



Sustainable Energy Development Authority Malaysia (SEDA Malaysia)

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APPLICATION FOR REGISTERED PHOTOVOLTAIC (PV) SERVICE PROVIDER

For The Year:

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APPLICATION : <i>Tick whichever applicable</i>	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 []
	Tel. No.:
	Fax .No.:
5. OFFICE ADDRESS (If different from registered address)	
	Rent [] Owned []
	Active Tel. No.:
	Active Fax .No.:
6. BRANCH OFFICE ADDRESS (If any)	
	Rent [] Owned []
	Active Tel. No.:
	Active Fax .No.:
7. ACTIVE WEBSITE	
8. AUTHORISED CONTACT PERSON	
9. MYKAD / PASSPORT NO.	
10. ACTIVE MOBILE NO.	
11. ACTIVE EMAIL ADDRESS	

PART B: COMPANY OWNERSHIP

MEMBERS OF THE BOARD / PARTNERSHIP / OWNERSHIP			
#	NAME & MYKAD / PASSPORT NO.	ADDRESS	OWNERSHIP (%)
1.	Name: ID No.:		
2.	Name: ID No.:		
3.	Name: ID No.:		
4.	Name: ID No.:		
5.	Name: ID No.:		

PART C: COMPANY PROFILE & EXPERIENCE

1. NATURE OF BUSINESS			
2. TOTAL NO. OF STAFF DEDICATED TO PV BUSINESS (In-house/ permanent/contract staff) ¹			
3. NO. OF YEARS IN PV BUSINESS			
4. PV MODULE SUPPLIER ²			
5. PV INVERTER SUPPLIER ²			
6. TRACK RECORD (COMPLETED) ³ : In the event that there is not enough space within the form to complete your information, please attach separate sheets of paper where necessary.			
No.	Name of project	Programme (FiT / NEM / LSS / Off-grid)	Installed Capacity kWac kWp
a.			
b.			
c.			
d.			

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 completed Solar PV system.

PART D: QUALIFIED PERSON INFORMATION

Kindly attached the certificates issued by SEDA Malaysia, 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 CERTIFICATE (Permanent staff)		
a.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
b.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
c.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
2. STAFF WITH WIREMAN <u>PW2 (SINGLE PHASE)</u> OR <u>PW4 (3-PHASE)</u> WHICH HOLD SEDA GCPV FOR WIREMAN OR CHARGEMAN TRAINING CERTIFICATE (Not necessary a permanent staff)		
a.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
b.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	
c.	NAME	
	MYKAD / PASSPORT NO.	
	CERTIFICATE NO.	

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

PART E: DOCUMENTS REQUIRED

#	Documents	Please tick (v)
BUSINESS / COMPANY PROFILE		
Business or company registration (for Sole Proprietorship)		
1.	a. Form D (Business Registration Act, 1956);	
	b. 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);	
	c. 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;	
	d. and, an Ownership Structure Diagram.	
OR (If Sdn Bhd or Bhd)		
2.	a. 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 or Certificate - Section 17 (Companies Act 2016);	
	b. and, Form 24 (Return of Allotments of Shares) lodged by the applicant with the registrar of companies under the Companies Act 1965; or all forms Section 78 (Companies Act 2016) with minimum paid-up capital of RM100,000.00;	
	c. and, latest Form 49 (Companies Act 1965) or Latest Form Section 58 (Companies Act 2016) lodged by the applicant with the Registrar of Companies to notify on the change in the Register of Directors, Managers and Secretaries;	
	d. and, latest Memorandum & Articles of Association (M&A) of Company or Form Section 14 (Companies Act 2016);	
	e. and, latest Form of Annual Return of a Company (Section 68) 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.	a. 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);	
	b. 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;	
	c. and, an Ownership Structure Diagram;	

	d. 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		
4.	a. Copy of the applicant's MyKad (front and back) / Passport.	
	b. Copy of the qualified person's MyKad (front and back) / Passport for each QP's.	
	c. A copy of SEDA Malaysia Grid Connected Solar Photovoltaic (GCPV) System Design Training certificate for each QP's.	
	d. 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.	
	e. Insurance coverage for the employee under the Social Security Act 1969 (table of contributions and receipts).	
	f. A copy of SEDA Malaysia Grid-Connected Photovoltaic Systems Course for Wireman and Chargeman for each QP's.	
	g. Copy of the list of tasks list for every position taken up by a qualified person.	

OTHERS		
5.	Photo (3R size)	
	a. Front view of the premises / premises from the outside	
	b. Signage	
	c. Office interior	
	d. Storage for Electrical or electronic equipment.	
	e. Complete Personal Protective Equipment (PPE): <ul style="list-style-type: none"> • Safety glasses • Hard Hats or Safety Helmets • Gloves • Safety Boot • First Aid box 	
	f. Measurement equipment: <ul style="list-style-type: none"> • Multi-meter (Ammeter, voltmeter and ohmmeter) • Solar Pathfinder OR other devices/software that can analyse shading and assessing the suitability of the site; • Pyranometer or Solarimeter • Compass If renting, please provide the renting agreement/collaboration letter to use those equipment	
6.	Company's organization chart including Qualified Person.	
7.	Location plan of premises (Google Maps) with latitude and longitude number.	

8.	Signage license from the local authority - District Council or Municipal or City Hall (if applicable).	
9.	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: COMPANY'S TARGET FOR NEM INSTALLATION

The company's NEM quota target within 6 months from the date of RPVSP registration approval		
1.	Domestic:	Capacity: _____ (kW) <i>(Minimum of 100 kW to be qualified under this category)</i>
2.	Commercial:	Capacity: _____ (kW) <i>(Minimum of 500 kW to be qualified under this category)</i>
3.	Industrial:	Capacity: _____ (kW) <i>(Minimum of 1,000 kW to be qualified under this category)</i>
4.	Agriculture:	Capacity: _____ (kW) <i>(Minimum of 50 kW to be qualified under this category)</i>
<p>* Please note that the applicant shall ensure that the declared plan/target for capacity of the installation must achieve at least 50% from the capacity stated above. Failure to achieve 50% of the planned capacities may result in the removal of your company's RPVSP listing for the selected category from SEDA Malaysia's RPVSP directory.</p>		

PART G: COMPANY'S TARGET FOR PV INSTALLATIONS OUTSIDE OF NEM

<u>The company's target for PV Installations outside of NEM (for year 2020)</u>			
<u>1.</u>	Program Name; _____	Capacity: _____ (MW)	
<u>2.</u>	Program Name; _____	Capacity: _____ (MW)	

PART H: DECLARATION

Applicant Photo (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 declare 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 agreed to abide the Registered PV Service Provider Code of Conduct issued by SEDA Malaysia, 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. I confirm that the qualified person as specified 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. I enclosed herewith copies of certificate as specified in Part D, a copy of MyKad/Passport and a letter of offer/appointment/task list position as a qualified person.
8. I understand that the registration is subject to the condition of Part F above. SEDA Malaysia has the right to remove the RPVSP's listing of the category/categories from SEDA Malaysia's Directory registration list if the 50% of the target/plan declared in the NEM Installation plan capacity in Part F cannot be achieved.

9. I understand that the approval of registration will be subjected to the interview conducted by SEDA Malaysia to identify RPVSP's capability to support NEM development and other installation under SEDA Malaysia.

Applicant signature:

Name:

Mykad No./Passport No. :

Company stamp:



Date: