



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

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:
 - Application for registration of facilities
 - 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		1 ވަނަ ބައި: ދާއިރާ ހިމާރުކުމުގެ ބަންދު
Choose only one option from the following.		ދެކޮޅުތަކުގެ ތެރެއިން ތިޔަބޭނުންކުރާ ތަން ހިމާރުކުމުގެ ބަންދު.
New Registration	<input type="checkbox"/>	ނުފެނިފައިވާ ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން
Change of detail	<input type="checkbox"/>	ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން
Termination of registration	<input type="checkbox"/>	ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން
Re-issue (Lost or damaged)	<input type="checkbox"/>	ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން ފުރިހަމަކުރި ރެސޯޓްތަކުގެ ތެރެއިން
Registration No. (if not new):	Click or tap here to enter text. ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން ނިއު ރެސޯޓްތަކުގެ ތެރެއިން (ނުފެނިފައިވާ ނިއު ރެސޯޓްތަކުގެ ތެރެއިން):	

The type of application can be chosen in this section.

- 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.

Chapter 2.2: SERVICE 2: APPLICATION FOR OPERATING LICENSE

Section 1: Application Type		1 ވަނަ ބައި: ފަންނު ދިނުން	
Choose only one option from the following.		ދިވެހިރާއްޖޭގެ ތެރޭގައި ހުންނަ ފެންނަން ޖެހޭ ފަރާތްތަކުން ހިންގަންޖެހޭ ތަންތަން ތަންތަން ހިންގުމަށް ދިނުމަށް ފަންނު ދިނުން.	
Application Type:		ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު:	
New	<input type="checkbox"/>	ފަންނު ދިނުން	
Renew	<input type="checkbox"/>	ފަންނު ދިނުމުގެ ފަނޑުވަޒަން	
Termination of License	<input type="checkbox"/>	ފަންނު ދިނުމުގެ ފަނޑުވަޒަން ހުޅުވުން	
Re-issue (Lost /damaged)	<input type="checkbox"/>	ފަންނު ދިނުމުގެ ފަނޑުވަޒަން (ގެއްލިފައިވާ/ފެހަލުވި)	
License Type:	Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު:
Existing Operating License Number (if applicable):	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު ހުންނަ ފަންނު ދިނުމުގެ ނަންބަރު (ނުވަތަ ފަންނު ދިނުމުގެ ނަންބަރު):
License period in years for permanent licenses (Refer to Annex 7)	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު ހުންނަ ފަންނު ދިނުމުގެ ދުވަސް ދުވަސް (އެކްސެންޑް 7 ބައި)
Note: All temporary licenses will be issued for a period of 01 (one) year.		ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު ހުންނަ ފަންނު ދިނުމުގެ ދުވަސް ދުވަސް 01 (އެކްސެންޑް 01) ހުންނަ ފަންނު ދިނުމުގެ ދުވަސް ދުވަސް.	

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
 - Renew: If applying to renew an issued license for an existing licensed operator.
 - 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.
 - 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 year.
 - Permanent: This is a permanent operating license issued for a stated period between 5-10 years.
- Existing 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		2 ވަނަ ބައި: ފަންނު ދިނުމުގެ ފަންނު ދިނުން	
Complete all of the following.		ފަންނު ދިނުމުގެ ބައްލަވާލައްވާ ވައްތަރު ހުންނަ ފަންނު ދިނުމުގެ ފަންނު ދިނުން.	
Name of Company:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން:
Registration Number:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން ނަންބަރު:
Mailing Address:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން:
Email Address:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން:
Contact Number:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން:
Website:	Click or tap here to enter text.		ފަންނު ދިނުމުގެ ފަންނު ދިނުން:

