



Step-By-Step Guide on Solar PV Applications for the Community (**up to 24kW**)

This step-by-step guide **on Solar PV Applications for the Community (up to 24kW)** includes **important reminders, criteria, timeline and screen/email shots** for the application process. This guide is only intended for applicants interested in solar PV for the community category for projects located in Peninsular Malaysia, Sabah and WP Labuan that will achieve commercial operation by **end of 2014**.

Application Process on Solar PV Application for the Community up to 24kW

Important reminders:

- Quota available for 2014 is 5MW and each applicant is allowed to apply a maximum of 24kW for each application for each site.
- Feed-in Approval (FiA) applicants under the community quota cannot apply for Non-Individual quota at the same location.
- Schools (except non-profit school) need to obtain an **approval letter** from *Sektor Perancangan Makro, Bahagian Perancangan dan Penyelidikan Dasar Pendidikan*, Ministry of Education (MOE) before applying for the Feed-in Tariff program.

Criteria for Community:

Must fulfil one of the categories:

- **Institutions of Public Education Level**
 - Schools (including private non-profit schools)
 - Kindergarten:
 - Kindergarten is a public or non-profit private kindergarten
 - The kindergarten must be the owner of the kindergarten's site
- **Places of Worship**
 - Mosque, Churches, Temples (Registered religious Authority/Local Authority approval)
- **Care Centres**
 - Orphanages, nursing homes and old folks home.

Timeline for Application Process on Solar PV Application for the Community

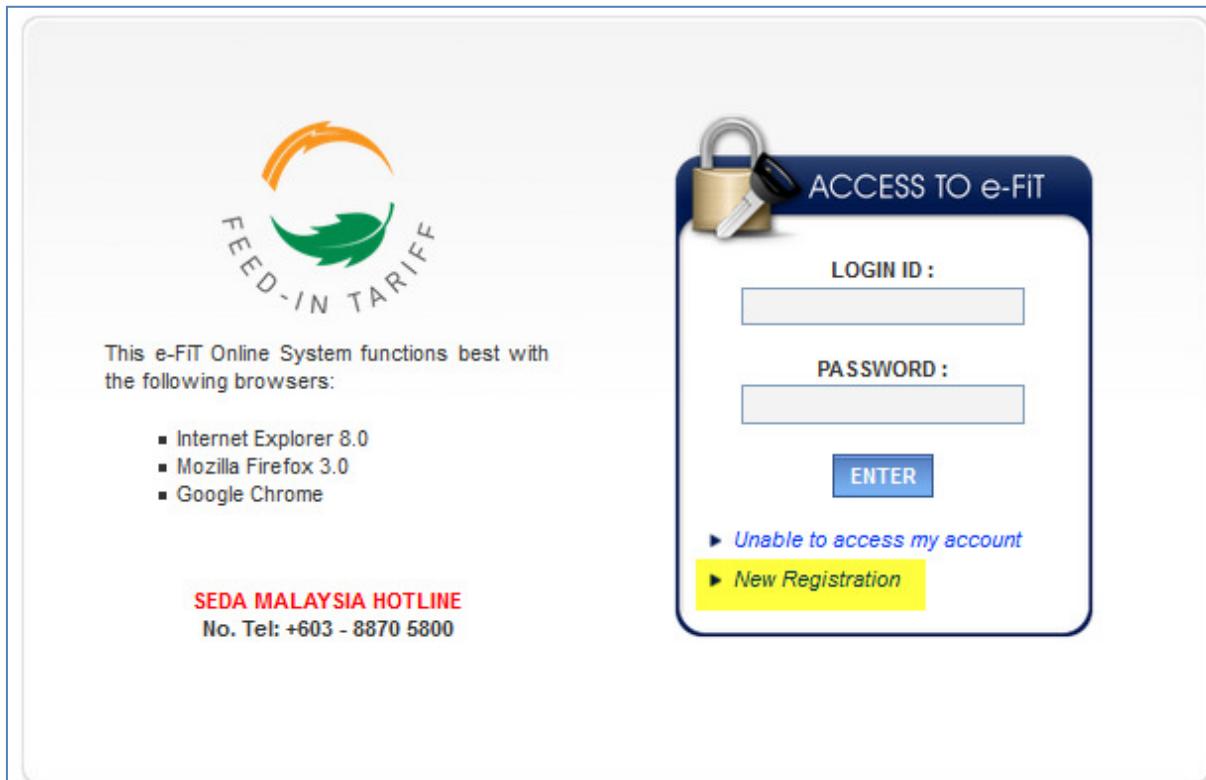
No.	Date/Time	Items
1	May 20 - June 25, 2014 (4:59 pm)	FiA applicants setup up their profile via the e-FiT online system (accessible via efit.seda.gov.my)
2	-	Once the profile is approved by SEDA Malaysia, the applicants can start preparing their drafts.
3	July 16, 2014 (2:30 pm)	Quota opening and submission of online FiA application on solar PV via the e-FiT online system (accessible via efit.seda.gov.my)

Step-by-Step Guide on Solar PV Applications for the Community up to 24kW

COMMUNITY PROFILE REGISTRATION

- First time FiA 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) and go for New Registration.

FIGURE 1: New Registration



2. In the new registration form, applicant to choose “**Other Entities**” at the Applicant Category drop down menu and “**Registered Societies/Other Entities**” (see highlighted yellow of Figure 2 in the next page)

For registration number (red circle in Figure 2), please key in the following **prefix** before entering the numerical reference number for the respective categories,

- a. EDU for Educational Institutions;
- b. REL for Place for Worship and
- c. CARE for Care Centres

For example: (No symbol is allowed, only alpha numeric is allowed)

- ❖ A school with a registration number of AAD23415 will register the following into the e-FiT system for the community quota: **EDU**AAD23415
- ❖ A mosque with a reference number of REF/23204/WS<DA will register as **REL**23204WSDA
- ❖ A welfare home such as an orphanage with a registration number of 0808-110-SGR will register with the e-FiT as **CARE**0808110SGR

Brief FAQ for Educational Institutions

Q: A school is interested in applying for a larger capacity of say 100 kW (>24 kW). What are the options available?

A: You may proceed to apply under the non-individual quota which involves a balloting process. Please submit a complete draft application (100% completed) via the e-FiT system by 16 June 2014. As quota allocation is not guaranteed under this category but instead involves a balloting process, you may also apply for a quota under the community category but for a maximum capacity of 24 kW only. For this, please register a profile (refer to this guideline). However, if the school manages to secure the 100 kW under the balloting process, the school cannot apply for the same location under the community quota meaning you will not be able to proceed with the 24 kW applications under the community.

Q: What if the school did not manage to obtain a quota under the balloting process?

A: As mentioned above, you can submit an application under the community quota for a maximum of 24 kW and if your profile application is approved, you can then proceed to create the project application and prepare for the quota opening on 16 July 2014.

FIGURE 2: New Registration Form

Applicant Category : <input type="checkbox"/> OTHER ENTITIES <input type="checkbox"/> REGISTERED SOCIETIES / OTH	INSTRUCTIONS: ★ MANDATORY fields. ★ Please specify at least one.
ORGANIZATION INFORMATION	
Registration No. : <input type="text"/> ★ Re-Close Registration No. : <input type="text"/> ★ (or if not available, Service Tax Registration No.) Organization Name : <input type="text"/> ★ Date of Incorporation, Constitution or Registration : <input type="text"/> 0000-00-00 <input type="text"/> 20 ★ Email : <input type="text"/> Address : <input type="text"/> Telephone No. : <input type="text"/> - <input type="text"/> ★ ★ <input type="text"/> Fax No. : <input type="text"/> - <input type="text"/> ★ Postcode : <input type="text"/> Website : <input type="text"/> City : <input type="text"/> ★ State : <input type="text"/> [STATE] <input type="text"/> ★ Request To Participate In Community Quota : <input type="checkbox"/>	
CONTACT PERSON	
Note: Contact Person must be one of the Authorized Personnel of Company / Organization Full Name : <input type="text"/> ★ MyKad No./Passport No. : <input type="text"/> ★ Note: Please key in the numeric portion of the Passport Number Position in Company / Organization : <input type="text"/> ★ Telephone No. : <input type="text"/> - <input type="text"/> ★ Mobile No. : <input type="text"/> - <input type="text"/> ★ Email : <input type="text"/> ★ Re-Enter Email : <input type="text"/> ★	
VERIFICATION	
CAPTCHA Verification  [Reload image] Please enter the text from the image <input type="text"/>	
<input type="checkbox"/> I am a representative of the abovenamed Applicant and have been duly authorised to make this application on its behalf. <input type="checkbox"/> 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. <input type="checkbox"/> All information submitted herein are true, accurate and complete and shall be part of the Applicant's application for a Feed-in Approval.	
<input type="button" value="Register"/>	

3. After filling all the information, the applicant has to tick “**Request to Participate in Community Quota**” for SEDA Malaysia’s approval.

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 (as shown in Figure 3 below) by the e-FiT online system.

FIGURE 3: Email Notification on Login ID and Password

4. Upon receiving the email notification on Login ID and password, the applicant can proceed to setup their profile (Figure 4) and are required to complete the profile.

