

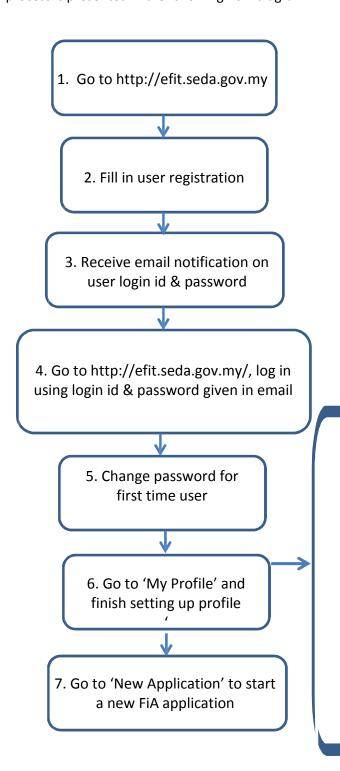
# Sustainable Energy Development Authority Malaysia (SEDA Malaysia)

Pihak Berkuasa Pembangunan Tenaga Lestari Malaysia

Galeria PjH, Level 9, Jalan P4W, Persiaran Perdana, Presint 4, 62100 Putrajaya, Malaysia. **T**: 1603-8870 5800 **F**: 1603-8870 5900 **E**: info@seda.gov.my

## e-FiT Online System Tutorial

You will have to go through a simple 7-step process before you can start your feed-in approval (FiA) application. The 7-step process is presented in the following flow diagram:



- Key-in total paid-up capital, ultimate beneficiary shareholders etc.
- ii. Upload:
  - a. Ultimate beneficiary shareholders diagram (refer Appendix A)
  - b. Supporting documents (e.g. Form 24, Form 49), must be certified by Company Secretary.

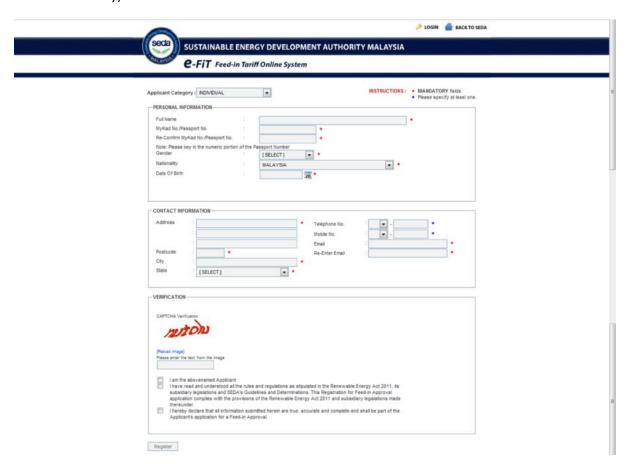
1. Go to <a href="http://www.seda.gov.my/">http://www.seda.gov.my/</a> and click to login button or go to <a href="http://efit.seda.gov.my/">http://efit.seda.gov.my/</a>. If you are using the e-FiT online system for the first time, click on the 'New Registration'.



Or



2. Fill in user registration. Decide whether you are registering as an individual, a company or other entities (body corporate, society, co-operative society, firm, local authority).



3. You will receive an email notification within an hour. The email will inform the user of his/her login id and password.

Dear Company X,

You are now registered with the e-FiT Online System. Your login information is as follows:

Login ID :XXXXXX Password : Ylot556r

You may now proceed to apply for a Feed-in Approval through the SEDA Portal at the following URL: https://efit.seda.gov.my/

If you did not request for this registration, please contact us at <a href="mailto:fit@seda.gov.my">fit@seda.gov.my</a>.

Thank you.

Sustainable Energy Development Authority Malaysia, Galeria PjH, Aras 9, Jalan P4W, Persiaran Perdana, Presint 4, 62100 Putrajaya, Malaysia.

