



Step-By-Step Guide on Solar PV Applications for the Non-Individual (up to 425kW)

This step-by-step guide on **Solar PV Applications for the Non-Individual (up to 425kW)** comprises of **important reminders, timeline, and screen/email shots** for the application process which are arranged in a step-by-step format. This guide is only intended for applicants interested in solar PV for the non-individuals for projects located in Peninsular Malaysia, Sabah and WP Labuan that will achieve commercial operation by **end of 2015**.

A: Application Process on Solar PV Application for the Non-Individual up to 425 kW

Important reminders:

- Applicants can submit their draft applications via the e-FiT online system (accessible via efit.seda.gov.my) from Nov 17, 2014 until February 26, 2015 (2.00 pm).
- Quota application for solar PV projects of capacity up to 425kW will be based on a balloting system.
- Applicants with complete draft applications which have complied to the requirements, will be invited to participate for allocation of quota via a balloting process. These apply to all states participating in the FiT mechanism i.e. Sabah, Federal Territory of Labuan and all Peninsular Malaysia states.
- Only companies which have completed 100% of their draft application will qualify for the balloting. Only one (1) draft per company is permitted for this.
- The balloting day will be on **March 9, 2015**, and the details on the venue and time will be announced on SEDA Malaysia's website (www.seda.gov.my)
- An external auditor will be engaged to monitor the entire ballot process to ensure good governance and transparency.
- On **March 10, 2015**, successful applicants will be invited to be present at the SEDA Malaysia's Headquarter in Putrajaya for online submission of their successful application onto the e-FiT online system.
- Applicants who have already submitted one (1) or two (2) applications under the same land owner, are allowed to submit a maximum of another two (2) applications for the balloting exercise ($\leq 425\text{kW}$). However, application is still **LIMITED to one (1) per shareholder**, direct or indirect. Multiple applications by the same shareholder (direct or indirect) will result **in outright disqualification to all applications** by that shareholder.
- In the unlikely event that all three (3) or four (4) applications (manual submission + balloting) under the same land owner are successful, the land owner **MUST choose only two (2) applications**.
- Please be reminded that all **applications exceeding 12 kW must have the approved Connection Confirmation Check (CCC) report uploaded** as supporting document into draft application by 26th February 2015. Any applications exceeding 12kW that contravenes this requirement will be **refused and no appeals will be entertained**.

Timeline for Application Process on Solar PV Application for the Non-Individual up to 425 kW

No.	Date/Time	Items
1	Nov 17, 2014 – Feb 26, 2015 (2 pm)	RE Applicants to put in draft application via the e-FiT online system (accessible via efit.seda.gov.my), and upon 100% completion of the draft application will qualify for the balloting. CCC report must be uploaded as supporting document into the e-FiT (Applications > 12kW).
2	March 9, 2015	Balloting Day
3	March 10, 2015 10.00 am	Successful applicants from the balloting exercise will be invited to SEDA headquarters to submit their FiA applications via e-FiT online System to complete the allocation of quota by the system.

NOTE:

* Upon submission of each FiA application, the e-FiT online system will check to ensure all requirements and limit of capacity (MW) taken, eg, the company's immediate and ultimate shareholders' capacity (MW) taken.

* Quota will be allocated to the companies for the capacity (MW) applied else it will be rejected.

* If several companies with any same shareholder try to submit more than one FiA applications, the e-FiT online system will reject their FiA applications.

* Then, the capacity for those rejected companies will be put into the refused basket for the next quota release in 2016.

* SEDA Malaysia is able to control the MW limit for a company or its shareholders and companies with same immediate or ultimate shareholder(s) will not be able to submit more than 1 FiA application in a day and there will be no rush.

Step-by-Step Guide on Solar PV Applications for the Non-Individual up to 425kW

COMPANY PROFILE REGISTRATION

1. First time applicants, and in all cases, appointed solar PV service providers entrusted by the applicants to make the applications on their behalf, are required to log on to the e-FiT online system via <https://efit.seda.gov.my> (Figure 1), to initiate their registration process (Figure 2).

FIGURE 1: New Registration

The screenshot shows the e-FiT Feed-in Tariff Online System interface. At the top, there is a navigation bar with the SEDA logo and the text 'SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA' and 'e-FiT Feed-in Tariff Online System'. A 'BACK TO SEDA' link is visible in the top right corner. The main content area is divided into two sections. On the left, there is a 'FEED-IN TARIFF' logo and a message stating 'This e-FiT Online System functions best with the following browsers:' followed by a list: Internet Explorer 8.0, Mozilla Firefox 3.0, and Google Chrome. Below this, the 'SEDAL MALAYSIA HOTLINE' number is provided as '+603 - 8870 5800'. On the right, there is a 'ACCESS TO e-FiT' login box. It contains a 'LOGIN ID' field, a 'PASSWORD' field, and an 'ENTER' button. Below the login fields, there are two links: 'Unable to access my account' and 'New Registration'.

FIGURE 2: Profile Registration Form

Applicant Category: COMPANY

INSTRUCTIONS: * MANDATORY fields
* Please specify at least one.

COMPANY INFORMATION

Company Name: ABC SDN BHD *

Registration No.: [] *

Re-Confirm Registration No.: [] *

Date Of Incorporation: 05/05/2010 20 *

Registered Address

Address: NO. 1, JALAN TERATAI *
LORONG AMAN
TAMAN INDAH

Postcode: 71300 *

City: SEREMBAN *

State: NEGERI SEMBILAN DARUL KHUSUS *

Business Address Same as Registered Address

Address: LORONG AMAN
TAMAN INDAH

Postcode: 71300 *

City: SEREMBAN *

State: NEGERI SEMBILAN DARUL KHUSUS *

Telephone No.: 03 - 6662090 *

Fax No.: 03 - 6662091 *

Website: [] .com.my

CONTACT PERSON

Note: Contact Person must be one of the Authorized Personnel of Company

Full Name: MOHD ASMADI *

MyKad No./Passport No.: 821030101234 *

Note: Please key in the numeric portion of the Passport Number

Position in Company: EXECUTIVE DIRECTOR *

Telephone No.: 03 - 62511234 *


Mobile No.: 011 - 12345678 *

Email: []@.com *

Re-Enter Email: []@.com *

VERIFICATION

CAPTCHA Verification



[\[Reload image\]](#)
Please enter the text from the image

tequiqe

I am a representative of the abovenamed Applicant and have been duly authorised to make this application on its behalf.