But please note that at this point, the status displayed for the item “Participate in Community Quota” will appear as “**Not Approved**” (refer red circle). This status will change to “**Approved**” upon approval by SEDA Malaysia if the applicant meets all the requirements. SEDA Malaysia also would like to inform the applicant that once the profile has been approved, any previously created draft application in the system will be automatically deleted.

If the profile does not meet the eligibility criteria, the profile will remain as “Not Approved” and applicants will not be able to proceed with the application under the Community Quota.

FIGURE 4: Setup Profile

The screenshot shows the 'RE Applicant Profile' interface. At the top, there's a header bar with the title 'RE Applicant Profile'. Below it is a section titled 'SCAP PROFILE' containing several input fields:

- Status: REGISTRATION INCOMPLETE
- User ID: [REDACTED]
- Category: OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
- Registration No.: [REDACTED]
- Applicant's Name: [REDACTED]
- Participate in Community Quota: NOT APPROVED (This field is highlighted with a yellow background and a red oval circle around the text 'NOT APPROVED').)

To the right of these fields, there's an 'INSTRUCTIONS' box with the following text:

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

Below the 'SCAP PROFILE' section is a horizontal navigation bar with tabs: ORGANIZATION INFORMATION, CONTACT PERSON, OFFICE BEARERS, SUPPORTING DOCS, DECLARATION, COMMUNITY, and CHANGE PASSWORD. The 'ORGANIZATION INFORMATION' tab is currently selected.

The main area contains form fields for organization details:

- Date of Incorporation: 14/05/1991 *
- Email: [REDACTED] *
- Constitution or Registration Address: [REDACTED] * Telephone No.: 03 - [REDACTED] *
- Fax No.: [REDACTED] Website: [REDACTED]
- Postcode: 12345 *
- City: KUALA LUMPUR *
- State: W.P. KUALA LUMPUR *

5. Please note at this stage, the applicant is required to provide the information in each tab i.e.
- Organization Information
 - Contact Person
 - Office Bearers
 - Supporting Documents

6. Applicants will also be expected to provide alternative contacts as a contingency measure i.e. email address, telephone no, website and fax no of the contact person and the contact person must be that of the Authorized Personnel of the organization.

FIGURE 5: Contact Person

RE Applicant Profile

SCAP PROFILE

Status	:	REGISTRATION : INCOMPLETE
User ID	:	[REDACTED]
Category	:	OTHER ENTITIES » REGISTERED SOCIETIES / OTHERS
Registration No.	:	[REDACTED]
Applicant's Name	:	[REDACTED]
PARTICIPATE IN COMMUNITY QUOTA	:	NOT APPROVED

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

ORGANIZATION INFORMATION | **CONTACT PERSON** | OFFICE BEARERS | SUPPORTING DOCS | DECLARATION | COMMUNITY | CHANGE PASSWORD

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

Full Name	:	[REDACTED] *
MyKad No./Passport No.	:	[REDACTED] *
Note: Please key in the numeric portion of the Passport Number		
Position in Company / Organization	:	[REDACTED] *
Telephone No.	:	[REDACTED] *
Mobile No.	:	[REDACTED] *
Email	:	[REDACTED] *

7. Under the office bearers tab, applicants are required to provide details of the committee members/office bearers/ board member/partners/operators or principal of the organization.

FIGURE 6: Office Bearers

RE Applicant Profile

SCAP PROFILE

Status	:	REGISTRATION : INCOMPLETE
User ID	:	[REDACTED]
Category	:	OTHER ENTITIES » REGISTERED SOCIETIES / OTHERS
Registration No.	:	[REDACTED]
Applicant's Name	:	[REDACTED]
PARTICIPATE IN COMMUNITY QUOTA	:	NOT APPROVED

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

ORGANIZATION INFORMATION | CONTACT PERSON | **OFFICE BEARERS** | SUPPORTING DOCS | DECLARATION | COMMUNITY | CHANGE PASSWORD

NAME	MYKAD NO. / PASSPORT NO.	DESIGNATION
[REDACTED]	[REDACTED]	[REDACTED]

8. The applicants must ensure all relevant supporting documents are scanned and uploaded to the system (up to 2MB per document). All supporting documents **MUST** be certified by the company's appointed secretary, Commissioners for Oaths/ Notaries Public or Pegawai Kerajaan Kumpulan A. (Figure 7). Listed below are the supporting documents required; please be reminded that they would need to be certified true copies (only 1 set is applicable for each community category):

i. Evidence of due incorporation, constitution or registration of the applicant:

Educational Institution

the certificate of registration of the educational institution issued by the Ministry of Education; or in the case of religious schools, the certificate of registration of the religious school issued by the relevant religious authority.

Place of Worship

the certificate of registration of the place of worship issued by the relevant religious authority; or the certificate of registration of the society in charge of the place of worship issued by the Registrar of Societies and a letter from the relevant local authority confirming that the place of worship has duly obtained a certificate of completion and compliance or certificate of fitness or other applicable approval.

Care Centre

the certificate of registration of the care centre issued by the Social Welfare Department of Malaysia or the relevant religious authority.

ii. Evidence of the due authorization of this application:

Educational Institution

the relevant minutes of meeting of the board of governors duly signed by the chairman of the meeting authorizing the person, authorized representative or agent to make this application on behalf of the educational institution and to execute and submit all documentation in relation thereto; or the letter of authorization from the Ministry of Education authorizing the person, authorized representative or agent to make this application on behalf of the educational institution and to execute and submit all documentation in relation thereto; in the case of religious schools, a letter of authorization from the relevant religious authority authorizing the person, authorized representative or agent to make this application on behalf of the religious school and to execute and submit all documentation in relation thereto.

Place of Worship

the relevant minutes of meeting of the committee of the place of worship duly signed by the chairman of the meeting, authorizing the person, authorized representative or agent to make this application on behalf of the place of worship and to execute and submit all documentation in relation thereto.

Care Centre

the relevant minutes of meeting of the committee of the care centre duly signed by the chairman of the meeting, authorizing the person, authorized representative or agent to make this application on behalf of the care centre and to execute and submit all documentation in relation thereto; or the letter of authorization duly signed by the operator of the care centre authorizing a person, authorized representative or agent to make this application on behalf of the care centre and to execute and submit all documentation in relation thereto.

FIGURE 7: Supporting Docs

Note:
All supporting documents MUST be certified by the company's appointed secretary, Commissioners for Oaths/ Notaries Public and Pegawai Kerajaan Kumpulan A.. 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

NO.	DOCUMENT NAME	DATE UPLOAD	ACTION
1.	ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT ADDRESS)		Browse... No file selected.
2.	(I) THE CERTIFICATE OF REGISTRATION ISSUED BY THE MALAYSIA CO-OPERATIVE SOCIETIES COMMISSION; OR (II) THE CERTIFICATE OF REGISTRATION OF THE EDUCATIONAL INSTITUTION ISSUED BY THE MINISTRY OF EDUCATION; OR IN THE CASE OF RELIGIOUS SCHOOLS, THE CERTIFICATE OF REGISTRATION OF THE RELIGIOUS SCHOOL ISSUED BY THE RELEVANT RELIGIOUS AUTHORITY; OR (III) THE CERTIFICATE OF REGISTRATION OF THE PLACE OF WORSHIP ISSUED BY THE RELEVANT RELIGIOUS AUTHORITY; OR THE CERTIFICATE OF REGISTRATION OF THE SOCIETY IN CHARGE OF THE PLACE OF WORSHIP ISSUED BY THE REGISTRAR OF SOCIETIES AND A LETTER FROM THE RELEVANT LOCAL AUTHORITY CONFIRMING THAT THE PLACE OF WORSHIP HAS DULY OBTAINED A CERTIFICATE OF COMPLETION AND COMPLIANCE OR CERTIFICATE OF FITNESS OR OTHER APPLICABLE APPROVAL; OR (IV) THE CERTIFICATE OF REGISTRATION OF THE CARE CENTRE ISSUED BY THE SOCIAL WELFARE DEPARTMENT OF MALAYSIA OR THE RELEVANT RELIGIOUS AUTHORITY.		Browse... No file selected.
3.	(I) CERTIFIED TRUE COPY OF THE RELEVANT MINUTES OF A MEETING OF THE SOCIETY DULY SIGNED BY THE CHAIRMAN OF THE MEETING AND AT LEAST 2 OTHER OFFICE BEARERS OF THE SOCIETY AUTHORIZING THE REPRESENTATIVE TO APPLY FOR IT ON BEHALF OF THE SOCIETY AND TO EXECUTE & SUBMIT ALL DOCUMENTATION IN RELATION THERETO; OR (II) THE RELEVANT MINUTES OF MEETING OF THE BOARD OF GOVERNORS DULY SIGNED BY THE CHAIRMAN OF THE MEETING AUTHORIZING THE PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE EDUCATIONAL INSTITUTION AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO; OR THE LETTER OF AUTHORIZATION FROM THE MINISTRY OF EDUCATION AUTHORIZING THE PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE EDUCATIONAL INSTITUTION AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO; IN THE CASE OF RELIGIOUS SCHOOLS, A LETTER OF AUTHORIZATION FROM THE RELEVANT RELIGIOUS AUTHORITY AUTHORIZING THE PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE RELIGIOUS SCHOOL AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO; OR (III) THE RELEVANT MINUTES OF MEETING OF THE COMMITTEE OF THE PLACE OF WORSHIP DULY SIGNED BY THE CHAIRMAN OF THE MEETING, AUTHORIZING THE PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE PLACE OF WORSHIP AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO; OR (IV) THE RELEVANT MINUTES OF MEETING OF THE COMMITTEE OF THE CARE CENTRE DULY SIGNED BY THE CHAIRMAN OF THE MEETING, AUTHORIZING THE PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE CARE CENTRE AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO; OR THE LETTER OF AUTHORIZATION DULY SIGNED BY THE OPERATOR OF THE CARE CENTRE AUTHORIZING A PERSON, AUTHORIZED REPRESENTATIVE OR AGENT TO MAKE THIS APPLICATION ON BEHALF OF THE CARE CENTRE AND TO EXECUTE AND SUBMIT ALL DOCUMENTATION IN RELATION THERETO.		Browse... No file selected.

