



APPLICATION FORM FOR WATER TRUCK SERVICE LICENCE

(Pursuant to sections, 61 - 65 of the Water and Sewerage Act Cap 9.03 as amended by the National Utilities Regulatory Commission Act No. 3 of 2016.)

Please complete all sections of the application form and submit along with the relevant information to facilitate processing.

SECTION A - COMPANY INFORMATION

(Applicable to all Applicants)

1. Legal Name of Applicant: _____

2. Business Address of Applicant: _____

3. Mailing Address of Applicant: _____

4. Authorised representative/contact for Application.

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email Address: _____

5. Legal Status or organisation *(select the appropriate one).*

Limited Liability Company Partnership

Individual Corporation

Other (please specify) _____

6. **Documentation** (*indicate documentation submitted and attach labelled “supporting documentation”*).

Memorandum of Association/Articles of Incorporation.

Copy of Certificate of Incorporation.

Bye-laws.

7. Names, business addresses, resumes and dates of appointment of directors, chief executive officer, chief operations officer, chief financial officer and company secretary (*attach documentation as required*).

8. Names, addresses and country of domicile and shareholdings of all shareholders holding more than 10% of any class of the shares of the applicant (*attach supporting documentation as required*).

9. **Structure of company**

Major shareholders:

Departments: _____

Number of employees: _____

Type of employees: _____

SECTION B – DETAILS OF SERVICE

1. Service area

Please provide precise definition of the geographic boundaries/service area supplied (*information should be attached and labelled “supporting documentation”*).

Exact location(s) _____

2. Number of water sources: _____

3. Water quality reports for the last three (3) years as detailed below (*information should be attached and labelled “supporting documentation”*).

- i. Residual chlorine (% of sample with)
- ii. Coliform bacteria level (% of sample negative for)

4. Details of maintenance programme (*information should be attached and labelled “supporting documentation”*).

5. Proof of competency to render service adequately and in an environmentally acceptable manner (*information should be attached and labelled “supporting documentation”*).

- The vehicle insurance policy;
- The applicant’s professional indemnity insurance;
- The driver’s licence for the truck operator and each driver;
- The water truck registration information;
- An official copy of the Health Card of the operator or intended operator/s.
- An official copy of the Health Card of the employees and authorised persons who will be involved in water trucking activities.
- An official copy of a Licence of Operate from the Saint Lucia Public Health Board.

SECTION C - FINANCIAL INFORMATION

1. Customer Base

Total number of customers over the past three years (list each year): _____

Total Customers per category:

Residential _____ Commercial _____ Industrial _____ Other _____

Expected growth (based on trends/patterns/innovation): _____

2. Water supply service

- i. If service is being provided, at least three (3) years data as outlined below.
 - a. Volume of water purchased per year _____
 - b. Volume of water delivered per year _____
 - c. Volume of water delivered per customer category:
 - Residential _____ Commercial _____
 - Industrial _____ Other _____
 - d. Volume of unmet demand _____

- ii. If a new service, three (3) years projected data as outlined below.
 - a. Volume of water to be transported per year _____
 - b. Volume of water to be delivered per year _____
 - c. Volume of water to be transported per customer category:
 - Residential _____ Commercial _____
 - Industrial _____ Other _____

- iii. Plans and Schedules for investments to improve service including extension, loss reduction.

3. Tariff structure and billing: *(description of the method by which tariff is calculated, additional information should be attached and labeled “supporting documentation”).*

- a. If service is already being provided, at least three (3) years data as outlined below.
 - (i) Rates charged per customer category:
 - Residential _____ Commercial _____
 - Industrial _____ Other _____

 - (ii) Revenue per customer category:
 - Residential _____ Commercial _____
 - Industrial _____ Other _____

(iii.) Total revenue billed per year _____

(iv) Total revenue collected per year _____

b. If a new service, 3 years projected data on:

(i) Rates to be charged per customer category:

Residential _____ Commercial _____

Industrial _____ Other _____

(ii) Expected revenue per customer category:

Residential _____ Commercial _____

Industrial _____ Other _____

(iii) Total revenue to be billed per year _____

(iv) Total revenue to be collected per year _____

4. **Finance** (*additional information should be attached and labelled “supporting documentation”*).

a. If service is being provided, last three (3) years audited:

(i) Profit and Loss Statement

(ii) Balance Sheet

(iii) Income Statement/Cash Flow Statement

b. If new service, 3 years projected data on:

(i) Operating costs

(ii) Employee costs

(iii) Operating profit per year

SECTION D – HISTORY OF APPLICANT

Indicate the response by placing a tick [✓] in the appropriate box. If the answer is “YES” give particulars (*if necessary, attach and label “supporting document”*).

1. Has the Applicant ever applied for a service licence or registration under any Act in Saint Lucia and been refused?

Yes No

2. Is the Applicant engaged in a water transportation, supply, distribution or related business in any other country?

Yes No

3. Has the Applicant operated under or carried on business under any name other than the name in this application?

Yes No

4. Has the Applicant at any time declared bankruptcy or insolvency or made a voluntary assignment in bankruptcy or insolvency?

Yes No

5. Has the Applicant ever been the defendant or respondent in any proceedings in any court in any jurisdiction in any part of the world involving fraud?

Yes No

6. Has the Applicant, or any director, financial controller or executive officer of the Applicant, ever pleaded guilty under any law of Saint Lucia or any other country of any offence involving dishonesty, fraud or theft?

Yes No

7. Has the Applicant, or any director, financial controller or executive officer of the Applicant, ever been convicted of any offence not mentioned in number 6?

Yes No

8. Is the Applicant, or any director, Financial controller or executive officer of the applicant, currently the subject of a charge or indictment under any law of Saint Lucia or any other country for contravention of any law or for any conduct of the type described in number 6 and 7?

Yes No

9. Certificate of Truth: I certify that all information provided in this application form is complete and true.

Printed Name of Applicant: _____

Signature of Applicant: _____

Dated: this _____ day of _____ 20