template are shown.

Annex 5 covers the water and wastewater testing parameters and their allowed ranges.

Annex 6 covers the fees for facility registration. The fees stated in the annex are for each facility being registered.

Annex 7 covers the fees for operating license. The fees are stated per year and is to be multiplied with the number of years the operating license is applied to be obtained.

CHAPTER 3: SUBMISSION OF APPLICATIONS

- All applications can be submitted over the counter during official hours or online by emailing to secretariat@ura.gov.mv. The applications submitted online after official hours each day will be entered the next working day.
 - o For online application cases where files cannot be attached due to its size, the file(s) can be uploaded to a cloud service (Eg: Google Drive, One Drive, etc.) and link shared with the email.
 - o For applications where links are provided, the link(s) shall be valid for at least 30 days. And must have guest access for the duration.
 - o For over-the-counter submissions a digital copy of the application shall be provided on a storage device along with the application.
- A notification of acknowledgement will be sent to each application.

CHAPTER 4: PROCESS OF REGISTRATION OF FACILITIES.

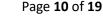
- Once the application is processed and if the application meets the criteria for a facility registration an email will be sent to the applicant with the following details to complete the payment
 - Application type:
 - o Reference No.
 - Amount due (fees for the facility registration are also mentioned of the application
- The applicant can make the payment through Bandeyri Portal and email the receipt to the Authority.
- Once the payment is made, facility registration document will be issued by email to the Applicant.

Note: an inspection is not mandatory for facility registration applications. If all documents are submitted, Authority can issue a facility registration document once the fees are paid.

CHAPTER 5: PROCESS OF LICFNSING

CHAPTER 5.1: General information:

There are two types of Utility Operating License for each sector (Energy, Water and Sewerage)









- Temporary Operating License (TOL)
- Permanent Operating License (POL)

CHAPTER 5.2: Criteria for TOL:

- TOL is issued if the application is for a temporary operating license **OR** if the facility does not comply with the requirements for Permanent Operating License.
- The required documents for TOL are listed on the application forms "Application for Utility Service Facility Registration and Operating License for Resorts" (GEN03).
- Maximum License period is 1 (one) year.
- If the Licensee is unable to comply with the requirements for Permanent Operating Licensee within the 1-year of the TOL period, then the Licensee can apply for an extension of the TOL.
- Any TOL issued can be extended multiple times if required. An application form must be submitted for each extension and each extension will be granted a maximum of 1 (one) year.
 The annual fee stated in the regulation and the application form will be charged for each temporary license extension.

CHAPTER 5.3: Criteria for POL:

- POL is issued when the facility fully complies with all the pre-requisites for Permanent Operating License.
- Minimum License period is 5 years
- Maximum License period is 10 years

CHAPTER 5.4: Processing TOL applications.

- Once the application is processed and if the application meets the criteria for a TOL an email will be sent to the applicant with the following details to complete the payment
 - Application type
 - o Reference No.
 - o Amount due (fees for the TOL are also mentioned of the application form)
- The applicant can make the payment through Bandeyri Portal and email the receipt to the Authority.
- Once the payment is made, a TOL will be issued by email to the Applicant.
- The terms and conditions for the license will be attached with the license issued to the applicant.
- Note: An inspection is not mandatory for TOL applications. If all documents are submitted,
 Authority can issue a TOL once the licensing fees are paid.

CHAPTER 5.5: Processing POL applications.

- If the application is complete then URA will inform the Applicant an Inspection date within 5 days of POL submission.
- Inspection of the facility is mandatory for all POL applications.
- Before the POL Inspection visit by URA the Applicant should ensure that all the necessary requirements (mentioned in section 3 and 4) are ready onsite.
- Refer to Annex XX-XX for onsite requirements of each type of facility.
- Refer to Annex XX-XX for pre-requisite checklists for the applicant's convenience.
- Ensure all items on the checklist are available during inspection for a more streamlined inspection.









- Note: if it was found during the inspection that the pre-requisites for POL are not met, a TOL will be issued to the facility instead.
- Once the inspection is completed and if the application meets the criteria for a POL or TOL an email will be sent to the applicant with the following details to complete the payment
 - Application type
 - License type
 - License duration
 - o Reference No.
 - o Amount due (fees for the POL are also mentioned of the application form)
- The applicant can make the payment through Bandeyri Portal and email the receipt to the Authority.
- Once the payment made is confirmed, the license will be issued by email to the Applicant.
- The terms and conditions for the license will be attached with the license issued to the applicant.

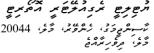
ANNEX 1 – ONSITE REQUIREMENTS

This annex covers the onsite requirements for when the inspection takes place under a POL application for each type of facility.