Save Submit

Applicant can refer to the Sample of each template for the above supporting documents in Appendix A.

- Template for :
 - i. Non-profit school (Figure 17)
 - ii. Mosque (Figure 18)
 - iii. Surau (Figure 19)
 - iv. Place of worship, other than mosque and surau (Figures 20 and 21)
- Template for Care Centre (Figures 20, 21 and 22)

9. Applicant is required to print out the declaration form, upload the signed copy and click on **Submit** button below, Figure 8.

FIGURE 8: Declaration Form

The screenshot shows a web-based declaration form. At the top, there is a horizontal navigation bar with links: ORGANIZATION INFORMATION, CONTACT PERSON, OFFICE BEARERS, SUPPORTING DOCS, DECLARATION (which is highlighted in yellow), COMMUNITY, and CHANGE PASSWORD. Below the navigation bar, there is a note in red text: "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". A table follows, with the first row having a header: NO. DOCUMENT TYPE, DATE UPLOAD, and ACTION. The table contains one data row: "1. REGISTRATION". In the ACTION column for this row, there are two buttons: "Print Declaration Form" and "Browse... No file selected.". At the bottom left of the form area, there are two buttons: "Save" and "Submit".

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

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

10. If the applicant meets all of SEDA Malaysia's requirements and approved by SEDA Malaysia, the applicant will receive email notification on their request for profile registration to participate under Community Quota (Figure 9). This email will confirm that the applicant is legitimate to proceed applying under the community category.

FIGURE 9: Profile Registration Approved

Your Request for Profile Registration to participate under the Community Quota has been approved

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

Dear [REDACTED]

Your request to participate under the Community Quota has been approved.

You may now proceed to make the necessary preparations to apply for a Feed-in Approval through the SEDA Portal before the Community Quota is released on Wednesday, 16/7/2014 at 2:30pm.

If you did not submit the request, please contact us at efit@seda.gov.my.

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We do not support unsolicited email or SPAM in any form.

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

PART 2: NEW APPLICATION

11. Communities that qualify may apply for a solar PV quota from **2.30 p.m. onwards on Wednesday, 16 July 2014** based on **first-come-first-served** basis.

This detailed online form requires the applicant to fill in relevant project information required based on the tabs listed, ranging from:

- a. Project Information
- b. Contractor
- c. Technical
- d. Financial
- e. Supporting Documents
- f. Work plan

FIGURE 10: Access to New Application



12. There will be a dashboard for the Community Quota as shown in Figure 11 below. Applicants are required to complete all project tabs (from Project Information until Work Plan) until the **completion indicator bar** shows a 100% of the draft application.

FIGURE 11: Dashboard show in Community

Application Form

Average : 0%

INSTRUCTIONS:

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

COMMUNITY	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	5	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Applicant's Name : SCAP
 Renewable Resource : SOLAR PV
 Project Status : NEW PROJECT
 Region Location : [PLEASE SELECT] *
 Total Installed Capacity (MW) : [] *
 Net Export Capacity (MW) : [] *

Connection Point : Depend on Installed Capacity
 Connection Type : [PLEASE SELECT] *
 Distribution Licensee : [] *

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

Application Form

Average : 100%

INSTRUCTIONS:

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

COMMUNITY	2014		2015		2016		2017	
	H1	H2	H1	H2	H1	H2	H1	H2
Quota Available (MW)	0	5	0	0	0	0	TBA	TBA
FIT Rate (RM / KWh)	0	0	0	0	0	0	TBA	TBA

Application Status : DRAFT
 Applicant's Name : SCAP
 Renewable Resource : COMMUNITY
 Project Status : NEW PROJECT
 Region Location : W.P. KUALA LUMPUR *
 Total Installed Capacity (MW) : 0.2 (200KW) *
 Net Export Capacity (MW) : 0.2 (200KW) *

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

13. The applicant via the appointed service provider is then required to upload into the e-FiT online system the relevant supporting documents certified by the company's appointed secretary, Commissioners for Oaths/ Notaries Public or Pegawai Kerajaan Kumpulan A.

For installed capacity >12kW, the applicants are required to upload their connection confirmation check (CCC) into the e-FiT during quota application.

FIGURE 12: Supporting documents

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 SEDA Malaysia office within 7 working days of a successful submission of FIT application.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
★ A wireman certificate(s) issued by the Energy Commission to the Qualified Person(s)	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
The site map (if GPS coordinates are not provided)	<input type="text"/>	<input type="text"/> 20	<input type="button" value="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/lease the site for a minimum period equivalent to the effective period.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="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) the total capital cost of the Renewable Energy instalation.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
(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	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
(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.				
(iii)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.				
★ Land Title				
<input type="button" value="Add More Files"/>				

14. Once all required information including the work plan tab is completed, the applicant will submit the application by click on “**Confirm Submit**” button (see yellow highlighted) in Figure 13 below.

Applicants can prepare their draft submission and save them up to **16th July 2014 @ 2:30 p.m.**

Figure 13: Work Plan and Submit

The screenshot shows a software interface for managing project milestones. At the top, there are tabs: PROJECT INFORMATION, CONTRACTOR, TECHNICAL, FINANCING, SUPPORTING DOCS, and WORK PLAN. The WORK PLAN tab is active. Below the tabs, a table lists five milestones:

MILESTONE	ESTIMATED DUE DATE	TOTAL DURATION (FROM SUBMISSION DATE)
1. SUBMISSION	14/05/2014	Today
2. REGISTRATION OF REPPA WITH SEDA & ST PUBLIC LICENSE (PROVISIONAL)	14/05/2014	1 Week (s)
3. FINANCING AGREEMENT (S)	21/05/2014	2 Week (s)
4. FIRST PAYMENT TO CONTRACTOR	28/05/2014	
5. FIT COMMENCEMENT DATE	18/06/2014	1 Month (s) 1 Week (s)

Below the table, a message says "Please save before switching tab". At the bottom, there are buttons: Back, Print, Save Application, and Confirm Submit. The "Confirm Submit" button is highlighted with a red oval.

15. On the day of quota opening, FiA application can submit their application without the Declaration Form; duly signed Declaration Form to be uploaded within 3 days.

Please note at this stage, the applicants **must complete** their applications and **tick** all information in declaration, otherwise the submit button (see red circle in Figure 14) will not activate. Applicant will click the “Submit Application” button as final steps.

FIGURE 14: Declaration

DECLARATION

DECLARATION **TICKED**

I, TEST BEBETO (MyKad No./Passport No. 4234242243) and residential address Test, 12345 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia sincerely declare the following:

1. I am a representative of the Applicant and have been duly authorized to make this declaration on its behalf.

2. All information and accompanying documents submitted herein are true, accurate and complete. The Applicant is not aware of any other information or document which would make the documents submitted untrue or misleading. The Applicant understands and acknowledges that the omission of any relevant information or document, or the submission of any information or document that it knows or has reason to believe is false or misleading may result in the rejection of this application, the revocation of any feed-in approval granted pursuant to this application and/or shall constitute an offence committed by it under the Renewable Energy Act 2011 and/or its applicable subsidiary legislation.

3. The certified true copies of the documents identified in the Supporting Documents Checklist of the application form have been submitted by the Applicant to the Sustainable Energy Development Authority Malaysia in support of this application.

4. Any additional information that may henceforth be required will be submitted by the Applicant by electronic medium or by way of electronic transmission in accordance with guidelines issued by the Sustainable Energy Development Authority Malaysia. Such information shall include but is not limited to information relating to the milestones for the proposed renewable energy installation and the dates by which such milestones are to be achieved. The declaration I have made in paragraph 2 above shall be repeated for any additional information the Applicant may submit in accordance with this paragraph 4.

5. The Applicant will immediately notify the Sustainable Energy Development Authority Malaysia if the Applicant becomes insolvent.

6. A service provider may be appointed by the Applicant to make this application on its behalf but the Applicant shall be fully responsible for the contents thereof.

