

NATIONAL ENERGY AUTHORITY

Papua New Guinea's Independent Regulator
of the Electricity and Gas Industry of Energy Sector

Guidelines for Electrical Contractors License

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Harnessing Energy for Sustainable Development

NATIONAL ENERGY AUTHORITY

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Revision Status Tracker

As necessary, authorized revisions will be issued to all users of the document. Revisions shall take the form of replacement or additional pages. Upon receipt, revision pages are to be incorporated in this document and all superseded pages removed.

REVISION NUMBER	EDITION PART	PAGES AFFECTED	DESCRIPTION	APPROVED BY	ISSUE DATE
1	ALL	ALL	VERSION 1	BOARD	17/1/2025

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1. Introduction

Purpose: These guidelines are established to ensure that electrical contractors possess the necessary skills, knowledge, and professionalism to perform electrical work safely and effectively.

Scope: These guidelines apply to all individuals and businesses seeking to obtain an electrical contractor's license. They cover the requirements for education, experience, application, insurance, continuing education, compliance, and enforcement.

Licence: This Licence is a permit issued to an IPA (Investment Promotion Authority) registered company and IRC (Internal Revenue Commission (TIN)) whether Sole or Corporate and holder of an electrician license or employs a licensed electrician(s) that intend to carry out electrical work as its business or part thereof in the country.

2. Definitions

For the purposes of this guideline, the definitions below shall apply:

TERM	MEANING
Administer	Responsible for the licensing of electrical contractors in PNG.
Audited Financial Statement	Is a set of documents that provides financial statements of the company after an independent examination.
Business Profile	Professional introduction of the contractor (Applicant).
Electrical Contractor	Is a business firm or a company that performs specialized construction work related to the design, installation, and maintenance of electrical systems.
Liability Insurance	Is an insurance product that provides protection against claims resulting from injuries and damage to other people and property.
Regulator	National Energy Authority (NEA) is the regulator and performs the technical regulatory functions under the <i>NEA Act 2021</i> .
Surety Bond	Is a written agreement to guarantee compliance.
Notarised letter	Is a written letter that has been verified or confirmed by the Contractor which adds seal and signature to the letter.
Nominee	Is a holder of a valid NEA issued electrician's license and worked for more than 4 years. He/she must be full-time working with the company (Applicant).

3. Legal Framework

This guideline is a mandatory and governs by the following legislation.

- *National Energy Authority Act 2021*
- *NISIT Act 1993*
- *Investment Promotional Authority Act 1992*
- *Internal Revenue Commission Act 2014*
- *PNG Employment Act 1978*
- *Industrial Safety, Health, and Welfare Act 1961*
- *Electricity Industry Act 2006*; and
- Other relevant legislation.

4. Eligibility Requirements

To obtain an electrical contractor's license, the company must:

1. Have a nominee who is a holder of a valid NEA-issued Electrician's License and who has worked for more than four (4) years. He/she must be working full-time with the company, and will be the regulator's point of contact.
2. Be registered with IPA and provide a valid IPA Certificate
3. Be registered with IRC and provide a valid IRC Certificate (TIN); and
4. Have a proven record of completed projects in the last three (3) years (example completion certificate), i.e., for renewal.

5. Application Requirements

Fill application Form Five (5) (In this form, indicate if New or Renewal). (ANNEXURE A). Attach to Form five the following documents:

