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1. Overview

The initiative to create a registry of renewable energy (RE) product began in 2014 in a collaborative effort between SEDA Malaysia and the Malaysian Investment Development Authority (MIDA) whereby the purpose of such scheme is to boost the local renewable energy (RE) industry. In accordance with the Renewable Energy (Feed-in Approval and Feed-in Tariff Rate) Rules 2011, installations that uses PV modules, PV inverters, gas engines, gasifiers and boilers manufactured from a local manufacturer or assembler (LMA) registered with SEDA will be eligible for a 5 sen bonus on top of their basic feed-in tariff rates.

Accordingly, an approved list of local manufacturer or assembler would facilitate Feed-in Approval Holders (FiAH) to identify companies that they can approach in order to purchase the RE product and secure the local bonus rate. In return, manufacturers and assemblers who have been awarded with the recognition will be published on SEDA's website, and thereby increasing the marketability value of their product. Overall, the renewable energy industry benefits as these local manufacturers and assemblers bring in employment, investment, and new technology to the RE industry. The term "Recognized LMA" refers to companies that have successfully been recognized by SEDA Malaysia as a producer of RE products eligible for the local bonus.

This document serves as a guide for LMA and FiAHs to ensure that they adhere to SEDA's requirements at all times.

2.0 General Application Procedure

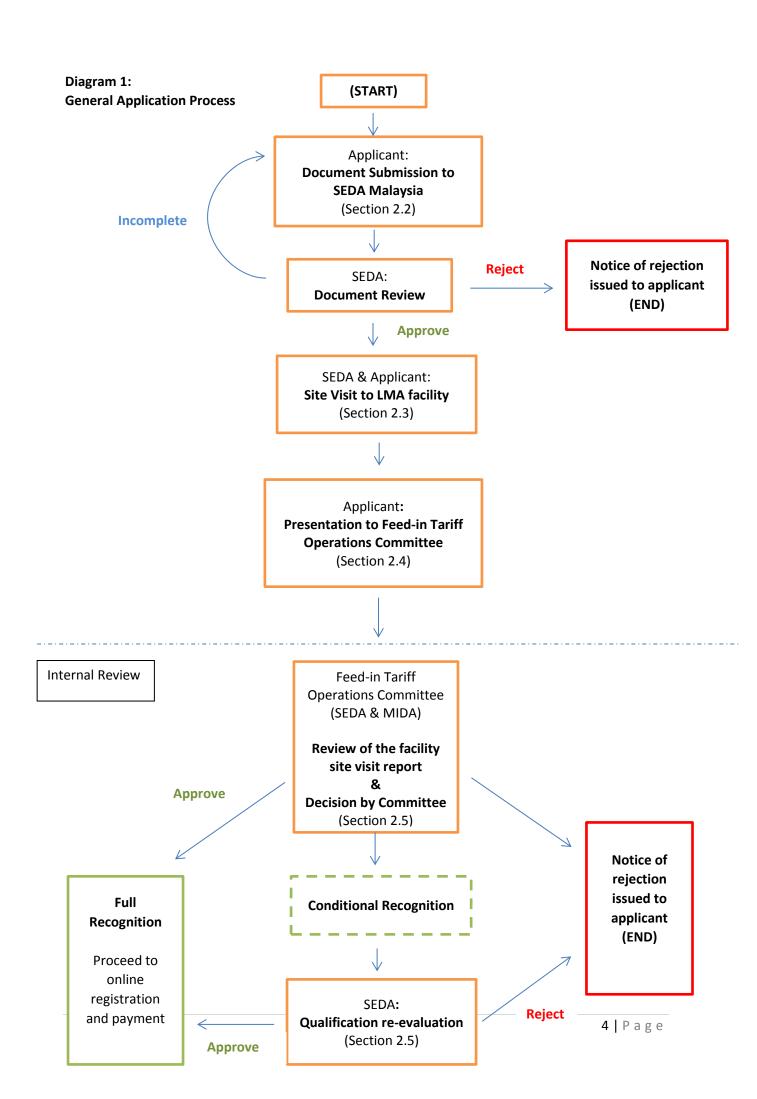
2.1 Application Process

Steps for first time applicants wishing to become a Recognized LMA are as follows:

STEP 1: Submission of documents to SEDA Malaysia (hard copy)

STEP 2: Manufacturing/Assembly facility site visit by SEDA Malaysia

STEP 3: Presentation to Feed-in Tariff Operations Committee



2.2 Document Submission

In **STEP 1** of the application procedure, applicants are required to submit the following documents in **hard copy** to SEDA Malaysia. SEDA may request for additional documents if required.