7. The Applicant hereby agrees to the Terms and Conditions of Use of the Sustainable Energy Development Authority Malaysia website. These terms include but are not limited to the restriction on divulging the e-FIT Online System username and password assigned to the Applicant to any third party and permitting or encouraging any unauthorised user to access the restricted section in the e-FIT Online System by using the username and password assigned to the Applicant.

8. The Applicant hereby agrees and consents to the full disclosure of the information submitted with this application and any additional information it may submit in accordance with paragraph 4 above to the Energy Commission and any service provider and/or financier identified by the Applicant. The Applicant also agrees and consents to the disclosure of such information to the distribution licensee whose electricity distribution network the proposed renewable energy installation is to be connected to, to the extent deemed appropriate by the Sustainable Energy Development Authority Malaysia. Such disclosure shall not be a breach of any confidentiality obligations owed to it by the Sustainable Energy Development Authority Malaysia.

9. The Applicant hereby agrees to upload a copy of this duly signed Declaration Form 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.

Submit By / Full Name : _____ *

MyKad No. / Passport No. : _____ *

Email : _____ *

CAPTCHA Verification

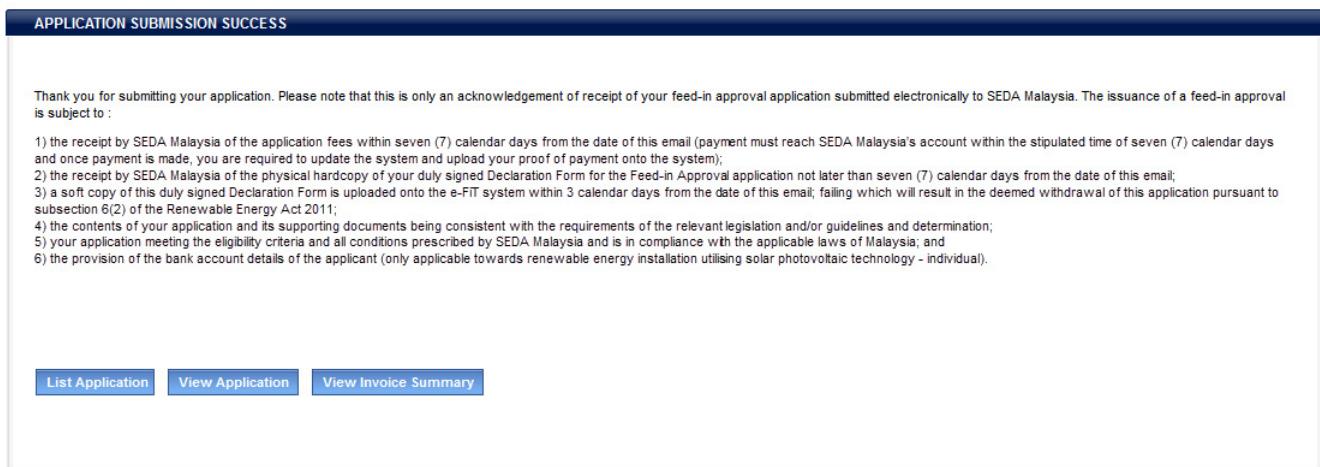
 [Reload image]
Please enter the text from the image

I hereby declare that all information contained in this application are true and correct. I understand that false or inaccurate information in the application will be the basis for termination and any action may be taken against me.

Submit Application

16. After clicking the “ Submit Application” button, a popup notification will appear to inform and acknowledge the receipt of the FiA application which has been submitted electronically to SEDA Malaysia if there are quota available

Figure 15: Popup notification



17. Following from the application submission, the system will send an automated email notification “**Application Submission Success**” to acknowledge to the applicant the receipt of FiA application by SEDA Malaysia (Figure 16)

Applicants are once again reminded of the need to fulfil the requirements listed in the email in order for SEDA Malaysia to consider issuing the FiA.

Figure 16: Email Notification on Application Submission Success

Your FIT Application Has Been Successfully Submitted

Your application has been assigned the capacity requested by you. Please note that this is only an acknowledgement of receipt of your feed-in approval application submitted electronically to SEDA Malaysia. Kindly note that the issuance of a feed-in approval is still subject to you fulfilling the following :

- 1) the receipt by SEDA Malaysia of the application fees within seven (7) calendar days from the date of this email (payment must reach SEDA Malaysia's account within the stipulated time of seven (7) calendar days and once payment is made, you are required to update the system and upload your proof of payment onto the system);
- 2) the receipt by SEDA Malaysia of the physical hardcopy of your duly signed Declaration Form for the Feed-in Approval application not later than seven (7) calendar days from the date of this email;
- 3) a soft copy of this duly signed Declaration Form is uploaded onto the e-FIT system within 3 calendar days from the date of this email; failing which will result in the deemed withdrawal of this application pursuant to subsection 6(2) of the Renewable Energy Act 2011;
- 4) the contents of your application and its supporting documents being consistent with the requirements of the relevant legislation and/or guidelines and determination;
- 5) your application meeting the eligibility criteria and all conditions prescribed by SEDA Malaysia and is in compliance with the applicable laws of Malaysia; and
- 6) the provision of the bank account details of the applicant (only applicable towards renewable energy installation utilising solar photovoltaic technology - individual).

Application Number : S2014050001

Applicant's Name : [REDACTED]

MyKad No. / Passport No. : [REDACTED]

/ Registration No.

/ Service Tax Registration No.

Energy Installation

[REDACTED]
KUALA LUMPUR
W.P. KUALA LUMPUR

Renewable Resource : COMMUNITY

Total Installed Capacity (MW) : 0.2000

Net Export Capacity (MW) : 0.2000

Feed-in Tariff Rate (RM/kWh) : 1.48

Bonus : S01, S02,

Date Submitted : 14/05/2014

SFTCD : 10/06/2014

Invoice Number : M2014050003

FIT Processing Fee (RM) : 1,000.00

FIT Application Fee (RM) : 2,000.00

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°11'4"E

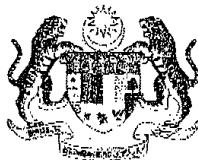
Institute of Public Education

Figure 17

1. Template of Non-Profit School

FROM : FAX NO. : 60388886676 03 Jun. 2014 17:29 P1

Ruj.KP/IPS.SEK (D&Aku) I



No. Perakuan
Pendaftaran:

JDAB003

PERAKUAN PENDAFTARAN INSTITUSI PENDIDIKAN

*PERATURAN-PERATURAN PENDIDIKAN (PENDAFTARAN
INSTITUSI PENDIDIKAN) 1997*

Perakuan ini dikeluarkan kepada

[Redacted]

Adalah diperakuan bahawa

[Redacted])

Yang beralamat di

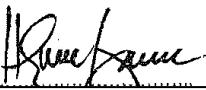
[Redacted],

Adalah didaftarkan di bawah Akta Pendidikan 1996
Perakuan Pendaftaran ini habis tempoh pada

[Redacted]

Syarat-syarat Pendaftaran

- (i) Bilik-bilik yang diluluskan dan bilik yang berdaftar (Sila Lihat Lampiran A)
- (ii) Kursus-kursus yang diluluskan (Sila Lihat Lampiran B)
- (iii) Syarat-syarat lain seperti dinyatakan di belakang sijil perakuan ini.


Timbuhan Pendaftar Institusi Pendidikan
Jabatan Pendidikan Negeri Johor
b.p. Ketua Pendaftar
Institusi Pendidikan Dan Guru
Kementerian Pendidikan Malaysia

Tarikh 27.11.2013



Tindakan:

Untuk Pembaharuan Perakuan Pendaftaran

14.01.2013

Tarikh Pertama didaftarkan :

Rujukan : JDAB003

JBI14610-PNMB,KL

Place of Worship

2. Template of “*Certificate of Practical Completion*” (Sijil Perakuan Siap Kerja) for Mosque

Figure 18

SALINAN
(J.K.R. 203s-Pin. 2/83)

**KERAJAAN MALAYSIA
JABATAN KERJA RAYA**

**PERAKUAN SIAP KERJA
(CERTIFICATE OF PRACTICAL COMPLETION)**

Rujukan : (42)dim.JKR(WP/KL) 6/9/64 - 2 Pejabat : Pengarah,
Sj-6 JKR Wilayah Persekutuan Kuala Lumpur,
Blok D, Lot 8,
Jalan Chan Sow Lin,
50582 Kuala Lumpur.
Tarikh : 17-03-2009

Kepada

Berdaftar dengan PKK dalam Kelas "B"

Kontrak No. :

Kontrak untuk Cadangan Membina Masjid di

Bahagian Keseluruhan,
Section *

Menurut Klause 39 Syarat-Syarat Kontrak, dan tertakluk kepada penyiapan apa-apa kerja yang
In accordance with Clause 39 of the Conditions of Contract and subject to the completion
belum disiapkan dan pembalikkan apa-apa kecacatan, ketidak sempurnaan, kesusutan atau apa-apa
of any outstanding work and the making good of any defects, imperfections, shrinkages or any
kerosakan lain apaujupun sebagaimana yang dikehendaki di bawah Klause 45 Syarat-Syarat
Kontrak other faults whatsoever as required under Clause 45 of the Conditions of Contract
dan yang mungkin terzahir dalam Tempoh Tanggungan Kecacatan maka adalah dengan ini
and which may appear during the Defects Liability Period, it is hereby certified that
seluruh Kerja-Kerja / Sebahagian daripada Kerja-Kerja* seperti yang tersebut di atas