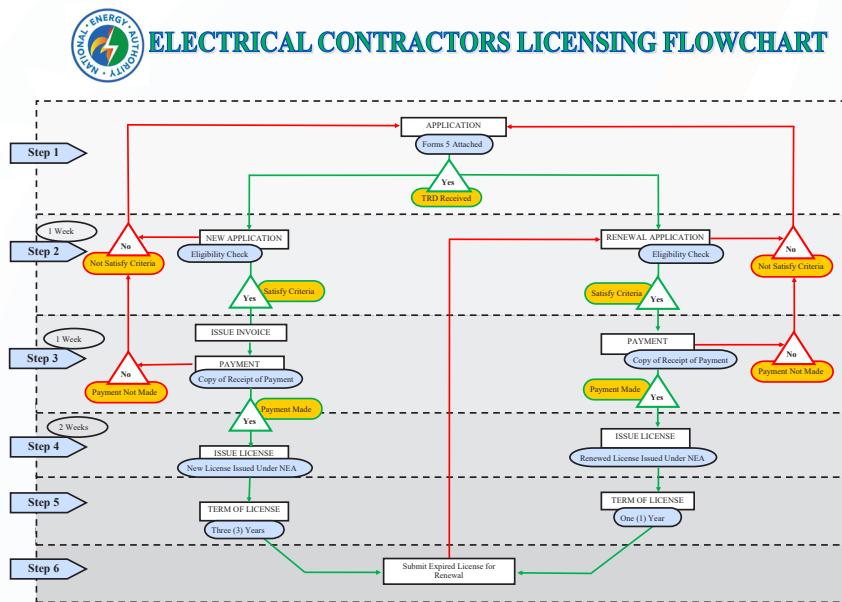
- Notarised cover letters
- IPA certification and Company Extract
- IRC certification (TIN)
- Business Profile
- A copy of the nominee's license and a valid employment ID
- Audited Financial Statement for last three (3) years.
- List Completed Projects in the last three (3) years (Example completion Certificate copy).
- Renewal – provide copy of expired Licence.

6. Application Fee

Upon successful vetting of the application and processing of the license

- A License fee specified in NEA (Amendment) Act 2023 Section 12; Schedule 11-Fees will be deposited in **NEA account** before collecting the Electrical Contractor license.

7. Application Process Flowchart



8. Terms and Conditions

- The License is automatically suspended upon resignation of the nominee until a new nominee is nominated.
- Always ensure that the licensed electrician be on worksite during Electrical installation tenure.
- The company must have in their possession the latest AS/NZS 3000 Wiring rules and 3008 Cable Selection Standards and other relevant standards.
- Regulator must be notified within one (1) month if there is any change of the company's address or business name.

9. Validity

New Electrical Contractor license is valid for three (3) years and must be renewed annually thereafter.

10. Compliance and Enforcement

- **Inspections:** Regular inspections of work sites will be conducted to ensure compliance with electrical codes and standards. Contractors must cooperate with inspectors and address any deficiencies promptly.
- **Penalties:** Penalties for non-compliance can include fines, suspension, or revocation of the license. Contractors have the right to appeal any enforcement actions.
- **Liability Insurance:** Applicants must provide proof of liability insurance to cover potential damages or injuries that may occur during their work.
- **Surety Bond:** A surety bond may be required to protect clients against incomplete or substandard work. The bond amount will be specified in the application materials.
- Licensed electrical contractors must ensure training and upskilling of its electricians to stay up to date on the latest electrical standards, technologies, and safety practices.

11. Appeals Process

(To be referenced to the appeals and complaints handling guidelines from legal division of NEA).

12. Review and Update

These guidelines are designed to uphold the integrity and safety of the electrical contracting industry. For any questions or further clarifications, please contact the licensing authority at licensing@nea.gov.pg.

13. Appendices



FORM 5

APPLICATION FOR: 1. ELECTRICAL CONTRACTORS LICENSE OR 2. RENEWAL OF ELECTRICAL CONTRACTORS LICENSE

This application is subject to the provisions of the National Energy Authority Act 2021, Section 105, (Licensing of Electrical Contractors and Electricians) Regulation 2006.