Documents Required

Solar PV Modules

General Documents

- 1. Official Letter requesting for recognition
- 2. Brief write-up on company history
- 3. Organizational structure
- 4. Products and services offered
- 5. Assembly process details & flowcharts
- 6. Assembly Plant floorplan Layout
- 7. List PV module model number
- 8. Testing Facility and List of Testing Equipment
- 9. Shareholding information: Form 24, Form of Annual Return, Super Form or equivalent.

Critical Documents

- Manufacturing Licence under the Industrial Coordination Act 1975; OR Manufacturing Licence exemption letter issued by MIDA
- 2. Module Manufacturing Certificate
- 3. Factory Inspection Report
- 4. Product datasheet

Note: Document 2,3 must be issued by TUV, UL, or any other equivalent internationally recognized testing body

Solar PV Inverters

General Documents

- 1. Official Letter requesting for recognition
- 2. Brief write-up on company history
- 3. Organizational structure
- 4. Products and services offered
- 5. Assembly process details & flowcharts
- 6. Assembly Plant floorplan Layout
- 7. List PV inverter model number
- 8. Testing Facility and List of Testing Equipment
- 9. Shareholding information: Form 24, Form of Annual Return, Super Form or equivalent.

Critical Documents

- Manufacturing Licence under the Industrial Coordination Act 1975; OR Manufacturing Licence exemption letter issued by MIDA
- 2. Inverter Manufacturing Certificate
- 3. Factory Inspection Report
- 4. Product datasheet

Note: Document 2,3 must be issued by TUV, UL, or any other equivalent internationally recognized testing body

Gas Engine

General Documents

- 1. Official Letter requesting for recognition
- 2. Brief write-up on company history
- 3. Organizational structure
- 4. Products and services offered
- 5. Assembly process details & flowcharts
- 6. Assembly Plant floorplan layout
- 7. Testing Facility and List of Testing Equipment
- 8. Shareholding information: Form 24, Form of Annual Return, Super Form or equivalent.

Critical Documents

- Manufacturing Licence under the Industrial Coordination Act 1975; OR Manufacturing Licence exemption letter issued by MIDA
- Distributorship Agreement with Gas Engine Principal
- 3. Product datasheet

Boiler/Gasifier

General Documents

- 1. Official Letter requesting for recognition
- 2. Brief write-up on company history
- 3. Organizational structure
- 4. Products and services offered
- 5. Manufacturing process details & flowcharts
- 6. Manufacturing Plant floorplan layout
- 7. Testing Facility and List of Testing Equipment
- 8. Any relevant certification (ASME,CIDB,Lloyds Register ,etc)
- 9. Shareholding information: Form 24, Form of Annual Return, Super Form or equivalent.

Critical Documents

- Manufacturing Licence under the Industrial Coordination Act 1975; OR Manufacturing Licence exemption letter issued by MIDA.
- 2. Product datasheet

IMPORTANT NOTE 1: Under <u>General Documents</u>, shareholding information submitted must be drilled down to the ultimate shareholding (ie. Declare parent company and all intermediary companies).

IMPORTANT NOTE 2: All <u>Critical Documents</u> must be certified true copy by one of the following approved bodies:

Manner of certifying copies of documents

All documents submitted to the Authority shall be certified as a true copy by a:

- (a) magistrate;
- (b) Justice of Peace;
- (c) advocate and solicitor;
- (d) chartered accountant;
- (e) a notary public;
- a civil servant falling within the category of "Pegawai Kerajaan Kumpulan Pengurusan dan Profesional"; or
- (g) in the case of documents originating from foreign countries,
 - by a consular officer of the Malaysian embassy, consulate or high commission in that foreign country;
 - (ii) by the ministry of foreign affairs of such foreign country; or
 - (iii) by a notary public in a commonwealth country.