MY-22-2014 10:13 FORM-BHG KEWANGAN JAKIM T-268 P.001/005 F-863 4603 88811376

the whole of the Works/Section of the Works as mentioned above*

*telah siap dengan memuaskan hati pada 2009-03-17 dan dilambil milik
were satisfactorily completed on 2009-03-17 and taken into possession*

*pada 17-03-2009 dan dengan itu Tempoh Tanggungan Kecacatan untuk
on 17-03-2009 and that the said Defects Liability Period in respect of*

Kerja-Kerja / Sebahagian daripada Kerja-Kerja* tersebut bermula pada 18-03-2009
*the said Works/Section of the Works * began on 18-03-2009*

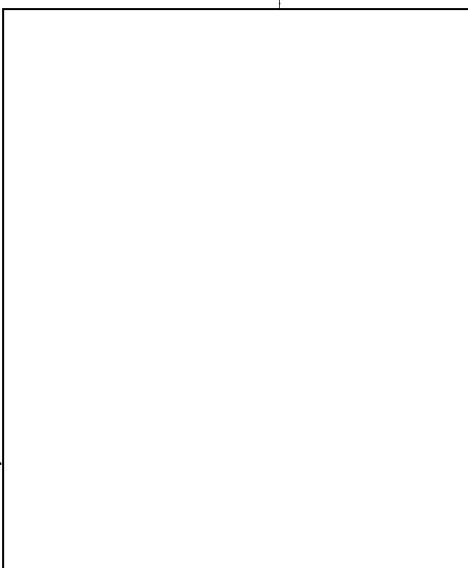
*dan akan berakhir pada 17-03-2010.
and will end on 17-03-2010.*

*.....
Pegawai Pengguna,
Superintending Officer.*

HJ. IR. ADANAN SUKRI BIN MUSA
Nama Penuh
Name in Full

Pengarah JKR WPKL.
Nama Jawatan
Designation

s.k.



Pengarah Cawangan Kontrak & Ukur Bahan,

3. Template of “Surat Pendaftaran” for Surau

Figure 19

جاین آکام اسلام ولايه فرسکوتوان
JABATAN AGAMA ISLAM WILAYAH PERSEKUTUAN
FEDERAL TERRITORY ISLAMIC AFFAIRS DEPARTMENT
Kompleks Pusat Islam, Jalan Perdana, 50676 Kuala Lumpur.
Tel.: +603-2274 9333 Fax: +603-2273 1575
Web: www.jawi.gov.my E-mel: info@jawi.gov.my/aduan@jawi.gov.my
Hotline Penguatan: 1-800-88-1771

Ruj. Kami : JAWI.CP.K.1 Jld 1 (01)
Tarikh : 06 Mei 2014 M
06 Rejab 1435 H



السلام عليكم ورحمة الله وبركاته،

Tuan,

PENDAFTARAN SURAU

Adalah dengan segala hormatnya saya diarah menarik perhatian Tuan mengenai perkara di atas.

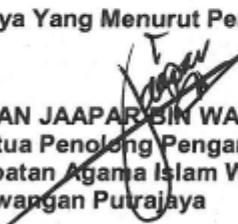
2. Sukacita dimaklumkan bahawa Putrajaya telah didaftarkan dalam senarai surau yang berdaftar di Wilayah Persekutuan mulai dari tarikh surat ini dikeluarkan dengan nombor pendaftaran jabatan

3. Sehubungan itu, pihak jabatan tiada sebarang halangan sekiranya pihak Ahli Jawatankuasa surau bergiat dan berusaha untuk mendapat sumber kewangan surau disamping menjalankan aktiviti-aktiviti kelas pengajian yang tidak bertentangan dengan dasar yang telah ditentukan oleh Majlis Agama Islam Wilayah Persekutuan.

Semoga segala sumbangan dan jasa baik dari pihak Tuan akan mendapat balasan dan ganjaran yang besar di sisi Allah S.W.T.

Sekian terima kasih, wassalam.

“BERKHIDMAT UNTUK AGAMA DAN NEGARA”

Saya Yang Menurut Perintah,

(WAN JAAPAR BIN WAN AHMAD)
Ketua Penolong Pengarah Kanan
Jabatan Agama Islam Wilayah Persekutuan
Cawangan Putrajaya


JAWI CAWANGAN LABUAN
TINGKAT 8, BLOK 4, UJANA KEWANGAN,
PETI SURAT 52197, 87029 W.P. LABUAN
TEL.: +6087-416311 FAX: +6087-417695


JAWI CAWANGAN PUTRAJAYA
ARAS 7, BLOK E2, KOMPLEKS E, PUSAT PENTADBIRAN
KERajaan PERSEKUTUAN, 62902 PUTRAJAYA,
TEL.: +603-8884 2880 FAX: +603-8884 2790


MASJID WILAYAH PERSEKUTUAN
JABATAN AGAMA ISLAM WILAYAH PERSEKUTUAN
JALAN DUTA, 50480 KUALA LUMPUR
TEL.: +603-6201 8780 FAX: +603-6201 8789

1
Rahyat didahuluikan
Pencapsian dilantahkan

4. Template of “*Perakuan Pendaftaran*” from Register of Society (ROS) for place of worship (other than *Surau* and Mosque) and template of the Constitution

Figure 20



MALAYSIA

AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3
(Peraturan 5)

PERAKUAN PENDAFTARAN

Adalah diperakui bahawa

(NAMA PERSATUAN)

*hari ini didaftarkan sebagai suatu pertubuhan di bawah Seksyen 7
Akta Pertubuhan 1966 dan bahawa nombor pendaftarannya ialah*

PPM-002-10-14071980

*Diperbuat dengan ditandatangani oleh saya pada
14 haribulan Julai 1980*

(DATO' ABDUL RAHMAN BIN OTHMAN)

*Pendaftar Pertubuhan,
Malaysia*

Disahkan bahawa maklumat di atas adalah seperti yang dicatat dalam Daftar Pertubuhan
Tarikh migrasi: **08 haribulan Julai 2013**

No. Migrasi: **SEL0133/79**

Figure 21

**PERLEMBAGAAN BAGI
NAMA PERTUBUHAN**

FASAL 1 NAMA

1. Pertubuhan ini dikenali dengan nama

NAMA PERTUBUHAN

Selepas ini disebut pertubuhan.

2. Takrif Nama : **TAKRIF NAMA PERTUBUHAN**
3. Bertaraf : **TARAF PERTUBUHAN**

FASAL 2 TEMPAT URUSAN

1. Alamat berdaftar dan tempat urusan pertubuhan ialah

ALAMAT URUSAN PERTUBUHAN

dan alamat untuk surat-menyurat adalah

ALAMAT SURAT-MENYURAT PERTUBUHAN

atau di tempat lain atau tempat-tempat yang akan ditetapkan dari semasa ke semasa oleh Jawatankuasa;

2. Tempat urusan berdaftar dan alamat surat menyurat Pertubuhan tidak boleh diubah tanpa kebenaran Pendaftar Pertubuhan terlebih dahulu.

FASAL 3 MATLAMAT

1. **MATLAMAT PERTUBUHAN**

FASAL 4 KEAHLIAN

1. Kriteria keahlian pertubuhan adalah seperti berikut;
 - A. **Ahli Biasa**

- i. Kewarganegaraan **Malaysia**
- ii. Umur Minima : _____ tahun
- iii. Kawasan/Negeri Tempat Tinggal Ahli : _____
- iv. Keturunan/Bangsa : _____
- v. Jantina : _____
- vi. Agama : _____
- vii. Kriteria Keahlian Yang Lain : _____

B. Ahli Bersekutu

C. Ahli Kehormat

D. Ahli Seumur Hidup

E. Ahli Remaja

- 2. Tiap-tiap permohonan menjadi ahli hendaklah dicadangkan dan disokong oleh ahli dan dihantar kepada Setiausaha yang dikehendaki mengemukakan permohonan itu dengan secepat mungkin kepada Jawatankuasa untuk diperimbangkan. Jawatankuasa boleh mengikut budi bicaranya menolak sebarang permohonan tanpa memberi sebab.
- 3. Tiap-tiap pemohon yang permohonannya telah diluluskan seperti yang tersebut di atas, hendaklah setelah membayar bayaran masuk dan yuran pertama seperti yang ditetapkan hendaklah diterima menjadi ahli Pertubuhan dan hendaklah ia sebagai ahli.