- 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 ޖަދުވަލު
Part 1: Documents to be submitted for Temporary license and New Applications	1 ވަނަ ބައި: ވަގީތީ ލައިސަންސް ލިބިދޭންޖެހޭ ފަންޑުތަކުގެ ޖަދުވަލު
Operators (Name, ID No, Designation, qualification) – minimum 4 operators with minimum C3 certification.	އެކްސްޕެރިއަންސް (ނަންމު، އި.އ.ޖ.، ހެދުމުގެ ނަންބަރު، ވަގީތީ) 4 ފަންޑުތަކުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަދުވަލު
List of Safety Equipment	ސަފުޅުކުރުމުގެ ޖަހަދުތަކުގެ ޖަދުވަލު
Part 2A: Documents for Power systems:	2 ވަނަ ބައި A: ބަނޑުގެ ސަރަޙައްދުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ފަންޑުތަކުގެ ޖަދުވަލު
Power testing and maintenance equipment list	ބަނޑުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު
Part 2B: Documents for Water and Sewerage systems	2 ވަނަ ބައި B: ފެން ފެނުމުގެ ސަރަޙައްދުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ފަންޑުތަކުގެ ޖަދުވަލު
Water Quality test reports	ފެން ފެނުމުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު
Wastewater quality test reports	ފެން ފެނުމުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު
Please refer to Annex 5 for above mentioned testing parameters	ފެން ފެނުމުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު 5 ވަނަ ބައި ލިބިދޭންޖެހޭ.
Water and sewerage laboratory equipment list	ފެން ފެނުމުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު
Equipment should cover testing requirement stated in Annex 5	ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު 5 ވަނަ ބައި ލިބިދޭންޖެހޭ.
If laboratory is not established, commitment to carry out the required tests (by other means) should be provided in the form of a letter	ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ލައިސަންސް ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު 5 ވަނަ ބައި ލިބިދޭންޖެހޭ ޖަހަދުތަކުގެ ޖަދުވަލު.

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

- 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 License 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
 - Reference No.
 - 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.

- 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

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

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

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

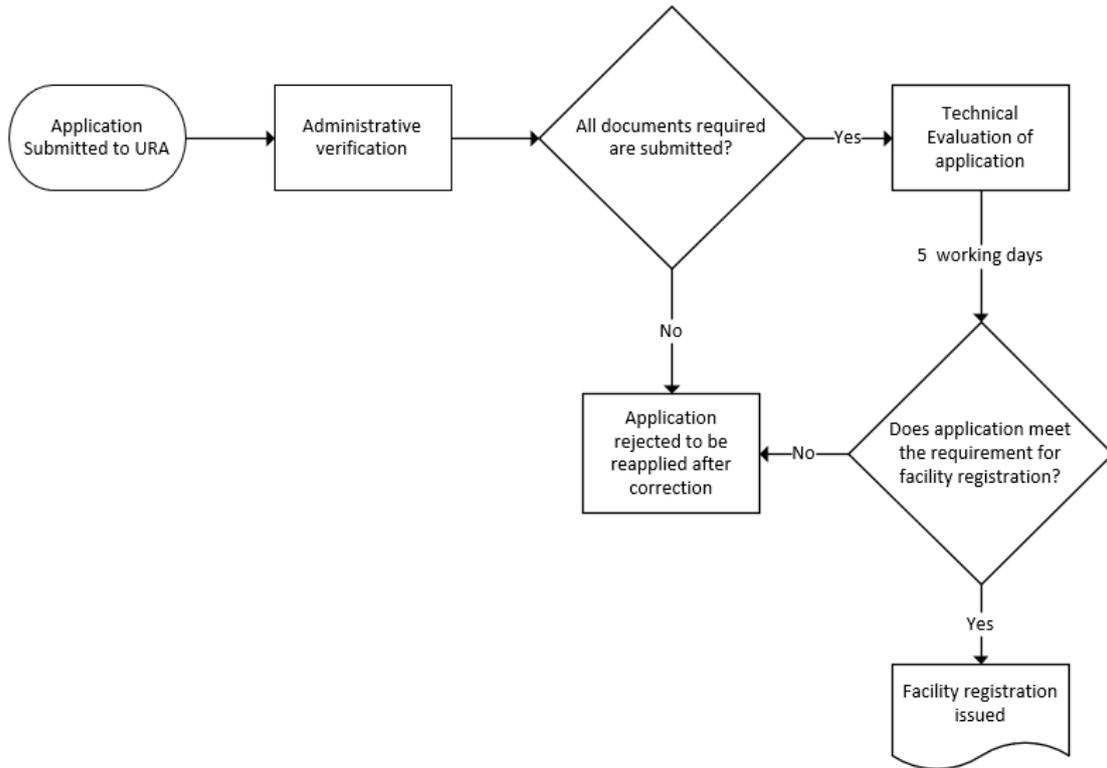
No	Check	Description
1	<input type="checkbox"/>	As-built drawings (updated)
2	<input type="checkbox"/>	Sewer pump specs (brand and capacity)
3	<input type="checkbox"/>	Ground water sampling point for Pumping stations
5	<input type="checkbox"/>	Boundary walls for pump stations
6	<input type="checkbox"/>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

