



Sustainable Energy Development Authority Malaysia (SEDA Malaysia)

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APPLICATION FOR REGISTERED PHOTOVOLTAIC (PV) SERVICE PROVIDER

For The Year:

APPLICATION : (Tick whichever applicable)	NEW		RENEWAL	
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PART A : COMPANY DETAILS

1. COMPANY NAME:	
2. REGISTRATION NO.:	
3. DATE OF REGISTRATION / INCORPORATION	
4. REGISTERED ADDRESS: (As registered with Companies Commission of Malaysia)	
	Rent [] Owned []
	Telephone No:
	Fax No:
5. OFFICE ADDRESS: (If different from registered address)	
	Rent [] Owned []
	Telephone No:
	Fax No:
6. BRANCH OFFICE ADDRESS: (If any)	
	Rent [] Owned []
	Telephone No:
	Fax No:
7. WEBSITE	
8. CONTACT PERSON	
9. MYKAD / PASSPORT NO.	
10. MOBILE NO.	
11. EMAIL	

PART B : COMPANY OWNERSHIP

MEMBERS OF THE BOARD / PARTNERSHIP / OWNERSHIP			
NO.	NAME & MYKAD / PASSPORT NO.	ADDRESS	OWNERSHIP (%)
i.)			
ii.)			
iii.)			
iv.)			
v.)			

PART C : COMPANY PROFILE & EXPERIENCE

1. NATURE OF BUSINESS:				
2. TOTAL NO. OF STAFF DEDICATED TO PV BUSINESS ¹ (in-house/ permanent/contract staff):				
3. NO. OF YEARS IN PV BUSINESS				
4. PV MODULE SUPPLIER ² :				
5. PV INVERTER SUPPLIER ² :				
6. NO. OF PV SYSTEM INSTALLED AND COMMISSIONED ³ :	GRID CONNECTED			OFF-GRID
	Building Integrated PV (BIPV)	Retrofitted	Ground Mounted	
	No. of project:	No. of project:	No. of project:	No. of project:
	Total kWp:	Total kWp:	Total kWp:	Total kWp:

¹ Please specify the number of in-house, permanent or contract staff.

² Please indicate the supplier of the product that you sell or you plan to source your products from and kindly provide letter of authorization as distributor or reseller.

³ Kindly attached the details and proof of list installed and commissioned system.

PART D: QUALIFIED PERSON INFORMATION

Kindly attached the certificate of competency, MyKad / passport, picture (passport size) and letters of offer / appointment / task list for every position taken up by a qualified person.⁴

1. STAFF WITH SEDA GCPV SYSTEMS DESIGN COMPETENCY CERTIFICATE		
i.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
ii.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
2. STAFF WITH SEDA GCPV FOR WIREMAN OR CHARGEMAN COMPETENCY CERTIFICATE (IF ANY)		
i.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
ii.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	

⁴ Please specify all Qualified Persons recognizes by SEDA Malaysia who serves with the company.

PART E : DOCUMENTS REQUIRED

NO.	Documents	Please tick (✓)
BUSINESS / COMPANY PROFILE		
1.	Business or company registration (for Sole Proprietorship) <ul style="list-style-type: none"> <li data-bbox="292 439 1273 495">i. Form D (Business Registration Act, 1956); <li data-bbox="292 495 1273 607">ii. and, form of business information reflecting design/install/maintenance of renewable energy installations as part of their line of business (Business Registration Act, 1956 - in Type of Business); <li data-bbox="292 607 1273 696">iii. and, a minimum balance of RM100,000 in the bank account for three (3) consecutive months prior to the registration of the entity with SEDA Malaysia <li data-bbox="292 696 1273 752">iv. and, an Ownership Structure Diagram. 	
OR (If Sdn Bhd or Bhd)		
2.	<ul style="list-style-type: none"> <li data-bbox="292 808 1273 887">i. Form 8 (Certificate of Incorporation of Public Company) or Form 9 (Certificate of Incorporation of Private Company); <li data-bbox="292 887 1273 965">ii. and, Form 24 (Return of Allotments of Shares) with minimum paid-up capital of RM100,000.00 (for Public or Private Company only); <li data-bbox="292 965 1273 1043">iii. and, Form 49 (Particulars in Registers of Directors, Managers & Secretaries); <li data-bbox="292 1043 1273 1155">iv. and, latest Memorandum & Articles of Association (M&A) of Company reflecting design/install/maintenance of renewable energy installations as part of their line of business; <li data-bbox="292 1155 1273 1256">v. and, latest Form of Annual Return of a Company or a minimum balance of RM100,000 in the bank account for three (3) consecutive months prior to the registration of the entity with SEDA Malaysia. 	
OR (If Firm and Partnership)		
3.	<ul style="list-style-type: none"> <li data-bbox="292 1312 1273 1503">i. Form D (The certificate of registration of the Firm issued by the Registrar of Businesses) or the letter or certificate relating to the constitution of the Firm from the bodies regulating the profession in which the firm is practicing in (for Firm only); or the Certificate of Registration issued under Limited Liability Partnership Act 2012 (for Partnership only); <li data-bbox="292 1503 1273 1615">ii. and, a minimum balance of RM100,000 in the bank account for three (3) consecutive months prior to the registration of the entity with SEDA Malaysia; <li data-bbox="292 1615 1273 1682">iii. and, an Ownership Structure Diagram; <li data-bbox="292 1682 1273 2036">iv. And, the relevant minutes of proceedings of a meeting of the Firm or Partnership duly signed by the chairman/Director of the meeting, authorizing the representative to make this application and reflecting design/install/maintenance of renewable energy installations as part of their line of business. 	

QUALIFIED PERSONS (QP) INFORMATION		
i.	Copy of the applicant's MyKad (front and back) / Passport.	
ii.	Copy of the qualified person's MyKad (front and back) / Passport for each QP's.	
iii.	A copy of SEDA Malaysia Grid Connected Solar Photovoltaic (GCPV) System Design Training certificate for each QP's.	
iv.	A copy of SEDA Malaysia Grid-Connected Photovoltaic Systems Course for Wireman and Chargeman for each QP's (if any).	
v.	Copies of the offer & acceptance of post (A copy of Letter of Appointment between the Company and the Qualified Person and a copy of KWSP/EPF payment slip); unless the Qualified Person is a substantial shareholder of the company (not less than 15 % shareholding), or a partner in the Partnership, or the Sole Proprietor; in such case, the appropriate form showing such ownership for each QP's.	
vi.	Copy of the list of tasks list for every position taken up by a qualified person.	
OTHERS		
1.	Photo (3R size)	
	i. Signage	
	ii. Front view of the premises / premises from the outside	
	iii. Office interior	
	iv. Storage for Electrical or electronic equipment.	
	vii. Complete Personal Protective Equipment (PPE): a. Safety glasses b. Hard Hats or Safety Helmets c. Gloves d. Safety Boot e. First Aid box	
	v. Measurement equipment: a. Multimeter (Ammeter, voltmeter and ohmmeter) b. Solar Pathfinder c. Piranometer or Solarimeter d. Compass	
2.	Location plan of premises (Google Maps) with latitude and longitude number.	
3.	Company's organization chart including Qualified Person	
4.	Insurance coverage for the employee under the Social Security Act 1969 (table of contributions and receipts)	
5.	Signage license from the local authority - District Council or Municipal or City Hall	
6.	Rental agreement or a copy of ownership / purchase agreement (for any agreement to be signed by the applicant or any one shareholder or business partner)	

PART F: DECLARATION

Applicant Picture (Passport Size)	Applicant's Name:
	MyKad / Passport No.:
	Address:
	Position in Company:

1. I, [Name:, MyKad / Passport No.:..... the representative of the abovementioned Applicant and have been duly authorised to make this declaration on its behalf.
2. I hereby certify that, to the best of my knowledge, all the information provided in this application is true and correct.
3. I have read, understood and agree to implement and follow the industry best practice guidelines.
4. I have read, understood and agree to abide by all the Registered PV Service Provider Code of Conduct, on the understanding that failure to do so may be a basis for suspension or cancellation of Registered PV Service Provider status.
5. I understand that my company is responsible to ensure that at least one of the employees has certification in SEDA Malaysia accredited grid-connected PV training. In addition, I also understand that SEDA Malaysia reserves the right to terminate my company's Registered PV Service Provider directory listing if my company has not been able to find a replacement full time employee within the one-month departure of the employee having the required certification.
6. Competent person as per details in **Part D** is taken up full-time and will be responsible for all design and electrical work as well as quality control, supervision and testing work will be carried out by this **Company**.
7. Enclosed herewith copies of Certificates of Competency, a copy of MyKad / Passport and a letter of offer / appointment / task list position as a competent person.

Applicant signature:

Company stamp:

.....

Date:

SEDA MALAYSIA OFFICE'S APPROVAL

RECOMMENDATION			
CONDITION			
REMARKS			
PVAR CERTIFICATE'S NO.			
RECEIPT NO	____/____	CHEQUE NO	
CHECKED BY :	APPROVED BY :	ENDORSED BY :	