



Step-By-Step Guide on Manual Application Process on Solar PV Applications for the Non- Individual (>425kW and including 1MW)

This step-by-step guide on Manual Application Process **for Solar PV Applications for the Non-Individual (>425kW and including 1MW)** comprises of **important reminders, timeline, checklist and screen/email shots** for the application process which are arranged in a step-by-step format. This guide is only intended for FiA 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 2014**.

Timeline for Manual Application Process on Solar PV Application for the Non Individual > 425 kW and including 1MW

No.	Date/Time	Items
1	May 2 - May 23, 2014 (5pm)	Profile registration by FiA Applicant via eFiT
2	May 19 (9am) - May 23, 2014 (5pm)	Manual submission to SEDA Malaysia Headquarters and Sabah Branch, from 9am-5pm by eligible producer (together with a bond of RM100/kW)
3	May 26-June 20, 2014	Processing by SEDA Malaysia and final decision by KeTTHA
4	June 23, 2014	SEDA Malaysia to inform successful applicants via email, fax or postal mail
5	June 30,2014 (5pm)	Successful applicants are required to submit application online at SEDA office together with Bank Guarantee (RM200/kW)
6	July 7, 2014*	FiA Certificate will be issued

* based on best case scenario

Checklist for Manual Application Process on Solar PV Application for the Non Individual > 425 kW and including 1MW Submission

Tick below (where relevant)	Item
	The detailed engineering design for the RE installation, including all relevant calculations to justify the installed capacity and claimed efficiencies, proposed plant layout and AC single line diagram certified by Professional Engineer (PE)
	The power system study (PSS) report and letter of approval from the DL or RE installation of 425 kW above. Contacted in accordance with the RE (Technical and Operational T&O Requirements) Rules 2011
	The list of FiA currently or previously held by the FiA, if any
	Documents proving the FiA's ownership of the site, or other conditional or unconditional rights (i.e. letter or agreement) that the FiA has to utilise/lease the site for a minimum period equivalent to the effective period.
	<p>Applicable documents as required in column 3 of the First Schedule of the RE (FiA and FiT Rate) Rules 2011, for bonus FiT tariff rate in addition to basic FiT rate, where RE installation has any one or more of the following criteria:</p> <p>i) Use as installation in buildings or building structures: Design drawings accompanied by the written confirmation by a qualified person that the criteria will be met based on each design drawings</p> <p>ii) Use a building materials Design drawings accompanied by the written confirmation by a qualified person that the criteria will be met based on such design drawings.</p> <p>iii) Use of locally manufactured or assembled solar PV modules, either: - a certified copy of the manufacturer's licence issued under the Industrial Co-ordination Act 1975 (Act 156) - a certified copy of the factory's module manufacturing certificate issued by certified testing bodies as may be recognition by the Authority; or</p> <p>iv) Use of locally manufactured or assembled solar inverters, either: - a certified copy of the manufacturer's licence issued under the Industrial Co-ordination Act 1975 (Act 156) - a test certificate of the solar inverters in accordance with the latest relevant Malaysian standards</p> <p><i>* Note for solar inverters, please refer to the proposed amendments in FiA Rules</i></p>

	A certificate in solar PV system design registered with the Authority
	A certificate of registration each Qualified Person with the Board of Engineers Malaysia as a professional engineer (electrical).
	The site map, if Global Positioning System (GPS) coordinates are not available
	<p>If the project requires form from a bank(s) or financier(s), provide the following documents:</p> <p>a) Financing agreements with the entity(ies) that will be or has provided financing to the FiA for the project; or</p> <p>b) The letter(s) of intent/offer letter(s)/financing term sheet(s) from the entity(ies) that will be or has provided financing to the FiA for the project.</p> <p>If the project is self-financed, kindly provide the following documents as applicable:</p> <p>a) Company - relevant documents confirming that you have the financial capacity equivalent to or your bank account statement showing a credit balance of at least the total capital cost of the RE installation.</p> <p>b) Other entities- relevant documents confirming that you have the financial capacity equivalent to or your bank account statement showing a credit balance of at least the total capital cost of the RE installation.</p>
	A copy of the quotation(s) from the EPC/SP showing the total capital cost of the RE installation.
	Banker's Cheque/Cash Order (RM100/kW)
	Others (please specify)


Step-by-Step Guide on Manual Submission on Solar PV Applications for the Non-Individual