I have read and understood all the rules and regulations as stipulated in the Renewable Energy Act 2011, its subsidiary legislations and SEDA's Guidelines and Determinations. This Registration for Feed-in Approval application complies with the provisions of the Renewable Energy Act 2011 and subsidiary legislations made thereunder.

All information submitted herein are true, accurate and complete and shall be part of the Applicant's application for a Feed-in Approval.

[Register](#)

Registration completed.

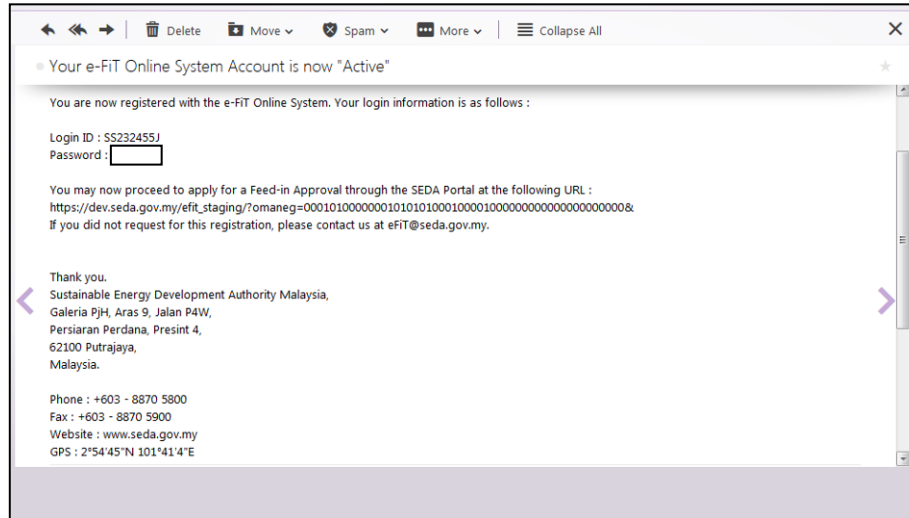
Your Account information has been sent to your email inbox. Please check your email and activate your account to login the e-FiT Application.

[Click here to login](#)

Thank You.

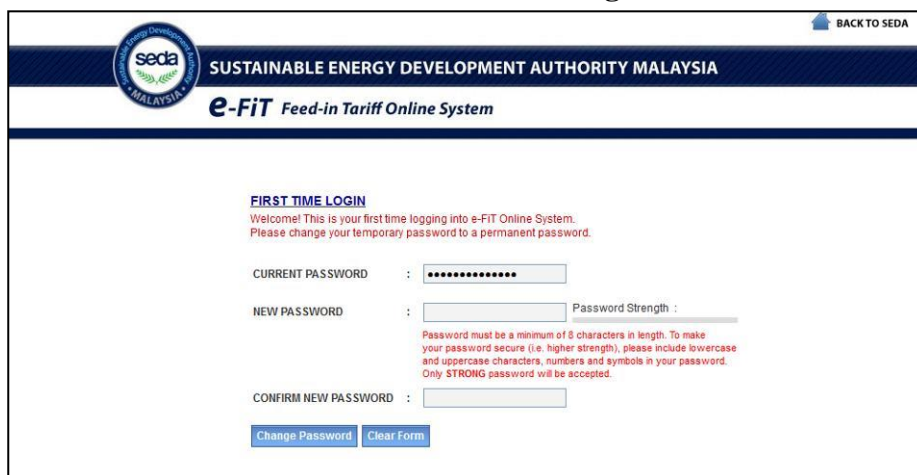
2. Upon completion of initial details, each applicant will be issued a login ID with a unique password of which they will be notified promptly via email (Figure 3) by the e-FiT system. In all cases, it is the login ID and password is decided by and emailed to the applicant's email address.

FIGURE 3: Email Notification on Login ID and Password



3. Upon receiving the email notification, first-time login users, will be required to login into the system and change their given temporary password to a permanent self-created one (Figure 4) that hereinafter will be used by the applicant via the appointed service provider.

FIGURE 4: First Time Login



4. After changing your password, the appointed service provider for the said client will automatically gain access to the profile (Figure 5) of his/her client enabling the service provider to keep track on what is pending or incomplete in their registration/application process, as well the detailed status of their client's application, the RE Capacity (in realtime updates) as well as milestones they have committed in terms of meeting the commercial operation, i.e. FiT Commencement Date (FiTCD).