2.3 Manufacturing/Assembly Plant Site Visit

Under **STEP 2** of the application procedure, a site visit to the applicant's manufacturing/assembly plant will be conducted. SEDA Malaysia will inspect whether the manufacturing/assembly process is consistent with the documents submitted and make an assessment on whether the facility has met SEDA's requirements. The technical criteria for the manufacturing/assembly process for each RE product is shown in the table below:

Facility Requirement for the Manufacturing/Assembly Process

Solar PV

Crystalline Silicon (c-Si) PV Module Technology

The assembly process must start from the point of unsorted solar cells and end with a complete packaging of solar PV module ready for shipment to the FiAH.

The following process serves as a guide:

- 1. Tabbing and Stringing
- 2. Glass and EVA preparation
- 3. Layup
- 4. Electroluminescence Test
- 5. Lamination
- 6. Edge trimming, framing, and J-Box installation
- 7. Testing, sorting, and packaging

For PV module technology other than c-Si, the assembly process will be evaluated on a case-by-case basis.

Note: An active assembly line must be witnessed by SEDA personnel during the site visit.

Solar PV inverter

This product category will be evaluated on a case-by-case basis.

Biogas Engine

Biogas Engine

Incoming unit: It is allowable for the engine, alternator, and base skid to arrive at the Malaysian assembly plant as a coupled unit.

Genset Packaging: All of the other components required to make a complete genset must be locally assembled at the Malaysian facility listed in the Manufacturing Licence/exemption letter. Such components shall include, but not limited to the following:

- 1. Enclosures/Container
- 2. Radiator/Heat exchanger
- 3. Water cooling system (pipes, hoses, etc)
- 4. Duct silencer
- 5. Control Panel
- 6. Power Panel
- 7. Ventilation system
- 8. Lube Oil System

The facility <u>must have a testing bay with gas supply facility</u> to conduct a local factory acceptance test (FAT).

Boiler

Water-tube Boiler

Raw materials: There are no restrictions for the incoming raw material which can be sourced from either local or foreign supplier.

Component fabrication: All of the pressure parts <u>must be fabricated</u> at the Malaysian facility as stated in the Manufacturing Licence/exemption letter. Such components shall include, but not limited to the following:

- 1. Steam drum
- 2. Water drum
- 3. Super heater
- 4. Furnace/enclosure walls
- 5. Headers
- 6. Tubes

Gasifier

This product category will be evaluated on a case-by-case basis.

2.4 Final Presentation to the Committee

Under **STEP 3** of the application procedure, the applicant shall conduct a 15 minute presentation to the Feed-in Tariff Operations Committee.

The presentation format includes a 10 minute power point presentation followed by a 5 minute Q&A session. The presentation must justify why the applicant meets SEDA's requirement and how they can contribute to the local economy. The Committee may also enquire on any other relevant items.

A guide on the power point slide structure is as follows:

- i) Company Profile (2-3 slides)
- ii) Manufacturing/Assembly Facility information (1-2 slides)
- iii) Manufacturing/Assembly Process Flow (2-3 slides)
- iv) Aftersales Service (1-2 slides)
- v) Reference projects (1-2 slides)

After the applicants have presented their case, the Committee shall deliberate and decide on the next course of action. In view that when enough information have been collected, a decision will be made.

2.5 Recognition Status

Once all the steps of the application procedure have been completed, the Committee shall issue one of the following decisions:

A) Full Recognition: Applicants that have successfully met all of SEDA's requirements will be issued with a full recognition status. Company information will be published on SEDA's LMA webpage and their respective RE products shall be eligible for the local bonus. The LMA webpage provides a platform for the Recognized LMA to feature i) 100 marketing words, ii) product model number eligible for local bonus, iii) Product datasheet and iv) web-link to company's website.

SEDA will monitor the activities from recognized LMA from time to time in order to ensure that their manufacturing/assembly process complies with SEDA's requirements. Companies are responsible to provide update to SEDA Malaysia should there be any changes to the manufacturing/assembly process or introduction of new products.

B) Conditional Recognition: Applicants that have not fully met SEDA's requirements but have the potential to do so can be issued with a conditional recognition status. SEDA shall impose additional conditions whereby the applicant must fulfill before their RE product can be eligible for the local bonus. FiAH may apply for the local bonus by using RE products from these companies, but the FiAH will bear the risk should LMA fail to meet SEDA's conditions at the end of the process.