(> 425kW and including 1MW)

COMPANY PROFILE REGISTRATION

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

FIGURE 1: New Registration



The screenshot shows the login interface for the e-FiT system. At the top, there is a header 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 features the "FEED-IN TARIFF" logo on the left and a login form on the right. The login form is titled "ACCESS TO e-FIT" and includes fields for "LOGIN ID:" and "PASSWORD:", an "ENTER" button, and links for "Unable to access my account" and "New Registration". Below the login form, there is a list of recommended browsers: Internet Explorer 8.0, Mozilla Firefox 3.0, and Google Chrome. At the bottom left, the "SEDA MALAYSIA HOTLINE" number is provided: No. Tel: +603 - 8870 5800.

FIGURE 2: Profile Registration Form

Applicant Category:

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 : NO. 1, JALAN TERATAI *
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

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.

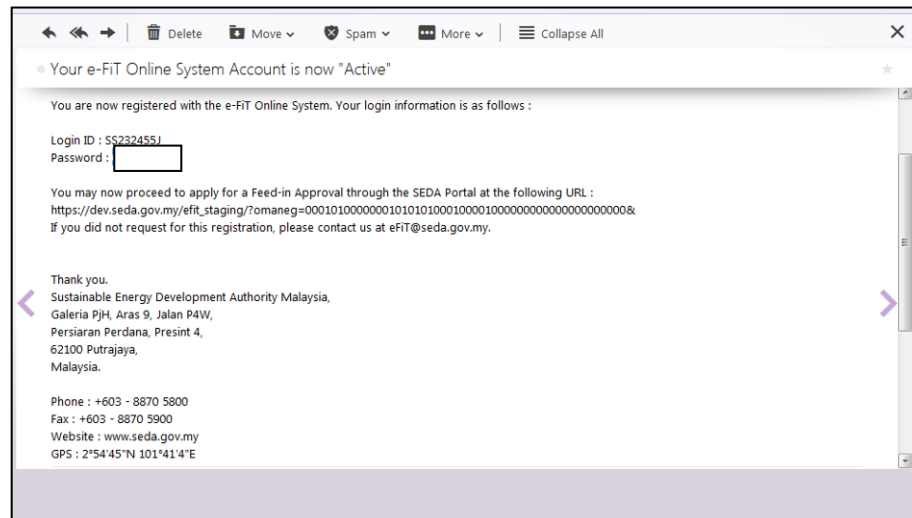
[Click here to login](#)

Thank You.

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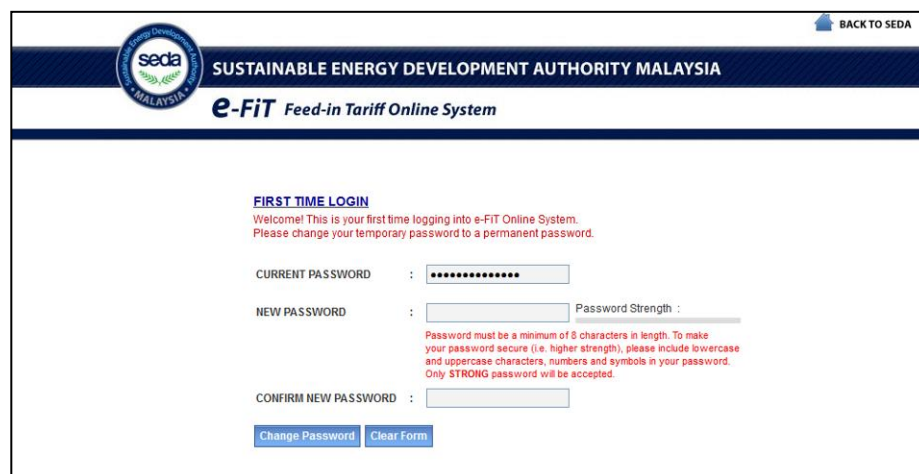
2. Upon completion of initial details, each FiA applicant will be issued a login ID with a unique password of which they will be notified promptly via email (Figure 3) by the e-FiT system. In all cases, it is the login ID and password is decided by and emailed to the applicant's email address.