FULL NAME OF INDIVIDUAL OR THE ORGANIZATION CONDUCTING THE CONTRACTOR BUSINESS					
Address of the Business				Ph:	
				Fax:	
Is the Business foreign owned?	Yes	If Yes, what is the N.I.D.A. registration Number?			NOTE: A copy of the certificates of registration must accompany this application
	No				
Is the Business Citizen owned?	Yes	If Yes, what is the Company or Business Registration Number?			
No					
Full name and License No. of members of the business who will act as nominee and sign Notices of Intension and Completion Notice? (if space is insufficient, attach the list)				
If application is from an individual, have you held a General Electricians License for two years or more?		Yes	Are you 21	Yes	Date of Birth
		No	years of age?	No
If the application is a renewal of contractors License, what is the number of the old License and Date of issue?		License No.	Old License is attached	Yes
					No
Date of Issue				
NOTE: This Application will not be accepted unless completed in full and accompanied by the prescribed fee of K2,500 for New Contractors License or K750 for Renewal. Applications must be supported by relevant documents and in case of renewal by old License. It is an offense against the BY-LAWS for an applicant to hold a contractor's License as an individual in addition to acting as a Nominee for another contractors License. BY-LAWS 35 further deems it an offense to make a false or erroneous statement in making application for contractor's license or renewal of contracting license. An individual making application for contracting license must be self-employed and should his status change to that of an employee must surrender this license to National Energy Authority within 7 days. Section 16 of by Laws 35, states in part "where a firm partnership, company, society, association, undertaker or body ceases to have a member or employee as nominee, who is the holder of a General Electricians License. They shall cease to carry on Business as an Electrical Contractor and shall return License to National Energy Authority."					

Signature of Applicant Date:

Company or Business Stamp

Contact Information

Office Address

Goada Herea Building
Section 58 Allotment 3
WAIGANI DRIVE, Port Moresby
Papua New Guinea

Postal Address

PO Box 494, VISION CITY 131, NCD

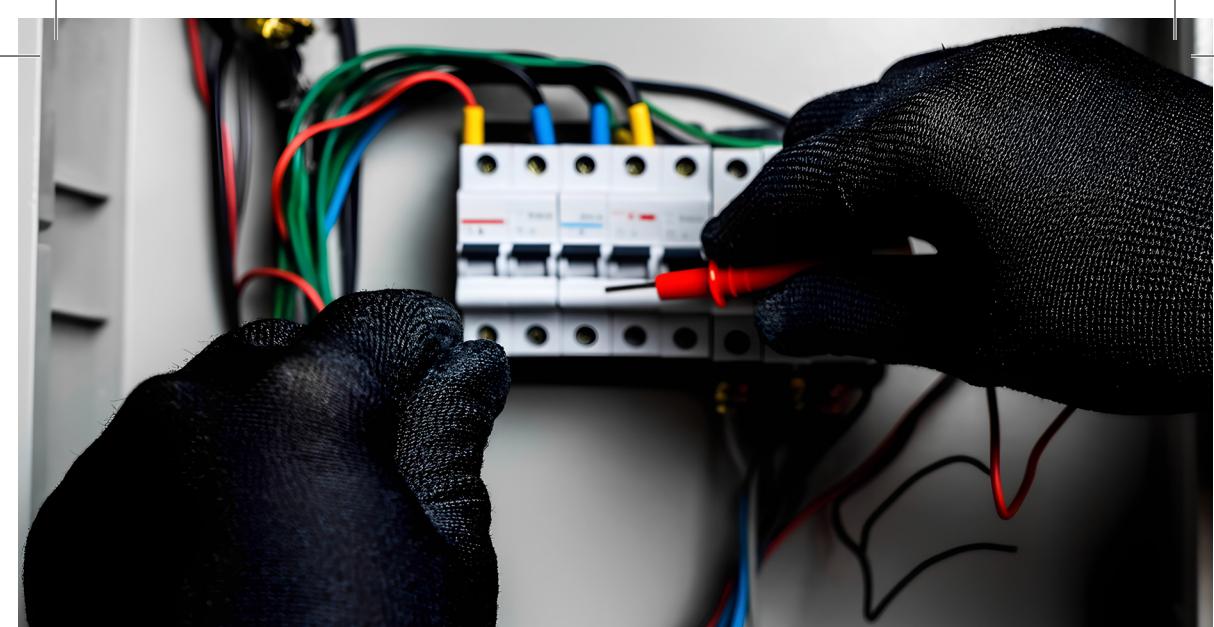
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Website

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