**Disposal of Assets Request Form**

**Overview**

The Disposal of Assets is for any Licensee shall obtain the prior written consent from the Authority to procced to dispose /relinquish, any interests used by it in relation to the Licensed Activity under its licence Condition and the Sector Law.

Furthermore, the Licensee shall provide the Authority with **no less than two (2) months’ prior written notice** of its intention to **dispose of** or **relinquish the operational control over any Relevant Asset**.This notice shall be accompanied by **any additional information** the Authority may request concerning:

* The asset in question,
* The circumstances surrounding the proposed disposal or relinquishment, and
* The intentions of the parties proposing to acquire the asset or assume operational control thereof.

In cases where **electrical assets** are involved and such disposal or transfer could **affect operational continuity or protection schemes**, the Licensee shall also provide an accompanying **risk assessment** outlining the potential impact and proposed mitigations.

**Defintions**:

For the purposes of this form template, the expression **"Assets"** means any **property, resources, or rights** that are **owned or controlled** by Licensee and that are **used in carrying out the Licensed Activities**.

This includes assets that may **no longer perform their required function**, either **efficiently or at all**, due to factors such as **wear and tear, obsolescence, damage, failure, unsafe operation, advances in technology**, or **any other cause**.

**Submission Instruction**

To obtain a consent letter from the Authority confirming the Licencsee’s complicance to process the disposal of Assets listed attached, the following steps must be taken in turn:

1. Submit the formalongside the Disposal of Assets request letter addressed to the Chairman of the Authority:

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| H.E. Dr. Mansoor Al HinaiChairman of Authority for Public Services Regulation1st Floor Uninvest Building, Muscat Hills |

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1. **Additional Information**: In specific circumstances, Licensee may be required to provide supplementary information for Justistification their request.

**Ensure all submissions are accurate and complete to avoid delays therfore,** **the relevant applicant (Licensee) shall acknowledge all furnished information to the Authority is accurate and complete .**

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| 1. The Licensee Name:
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| 1. Please provide below the list of Assets data and additional requirements as per the form shown in Annex A of this Form.
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| The asset name: | Assets ID no: | The Type of the regulated activity used for: | The Commissioing Date: | The Life time: | Any additional information: |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| 8.  |  |  |  |  |  |
| 9.  |  |  |  |  |  |
| 10. |  |  |  |  |  |

**The required information:**

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| 1. Please provide clearely a description of what the assets had been used for including thier locations and life time in services?
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| 1. An explanation of why the Relevant Assets are no longer required to undertake the regulated activity?
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| 1. A detailed explantion of the arrangements in place or proposed to put in place , to ensure continuation of its regulated activies as a result of anticpated disposal of/ Relinquishment of assets :
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| 1. Licensee shall acknowledge there will not be any adevesally impacts on the licensed activities as a result of relinquishment assets ?
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| 1. An explanation of why the assets cannot be deployed elsewhere by the Licence for the purpose of the regulated activity;
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| 1. A detailed of the proposed method of disposal of the relevant asset? the method of disposal will be as per the approval proceures with stating the method such as( auction , direct sale.....etc)
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| 1. A signed of the Condition-Base Assessment Report for all Relevant Assets requested for disposal from the authorized signatory personnel for assets. The report shall be include the assessment of the ability to re-use the group of Assets
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| * In the event that the Licensee proposes to dispose of used vehicles which have not completed nine (9) years of their normal useful lifetime . In this regard, the Authority may seek further information and documents for validation.
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| * In the event that the licensee proposed to dispose of digital meters which have been procured relatively recently. In this regards, the Authority may seek further information and documents for validation as the following:
1. The type of each meter, age, condition, and any relevant operational history of the meters.
2. The estimated remaining life of the meters.
3. A justification for meters requested for disposal.
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| Please note if the licensee has any additional assets would be to disposed of , please provide the following details : |
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**Additional Information and Clarifications**

This section allows the Licensee to provide any clarifications , justifications and supplementary information in support of the application. Please note that the Authority may request further Documents to support your application.

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| Please disclose any relevant information that must be brought to the attention of the Authority as part of the application process. |
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**Signature and Authorization**

This form must be signed by an authorized representative of the Licensee.

The signatory must provide the following details: Full name, role or title within the company, date of signing, and company name.

The signature(s) serve as a formal declaration that all information provided in this application form is accurate, complete, and in compliance with the requirements outlined by the Authority.

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| *Applicant’s Signature(s)* |
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**ANNEX A**

Please Provide a full details of all such assets to be disposed including their number in in the Fixed Asset Register showing for each item proposed for disposal:

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| Asset ID No: | Part of Regulated assets base or not? | the original purchase cost and date | Lifetime of the relevant assets  | Accumulated depreciation | The net book value of each item proposed for disposal |
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