FASAL 5 UMBER KEWANGAN

- 1. Ahli yang hendak berhenti daripada menjadi ahli Pertubuhan hendaklah memberi kenyataan bertulis 2 minggu terlebih dahulu kepada Setiausaha dan menjelaskan segala hutangnya.
- 2. Mana-mana ahli yang gagal mematuhi perlembagaan Pertubuhan atau bertindak dengan cara yang akan mencemarkan nama baik Pertubuhan boleh dipecat atau digantung keahliannya bagi suatu tempoh masa yang difikirkan munasabah oleh Jawatankuasa. Sebelum Jawatankuasa memecat atau menggantung keahlian ahli tersebut, ahli itu hendaklah diberitahu akan sebab-sebab bagi pemecatan atau penggantungannya secara bertulis. Ahli tersebut juga hendaklah diberi peluang

untuk memberi penjelasan dan membela dirinya. Pemecatan atau penggantungan itu hendaklah dilaksanakan melainkan mesyuarat agung menunda atau membatalkan keputusan itu atas rayuan oleh ahli tersebut.

FASAL 6 SUMBER KEWANGAN

Sumber kewangan pertubuhan ini adalah daripada:

1. Bayaran masuk :
RM _____ (Ringgit Malaysia) _____ Sahaja)
2. Yuran :
RM _____ (Ringgit Malaysia) _____ Sahaja)
 - a. Yuran _____ an hendaklah dijelaskan kepada _____ dahari terlebih dahulu dalam tempoh 7 hari dari awal tiap-tiap _____ an
 - b. Yuran seumur hidup (perlu dijelaskan semasa permohonan ahli)
RM _____
 - c. Ahli yang membiarkan hutang yurannya lebih daripada dua (2)
_____ akan menerima surat peringatan yang ditindatangan oleh atau wakil Setiausaha, dan hilanglah hak-hak keistimewaan sebagai ahli sehingga hutangnya telah dijelaskan.
 - d. Ahli yang membiarkan hutangnya sebanyak lebih dari jumlah yuran bagi tiga (3) _____ dengan sendirinya terhenti daripada menjadi ahli Pertubuhan dan Jawatankuasa boleh memerintahkan supaya tindakan yang sah diambil terhadapnya dengan syarat mereka berpuashati yangahli itu telah menerima kenyataan berkennaan hutangnya terlebih dahulu.
 - e. Jawatankuasa mempunyai kuasa menetapkan yuran masuk semula bagi sesiapa yang telah membiarkan keahliannya terlucut disebabkan hutang.
 - f. Yuran khas atau kutipan wang daripada ahli-ahli untuk perkara yang tertentu boleh dipungut dengan persetujuan mesyuarat agung ahli-ahli. Sekiranya ada ahli yang mungkir membayar wang yuran tersebut dalam tempoh yang telah ditetapkan, maka wang itu akan dianggap sama seperti hutang yuran .
3. Sumbangan

4. Kegiatan Ekonomi

FASAL 7 MESYUARAT AGUNG

1. Pengelolaan Pertubuhan ini terserah kepada mesyuarat agung ahli-ahli. Sekurang-kurangnya satu perdua (1/2) daripada jumlah ahli yang berhak mengundi atau dua kali jumlah ahli Jawatankuasa, mengikut mana yang kurang, hendaklah hadir di dalam mesyuarat agung bagi mengesahkan perjalanan mesyuarat dan mencukupi

korum untuk mesyuarat.

2. Jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat, maka mesyuarat itu hendaklah ditangguhkan kepada suatu tarikh (tidak lebih daripada 30 hari) yang ditetapkan oleh Jawatankuasa; dan jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat yang telah ditangguhkan itu, maka berkuasalah ahli-ahli yang hadir menjalankan mesyuarat tetapi tidaklah berkuasa meminda perlembagaan pertubuhan.
3. Mesyuarat Agung _____ bagi Pertubuhan hendaklah diadakan dalam tempoh dalam tempoh _____ daripada tarikh Mesyuarat Agung _____ terakhir pada tarikh, masa dan tempat yang ditetapkan oleh Jawatankuasa. Agenda Mesyuarat Agung _____ adalah:
 - a. mempertimbangkan laporan Jawatankuasa berkenaan aktiviti pertubuhan yang lalu;
 - b. mempertimbangkan laporan Bendahari dan penyata kewangga yang telah diaudit;
 - c. memilih ahli-ahli Jawatankuasa dan melantik Juruaudit (jika berkenaan)
 - d. menguruskan perkara-perkara lain yang dibentangkan di dalam mesyuarat itu.
4. Setiausaha hendaklah menghantar kepada tiap-tiap ahli sekurang-kurangnya _____ hari sebelum Mesyuarat Agung _____ diadakan satu agenda mesyuarat termasuk salinan minit mesyuarat dan laporan aktiviti tahunan serta penyata kira-kira Pertubuhan bagi tahun lalu yang telah diaudit. Salinan dokumen-dokumen ini juga hendaklah dibekalkan untuk dibaca oleh ahli-ahli di alamat tempat urusan Pertubuhan.
5. Mesyuarat Agung Khas bagi pertubuhan ini boleh diadakan:
 - a. bila difikirkan mustahak oleh Jawatankuasa; atau
 - b. atas permintaan beramai-ramai dengan bertulis oleh tidak kurang dari satu perlima 1/5 dari jumlah ahli yang berhak mengundi dengan menerangkan tujuan dan sebab mengadakannya. Permintaan ini hendaklah ditarikh kepada Setiausaha Pertubuhan.
6. Mesyuarat Agung Khas yang diminta oleh ahli-ahli hendaklah diadakan pada satu tarikh di dalam tempoh satu bulan dari tarikh penerimaan permintaan mesyuarat itu.
7. Pengumuman dan agenda untuk Mesyuarat Agung Khas itu hendaklah diedarkan oleh Setiausaha kepada semua ahli-ahli sekurang-kurangnya 14 hari sebelum tarikh yang telah ditetapkan untuk bermesyuarat.
8. Fasal 7(1) dan 7(2) di dalam perlembagaan ini berkenaan korum dan penangguhan Mesyuarat Agung _____ terpakai untuk Mesyuarat Agung Khas, tetapi dengan syarat jika korum tidak mencukupi selepas setengah jam dari waktu yang telah ditetapkan bagi Mesyuarat Agung Khas atas permintaan ahli-ahli itu, maka mesyuarat tersebut hendaklah dibatalkan dan dalam masa 6 bulan dari tarikh ini, Mesyuarat Agung Khas atas permintaan ahli-ahli dengan tujuan yang sama tidaklah boleh diadakan.
9. Setiausaha hendaklah menghantar kepada tiap-tiap ahli satu salinan minit

Mesyuarat Agung _____ dan Mesyuarat Agung Khas dalam tempoh 3 bulan setelah selesainya mesyuarat itu.

FASAL 8 JAWATANKUASA

1. Satu Jawatankuasa seperti berikut yang dinamakan Pegawai Pertubuhan hendaklah dipilih _____ di dalam Mesyuarat Agung :
Seorang Pengerusi
Seorang Timbalan Pengerusi
orang Naib Pengerusi
Seorang Setiausaha
Seorang Penolong Setiausaha
Seorang Bendahari
orang Penolong Bendahari
orang Ahli Jawatankuasa Biasa
2. Pemegang-pemegang jawatan Pertubuhan ini dan tiap-tiap pegawai yang menjalankan tugas eksekutif dalam Pertubuhan ini hendaklah terdiri dari Warganegara Malaysia.
3. Nama-nama untuk jawatan-jawatan di atas hendaklah dicadangkan serta disokong dan pemilihan akan dijalankan dengan cara mengundi oleh ahli-ahli di dalam Mesyuarat Agung _____. Semua pegawai boleh dipilih semula _____.
4. Fungsi Jawatankuasa ialah mengelola dan mengaturkan kerja-kerja harian Pertubuhan dan membuat keputusan atas perkara-perkara mengenai perjalanan Pertubuhan mengikut dasar am yang telah ditetapkan oleh mesyuarat agung. Jawatankuasa seharusnya tidaklah boleh mengambil tindakan yang bertentangan dengan mesyuarat agung dengan tidak terlebih dahulu berhubung dengannya dan Jawatankuasa mestilah sentiasa mematuhi keputusan mesyuarat agung. Jawatankuasa hendaklah mengemukakan laporan berkenaan kegiatannya dalam tahun yang lalu kepada tiap-tiap Mesyuarat Agung.
5. Jawatankuasa hendaklah bermesyuarat sekurang-kurangnya _____ dalam setahun. Notis bagi tiap-tiap mesyuarat hendaklah diberikan kepada ahli Jawatankuasa 7 hari terlebih dahulu. Pengusi dengan bersendirian atau tidak kurang daripada 4 orang ahli Jawatankuasa bersama-sama boleh memanggil supaya diadakan mesyuarat Jawatankuasa pada bila-bila masa. Sekurang-kurangnya setengah (1/2) daripada bilangan ahli Jawatankuasa hendaklah hadir bagi mengesahkan perjalanan dan mencukupkan korum mesyuarat
6. Jika timbul perkara mustahak yang berkehendakkan kelulusan Jawatankuasa dan mesyuarat Jawatankuasa tidak dapat diadakan, maka Setiausaha bolehlah mendapatkan kelulusan dari ahli-ahli Jawatankuasa secara pengedaran surat pekeliling. Syarat-syarat mengenainya seperti berikut mestilah disempurnakan sebelum keputusan Jawatankuasa:
 - a. Masalah yang dibangkitkan itu hendaklah dibutirkan dengan terang di dalam