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 FiA 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 4: Access to My Profile

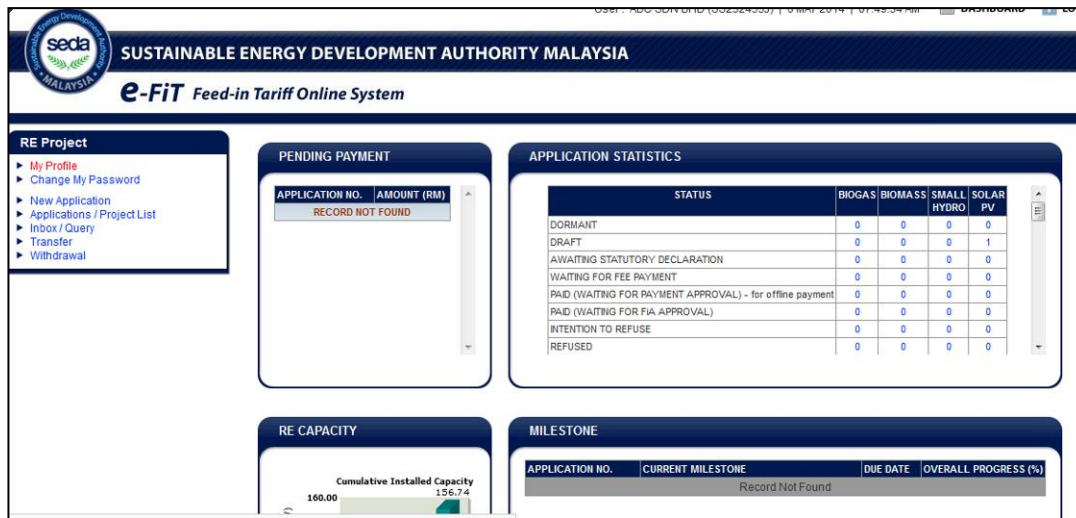
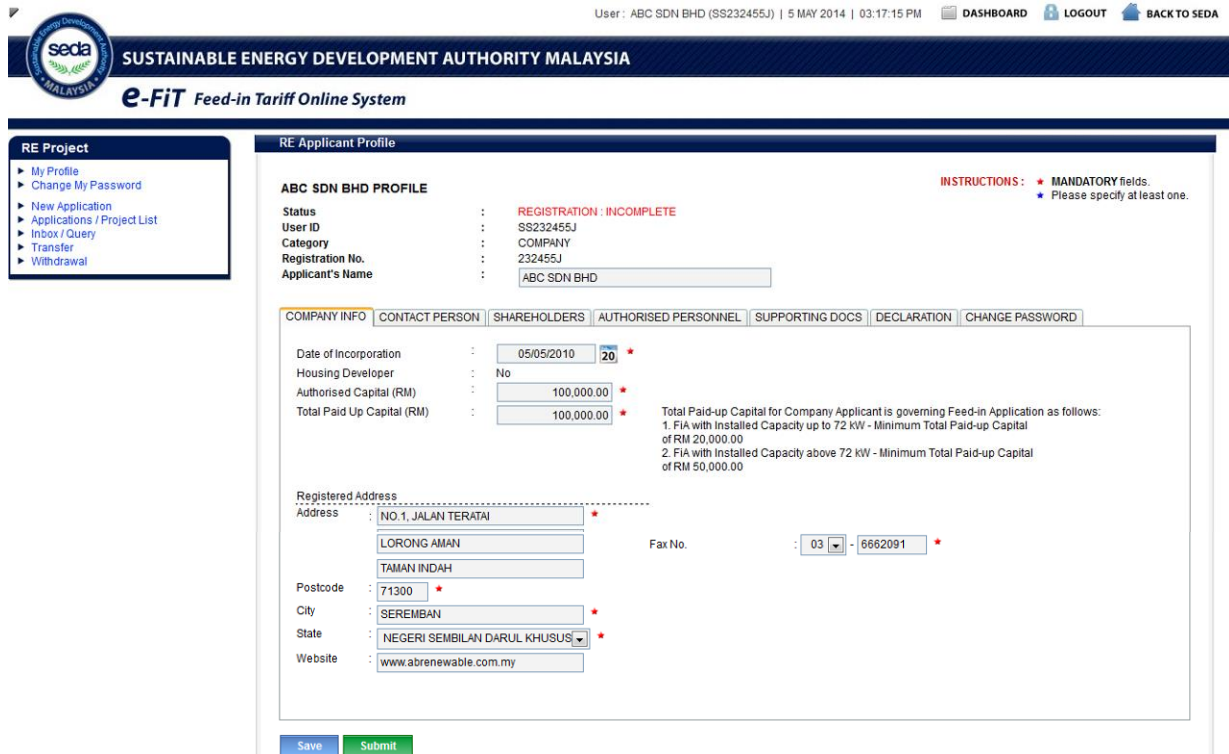