Applicants issued with conditional recognition will not have their companies published on SEDA's website given that they have yet to fully meet SEDA's requirements. Should the LMA fully comply with the additional conditions imposed, SEDA Malaysia may issue the company with a full recognition status.

C) Rejection: Applicant that do not meet SEDA's requirement will be issued with a rejection letter. Applicant may make a new submission at such a time when they are able to meet both the documentation and technical criteria.

2.6 Online Registration and Processing Fee

Applicants that have been issued with Full Recognition are required to register online and to make payment for the processing fee. Steps towards completing the online registration are as follow:

- II. SEDA will process the submission within 21 days:
 - a. <u>Approved</u> Applicant will receive an auto-generated email which contains the login ID and processing fee payment instruction.
 - b. Rejected Applicant will be required to resubmit the registration form.

III. Applicant to log into e-FiT and to make payment for the processing fees. The processing fee is as follows:

Company	Processing Fee
Local	RM 3000
Foreign	RM 5000

IV. Applicant is given the option to choose from one of the following payment method.

Payment Method	Additional Notes
Online Payment: Credit	Applicant to notify SEDA via email once payment has been made
Card/Debit Card	for immediate processing.
Online Payment: Financial	Once payment has been cleared, SEDA will approve the online
Process Exchange	submission.
Offline Payment: Bank-in	Applicant to notify via email to SEDA once payment has been
	made.
	Applicant to upload a copy of the bank-in slip/cheques deposit
Offline Payment: Cheque	slips in e-FiT.
	Payment verification by SEDA may take up to 1 week.
	Once payment has been cleared, SEDA will approve the online
	submission.
	See IMPORTANT NOTE 1 below for bank information details.

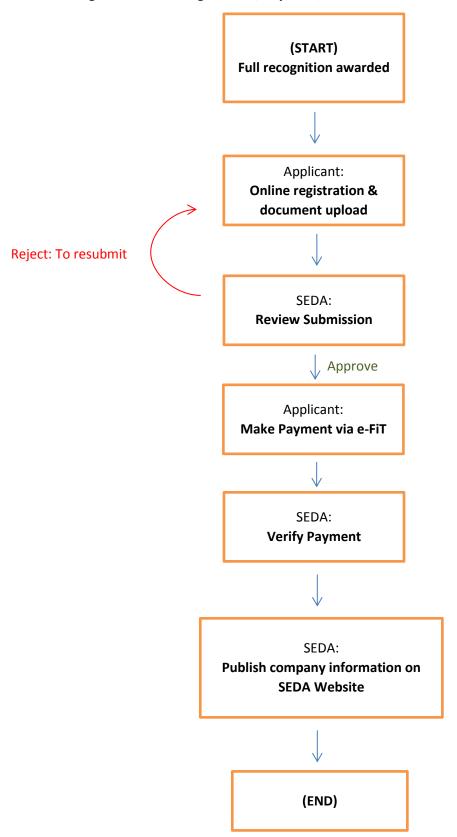
IMPORTANT NOTE 1: For all offline payment, please take note of the following:

Please make all cheques payable to	SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
Bank	CIMB Bank Berhad
Account Bank No.	8600308067
Address	2M11-A, Kompleks Kementerian Kewangan 5, Persiaran Perdana Presint 2, 62592 Putrajaya.
Swift Code	CIBBMYKL

IMPORTANT NOTE 2: Processing fees paid are not refundable. If Tax Invoice for this payment is required, please contact Finance Division of SEDA Malaysia.

V. Once payment has been completed, SEDA will approve the online submission and publish company information and eligible RE product on SEDA's LMA website. See **APPENDIX A & B** for a <u>screenshot aided user-manual</u> on how to register online and make payment.

Diagram 2: Online Registration, Payment, and Website Publishing Flowchart



2.7 Post Recognition Monitoring and Update

To ensure that the eligibility criteria are adhered to at all times, recognized LMA are required to comply to the conditions stated below:

Solar PV Modules

1. New PV Module Model Locally Assembled

Should there be a new model of PV module locally assembled, the recognized LMA is required to provide the following:

- Latest list of all PV module model number locally assembled.
- Module manufacturing certificate (TUV,UL,etc) for new models.
- Product datasheet

SEDA will update the new list of eligible products on the LMA website once all of the information have been remitted and verified.