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

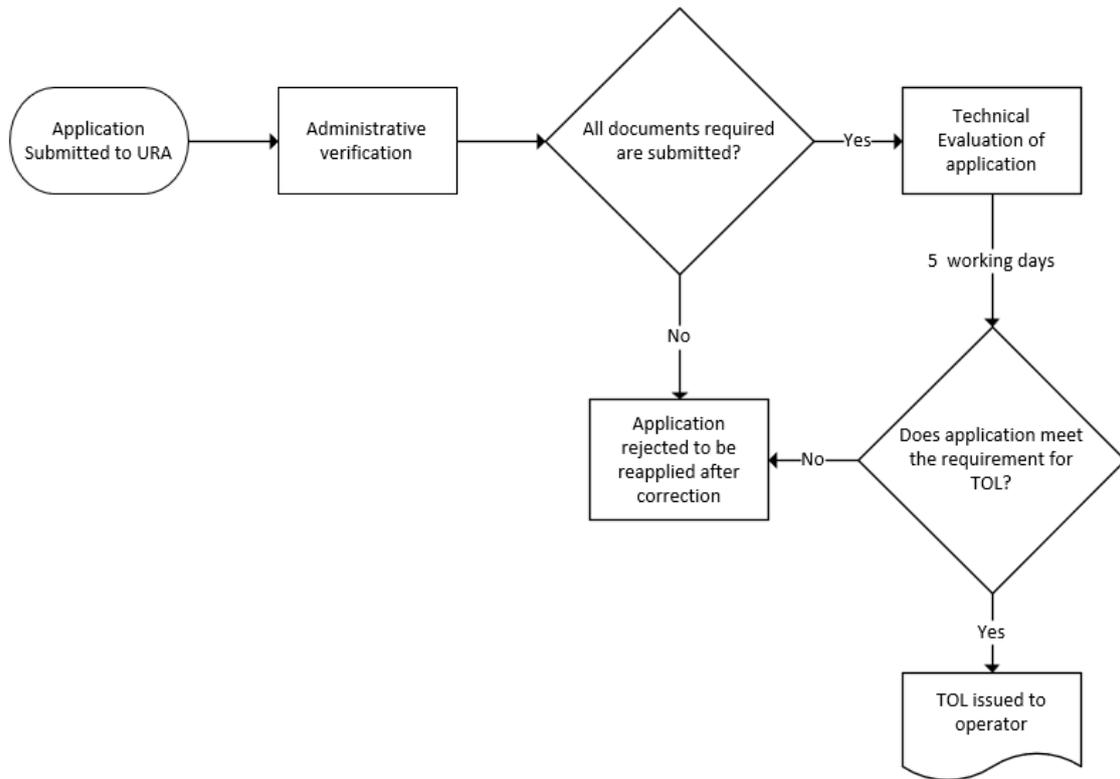
No	Check	Description
1	<input type="checkbox"/>	As-built drawings (updated)
2	<input type="checkbox"/>	6 Operators with certification
3	<input type="checkbox"/>	Health and Safety Manual
4	<input type="checkbox"/>	Operation and Maintenance manual
5	<input type="checkbox"/>	Emergency Response Plan
6	<input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

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

Annex 5.1 – Facility Registration



Annex 5.2 – TOL Application



Annex 5.3 – POL Application