FIGURE 5: Access to My Profile

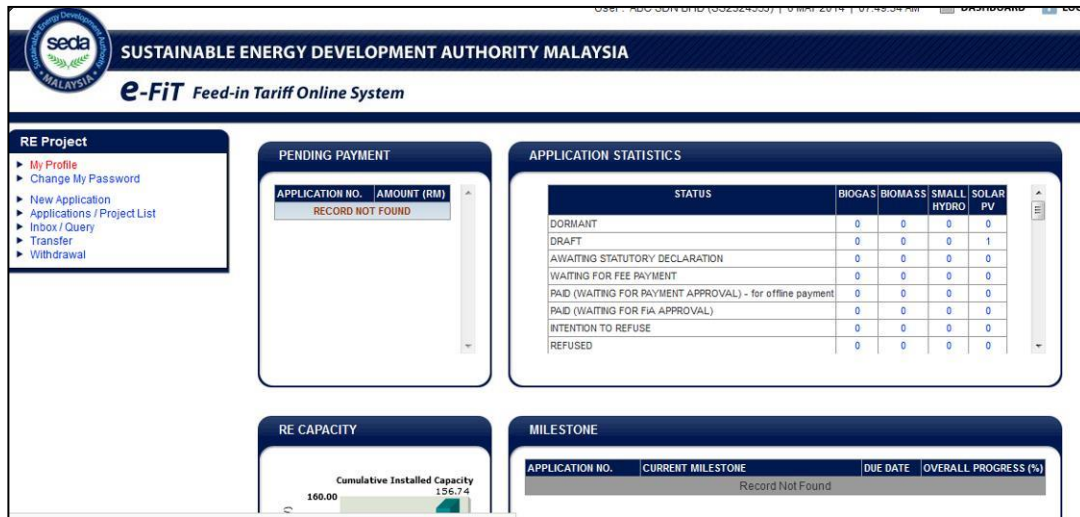
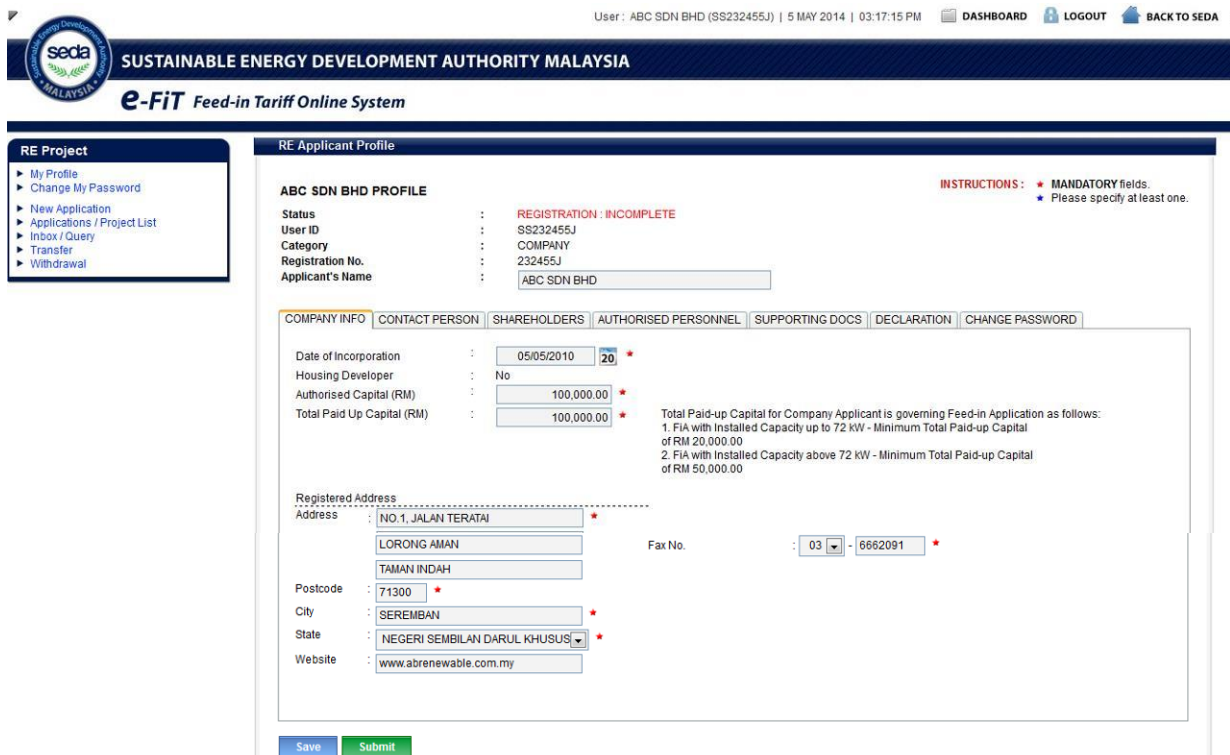


FIGURE 5: Access to My Profile



5. Applicants will also be expected to provide alternative contacts as contingency measures

FIGURE 6: Alternative Contact Person

The screenshot shows the 'Alternative Contact Person' form in the SEDA e-FIT system. The user is logged in as 'ABC SDN BHD (SS232455J)' on 5 MAY 2014 at 03:17:15 PM. The form is for 'ABC SDN BHD' and includes the following fields:

- Status: REGISTRATION: INCOMPLETE
- User ID: SS232455J
- Category: COMPANY
- Registration No.: 232455J
- Applicant's Name: ABC SDN BHD

The 'CONTACT PERSON' tab is active, showing the following information:

- Note: Contact Person must be one of the Authorized Personnel of Company
- Full Name: MOHD ASMADI *
- MyKad No./Passport No.: 821030101234 *
- Note: Please key in the numeric portion of the Passport Number
- Position in Company: EXECUTIVE DIRECTOR *
- Telephone No.: 03 - 82511234 *
- Mobile No.: 011 - 12345678 *
- Email: @yahoo.com *

Buttons for 'Save' and 'Submit' are visible at the bottom of the form.

6. Applicant is required to provide information on their shareholders (Figure 7), which they must submit alongside with a copy of the following documents on PDF, JPEG, PNG or GIF format (duly certified by the Company Secretary):

- Individual (MyKad/Passport), Company, DL, GLC (Form 24 and 49),
- Foreign-Individual (Passport);
- Foreign-Companies (Companies Profile Certified By Respective Country Authority)

FIGURE 7: Shareholders Tab

The screenshot shows the 'Shareholders Tab' form in the SEDA e-FIT system. The user is logged in as 'ABC SDN BHD (SS232455J)' on 5 MAY 2014 at 03:17:15 PM. The form is for 'ABC SDN BHD' and includes the following information:

- Status: REGISTRATION: INCOMPLETE
- User ID: SS232455J
- Category: COMPANY
- Registration No.: 232455J
- Applicant's Name: ABC SDN BHD

The 'SHAREHOLDERS' tab is active, showing the following information:

- Note: For every shareholder you must submit additional document: Individual (MyKad / Passport), Company, DL, GLC (Form 24 and 49), Foreign - Individual (Passport), Foreign - Company (Company Profile Certified By Respective Country Authority)

Immediate shareholder				
TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./REGISTRATION NO.	SHARE (%)
Individual	MOHD ASRAFI	MyKad		0.0000
Add New Row				
Ultimate shareholder				
TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./REGISTRATION NO.	SHARE (%)
Individual	MOHD ASHRAF	MyKad		0.0000
Add New Row				

Buttons for 'Save' and 'Submit' are visible at the bottom of the form.

- Authorized personnel are individuals who are duly appointed and authorized by the company's Board of Directors to make a FiA application on behalf of the Company and to execute and submit all documentation in relation thereto.

The named Authorized personnel will be required to sign the Declaration on behalf of the company before submitting the FiA application. A copy of the Company's Board of Directors resolution and/or circular resolution duly certified by the Company Secretary is to be provided as a supporting document (Figure 8).

FIGURE 8: Authorized Personnel Tab

The screenshot displays the 'RE Applicant Profile' page for 'ABC SDN BHD'. The user is logged in as 'ABC SDN BHD (SS232455J)' on 5 MAY 2014 at 03:17:15 PM. The page includes a navigation menu on the left under 'RE Project' and a main content area with several tabs: 'COMPANY INFO', 'CONTACT PERSON', 'SHAREHOLDERS', 'AUTHORISED PERSONNEL', 'SUPPORTING DOCS', 'DECLARATION', and 'CHANGE PASSWORD'. The 'AUTHORISED PERSONNEL' tab is active, showing a table with one entry: MOHD ASRAFI, MOHD ASRAFI, GENERAL MANAGER. A note explains that authorized personnel must sign the declaration on behalf of the company. The status is 'REGISTRATION : INCOMPLETE'.