FIGURE 5: Access to My Profile



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

FIGURE 6: Alternative Contact Form

The screenshot shows the 'Alternative Contact Form' for ABC SDN BHD. The user is logged in as ABC SDN BHD (SS232455J) on 5 MAY 2014 at 03:17:15 PM. The system is the SEDA e-FIT Feed-in Tariff Online System. The form is titled 'ABC SDN BHD PROFILE' and shows the status as 'REGISTRATION : INCOMPLETE'. The user ID is SS232455J, the category is COMPANY, and the registration number is 232455J. The applicant's name is ABC SDN BHD. The form includes a navigation menu with options like 'My Profile', 'Change My Password', 'New Application', 'Applications / Project List', 'Inbox / Query', 'Transfer', and 'Withdrawal'. The main form area has tabs for 'COMPANY INFO', 'CONTACT PERSON', 'SHAREHOLDERS', 'AUTHORISED PERSONNEL', 'SUPPORTING DOCS', 'DECLARATION', and 'CHANGE PASSWORD'. The 'CONTACT PERSON' tab is active, showing a note: 'Note: Contact Person must be one of the Authorized Personnel of Company'. The form fields are: Full Name (MOHD ASMADI), MyKad No./Passport No. (empty), Position in Company (EXECUTIVE DIRECTOR), Telephone No. (03-62511234), Mobile No. (011-12345678), and Email (ahoo.com). There are 'Save' and 'Submit' buttons at the bottom.

6. FiA applicant is required to provide information on their shareholders, for which they must submit alongside the certified true copy (by the Company Secretary) of the following documents in PDF, JPEG, PNG or GIF:

- Individual (MyKad/Passport), Company, DL, GLC (Form 24 and 49),
- Foreign-Individual (Passport);
- Foreign-Companies (Companies profile certified by respective country authorities)

FIGURE 7: Shareholders Tab

The screenshot shows the 'Shareholders Tab' for ABC SDN BHD. The user is logged in as ABC SDN BHD (SS232455J) on 5 MAY 2014 at 03:17:15 PM. The system is the SEDA e-FIT Feed-in Tariff Online System. The form is titled 'ABC SDN BHD PROFILE' and shows the status as 'REGISTRATION : INCOMPLETE'. The user ID is SS232455J, the category is COMPANY, and the registration number is 232455J. The applicant's name is ABC SDN BHD. The form includes a navigation menu with options like 'My Profile', 'Change My Password', 'New Application', 'Applications / Project List', 'Inbox / Query', 'Transfer', and 'Withdrawal'. The main form area has tabs for 'COMPANY INFO', 'CONTACT PERSON', 'SHAREHOLDERS', 'AUTHORISED PERSONNEL', 'SUPPORTING DOCS', 'DECLARATION', and 'CHANGE PASSWORD'. The 'SHAREHOLDERS' tab is active, showing a note: '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)'. The form displays two rows of shareholder information: Immediate shareholder (MOHD ASRAFI) and Ultimate shareholder (MOHD ASHRAF), both with MyKad registration type and 0.0000 share percentage. There are 'Save' and 'Submit' buttons at the bottom.

7. 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 in PDF, JPEG, PNG or GIF format (Figure 8).

FIGURE 8: Authorized Personnel Tab

The screenshot displays the SEDA e-FIT system interface. At the top, the user is identified as 'ABC SDN BHD (SS232455J)' with a timestamp of '5 MAY 2014 | 03:17:15 PM'. Navigation links for 'DASHBOARD', 'LOGOUT', and 'BACK TO SEDA' are present. The main header identifies the organization as 'SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA' and the system as 'e-FIT Feed-in Tariff Online System'. A sidebar menu under 'RE Project' includes options like 'My Profile', 'Change My Password', 'New Application', 'Applications / Project List', 'Inbox / Query', 'Transfer', and 'Withdrawal'. The main content area is titled 'RE Applicant Profile' and shows the 'ABC SDN BHD PROFILE'. The status is 'REGISTRATION : INCOMPLETE'. Fields for 'User ID' (SS232455J), 'Category' (COMPANY), and 'Registration No.' (232455J) are visible. The 'Applicant's Name' is 'ABC SDN BHD'. Below this is a tabbed interface with 'AUTHORISED PERSONNEL' selected. A table lists one authorized person: MOHD ASRAFI, with MYKAD/Passport No. MOHD ASRAFI and Designation GENERAL MANAGER. A note explains that authorized personnel must sign the declaration on behalf of the company. 'Save' and 'Submit' buttons are at the bottom.