Phone: +603 - 8870 5800 Fax: +603 - 8870 5900 Website: www.seda.gov.my GPS: 2°54'45"N 101°41'4"E

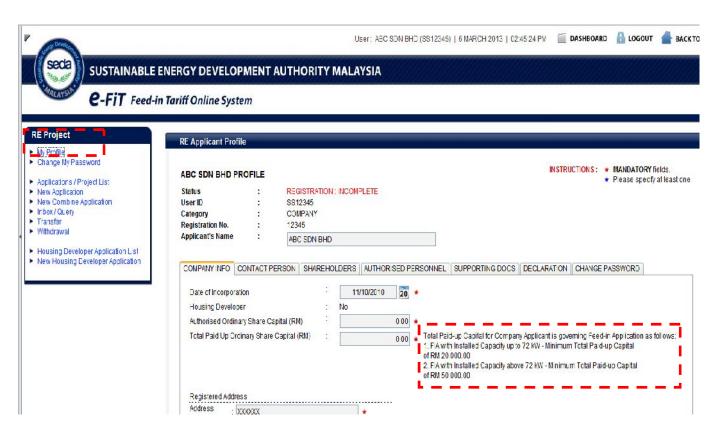
4. Go to <a href="http://efit.seda.gov.my/">http://efit.seda.gov.my/</a> log in using login id and password given in email.



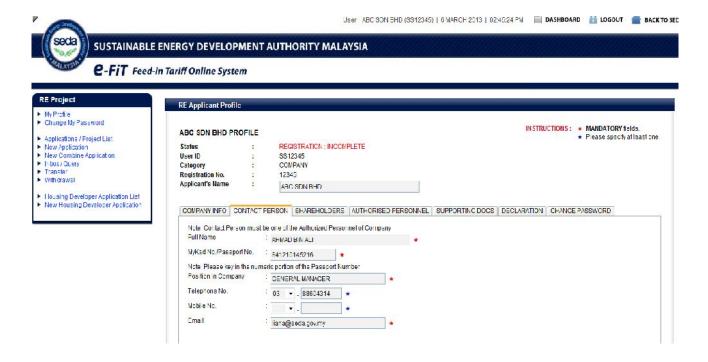
5. Change password for first time user. The system will only accept the new password if the password strength is classified as strong.



6. Go to 'My Profile', Company Info



#### 7. Contact person



#### **Ultimate Shareholders** 8.

Individual

Company

Distribution Licenses

Private Limited Company ▼ Public Listed Company

Government Linked Company

Foreigner / Permanent Resident •



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\*If the shareholder is a private company (i.e. Sdn Bhd), they will have to key in all their individual share-holders of the named company for the ultimate beneficiary share-holders.

The required supporting documents for each category of immediate and ultimate beneficiary share-holders are as follows:

### **FOR IMMEDIATE SHAREHOLDER**

### **LOCAL**

Individual (only MyKad No allowed) - a clear copy of <ApplicantName><MyKad>

Private Limited Company - a certified copy of Form 24 and 49 of

<Company><RegNo> by the company secretary + a confirmation letter by the company secretary

confirming the list of shareholders.

Public Listed Company - a certified copy of Form 29A (Substantial

Shareholder) of <Company><RegNo> by the company secretary + a confirmation letter by the

company secretary confirming the list of

shareholders.

Distribution Licensee - a certified copy of Form 24 and 49 of

<DL><RegNo> by the company secretary + a confirmation letter by the company secretary

confirming the list of shareholders.

Government Linked Company - a certified copy of Form 24 and 49 of

<GLC><RegNo> by the company secretary + a confirmation letter by the company secretary

confirming the list of shareholders

#### **FOREIGN**

Foreigner/Permanent Resident - a clear copy of

(Individual)

<ApplicantName><MyPR>/<PassportNo> (the

page with his/her particulars)

Foreign - a certified copy of the certificate of

(Company) < Company><RegNo>'s incorporation or

registration in its place of incorporation or origin or a document of similar effect; and a certified copy of certificate issued by the Registrar of Companies in accordance with section 332(1A) of the Companies Act 1965 [Act 125], if the foreign company have a

place of business in Malaysia.