FiAH using PV modules whose model is not displayed on SEDA's website will not be entitled for the local bonus.

Solar PV inverter

1. New PV Inverter Model Locally Assembled

Should there be a new model of PV inverter locally assembled, the recognized LMA is required to provide the following:

- Latest list of all PV inverter model number locally assembled.
- Inverter manufacturing certificate (TUV,UL,etc) for new models.
- Product datasheet

SEDA will update the new list of eligible products on the LMA website once all of the information have been remitted and verified.

FiAH using PV inverters whose model is not displayed on SEDA's website will not be entitled for the local bonus.

Biogas Engine

1. New Biogas Engine Model Locally Assembled

Should there be a new line of biogas engine model locally assembled, the recognized LMA is required to provide the following:

- Latest list of all biogas engine model number locally assembled.
- Product datasheet

SEDA will update the new list of eligible products on the LMA website once all of the information have been remitted and verified.

FiAH using biogas engine whose model is not displayed on SEDA's website will not be entitled for the the local bonus.

2. <u>Duty to notify the Assembly and Factory Acceptance Test (FAT) schedule</u>

It is the duty of the recognized LMA to notify SEDA of the assembly and FAT schedule for each biogas engine locally assembled.

For the FAT, the LMA is required to do the following:

- Notify SEDA Malaysia of the confirmed FAT date at least 14 days in advance.
- Provide a copy of the FAT test procedure prior to the test.
- Provide a copy of the FAT result after the test.

SEDA may come down to witness the FAT for compliance purposes.

Boiler

1. Duty to notify the Assembly and Factory Acceptance Test (FAT) schedule

It is the duty of the recognized LMA to notify SEDA of the assembly and FAT schedule for each boiler locally assembled.

For the FAT, the LMA is required to do the following:

- Notify SEDA Malaysia of the confirmed FAT date at least 14 days in advance.
- Provide a copy of the FAT test procedure.

SEDA may come down to witness the FAT for compliance purposes.

Gasifier

1. Duty to notify the Assembly and Factory Acceptance Test (FAT) schedule

It is the duty of the recognized LMA to notify SEDA of the assembly and FAT schedule for each gasifier locally assembled.

For the FAT, the LMA is required to do the following:

- Notify SEDA Malaysia of the confirmed FAT date at least 14 days in advance.
- Provide a copy of the FAT test procedure.

SEDA may come down to witness the FAT for compliance purposes.

2.8 Conditions for Review, Suspension, and Delisting

LMA that have been previously issued with full recognition may have their recognition status reviewed if they commit the following:

- I. Failure to comply with SEDA's LMA requirements.
- II. No longer active in the manufacturing/assembling of RE products.
- III. Receives negative feedback from FiAHs regarding the service or product offered by the LMA.

SEDA will first notify the company and seek clarification on the above. Should the company fail to provide a satisfactory response, SEDA may suspend the companies' recognitions status and delist the company from SEDA website. Once a company has been delisted, their products will no longer be entitled for the local bonus. The suspension may be reversed should the company undertake remedial action.

IMPORTANT NOTE: For FiAH's that have purchased RE products from a delisted LMA, their products will still be entitled for the local bonus as long as the FiAH can provide documentary evidence showing that product was purchased (ie. Purchase Order) prior to the date that the LMA was delisted.

3.0 Annual Renewal

3.1 General Info on Renewal

LMA that have been issued with a full recognition status will be subjected to undergo an annual renewal in the month of January at each new calendar year. An email containing the specifics for the renewal process will be sent to each company. During this period, SEDA will review the performance of each company and request for updated documents (as listed in **Section 2.2**) should there be any.

SEDA Malaysia may conduct a short industrial survey to assess the effectiveness of this initiative in developing the local RE industry. LMA must complete the survey before their renewal can be processed.

3.2 Conditions for Renewal Suspension

Under certain circumstances, LMA may have their renewal withheld for the following reasons:

- I. Failure to complete the renewal process within the specified duration.
- II. Failure to comply with SEDA's LMA requirements.
- III. No longer active in the manufacturing/assembling of RE products.
- IV. Receives negative feedback from FiAHs regarding the service or product offered by the LMA.

SEDA will first notify the company and seek clarification on the above. Should the company fail to provide a satisfactory response, SEDA may suspend the companies' recognitions status and delist the company from SEDA's website. Once a company has been delisted, their products will no longer be entitled for the local bonus. The suspension may be reversed should the company undertake remedial action.