User: ABC SDN BHD (SS232455J) | 5 MAY 2014 | 03:17:15 PM [DASHBOARD](#) [LOGOUT](#) [BACK TO SEDA](#)

SEDA SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FiT Feed-in Tariff Online System

RE Project

- My Profile
- Change My Password
- New Application
- Applications / Project List
- Inbox / Query
- Transfer
- Withdrawal

RE Applicant Profile

ABC SDN BHD PROFILE INSTRUCTIONS: * MANDATORY fields.
* Please specify at least one.

Status : **REGISTRATION : INCOMPLETE**
 User ID : SS232455J
 Category : COMPANY
 Registration No. : 232455J
 Applicant's Name : ABC SDN BHD

COMPANY INFO | CONTACT PERSON | SHAREHOLDERS | **AUTHORISED PERSONNEL** | SUPPORTING DOCS | DECLARATION | CHANGE PASSWORD

NAME	MYKAD NO. / PASSPORT NO.	DESIGNATION
MOHD ASRAFI	MOHD ASRAFI	GENERAL MANAGER

[Add New Row](#)

Note: Authorised personnel are individuals who are duly appointed and authorised by the company's Board of Directors to make a Feed-in Approval application on behalf of the Company and to execute and submit all documentation in relation thereto. The named Authorised personnel will be required to sign the Declaration on behalf of the company before submitting the FiA application. A copy of the Company's Board of Directors resolution and/or circular resolution duly certified by the Company Secretary is to be provided as a supporting document.

[Save](#) [Submit](#)

8. The applicant via the appointed service provider is then required to upload the relevant supporting documents (file size of each document is limited to 2MB) certified by the Company Secretary onto the e-FiT online system. Below listed are the supporting documents (Figure 9) necessary for inclusion:
- i. The latest audited accounts of the Applicant.
 - ii. The memorandum and articles of association of the Applicant.
 - iii. Form 8 (Certificate of Incorporation of Public Company) or Form 9 (Certificate of Incorporation of Private Company) in connection with the Applicant under the Companies Act 1965.
 - iv. All Forms 24 (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965.
 - v. The latest Form 49 (Return giving particulars in Register of Directors, Managers and Secretaries and change of particulars) lodged by the Applicant with the Registrar of Companies and a written confirmation from the company secretary on the current shareholding of the Applicant.
 - vi. The extract of the company's board resolution authorizing specific personnel to make this application on behalf of the Applicant and to execute and submit all documentation in relation thereto
 - vii. Electricity Bill (must be same as the applicant's address for the project site)
 - viii. A Share-holding/Ownership Structure Diagram; detailing the shareholding percentages of each ultimate shareholders in the company.
 - ix. A clear copy of shareholder's MyKad: MOHD ASRAFI (77082310xxxx) MyKad
 - x. A certified copy of Form 24 and 49 of the company(s) where MOHD ASHRAF (75082310xxxx) is a shareholder; direct or indirect
 - xi. A clear copy of shareholder's MyKad: MOHD ASHRIN (76082310xxxx) MyKad
 - xii. A certified copy of Form 24 and 49 of the company(s) where ASHRINA (84120914xxxx) is a shareholder; direct or indirect

FIGURE 9: Supporting Docs

User: ABC SDN BHD (S9232455J) | 5 MAY 2014 | 03:17:15 PM [DASHBOARD](#) [LOGOUT](#) [BACK TO SEDA](#)

SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FiT Feed-in Tariff Online System

RE Project

- My Profile
- Change My Password
- New Application
- Applications / Project List
- Inbox / Query
- Transfer
- Withdrawal

RE Applicant Profile

ABC SDN BHD PROFILE INSTRUCTIONS: * MANDATORY fields
* Please specify at least one.

Status : REGISTRATION : INCOMPLETE
 User ID : S9232455J
 Category : COMPANY
 Registration No. : 2232455J
 Applicant's Name : ABC SDN BHD

COMPANY INFO | CONTACT PERSON | SHAREHOLDERS | AUTHORISED PERSONNEL | **SUPPORTING DOCS** | DECLARATION | CHANGE PASSWORD

Note:
 All supporting documents MUST be certified by the company's appointed secretary. The suggested scanning resolution : 200 dpi (Please ensure that the content is legible).
 The maximum file size allowable for upload is 1MB for Declaration & MyKad/Passport and 2MB for all other supporting documents. Only the following file types are acceptable: PDF, JPG, PNG, GIF

ID	DOCUMENT NAME	DATE UPLOAD	ACTION
1	THE LATEST AUDITED ACCOUNTS OF THE APPLICANT.	05/05/2014	
2	THE MEMORANDUM AND ARTICLES OF ASSOCIATION OF THE APPLICANT.	05/05/2014	
3	FORM 8 (CERTIFICATE OF INCORPORATION OF PUBLIC COMPANY) OR FORM 9 (CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY) IN CONNECTION WITH THE APPLICANT UNDER THE COMPANIES ACT 1965.	05/05/2014	
4	ALL FORMS 24 (RETURN OF ALLOTMENT OF SHARES) LODGED BY THE APPLICANT WITH THE REGISTRAR OF COMPANIES UNDER THE COMPANIES ACT 1965.	05/05/2014	
5	THE LATEST FORM 49 (RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGE OF PARTICULARS) LODGED BY THE APPLICANT WITH THE REGISTRAR OF COMPANIES AND A WRITTEN CONFIRMATION FROM THE COMPANY SECRETARY ON THE CURRENT SHAREHOLDING OF THE APPLICANT.	05/05/2014	
6	THE EXTRACT OF THE COMPANY'S BOARD RESOLUTION AUTHORIZING THE AUTHORISED PERSONNEL TO MAKE THIS APPLICATION ON BEHALF OF THE APPLICANT AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO.	05/05/2014	
7	ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT ADDRESS)	05/05/2014	
8	A SHARE-HOLDING/OWNERSHIP STRUCTURE DIAGRAM; DETAILING THE SHAREHOLDING PERCENTAGES OF EACH ULTIMATE SHAREHOLDERS IN THE COMPANY.	05/05/2014	
9	A CLEAR COPY OF MOHD ASRAFI (770823101001) MYKAD	05/05/2014	
10	A CERTIFIED COPY OF FORM 24 AND 49 OF THE COMPANY(S) WHERE MOHD ASHRAF (750823101002) IS A SHAREHOLDER, DIRECT OR INDIRECT	05/05/2014	