## **FOR ULTIMATE SHAREHOLDER**

LOCAL	
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Individual - a certified copy of Form 24 and 49 of the

company(s) where <Applicant Name> <MyKad No>

is a shareholder; direct or indirect.

Public Listed Company - a certified copy of Form 29A (Substantial

Shareholder) of <Company><RegNo> by the company secretary + a confirmation letter by the

company secretary confirming the list of

shareholders.

Distribution Licensee - a certified copy of Form 24 and 49 of

<DL><RegNo> by the company secretary + confirmation letter by the company secretary

confirming the list of shareholders.

Government Linked Company - a certified copy of Form 24 and 49 of

<GLC><RegNo> by the company secretary + confirmation letter by the company secretary

confirming the list of shareholders

## **FOREIGN**

Foreigner/Permanent Resident (Individual)

 a confirmation letter by the authorised personnel of the Company confirming that the individual is a

shareholder.

Foreign - a certified copy of the certificate of –

(Company) < Company><RegNo>'s incorporation or

registration in its place of incorporation or origin or a document of similar effect; and a certified copy of certificate issued by the Registrar of Companies in accordance with section 332(1A) of the Companies Act 1965 [Act 125], if the foreign company have a

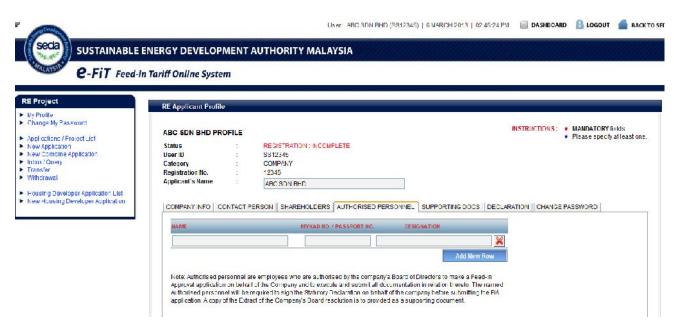
place of business in Malaysia.

Besides these supporting documents for each type of share-holders, every company is also required to furnish:

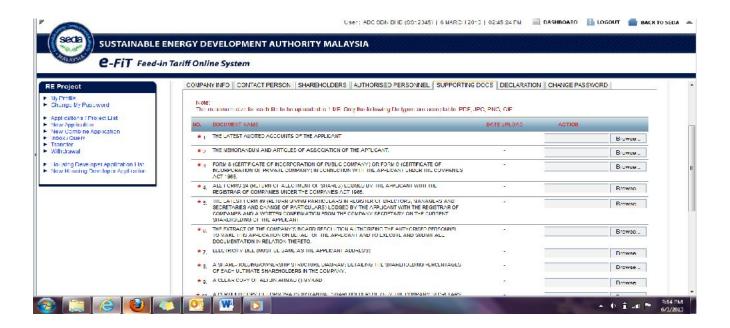
## A Share-holding/Ownership Structure Diagram;

- Detailing the shareholding percentages of each ultimate shareholder in the company.