3.3 Online Registration and Payment for Renewals

Once SEDA has reviewed all of the documents submitted, an email will be sent to the LMA notifying that the company can proceed to make payment for the processing fees. Steps towards completing payment are as follow:

I. Applicant to log into e-FiT and access the payment gateway. The processing fee is as follows:

Company	Processing Fee
Local	RM 3000
Foreign	RM 5000

II. Applicant is given the option to choose on one of the following payment method.

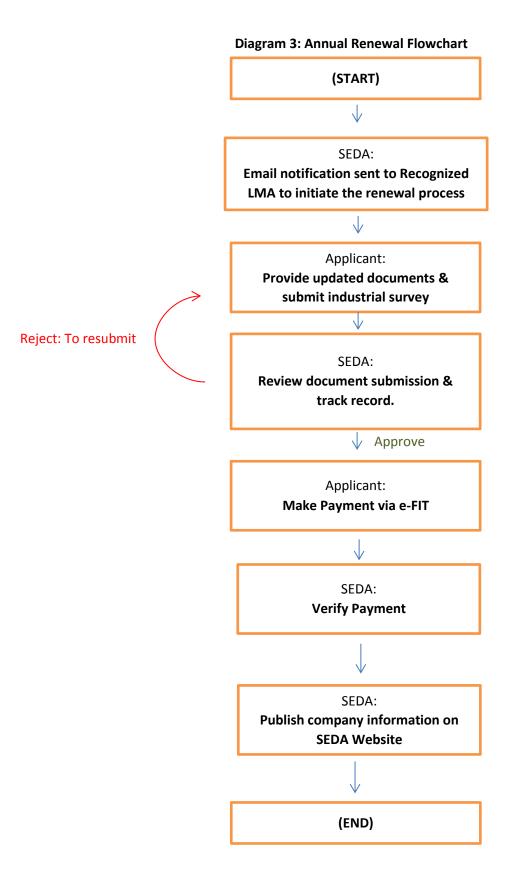
Payment Method	Additional Notes
Online Payment: Credit Card	Applicant to notify SEDA via email once payment has been made for immediate processing.
Online Payment: Financial Process Exchange	Once payment has been cleared, SEDA will approve the online submission.
Offline Payment: Bank-in	Applicant to notify via email to SEDA once payment has been made.
Offline Payment: Cheque	Applicant to upload a copy of the bank-in slip/cheques deposit slips in e-FiT.
	Payment verification by SEDA may take up to 1 week.
	Once payment has been cleared, SEDA will approve the online submission.
	See IMPORTANT NOTE 1 below for bank information details.

IMPORTANT NOTE 1: For all offline payment, please take note of the following:

Please make all cheques payable to	SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
Bank	CIMB Bank Berhad
Account Bank No.	8600308067
Address	2M11-A, Kompleks Kementerian Kewangan 5, Persiaran Perdana Presint 2, 62592 Putrajaya.
Swift Code	CIBBMYKL

IMPORTANT NOTE 2: Processing fees paid are not refundable. If Tax Invoice for this payment is required, please contact Finance Division of SEDA Malaysia.

III. Once payment has been completed, SEDA will approve the online submission and publish company information and eligible RE product on SEDA's LMA website. See **APPENDIX B** for a <u>screenshot aided user-manual</u> on how to make payment via e-FiT system.



4.0 Contact Information

Any enquiries or document submission shall be directed to the following personnel:

Officer in charge: Ahmad Syafiq Bin Rosli

Email: syafiq@seda.gov.my

Contact no.: 03 8870 5800 or 03 8870 5809

APPENDIX A: USER-MANUAL FOR ONLINE REGISTRATION

1. Go to www.seda.gov.my and select "Directory" on the top menu bar. Scroll down to "RE Industry Directory" and slide to "RE Directory Listing Application".

Figure A: SEDA Main Webpage and Access to RE Directory Listing Application



 Complete the Registration Form. Please ensure to select the category of "Recognized Local Manufacturer/Assembler." Do indicate whether the company is either local or foreign owned (ie. Foreign company is defined as a company whose foreign shareholders own more than 49% of ordinary shares based on the ultimate shareholding structure).