[Save](#) [Submit](#)

- 9. The applicant will be required to upload and submit a complete and signed declaration form in PDF, JPG, PNG or GIF format (Figure 10)

FIGURE 10: Declaration

The screenshot shows the 'e-FIT Feed-in Tariff Online System' interface. At the top, there is a header with the SEDA logo and the text 'SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA'. Below this, the user's profile information is displayed: 'ABC SDN BHD PROFILE'. The status is 'REGISTRATION : INCOMPLETE'. Other details include User ID: SS232455J, Category: COMPANY, and Registration No.: 232455J. The Applicant's Name is 'ABC SDN BHD'. A navigation menu on the left lists options like 'My Profile', 'Change My Password', 'New Application', etc. The main content area has tabs for 'COMPANY INFO', 'CONTACT PERSON', 'SHAREHOLDERS', 'AUTHORISED PERSONNEL', 'SUPPORTING DOCS', 'DECLARATION', and 'CHANGE PASSWORD'. The 'DECLARATION' tab is active, showing a note about printing and signing the declaration form. Below the note is a table with columns for 'NO.', 'DOCUMENT TYPE', 'DATE UPLOAD', and 'ACTION'. The table contains one row: '1. REGISTRATION'. To the right of the table is a 'Browse' button and the text 'No file selected.' At the bottom of the page, there are 'Save' and 'Submit' buttons.

User: ABC SDN BHD (SS232455J) | 5 MAY 2014 | 03:17:15 PM [DASHBOARD](#) [LOGOUT](#) [BACK TO SEDA](#)

se-da SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FIT Feed-in Tariff Online System

RE Project

- ▶ My Profile
- ▶ Change My Password
- ▶ New Application
- ▶ Applications / Project List
- ▶ Inbox / Query
- ▶ Transfer
- ▶ Withdrawal

ABC SDN BHD PROFILE

Status : **REGISTRATION : INCOMPLETE**

User ID : SS232455J

Category : COMPANY

Registration No. : 232455J

Applicant's Name :

INSTRUCTIONS: * MANDATORY fields.
* Please specify at least one.

[COMPANY INFO](#) | [CONTACT PERSON](#) | [SHAREHOLDERS](#) | [AUTHORISED PERSONNEL](#) | [SUPPORTING DOCS](#) | [DECLARATION](#) | [CHANGE PASSWORD](#)

Note:
Please print, complete and sign the declaration form and upload onto the e-FIT Online System
The maximum size for each file to be uploaded is 1 MB. Only the following file types are acceptable: PDF, JPG, PNG, GIF

NO.	DOCUMENT TYPE	DATE UPLOAD	ACTION
1.	REGISTRATION	-	Print Declaration Form <input type="button" value="Browse"/> No file selected.

PART 2: PROJECT REGISTRATION

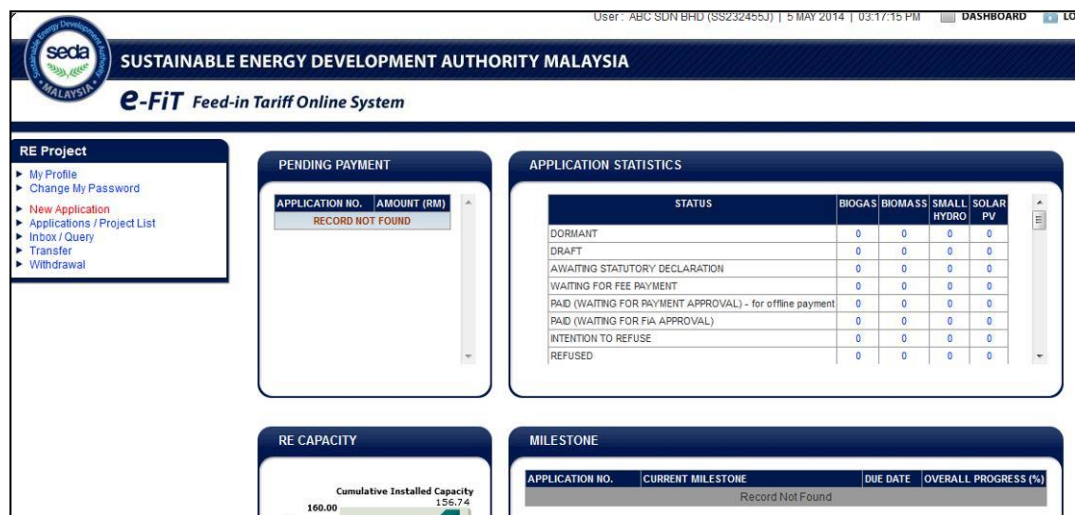
10. This detailed online form requires the applicant to fill in relevant project information required based on the tabs listed, ranging from:
 - a. General project site details;
 - b. Contractor (Service Provider and Qualified Persons must be approved by SEDA) ;
 - c. Technical;
 - d. Financial and
 - e. Work plan (a separate milestone for ST Public License [Permanent] has been introduced for FiA application of installed capacity > 72kW)

Applicant will also be required to upload all relevant documents pertinent to the project details/information. Applicant must ensure all information and documents submitted herein are **true, accurate and complete**. Omission of any relevant information or document, or the submission of any information or document that is false or misleading will result in the rejection of this application, the revocation of any feed-in approval granted pursuant to this application and/or would constitute an offence committed under the Renewable Energy Act 2011 and/or its applicable subsidiary legislations.

In principle, this FiA application must be completed (as indicated by 100% in the completion indicator bar at the top of the online form. This means filling in accurately the mandatory data denoted with a red asterisk (*).

The online FiA application can be treated as a draft copy and saved for changes and updates at later date. However, all updates and changes must be finalized for submission (100% completed) no later than **February 26, 2015 at 2.00 p.m.**

FIGURE 11: Access to New Application



- Once the project information is completed, it will show in the completion indicator bar and the applicant can move to below tab to fill in the contractor details. The solar PV service provider appointed must be registered with SEDA Malaysia and the listing of registered PV Service Providers can be found on SEDA's website, www.seda.gov.my under the [2015 Registered PV Service Providers Directory](#).