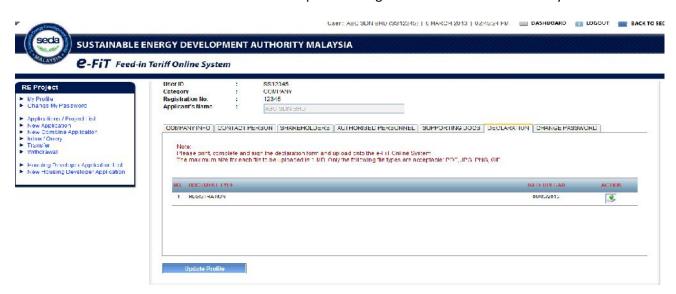
9. Authorized Personnel



10. Finish setting up your profile and upload all required supporting documents as required by the e-FiT online system.



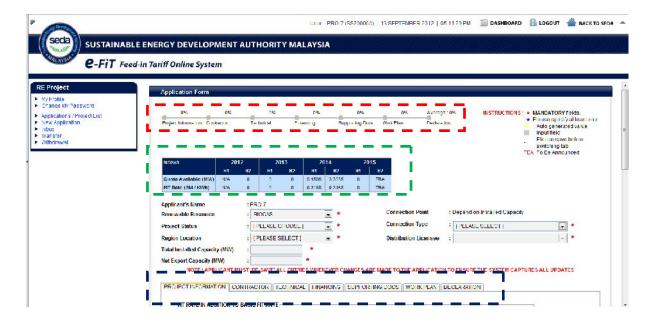
11. Print the declaration form and upload the signed declaration form to the system.



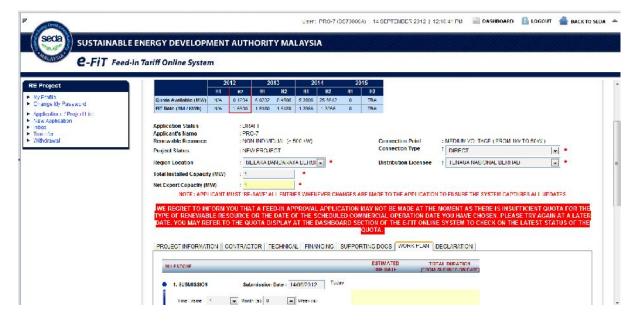
12. Submit your registration form and the status will change to 'Complete'.



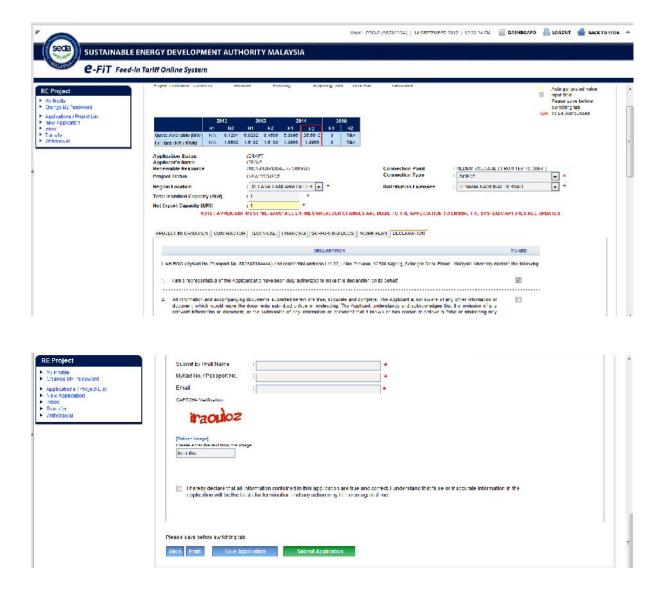
13. You are now ready to fill in your first Feed-in Approval application. Choose 'New Application'. Select the renewable resource applicable to you (biomass, biogas, small hydro, solar PV). The ruler at the top of the application form indicates the completeness of your form (red-dotted box). The mini dashboard (green-dotted box) at the top of the application form indicates the quota and the feed-in tariff rate for the selected renewable resource. You cannot submit your online application until the ruler (red-dotted box) shows all tabs are 100 % completed. Information under the work plan (blue-dotted box) can only be entered when the preceding tabs are completed i.e. project information, contractor, technical and financing.