MEBMAIL A LOGIN SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA About SEDA Policies Feed-in Tariff (FiT) Net Metering Statistics & Monitoring Download & Media Directory Events & Trainings DIRECTORY Home » Directory » RE Industry Directory » RE Directory Listing Application ➤ RE Industry Directory Registration Form
Please enter your business details in order to complete the registration. RE Directory Listing Application INSTRUCTIONS: * MANDATORY fields.

* Please specify at least one. ➤ Application for RPVSP 2018 Recognized Local Manufacturer/Assembler Listing : RECOGNIZED LOCAL MANUFACTURER/ASSEMBLER * [PLEASE SELECT] Type of Company Company Registration No. Company Name FOREIGN / MULTINATIONAL COMPANY Business Address LOCAL COMPANY City State [NOT APPLICABLE]

Figure B: Online Registration Form (Top)

3. Proceed to completing the Registration Form and upload the necessary supporting documents. Click on "Register" button once all of the required information are keyed-in.

NOTE: Make sure that all the fields are correctly filled-in with no mistakes. Should there be any error at point of submission, you will be required to resubmit a new "Registration Form".

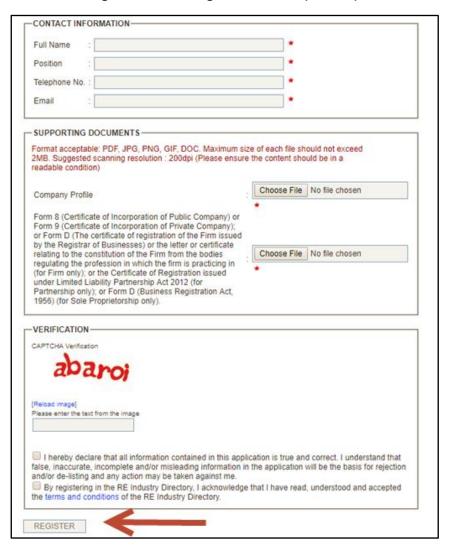


Figure C: Online Registration Form (Bottom)

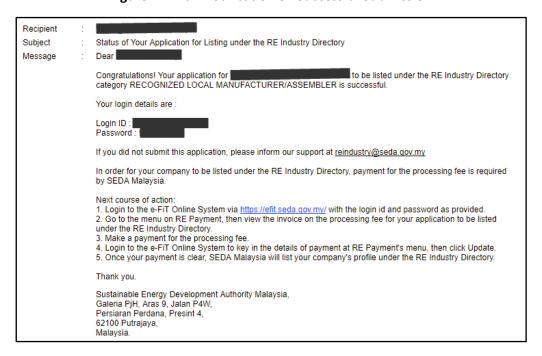
4. After submitting the form, the page will be redirected to an acknowledgement page. SEDA will process the submission within 21 days.

Figure D: Online Registration Form (Acknowledgement of Submission)



5. Once SEDA has approved the submission, an email notification will be sent to the registered email which contains the Login ID, Password, and payment instructions for the processing fee. You will now have access to the e-FiT system.

Figure E: Email Notification on Successful Submission



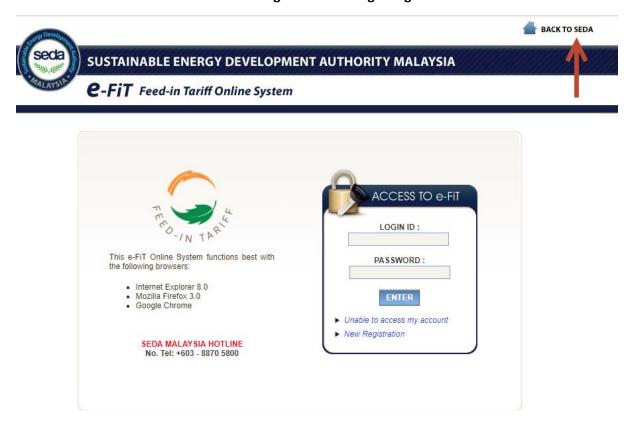
APPENDIX B: USER-MANUAL FOR PAYMENT VIA E-FIT SYSTEM

1. Go to www.seda.gov.my and click on the "Login" button to access the login page.

Figure F: SEDA Main Webpage and Access to Login Page



Figure G: E-FiT Login Page



Log in e-FiT and click on "RE Payment" link on the left side menu bar. You can download the
"Payment Advice" by clicking on the button as indicated by the yellow arrow in the diagram
below. Click on the button indicated by the blue arrow in the diagram below to access the
payment gateway.