User: ABC SDN BHD (SS232455J) | 5 MAY 2014 | 03:17:15 PM

DASHBOARD LOGOUT BACK TO SEDA

sedda 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 FiA applicant is then required to upload into the eFIT the relevant supporting documents certified by the Company Secretary. Below listed are the supporting documents (Figure 9) necessary for inclusion in PDF, JPEG, PNG or GIF format:
 - 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 the authorised 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 address)
 - viii. A Share-holding/Ownership Structure Diagram; detailing the shareholding percentages of each ultimate shareholders in the company.
 - ix. A clear copy of 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 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 Documents

The screenshot shows the 'RE Applicant Profile' page for 'ABC SDN BHD'. The page is part of the 'e-FIT Feed-in Tariff Online System' by SEDA Malaysia. The user is logged in as 'ABC SDN BHD (S232455J)' on 5 MAY 2014 at 03:17:15 PM. The page displays the following details:

- ABC SDN BHD PROFILE**
 - Status: REGISTRATION - INCOMPLETE
 - User ID: S232455J
 - Category: COMPANY
 - Registration No.: 232455J
 - Applicant's Name: ABC SDN BHD
- SUPPORTING DOCS** (Selected Tab)
 - Note: All supporting documents MUST be certified by the company's appointed secretary. The suggested scanning resolution: 300 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.
 - Table of Supporting Documents:

NO.	DOCUMENT NAME	DATE UPLOAD	ACTION
1	THE LATEST AUDITED ACCOUNTS OF THE APPLICANT.	05/05/2014	[Upload] [Delete]
2	THE MEMORANDUM AND ARTICLES OF ASSOCIATION OF THE APPLICANT.	05/05/2014	[Upload] [Delete]
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	[Upload] [Delete]
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	[Upload] [Delete]
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	[Upload] [Delete]
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	[Upload] [Delete]
7	ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT ADDRESS)	05/05/2014	[Upload] [Delete]
8	A SHARE-HOLDING/OWNERSHIP STRUCTURE DIAGRAM, DETAILING THE SHAREHOLDING PERCENTAGES OF EACH ULTIMATE SHAREHOLDERS IN THE COMPANY.	05/05/2014	[Upload] [Delete]
9	A CLEAR COPY OF MOHD ASRAFI (770823101001) MYKAD	05/05/2014	[Upload] [Delete]
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	[Upload] [Delete]

Buttons: Save, Submit

9. The FiA 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 SEDA e-FIT system interface. At the top, the user is identified as 'ABC SDN BHD (SS232455J)' with a timestamp of '5 MAY 2014 | 03:17:15 PM'. Navigation links for 'DASHBOARD', 'LOGOUT', and 'BACK TO SEDA' are present. The main header identifies the organization as 'SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA' and the system as 'e-FIT Feed-in Tariff Online System'.

On the left, a 'RE Project' menu lists options: My Profile, Change My Password, New Application, Applications / Project List, Inbox / Query, Transfer, and Withdrawal.

The main content area is titled 'ABC SDN BHD PROFILE'. It displays the following information:

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

Navigation tabs include: COMPANY INFO, CONTACT PERSON, SHAREHOLDERS, AUTHORISED PERSONNEL, SUPPORTING DOCS, **DECLARATION**, and CHANGE PASSWORD.

INSTRUCTIONS:

- ★ MANDATORY fields.
- ★ Please specify at least one.

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.

At the bottom of the form, there are 'Save' and 'Submit' buttons.

Requirement on Manual Application Process on Solar PV Application for the Non Individual > 425 kW and including 1MW Submission

1. Language of the Application

The application prepared by the FiA Applicant and all correspondences and documents relating to the application shall be written in either English or Malay Language.