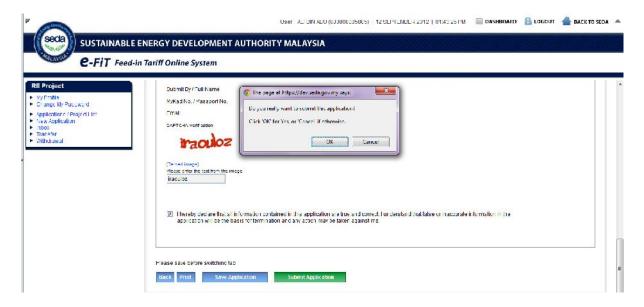
Notes: If there is no quota available for the specific window time frame based on your FiT commission date, please reschedule your work plan to commission your project on another window time frame which has available quota.



14. Please do a 'save' for all the tabs prior to (i) declaration and (ii) clicking the 'Submit Application' (green button).



15. Once you click submit application, the e-FiT online system will inform you to confirm the submission.



16. If your application has been accepted by the e-FiT online system, you will get the following message.



17. And you will get an email from SEDA Malaysia to notify that your feed-in approval application has been successfully submitted via the e-FiT online system.

#### Confirmation!

Thank you for submitting your application. Please note that this is only an acknowledgement of receipt of your feed-in approval application submitted electronically to SEDA Malaysia. The issuance of a feed-in approval is subject to:

- 1) The receipt by SEDA Malaysia of the applicable application fees within 7 calendar days from today (once payment is made, you are required to update the system and upload your proof of payment onto the system); and
- 2) the receipt by SEDA Malaysia of the physical hardcopy of your duly signed Statutory Declaration for the feed-in approval application within 7 calendar days from today;
- 3) a soft copy of this duly signed Statutory Declaration Form will be uploaded onto the e-FiT system within 3 calendar days from today; failing which will result in the deemed withdrawal of this application pursuant to subsection 6(2) of the Renewable Energy Act 2011; and
- 4) the contents of your application and its supporting documents being consistent with the requirements of applicable legislation and guidelines.

**Application Number** : G2012090009

Applicant's Name : xxxxxx

MyKad No. / Passport No. : 111111111

/ Registration No.

/ Service Tax Registration No.

/ e-PBT No.

Location of Renewable : 123 Energy Installation xxxxxx

**PORT DICKSON** 

**NEGERI SEMBILAN DARUL KHUSUS** 

Renewable Resource : BIOGAS ( LANDFILL / SEWAGE )

**Total Installed Capacity (MW)** : xxxx

Net Export Capacity (MW) : xxxx

Feed-in Tariff Rate (RM/kWh) : 0.4269

**Bonus** : G01, G02, G03,

Date Submitted : 12/09/2012

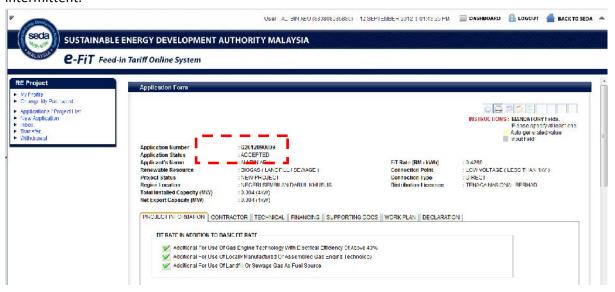
**SFITCD** : 12/02/2013

Invoice Number : IV2012090059

FiT Processing Fee (RM) : xxxx.xx

FiT Application Fee (RM) : xxx.xx

18. Important notes: If you choose to view your application, your status will be classified as 'accepted'. If your status is still 'draft', then your earlier submission was not complete and you need to do the submission again. This may happen if your internet connection is intermittent.



## Handy tips:

This e-FiT Online System functions best with the following browsers:

- Internet Explorer 8.0
- Mozilla Firefox 3.0
- Google Chrome

For any enquiries, office: (03) 8870 5800, or email: fit@seda.gov.my.

### **APPENDIX A:**

# SAMPLE OF ULTIMATE SHAREHOLDER DIAGRAM