- surat pekeliling yang diedarkan kepada tiap-tiap ahli Jawatankuasa;
- b. Sekurang-kurangnya setengah daripada bilangan ahli Jawatankuasa mestilah menyatakan persetujuan atau bantahan mereka terhadap itu; dan
 - c. Keputusan hendaklah dengan undi yang terbanyak. Sebarang keputusan yang didapati melalui surat pekeliling hendaklah dilaporkan oleh Setiausaha kepada mesyuarat Jawatankuasa berikutnya untuk disahkan dan dicatitkan dalam minit.
7. Ahli Jawatankuasa yang mungkir menghadiri mesyuarat Jawatankuasa tiga kali berturut-turut tanpa alasan yang memuaskan akan disifatkan sebagai telah meletakkan jawatan.
 8. Jika seorang ahli Jawatankuasa meninggal dunia atau meletakkan jawatan, calon yang kedua mendapat undi terbanyak di dalam pemilihan yang ~~lal~~ hendaklah dipanggil untuk memenuhi kekosongan itu. Jika calon yang ~~sed~~ kian tidak ada atau menolak jawatan itu, maka berkuasalah Jawatankuasa ~~ma~~ ahli yang lain memenuhi kekosongan itu sehingga Mesyuarat Agung diadakan.
 9. Jawatankuasa boleh memberi arahan kepada Setiausaha dan pegawai-pegawai lain untuk menjalankan urusan Pertubuhan, dan melantik pengurus dan kakitangan yang difikirkan mustahak. Ia boleh menggantungkan atau melucutkan jawatan sebarang pengurus atau kakitangan kerana cuai di dalam pekerjaan, curang, tidak cekap, engkar menjalankan keputusan Jawatankuasa, atau kerana sebab-sebab yang difikirkan boleh merosakkan kepentingan Pertubuhan.
 10. Jawatankuasa boleh menubuhkan Jawatankuasa Kecil jika difikirkan mustahak dan memberikan kewajipan khas kepada sebarang ahli Jawatankuasa.
 11. Jawatankuasa yang lama hendaklah menyerahkan semua dokumen Pertubuhan seperti sijil pendaftaran, perlembagaan berdaftar, salinan Penyata Tanah, surat-surat maklumbalas, buku-buku akaun, buku bank, cek dan resit, geran-geran tanah, senarai aset dan sebagainya kepada Jawatankuasa baru.

FASAL 9 KEWAJIPAN-KEWAJIPAN PEGAWAI

1. Pengerusi, dalam tempoh menyandang jawatannya, hendaklah menjadi Pengerusi semua mesyuarat agung dan semua mesyuarat Jawatankuasa dan bertanggungjawab atas kesempurnaan perjalanan semua mesyuarat. Ia mempunyai undi pemutus dan hendaklah ia menandatangani minit mesyuarat bila ia diluluskan.
2. Timbalan Pengerusi hendaklah memangku jawatan Pengerusi semasa ketiadaannya.
3. Setiausaha hendaklah menjalankan kerja pentadbiran Pertubuhan mengikut perlembagaan dan hendaklah ia menjalankan semua perintah mesyuarat agung dan jawatankuasa. Ia bertanggungjawab mengendalikan urusan surat menyurat dan menyimpan semua rekod dan dokumen Pertubuhan, kecuali buku-buku akaun dan dokumen kewangan. Setiausaha hendaklah menyimpan buku daftar ahli yang mengandungi maklumat terperinci ahli mengikut kategori seperti nama, tempat dan tarikh lahir, nombor kad pengenalan, pekerjaan, nama dan alamat majikan dan

alamat rumah kediaman tiap-tiap ahli. Ia hendaklah hadir dalam semua masyarakat dan membuat catatan mesyuarat.

4. Penolong Setiausaha hendaklah menolong Setiausaha menjalankan kerja-kerjanya dan memangku jawatan itu semasa ketiadaan Setiausaha.
5. Bendahari adalah bertanggungjawab berkenaan semua hal kewangan Pertubuhan. Dia hendaklah bertanggungjawab sepenuhnya atas ketepatan penyata kewangan pertubuhan yang terdiri daripada penyata penerimaan dan perbelanjaan serta kunci kira-kira.
6. Ahli Jawatankuasa Biasa hendaklah membantu Jawatankuasa dalam menjalankan tugas yang diarahkan olehnya.

FASAL 10 KEWANGAN

1. Tertakluk kepada peruntukan-peruntukan berikut dalam perlombagaan ini wang Pertubuhan ini boleh digunakan untuk perkara-perkara yang berfaedah bagi menjalankan tujuan-tujuan Pertubuhan, termasuklah belanja pentadbiran, bayaran gaji, biayaan dan perbelanjaan pegawai-pegawai dan kakitangan yang bergaji serta upah juruaudit.
2. Bendahari dibenarkan menyimpan wang tunai tidak lebih daripada **RM _____ (Ringgit Malaysia _____ Sahaja)** pada sesuatu masa. Wang yang lebih dari jumlah itu mestilah dalam tempoh 7 hari dimasukkan ke dalam akaun bank atas nama Pertubuhan.
3. Segala cek atau kenyataan pengeluaran wang dari akaun Pertubuhan hendaklah ditandatangani bersama oleh Pengurus, Setiausaha dan Bendahari. Walaubagaimanapun, Jawatankuasa berhak melantik sesiapa antara mereka sebagai pengganti untuk menandatangani cek atau pengeluaran wang Pertubuhan semasa ketiadaan mana-mana penandatangan tersebut.
4. Perbelanjaan yang lebih daripada **RM _____ (Ringgit Malaysia _____ Sahaja)** bagi sesuatu masa tidak boleh dibayar dengan tidak diluluskan terlebih dahulu oleh Jawatankuasa, dan perbelanjaan yang lebih daripada **RM _____ (Ringgit Malaysia _____ Sahaja)** bagi sesuatu masa tidak boleh dilakukan tanpa mendapat kebenaran mesyuarat agung terlebih dahulu. Perbelanjaan **RM _____ (Ringgit Malaysia _____ Sahaja)** dan ke bawah bagi sesuatu masa boleh diluluskan bersama oleh Pengurus, Setiausaha dan Bendahari.
5. Penyata kewangan bagi setahun hendaklah disediakan oleh Bendahari dan diperiksa oleh Juruaudit yang dilantik di bawah Fasal 11 perlombagaan ini dengan seberapa segera setelah tamatnya tahun kewangan. Penyata kewangan yang telah diaudit itu hendaklah diedarkan untuk makluman ahli-ahli dan dikemukakan untuk diluluskan oleh Mesyuarat Agung **_____ yang berikut**. Setiap salinan tersebut hendaklah dibekalkan untuk makluman ahli di tempat urusan Pertubuhan.
6. Tahun kewangan Pertubuhan ini hendaklah bagi tempoh 12 bulan iaitu bermula dari **_____**.

FASAL 11 JURUAUDIT

1. _____ yang bukannya pegawai Pertubuhan hendaklah dilantik di dalam Mesyuarat Agung _____ sebagai Juruaudit. Mereka yang memegang jawatan selama _____ boleh dilantik semula.
2. Juruaudit adalah dikehendaki memeriksa penyata kewangan Pertubuhan bagi . Juruaudit hendaklah membuat perakuan dan menandatangi penyata kewangan tersebut untuk pertimbangan Mesyuarat Agung _____. Mereka juga dikehendaki pada bila-bila masa oleh Pengerusi mengaudit penyata kewangan Pertubuhan pada bila-bila masa di dalam tempoh perkhidmatan mereka dan membuat laporan kepada Jawatankuasa.

FASAL 12 PENTADBIR HARTA

1. Segala harta tidak alih Pertubuhan hendaklah didaftarkan atas nama Pertubuhan dan segala surat cara pelaksanaan berkaitan dengan harta ini dianggap sah dan berkuatkuasa seolah-olah ianya telah dilaksanakan oleh seorang tuan punya berdaftar dengan syarat surat cara itu disempurnakan oleh 3 orang pemegang jawatan pertubuhan pada masa itu yang mana perlantikan mereka disahkan melalui sijil perakuan yang dikeluarkan oleh Pendaftar Pertubuhan dan dimeteri dengan meteri Pertubuhan.
2. Harta tidak alih Pertubuhan tidak boleh dijual, digadai, ditarik balik atau ditukar milik tanpa persetujuan Mesyuarat Agung.

FASAL 13 TAFSIRAN PERLEMBAGAAN PERTUBUHAN

1. Dalam tempoh diantara dua Mesyuarat Agung, Jawatankuasa boleh memberikan tafsirannya kepada perlembagaan ini dan Jawatankuasa, jika perlu, boleh memutuskan perkara-perkara yang kurang jelas di dalam perlembagaan ini.
2. Kecuali perkara-perkara yang bertentangan atau tidak selaras dengan dasar yang telah dibuat dalam mesyuarat agung, keputusan Jawatankuasa terhadap ahli-ahli adalah muktamad jika tidak diubah oleh keputusan Mesyuarat Agung.