- 1. Onsite requirements for a POL of a Water Supply System
 - i. As-built drawings (updated)
 - ii. Network Pressure test (minimum from 3 locations)
 - iii. Designated Sampling Point (DSP) locations.
 - iv. 6 Operators with certification (should have 1 be certified lab technician among the 6 operator)
 - v. Health and Safety Manual
 - vi. Operation and Maintenance manual
 - vii. Emergency Response Plan
 - viii. Safety equipment
 - ix. Spare parts list
 - x. Chemical storage space
 - xi. Customer service office
 - xii. Complain Handling Mechanism (CHM)
 - xiii. Water testing Laboratory setup (if applicable where the resort opted for inhouse testing facility)
 - xiv. Water test reports (should comply with the supply water standard)
 - xv. Outfall inspection (visual inspection)
 - xvi. Daily/monthly data log sheets
 - xvii. Fire safety inspection letter
- 2. Onsite requirements for a POL of a Sewerage System
 - i. As-built drawings (updated)
 - ii. Sewer pump specifications (brand and capacity)
 - iii. Ground water sampling point for Pumping stations
 - iv. Boundary walls for pump stations







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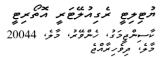


- v. 6 Operators with certification (should have 1 be certified lab technician among the 6 operator)
- vi. Health and Safety Manual
- vii. Operation and Maintenance manual
- viii. Emergency Response Plan
- ix. Safety equipment
- x. Spare parts list
- xi. Customer service office
- xii. Complain Handling Mechanism (CHM)
- xiii. Wastewater testing Laboratory setup
- xiv. Wastewater test reports (should comply with the wastewater discharge standard)
- xv. Outfall inspection (visual inspection)
- xvi. Daily/monthly data log sheets
- xvii. Fire safety inspection letter
- 3. Onsite requirements for POL of a Power System
 - i. As-built drawings (updated)
 - ii. 6 Operators with certification
 - iii. Health and Safety Manual
 - iv. Operation and Maintenance manual
 - v. Emergency Response Plan
 - vi. Safety equipment list
 - vii. Spare parts list
 - viii. Maintenance log sheets
 - ix. Daily/monthly data log sheets
 - x. Customer service office
 - xi. Complain Handling Mechanism (CHM)
 - xii. Fire safety inspection letter



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ANNEX 2- PRE-REQUISITE CHECKLIST FOR WATER SYSTEM PERMANENT OPERATING LICENSE

No	Check	Description
1		As-built drawings (updated)
2		Network Pressure test (minimum from 3 locations)
3		Designated Sampling Point (DSP) locations.
4		6 Operators with certification (should have 1 be certified lab technician among the
5		Health and Safety Manual
6		Operation and Maintenance manual
7		Emergency Response Plan
8		Safety equipment
9		Spare parts list
10		Chemical storage space
11		Customer service office
12		Complain Handling Mechanism (CHM)
13		Water testing Laboratory setup
14		Water test reports (should comply with the supply water standard)
15		Outfall inspection (visual)
16		Fire safety inspection letter

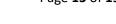






ANNEX 3- Pre-requisite checklist for Sewer system Permanent Operating License

No	Check	Description
1		As-built drawings (updated)
2		Sewer pump specs (brand and capacity)
3		Ground water sampling point for Pumping stations
5		Boundary walls for pump stations
6		6 Operators with certification (should have 1 be certified lab technician among the 6 operator)
7		Health and Safety Manual
8		Operation and Maintenance manual
9		Emergency Response Plan
10		Safety equipment
11		Spare parts list
12		Customer service office
13		Complain Handling Mechanism (CHM)
14		Wastewater testing Laboratory setup
15		Wastewater test reports (should comply with the supply water standard)
16		Outfall inspection
17		Fire safety inspection letter









ANNEX 4- Pre-requisite checklist for Power system Permanent Operating License

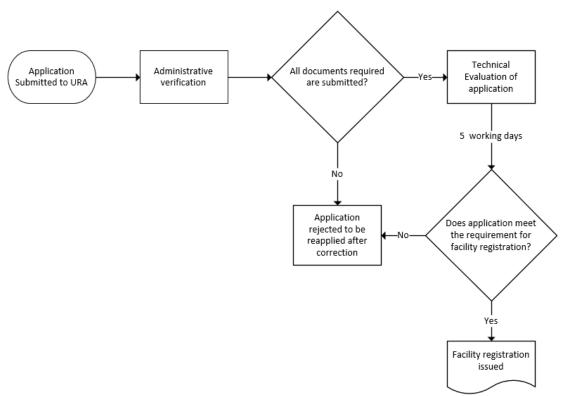
No	Check	Description
1		As-built drawings (updated)
2		6 Operators with certification
3		Health and Safety Manual
4		Operation and Maintenance manual
5		Emergency Response Plan
6		Safety equipment list
7		Spare parts list
8		Maintenance log sheets
9		Daily/monthly data log sheets
10		Customer service office
11		Complain Handling Mechanism (CHM)
12		Fire safety inspection letter



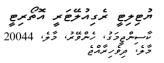


ANNEX 5- PROCESS FLOW FOR UTILITY SERVICES FACILITY REGISTRATION AND OPERATING LICENSE APPLICATIONS

Annex 5.1 – Facility Registration





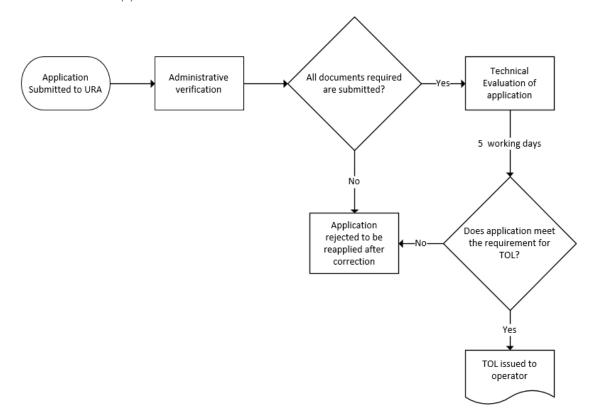


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Annex 5.2 – TOL Application



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Annex 5.3 – POL Application