FIGURE 12: Project Information

USBT: ABU SUN BHD (SS24242DJ) | 5 MAY 2014 | 07:49:34 AM DASHBOARD LOGOUT BACK TO SEDA

SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FiT Feed-in Tariff Online System

RE Project

- ▶ My Profile
- ▶ Change My Password
- ▶ New Application
- ▶ Applications / Project List
- ▶ Inbox / Query
- ▶ Transfer
- ▶ Withdrawal

Application Form

100% 0% 0% 0% 0% 20% Average: 20%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

INSTRUCTIONS: ★ MANDATORY fields.
★ Please specify at least one.
 Auto generated value
 Input field
 Please save before switching tab
TBA To Be Announced

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Status : DRAFT
 Applicant's Name : ABC SDN BHD
 Renewable Resource : NON-INDIVIDUAL (≤ 500 kW)
 Project Status : NEW PROJECT
 Region Location : MELAKA BANDARAYA BERSEJARAH
 Total Installed Capacity (MW) : 0.072 (72kW)
 Net Export Capacity (MW) : 0.072 (72kW)

Connection Point : LOW VOLTAGE (LESS THAN 1KV)
 Connection Type : DIRECT
 Distribution Licensee : TENAGA NASIONAL BERHAD

NOTE: APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES

PROJECT INFORMATION | CONTRACTOR | TECHNICAL | FINANCING | SUPPORTING DOCS | WORK PLAN

FIT RATE IN ADDITION TO BASIC FIT RATE

Additional For Use As Installation In Buildings Or Building Structures
 Additional For Use As Building Materials
 Additional For Use Of Locally Manufactured Or Assembled Solar PV Modules
 Additional For Use Of Locally Manufactured Or Assembled Solar Inverters

LOCATION OF RE PROJECT SITE

LAND TITLE'S UPI LOCATION (Universal Parcel Index)

State : MELAKA BANDARAYA BERSEJARAH
 District : MELAKA TENGAH
 Sub-District / City / Town : MUKIM BUKIT BARU
 Section : [N/A]
 Lot / PT No. : 234 (Please refer to your Land Title for lot / PT No.)
 UPI Code : 040107000234

PROJECT SITE POSTAL ADDRESS

Address : LOT 3
 TAMAN LAKSAMANA PERINGGIT
 Postcode : 64345
 State : MELAKA BANDARAYA BERSEJARAH
 District : MELAKA TENGAH Find Address On Google Maps

Please enter the GPS location of project.
 Please enter the latitude and longitude coordinates in degrees, minutes and seconds format (DDMMSS)
 (e.g. Latitude : 5° 18' 56.9802", Longitude: 103° 7' 16.647")
Please take note that the Google Maps features are not supported on Chrome browser. You may use other browser to get the Latitude and Longitude of your proposed Project site

Latitude : 3 8 8.3508
 Longitude : 101 40 5.0916 View Coordinate On Google Maps

Site Ownership
 Fully Owned
 Leased
 Owned by My Company (I'm a Shareholder of the Company)
 Owned (Charged To Bank)
 Owned by Shareholder/Director
 Option-to-Rent/Lease
 Owned by Spouse/Parent/Children/Sibling

Owner Of The Site / Bank Name / Lessor Name : ABC SDN BHD
(The Applicant is required to upload documents proving the Applicant's ownership of the site, or other conditional or unconditional rights (e.g. Option-to-Rent/Lease or leasing agreement) that the Applicant has utilised/leased the site for a minimum period equivalent to the effective period)

Current Site Activities : COMMERCIAL

Please save before switching tab

Back Print Save Application

12. Applicant needs to fill in the information required under contractor tab such as service provider, project manager, and qualified persons.

FIGURE 13: Contractor

Sustainable Energy Development Authority Malaysia
e-FIT Feed-in Tariff Online System

RE Project

- My Profile
- Change My Password
- New Application
- Applications / Project List
- Inbox / Query
- Transfer
- Withdrawal

Application Form

100% 100% 0% 0% 0% 0% Average : 33%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

INSTRUCTIONS :

- MANDATORY fields.
- Please specify at least one.
- Auto generated value
- Input field
- Please save before switching tab
- TBA To Be Announced

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Status : DRAFT
 Applicant's Name : ABC SDN BHD
 Renewable Resource : NON-INDIVIDUAL (≠ 500 KW)
 Project Status : NEW PROJECT
 Region Location : MELAKA BANDARAYA BERSE *
 Total Installed Capacity (MW) : 0.072 (72KW) *
 Net Export Capacity (MW) : 0.072 (72KW) *

Connection Point : LOW VOLTAGE (LESS THAN 1KV)
 Connection Type : DIRECT *
 Distribution Licensee : TENAGA NASIONAL BERHAD *

NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES

PROJECT INFORMATION | **CONTRACTOR** | TECHNICAL | FINANCING | SUPPORTING DOCS | WORK PLAN

SERVICE PROVIDER

Company Registration No. : *
 Company Name : *
 Business Address : *
 Postcode : 47101 *
 City : PUCHONG *
 State : SELANGOR DARUL EHSAN *
 Email : *.pm *
 Telephone No. : 03 - 80669334 *
 Fax No. : 03 - 80669335 *
 Website : *

Note : The service provider can be a main engineering procurement and construction contractor, system integrator or technology provider based in Malaysia. The Applicant may also be its own service provider provided that its employees possess the applicable qualifications. A service provider may also be one of the qualified persons.

PROJECT MANAGER

Nationality : MALAYSIA
 MyKad No./Passport No. : 741209145511
 Note: Please key in the numeric portion of the Passport Number
 Full Name : ADRIAN CHRIS
 Telephone No. : 03 - 78684922
 Mobile No. : 010 - 1234575
 Email : *.mail.com

Note : The project manager can be an employee of either the Applicant or the service provider

QUALIFIED PERSONS

Qualified Person 1

Name of Qualified Person : ANDREA CHRIS *
 Organisation or Company Name : *
 Company Registration No. (if any): *
 Certificate No. : *
 Telephone No. : *
 Mobile No. : *
 Email : *
 Scope of Works : DESIGN PV PANEL *
 15 of 200 characters used

Delete

Add Qualified Person

Note : Persons tasked by the Applicant with the carrying out of any work, action, certification, obligation or responsibility to the compliance with any provisions of any subsidiary legislation made pursuant to the Renewable Energy Act 2011. The Applicant is required to provide evidence of qualifications of qualified persons consistent with the requirements of the Renewable Energy (Technical and Operations) Rules 2011.

Please save before switching tab

Back Print Save Application

13. Once the contractor tab is complete, the applicant will be required to include relevant information under technical tab. (Figure 14).

