


The Federal Democratic Republic of Ethiopia
Ministry of Water and Energy
APPLICATION FOR *NEW REGISTRATION*
WATER WORKS, DRILLING, CONSULTANCY FIRMS

Form 3

Page 1 of 2

1. About the Applicant:

Company Name _____ Nationality _____
 Region _____ (K.Ketema) _____ Woreda/kebele _____ H.No _____
 P.O.Box _____ Tel.No. _____ Fax _____ Tin No. _____

2. Type of Registration to apply (mark with X)	
● Water works Contractor <input type="checkbox"/> ● Water Well Drilling <input type="checkbox"/>	● Consultancy firm <input type="checkbox"/>

● Registration applied to engage on Grade _____

3. Technical Manager's data

Name (Full) _____ Nationality _____
 Address: Region _____ Woreda (K.Ketema) _____ Kebele _____ House No _____
 _____ Tel. No. _____ E-mail _____

Type of Education: Certificate , Diploma , Degree , M.Sc./B.Sc. , Ph.D.
 in _____

4. Manpower *(Technical staff)

No.	Name	Reg. no	Field of Specialization	Type of Employment	
				Permanent	Contract
1					
2					
3					
4					
5					
6					

5 Data on Machineries, Equipments and Vehicles*

NO	Description	Type	Qty	Capacity	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

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.

For office use only:

6. Documentation

Mark(X)

1	Id/passport		8	Office ownership or Hiring document	
2	Manager's Photo		9	Article of Association (for PLC)	
3	Trade Registration Certificate		10	Memorandum of Association (for PLC)	
4	Tin Number Certificate		11	Bank statement (for Machinery substitution)	
5	Manpower ● ID/passport ● License copy ● Employment agreement		12	Legal Representation (if not the owner)	
6	Owned Equipment (inventory / invoice)				
7	Vehicle and Machinery Libra (renewed)				

The application Submitted to the Directorate of License Issuance & Water Resources Administration on ___/___/200__ EC. Time ___ is examined & decision made as follows:-

Condition of Request

Mark(X)

NO	Description	All	Partially	With bank statement	Remark/comment
1	Professionals fulfilled				
2	Equipments fulfilled				

The applicant fits:- _____

Official signature _____ Name _____

Reg. No. _____ Receipt No. _____