2. Documents comprising the Application

The application prepared by the FiA applicant shall comprise the following components:

- Profile registration documents (**Part A**)
- Manual Feed-in Approval Application Form and supporting documents (**Part B**)

3. Format of Submission

a) Each component must be submitted in the following format*:

- Part A: Hardcover ring file 40mm
- Part B: Hardcover ring file 65mm
- One (1) CD-RW

b) All documents must be printed on **A4-sized paper** (double sided)

c) Both the **design drawing and the single line diagram** must be printed on **A3- sized paper**

d) It is mandatory that the application corresponds with the numbering system shown in **part A and B**.

e) The application shall be typed or handwritten in indelible ink and shall be signed by the person duly authorized to sign on behalf of the Applicant. All pages of the application (part A and B) shall be initialled by the person signing the application.

f) The CD-RW should contain all scanned copies of the initialised application as mentioned above into two separate folders:

- Part A
- Part B

PART A:

Profile Registration Documents

Documents must be submitted in separate sections in this order:

1. A printout of the company profile registration submitted via the e-FiT system (screen shots are acceptable);

2. *(a) In cases where the Applicant is a company:*
 - The latest audited accounts of the Applicant;
 - The memorandum and articles of association of the Applicant;
 - 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;
 - All Forms 24 (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965; and
 - 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;
 - A Share-holding/Ownership Structure Diagram; detailing the shareholding percentages of each ultimate shareholders in the company;
 - A clear copy of the MyKad of each individual shareholder in the company; or, a certified copy of Form 24 and 49 of each shareholder (if the shareholder is a company) by the company secretary and a confirmation letter from the company secretary confirming the list of shareholders;
 - Certified copies of Form 24 and 49 of the company(s) where each ultimate shareholder has a shareholding interest; direct or indirect;
 - An 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 document in relation thereto; and

b) In cases where the Applicant is a body corporate:

- A copy of the certificate from the appropriate authority certifying that the body has been duly constituted under the said written law.

c) In cases where the Applicant is a registered society:

- A copy of the certificate of registration (Form 3) issued by the Registrar of Societies under section 8 of the Societies Act 1966.

d) In cases where the Applicant is a co-operative society:

- A copy of the certificate of registration issued by the Malaysia Co-operative Societies Commission.

e) In cases where the Applicant is a firm:

- A certificate of registration (Form D) of the firm issued by the Registrar of Businesses; or the letter or certificate relating to the constitution of the firm from bodies regulating the profession in which the firm is practising in

3. A company profile of the Applicant together with the CVs of the project management team.

PART B:

Manual Application Form & Supporting Documents

Please submit documents in separate sections according to this order:

1. Manual Application Form;
2. Declaration form;
3. Summary of application (*the template will be uploaded together with the updated manual application form on 12th May 2014* on SEDA website);
4. The detailed engineering design of the renewable energy installation, including all relevant calculations to justify the installed capacity and claimed efficiencies, proposed plant layout and AC single line diagram certified by Professional Engineer (PE) and all supporting documents justifying bonuses applied for;
5. The **power system study (PSS) report** and **letter of approval** from the DL;
6. The list of Feed-in Approval (FiA) currently or previously held by the Applicant, if any;
7. Documents proving **the Applicant's ownership of the site**;
8. Land title (all pages) and the site map;
9. A certificate in solar photovoltaic system design registered with the Authority.
10. A certificate of registration of each Qualified Person with the Board of Engineers Malaysia as a Professional Engineer (Electrical);
11. Projects requiring loans from a bank(s) or financier(s), to provide the following:
 - a) Financing agreements with the entity(ies) that will be or has provided financing to the Applicant for the project; or
 - b) The letter(s) of intent/offer letter(s)/financing term sheet(s) from the entity(ies) that will be or has provided financing to the Applicant for the project.
12. For self-financed, to provide relevant documents confirming that you have the financial capacity equivalent to or your bank account statement showing a credit balance of at least the total capital cost of the Renewable Energy installation;

13. A copy of the quotation(s) from the EPC/SP showing the total capital cost of the Renewable Energy Installation;
14. Bankers Cheque/ Cash Order (RM100/kW)
15. EPC track record – Agreement or contract of appointment as EPC.

Note: All documents to be certified according to the Guidelines and Determinations of the Sustainable Energy Development Authority Malaysia.