FIGURE 14: Technical

The screenshot displays the 'e-FIT Feed-in Tariff Online System' interface. At the top, the SEDA logo and 'SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA' are visible. The main navigation bar includes 'RE Project' and 'Application Form'. The 'Application Form' progress bar shows 'Project Information' (100%), 'Contractor' (100%), 'Technical' (100%), 'Financing' (0%), 'Supporting Docs' (0%), 'Work Plan' (0%), and 'Declaration' (Average: 50%).

INSTRUCTIONS:

- MANDATORY fields: * (Red asterisk)
- Please specify at least one: * (Blue asterisk)
- Auto generated value: (Yellow background)
- Input field: (Grey background)
- Please save before switching tab: (Blue background)
- TBA: To Be Announced

Table: Quota Available (MW) and FIT Rate (RM / KWh)

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Details:

- Application Status: DRAFT
- Applicant's Name: ABC SDN BHD
- Renewable Resource: NON-INDIVIDUAL (≤ 500 kW)
- Project Status: NEW PROJECT
- Region Location: MELAKA BANDARAYA BERSEKUTU * (Red asterisk)
- Total Installed Capacity (MW): 0.072 (72kW) *
- Net Export Capacity (MW): 0.072 (72kW) *
- Connection Point: LOW VOLTAGE (LESS THAN 1kV)
- Connection Type: DIRECT *
- Distribution Licensee: TENAGA NASIONAL BERHAD *

NOTE: APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES

WARNING: LOT NO. YOU HAVE ENTERED ALREADY EXISTS FOR ANOTHER APPLICATION

Summary Table:

	VALUE	AVERAGE	GENERATION	EXPORT
Total Installed Capacity (MW)	0.072			
Net Export Capacity (MW)	0.072			
Interconnection Voltage (kV)	0.2 * <td></td> <td></td> <td></td>			
Capacity Factor (%)		16.37	16.37	16.37
Energy Yield (MWh/year)		103.2773	103.2773	103.2773
Specific Yield (MWh/MW/year)		1434.4069	1434.4069	1434.4069

YIELD PROJECTION

* Generation: Total amount of renewable energy to be generated by the renewable energy installation in a year.
 * Export/Declared Annual Availability (DAA): Total amount of renewable energy to be generated by the renewable energy installation and delivered up to the connection point in a year.
 * The Generation and Export/Declared Annual Availability (DAA) will be automatically pro-rated for the first and last years by the e-FIT Online System.
 * Formula:
 Capacity Factor (%) = [Energy Generated (MWh) / (Total Installed Capacity (MW) * 8760)] * 100
 Percentage Export (%) = [Energy Export (MWh) / (Net Export Capacity (MW) * 8760)] * 100

YEAR NO.	GENERATION BASED ON INSTALLED CAPACITY		EXPORT/DECLARED ANNUAL AVAILABILITY BASED ON NET EXPORT CAPACITY	
	MWh	CAPACITY FACTOR(%)	MWh	PERCENTAGE EXPORT(%)
1*	104.3	16.54	104.3	16.54
2	104.3	16.54	104.3	16.54
3	104.3	16.54	104.3	16.54
4	104.3	16.54	104.3	16.54
5	104.3	16.54	104.3	16.54
6	104.3	16.54	104.3	16.54
7	104.3	16.54	104.3	16.54
8	104.3	16.54	104.3	16.54
9	104.3	16.54	104.3	16.54
10	103.1	16.35	103.1	16.35
11	103.1	16.35	103.1	16.35
12	103.1	16.35	103.1	16.35
13	103.1	16.35	103.1	16.35
14	103.1	16.35	103.1	16.35
15	102.5	16.25	102.5	16.25
16	102.5	16.25	102.5	16.25
17	102.5	16.25	102.5	16.25
18	102.5	16.25	102.5	16.25
19	102.5	16.25	102.5	16.25
20	101.8	16.14	101.8	16.14
21	101.8	16.14	101.8	16.14
22*	101.8	16.14	101.8	16.14

Please save before switching tab

Buttons: Back, Print, Save Application

14. Figure 15 indicate a financial tab whereby the applicant will fill in the information e.g. capital expenditure, loan, annual operational expenditure and also project internal rate of return (IRR).

FIGURE 15: Financing

SEDA SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FiT Feed-in Tariff Online System

RE Project

- My Profile
- Change My Password
- New Application
- Applications / Project List
- Inbox / Query
- Transfer
- Withdrawal

Application Form

100% 100% 100% 100% 0% 0% Average : 66%

Project Information Contractor Technical **Financing** Supporting Docs Work Plan Declaration

INSTRUCTIONS:

- MANDATORY fields
- Please specify at least one.
- Auto generated value
- Input field
- Please save before switching tab
- TBA To Be Announced

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Status : DRAFT
 Applicant's Name : ABC SDN BHD
 Renewable Resource : NON-INDIVIDUAL (≤ 500 KW)
 Project Status : NEW PROJECT
 Region Location : MELAKA BANDARAYA BERSEJUK *
 Total Installed Capacity (MW) : 0.072 (72kW) *
 Net Export Capacity (MW) : 0.072 (72kW) *

Connection Point : LOW VOLTAGE (LESS THAN 1KV)
 Connection Type : DIRECT *
 Distribution Licensee : TENAGA NASIONAL BERHAD *

NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES
WARNING : LOT NO. YOU HAVE ENTERED ALREADY EXISTS FOR ANOTHER APPLICATION

PROJECT INFORMATION | CONTRACTOR | TECHNICAL | **FINANCING** | SUPPORTING DOCS | WORK PLAN

A. CAPITAL EXPENDITURE

1. Equipment cost

DESCRIPTION	COST (RM)
PV modules	60,000.00 *
Inverter	8,000.00 *
Balance of System	4,000.00 *
TOTAL	72,000.00

2. Installation Cost (RM) :
 3. Design & Consultancy (RM) :
 4. Interconnection Cost (RM) :
 5. Preliminary Cost (RM) :
 6. Plant and Site Cost (RM) :

7. Other Capital Cost (please specify)

DESCRIPTION	AMOUNT (RM)
Add New Row	

Total Capital Cost (RM) : 72,000.00

B. LOAN

Do you require a loan? No

TOTAL EQUITY CONTRIBUTION BY THE APPLICANT

Equity (RM) : 72,000.00 (100%)
 Note for company only: As part of your Financial milestones, you will be required to upload a copy of your company's bank account latest 3 months statements showing a minimum credit balance of 5% of the capital cost of your project.