Figure H: Payment Portal in e-FiT

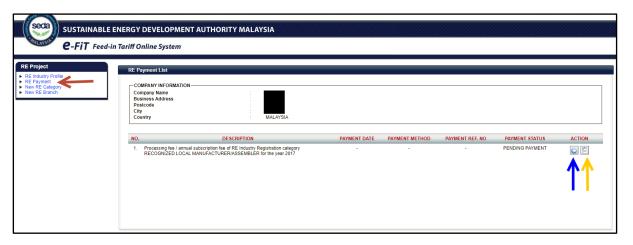
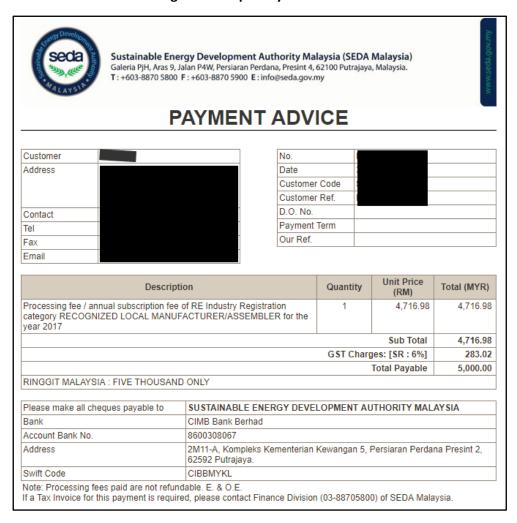


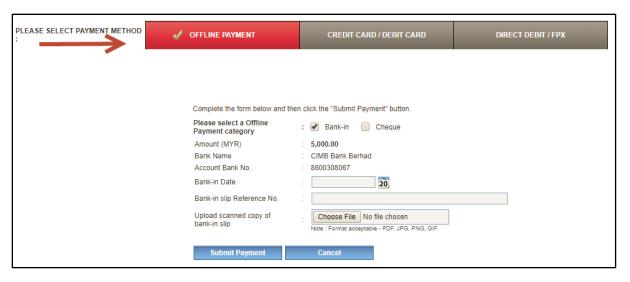
Figure I: Sample Payment Advice



- 3. After accessing the payment gateway, select the type of payment method. The three payment options available are:
 - I. Offline Payment (via bank-in or cheque deposit).
 - II. Credit card/debit card.
 - III. Direct Debit/FPX

Processing time to verify payment may take up to one week for offline payment. Applicants are to notify the contact person at SEDA via email once the payment has been made.

Figure J: Payment Gateway



4. Once SEDA has verified the payment, an email will be sent to the registered email notifying the successful upload of the company profile in the RE Industry Directory.

Figure K: Email Notification on Successful Payment and Profile Upload in RE Industry Directory



APPENDIX C: PUBLISHING COMPANY INFORMATION ON SEDA WEBSITE

- 1. The full company information and list of all renewable energy product model numbers eligible for the local bonus under the FiT scheme will be published in the Local Manufacturer/Assembler (LMA) webpage. Processing time to publish the company information may take up to 1 week. The list is arranged in alphabetical order. Each company are given a platform to feature the following:
 - I. Marketing brief limited to 100 words.
 - II. List of RE Product model numbers that are locally manufactured/assembled.
 - III. Web-link to the manufacturer/assemblers website.

Figure L: Local Manufacturer/Assembler Main Webpage

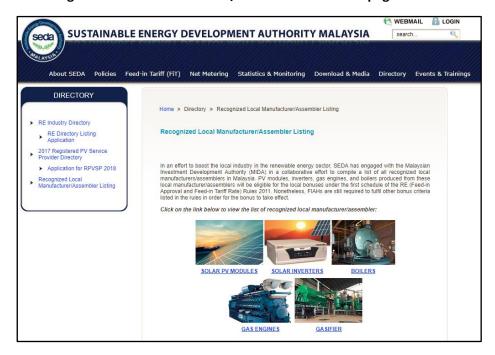


Figure M: Local Manufacturer/Assembler Technology Specific Page



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