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Licensed Electricity Distributor

Dear Sir/Madam

SUBMISSION OF INFORMATION REQUIRED BY NERSA IN TERMS OF THE ELECTRICITY REGULATION ACT, 2006 (ACT NO. 4 OF 2006)

The National Energy Regulator of South Africa (NERSA) is a regulatory authority established as a juristic person in terms of Section 3 of the National Energy Regulator Act, 2004 (Act No. 40 of 2004) to regulate the electricity, piped-gas and petroleum pipelines industries in terms of the Electricity Regulation Act, 2006 (Act No. 4 of 2006) as amended (hereinafter referred to as the 'ERA'), the Gas Act, 2001 (Act No. 48 of 2001) and the Petroleum Pipelines Act, 2003 (Act No. 60 of 2003).

In order for NERSA to fully exercise its mandate under the ERA, all electricity distribution licensees are requested to complete the following electricity distribution forms (D-Forms) for the **2018/19** financial year:

1. Introduction
2. D1 Form: Financial information
3. D2 Form: Market information
4. D3 Form: Human resources information
5. D4 Form: Technical information
6. D5 Form: Connection information
7. D6 Form: Tariff information
8. D8 Form: Quality of service

The comprehensively completed forms should be submitted to NERSA before or on **31 October 2019**.

The electricity D-Forms are divided into the **Financial (D1, D2, D3 and D6)** and **Non-Financial (D4, D5 and D8)** forms. Licensees are advised that NERSA will only record the submission of the forms by the licensees after NERSA has validated and confirmed that both sets of forms are accurate.

Please note that the above electricity distribution forms are available as Excel documents on the NERSA website (www.nersa.org.za).

It is imperative that the information provided to NERSA be accurate and a true reflection of the electricity distribution business, as this information is utilised for the analysis of the financial and technical viability of each licensee, as well as for the evaluation of electricity price adjustments or tariff increases. Furthermore, this information is captured on NERSA's systems for record keeping and publication purposes.

The following supporting documents must be submitted before or on the submission date of the 2018/19 D-Forms to NERSA:

1. The 2018/19 Annual Financial Statements
2. The 2018/19 Eskom invoices for all points of supply
3. The 2018/19 billing reports
4. The 2018/19 trial balance
5. The 2018/19 asset register for the Electricity Department
6. Energy losses report (where applicable)
7. Any relevant information used for the completion of the forms

The requested supporting documents are used for the D-Form validation processes within NERSA to ensure the accuracy of the D-Forms' information.

NERSA has developed a standard process for licensed electricity distributors to sign-off the D-Forms. This process confirms the accuracy and integrity of the information in the D-Forms and is done in two stages, as outlined below:

1. D-Form sheets, hand-signed and dated by the relevant Senior Managers of the licensed electricity distributors, must accompany the first submission of both sets of D-Forms.
2. A standard letter must be copied onto the licensee's letterhead and signed by the relevant Senior Managers of the licensed electricity distributors as a means of confirming the accuracy and integrity of the information on the D-Forms. This letter will be distributed to all licensees once the D-Forms have been validated by NERSA and confirmed as a final submission.

The following Senior Managers must authorise both sets of D-Forms as per the process outlined above:

1. Municipal Manager (or similar)
2. Chief Financial Officer (or similar)
3. Head of Technical Services or Electricity (or similar)

Completed D-Forms, both for the Financial and Non-Financial information, must be sent to NERSA at the following email address:

Email: dforms@nersa.org.za

For further enquiries on the D-Forms, please do not hesitate to contact:

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We trust that our request will receive your urgent attention to avoid any delays in the submission of the 2018/19 D-Forms.

Yours faithfully



Mr Brian Sechotlho
(Acting Executive Manager: Electricity Regulation)

Date: 30/7/19