C. ANNUAL OPERATIONAL EXPENDITURE

1. Insurance Premium (RM) : 4,000.00 *
 2. Operation & Maintenance Cost (RM) : *
 3. Other Operating Cost (please specify)

DESCRIPTION	AMOUNT (RM)
Add New Row	

Total Operating Cost (RM) : 4,000.00

D. PROJECT IRR

Project IRR (%) : 9.00 *

Please save before switching tab

[Back](#) [Print](#) [Save Application](#)

15. The applicants must ensure all relevant supporting documents be scanned and uploaded to the system (Figure 16).

FIGURE 16: Supporting Docs

SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA
e-FiT Feed-in Tariff Online System

RE Project

- ▶ My Profile
- ▶ Change My Password
- ▶ New Application
- ▶ Applications / Project List
- ▶ Inbox / Query
- ▶ Transfer
- ▶ Withdrawal

Application Form

100% 100% 100% 100% 100% 0% Average : 83%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

INSTRUCTIONS :

- ★ MANDATORY fields.
- Please specify at least one.
- Auto generated value
- Input field
- Please save before switching tab
- TBA To Be Announced

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Status : DRAFT

Applicant's Name : ABC SDN BHD

Renewable Resource : NON-INDIVIDUAL (≤ 500 kW)

Project Status : NEW PROJECT

Region Location : MELAKA BANDARAYA BERSEDI ★

Total Installed Capacity (MW) : 0.072 (72kW) ★

Net Export Capacity (MW) : 0.072 (72kW) ★

Connection Point : LOW VOLTAGE (LESS THAN 1kV)

Connection Type : DIRECT ▼ ★

Distribution Licensee : TENAGA NASIONAL BERHAD ▼ ★

NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES

PROJECT INFORMATION

CONTRACTOR

TECHNICAL

FINANCING

SUPPORTING DOCS

WORK PLAN

System requirement for uploading documents :

1) Acceptable format : PDF, JPG, PNG, GIF, DOC.
 2) The maximum size of each file should not exceed 1MB for all copies of certificates and 2MB for all other supporting documents
 3) The suggested scanning resolution : 200dpi (Please ensure that the content is legible)

It may take several minutes to upload your file(s).

DOCUMENT NAME	REFERENCE NUMBER	REFERENCE DATE	ACTION	SUPPLIED
★ The detailed engineering design of the renewable energy installation, including all relevant calculations to justify the installed capacity and claimed efficiencies must be made available in CD and hardcopy to be delivered to SEDMA Malaysia office within 7 working days of a successful submission of FIT application.	★	20	Browse... No file selected.	-
★ A certificate in solar photovoltaic system design from any institution recognised by the Authority	★	20	Browse... No file selected.	-
★ A wireman certificate(s) issued by the Energy Commission to the Qualified Person(s)	★	20	Browse... No file selected.	-
★ The report on the connection confirmation check (CCC) / Advanced CCC conducted in accordance with the Renewable Energy (Technical and Operational Requirements) Rules 2011	★	20	Browse... No file selected.	-
★ The site map (if GPS coordinates are not provided)	★	20	Browse... No file selected.	-
★ Documents proving the Applicant's ownership of the site, or other conditional or unconditional rights (e.g. Option-to-Rent/Lease or leasing agreement) that the Applicant has to utilise/release the site for a minimum period equivalent to the effective period.	★	20	Browse... No file selected.	-
★ Relevant documents confirming that you have the financial capacity equivalent to or your bank account statement showing a credit balance of at least: (a) total project cost of the Renewable Energy installation; and (b) a minimum paid-up capital of: (i) RM20,000 in the case of a proposed renewable energy installation having a rated kWp or net export capacity of up to and including 72 kWp or kW; or (ii) RM50,000 in the case of a proposed renewable energy installation having a rated kWp or net export capacity of more than 72 kWp or kW.	★	20	Browse... No file selected.	-
★ Land Title	★	20	Browse... No file selected.	-

[Add More Files](#)

Page 17

16. The work plan is a committed timeline by the applicant and should be duly observed. For FiA application of installed capacity more than 72kW, applicant is required to commit a reasonable date for the ST Public License (Permanent). Once the applicant has saved the application, the completion indicator bar will show 100% (as indicated in the red dotted box in Figure 17) and **only applicants who have completed 100% of their draft applications will qualify for the balloting process** (only 1 draft per company is allowed for this).

Please note at this stage, the applicants can only save (**and must save**) their applications and applicants are advised NOT to submit (see red circle in Figure 17) their applications. If successful in balloting, the 100% completed FiA application can only be submitted onto the e-FiT online system on the date as indicated above.

FIGURE 17: Work Plan

RE Project

- My Profile
- Change My Password
- New Application
- Applications / Project List
- Inbox / Query
- Transfer
- Withdrawal

Application Form

100% 100% 100% 100% 100% 100% Average: 100%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

INSTRUCTIONS:

- MANDATORY fields
- Please specify at least one.
- Auto generated value
- Input field
- Please save before switching tab
- TBA To Be Announced

	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	0	14.7237	15.0000	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	1.0649	1.0649	0	0	TBA	TBA

Application Status : DRAFT
 Applicant's Name : ABC SDN BHD
 Renewable Resource : NON-INDIVIDUAL (≤ 500 kW)
 Project Status : NEW PROJECT
 Region Location : MELAKA BANDARAYA BERSE *
 Total Installed Capacity (MW) : 0.072 (72kW) *
 Net Export Capacity (MW) : 0.072 (72kW) *

Connection Point : LOW VOLTAGE (LESS THAN 1kV)
 Connection Type : DIRECT *
 Distribution Licensee : TENAGA NASIONAL BERHAD *

NOTE: APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES

PROJECT INFORMATION | CONTRACTOR | TECHNICAL | FINANCING | SUPPORTING DOCS | WORK PLAN

NOTE: Please complete the previous tab before entering information on the Work Plan

MILESTONE	ESTIMATED DUE DATE	TOTAL DURATION (FROM SUBMISSION DATE)
1. SUBMISSION	Submission Date: 12/02/2015	
2. REGISTRATION OF REPPA WITH SEDA & ST PUBLIC LICENSE (PROVISIONAL)		
3. FINANCING AGREEMENT (S)		
4. FIRST PAYMENT TO CONTRACTOR		
5. ST PUBLIC LICENSE (PERMANENT)		
6. FIT COMMENCEMENT DATE		

Please save before switching tab

Back Print Save Application Confirm Submit