FASAL 14 PENASIHAT/PENAUNG

1. Jawatankuasa boleh, jika difikirkan perlu, melantik orang-orang yang layak menjadi Penasihat/Penaung bagi Pertubuhan ini dengan syarat orang yang dilantik itu menyatakan persetujuannya secara bertulis terlebih dahulu.

FASAL 15 LARANGAN

1. Sebarang bentuk perjudian seperti yang ditafsirkan dalam Akta Rumah Judi Terbuka, 1953 adalah dilarang di permis pertubuhan.
2. Pertubuhan atau ahli-ahlinya tidak harus cuba menghalang atau dengan apa cara juga mengganggu perniagaan atau harga barang-barang atau mengambil peranan di dalam gerakan kesatuan pekerja seperti definisi di dalam Akta Kesatuan Pekerja 1959.
3. Pertubuhan ini tidak boleh menjalankan loteri sama ada dikhaskan kepada ahli-ahli atau tidak, atas nama Pertubuhan atau pegawai-pegawai atau Jawatankuasa atau ahli, tanpa kelulusan dari pihak berkuasa yang berkenaan.
4. "Faedah" seperti yang diterangkan di bawah Seksyen 2 Akta Pertubuhan 1966, tidaklah boleh diberikan oleh Pertubuhan kepada mana-mana ahlinya.
5. Semua wang dan keuntungan yang didapati oleh Pertubuhan ini hasil dari penyertaannya dalam kegiatan ekonomi hendaklah disalurkan kembali kepada pertubuhan bagi mencapai matlamat pertubuhan ini dan tidak boleh digunakan untuk membayar faedah, keuntungan atau bonus kepada mana-mana ahli Pertubuhan. Sungguhpun begitu peruntukan ini tidak menghalang sebarang pembayaran gaji atau perbelanjaan pentadbiran atau kedua-duanya kepada mana-mana ahli atau pekerja Pertubuhan.
6. Persatuan pengikut tidak dibenarkan mentadbir rumah ibadat.

FASAL 16 PINDAAN PERLEMBAGAAN

1. Perlembagaan ini tidak boleh dipinda kecuali dengan keputusan Mesyuarat Agung. Permohonan untuk pindaan perlembagaan hendaklah dikemukakan kepada Pendaftar Pertubuhan dalam masa 60 hari dari tarikh keputusan Mesyuarat Agung yang meluluskan pindaan itu dan hanya boleh dikuatkuasakan mulai pada tarikh pindaan itu diluluskan oleh Pendaftar Pertubuhan.

FASAL 17 PEMBUBARAN

1. Pertubuhan ini boleh dibubarkan secara sukarela dengan persetujuan tidak kurang daripada tiga perlima (3/5) daripada jumlah ahli yang berhak mengundi dalam suatu mesyuarat agung yang dipanggil khas kerananya.
2. Sekiranya Pertubuhan hendak dibubarkan secara yang disebutkan di atas, maka segala hutang dan tanggungan Pertubuhan yang sah mengikut perlembagaan hendaklah dijelaskan dan baki wang yang tinggal hendaklah diselesaikan mengikut cara yang dipersetujui dalam mesyuarat agung berkenaan.
3. Permohonan pembubarannya hendaklah disampaikan kepada Pendaftar Pertubuhan dalam masa 14 hari dari tarikh keputusan pembubarannya.

FASAL 18 BENDERA, LAMBANG DAN LENCANA

1. Bendera

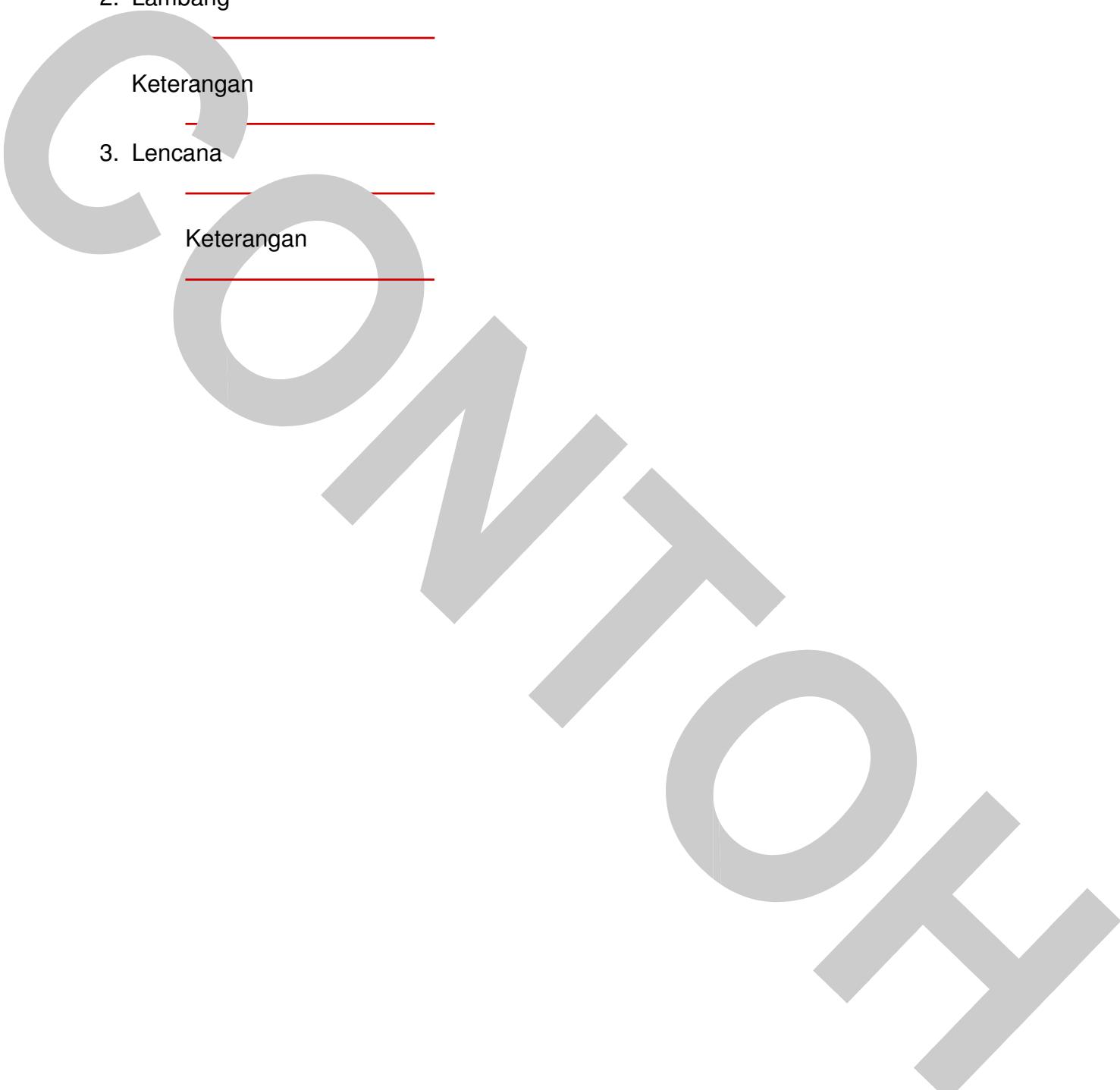
Keterangan

2. Lambang

Keterangan

3. Lencana

Keterangan



Care Centres

1. Template of “*Perakuan Pendaftaran Pusat Jagaan*”

Figure 22

PERAKUAN PENDAFTARAN PUSAT JAGAAN
NO. PERAKUAN [REDACTED]

1. Saya memperakui bahawa penama yang disebutkan di bawah ini telah didaftarkan di bawah Seksyen 10 Akta Pusat Jagaan 1993.

2. Butir-butir berkenaan Pusat Jagaan :
Nama : [REDACTED]
Alamat : [REDACTED]

3. Butir-butir berkenaan pengendali / orang yang didaftarkan berhubungan dengan Pusat Jagaan di atas :
Nama : [REDACTED]
No. Kad Pengenalan : [REDACTED]
Alamat : [REDACTED]

4. Perakuan ini dikeluarkan mengikut syarat-syarat berikut :
i. had maksimum penghuni pada satu-satu masa hendaklah tidak melebihi 38 orang;
ii. bilangan penjaga hendaklah dilantik mengikut nisbah yang ditetapkan dalam Peraturan Peraturan Pusat Jagaan 1994;
iii. para penjaga perlu menjalani pemeriksaan kesihatan;
iv. pengendali/penjaga hendaklah menghadiri latihan yang relevan;
v. pelbagai aktiviti hendaklah dirancang dan dijalankan mengikut peringkat umur dan keperluan penghuni;
vi. latihan kebakaran perlu dijalankan pada setiap tiga bulan sekali;
vii. rekod-rekod hendaklah disenggarakan dengan baik;
viii. mematuhi syarat-syarat yang ditetapkan oleh agensi teknikal yang berkaitan; dan
ix. memperbaharui kelulusan daripada agensi teknikal dari semasa ke semasa.

TEMPOH SAH PENDAFTARAN : DARIPADA 19.06.2012 HINGGA 18.06.2017

Tarikh : 19.6.2012 
[REDACTED]