

**The Federal Democratic Republic of Ethiopia**  
**Ministry of Water and Energy**  
**APPLICATION FOR RENEWAL/UPGRADING**  
**WATER WORKS, DRILLING, CONSULTANCY FIRMS**

**Form 4**

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**1. About the Applicant :**

Name \_\_\_\_\_ Nationality \_\_\_\_\_

ID No. \_\_\_\_\_ Date and place issued \_\_\_\_\_

Region \_\_\_\_\_ (K.Ketema) \_\_\_\_\_ Woreda/kebele \_\_\_\_\_ H.No. \_\_\_\_\_

P.O.Box \_\_\_\_\_ Tel. No \_\_\_\_\_ e-mail \_\_\_\_\_

● Renewal  ● Upgrade  ● Lost/Substitute ID

● Registration title \_\_\_\_\_ Grade \_\_\_\_\_

**2. Type of Renewal to apply (mark with X)**

● Water works Contractor <input type="checkbox"/> ● Water Well Drilling <input type="checkbox"/>	● Consultancy firm <input type="checkbox"/>
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**3. Work performance evaluation sheet for water works in the last budget year**

No	Project Name	Location	Project status (%)	Project cost	Project duration

**4. Data on Machineries, Equipments and Vehicles\***

NO	Description	Type	Qty	Capacity	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

I hereby confirm that all the information given in this application form and the attached documents are true and correct.

Applicant's name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Seal \_\_\_\_\_

*Foreign applicants are required to get all the documents authenticated by an appropriate authority of the country of formation and the Ethiopian Embassy in that country, the Ethiopian Ministry of Foreign Affairs, the Ethiopian Acts and Registration Office.*

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*For office use only:*

**5. Documentation**

*Mark (X)*

1	<b>Manpower :-</b> ● License copy (renewed) ● Employment agreement (Renewed)		6	Legal Representation (if not the owner)
2	Owned Equipment (inventory/ invoice)		7	
3	Vehicle , Machinery Libra (renewed)		8	
4	Office ownership /Hiring document			
5	Bank statement (for Machinery substitution)			

**6. Recommendation:-**

Accepted  with penalty  Rejected

● **For Renewal:-**

The application Submitted to the Water Use, License Issuance & administration Directorate on \_\_\_/\_\_\_/200\_\_ EC. Time \_\_\_ is examined & decision made as follows:-

The license is *renewed* for/from \_\_\_\_\_ to \_\_\_\_\_ E.C.

● **For Upgrading:-**

Because of additional manpower and equipments the license is: -

Upgraded from \_\_\_\_\_ to \_\_\_\_\_ &/or renewed for/from (year/s) \_\_\_\_\_ to \_\_\_\_\_ E.C.

**7. Condition of Request:**

*Mark (X)*

<i>Description</i>	<i>All</i>	<i>Partially</i>	<i>With bank statement</i>
<i>Professionals fulfilled</i>			
<i>Equipments fulfilled</i>			

Official signature \_\_\_\_\_ Name \_\_\_\_\_

Reg. No. \_\_\_\_\_ Receipt No. \_\_\_\_\_