



SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA

TRAINING OF SERVICE PROVIDERS – ENSURING 100% COMPLIANCE TO SEDA'S REQUIREMENT

AUDITORIUM SEDA, PUTRAJAYA
7 – 11 September 2015

1. Introduction to SEDA Malaysia and the FiT Division
2. Objectives of this training
3. **Individual** – Profile Registration
4. **Non- Individual** – Profile Registration
5. **Community** – Profile Registration
6. **Application** Requirements
7. Q&A
8. **Feed-in Tariff Commencement Date (FiTCD)**
Requirements According to Capacities
9. Other Matters – DAA, Transfers, Certs, Surrender, etc
10. The e-FiT system

TRAINING SCHEDULE

Time	Program Description
0800 - 0845	Registration & Breakfast
0900 – 0915	Program Start <ul style="list-style-type: none"> - Opening remark by Ms. Gladys Mak (Director of Feed-in Tariff) - Introduction to SEDA and FiT Team - Training Objectives
0915 – 1045	Module 1: Profile Registration <ul style="list-style-type: none"> - Individual Quota Application - Non-individual Quota Application
1045 - 1100	Morning Break
1100 - 1130	Module 1: Profile Registration (continued) <ul style="list-style-type: none"> - Community Quota Application
1130 - 1230	Module 2: Application Requirements
1230 - 1300	Question & Answer Session for Module 1 & 2
1300 -1400	Lunch Break

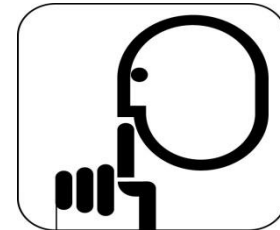
TRAINING SCHEDULE

Time	Program Description
1400 - 1515	Module 3: FiTCD Requirements Module 4: Other Matters <ul style="list-style-type: none"> - Change in Service Provider (SP); - Change in Declared Annual Availabilities (DAA); - Change in FiT rate due to Bonuses; - Extension of Time (EOT) for milestones; - Transfer due to sale of property or death of FiAH; - Request for FiTCD Confirmation Letter (will be explained by ICT); - Responses to Notice for Intention to Revoke (NiTR); - Certificate Lost/Damaged; - Surrender of FiAH/withdrawal of application (individuals)
1515 - 1600	Module 5: e-Fit System
1600 - 1615	Late-afternoon Break
1615 - 1730	EVALUATION <ul style="list-style-type: none"> - All SPs are required to complete the evaluation before leaving - Final call for LCOE submission
1730	End of Program

Housekeeping Notes

Before we begin...

1. Please switch off/silence your mobile phone
2. Please remain quiet during the presentation and pay attention. You will be tested during the evaluation
3. Due to time constraint, we will not entertain any question during the presentation itself. If you have any question, please ask during the Q&A session or during break time. We will try our best to answer them.
4. Food and drinks will be served for morning, lunch, and afternoon breaks. **Please return to the auditorium on time as we will proceed with the presentation strictly according to schedule.**





1. INTRODUCTION TO SEDA MALAYSIA and THE FEED-IN TARIFF (FIT) DIVISION



SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA

Sustainable Energy Development Authority (SEDA) Malaysia



SEDA Malaysia established on 1st September 2011

- Through the **Sustainable Energy Development Authority (SEDA) Act 2011**
- Implements the Feed in Tariff (FiT) as provided under the RE Act 2011

Functions

- to advise the Minister & relevant Government Entities on all matters relating to sustainable energy, including recommendations on policies, laws & actions to be applied to promote sustainable energy**
- to promote and implement the national policy objective for renewable energy;
- to promote, stimulate, facilitate and develop sustainable energy;
- to implement, manage, monitor and review the feed-in tariff system;**
- to implement sustainable energy laws and to recommend reform to such laws to the Federal Government;
- to promote private sector investment in the sustainable energy sector, including to recommend to the relevant Government Entities incentives in relation to taxes, customs and excise duties and other fiscal incentives applicable to such investment;



Functions (cont'd)

- vii. to carry out or arrange for the conduct of researches, assessments, studies and advisory services, collate, analyse and publish information, statistics and factors influencing or relevant to the development of sustainable energy,
- viii. to disseminate such relevant information, statistics and factors to Government Entities, the public and investors or potential investors investing in sustainable energy;
- ix. to conduct, promote and support research and innovation activities relating to sustainable energy;
- x. to conduct, promote and support, training or other programmes relating to the development of human resources and capacity building in the sustainable energy sector;
- xi. to implement measures to promote public participation and to improve public awareness on matters relating to sustainable energy;
- xii. to act as a focal point to assist the Minister on matters relating to sustainable energy and climate change matters relating to energy; and
- xiii. to carry out any other function conferred by or under any sustainable energy law



Chairman : Y. Bhg. Datuk Dr. Yee Moh Chai



Y. Bhg. Dato' Mohd
Salleh Bin Mahmud



Y. Bhg.
Datuk Loo
Took Gee



Y. Brs. Mr.
Chan Cheu
Leong



Y. Bhg. Tan Sri
Dato' Ir (Dr) Hj
Ahmad Zaidee
Bin Laidin



Y. Bhg. Datuk
Alauddin Bin
Haji Anuar



Y. Brs. Pn.
Catherine
Ridu

❑ RE Act: an Act to provide for the establishment & implementation of a special tariff system to catalyze the generation of renewable energy and to provide for related matters.

❑ Comprises of 9 Parts and 65 Clauses

- Part I: Preliminary
- Part II: FiT System
- Part III: Connection, Purchase and Distribution of RE
- Part IV: Feed-in Tariff
- Part V: Renewable Energy Fund
- Part VI: Information Gathering Powers
- Part VII: Enforcement
- Part VIII: General
- Part IX: Savings and Transitional

Passed in Parliament: 27th April 2011

Enforced : 1 December 2011



SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA

Feed-in Tariff Division, SEDA Malaysia

THE FEED-IN TARIFF DIVISION : Getting to know us



Ms. Gladys Mak
Director
Email: gladys@seda.gov.my



Pn. Rahayu (Ayu)
Administration
Email: rahayu@seda.gov.my



Cik Norhanida
Asst. Director
Email: Hanida@seda.gov.my
- Pegawai Khas CEO
- Profile updates

FiT Officers and their Key Areas of Specialization



Mr. Koh Keng Sen
Deputy Director
Email:
kohks@seda.gov.my
- Non-Individual



Ir. Mohd Zamri
Deputy Director
Email:
zamri@seda.gov.my
- Individual



Cik. Nor Azaliza
Senior Asst. Director
Email:
Azaliza@seda.gov.my
- RE Fund, statistics,
simulations,
degression, quota.



Pn. Rubita Hani
Asst. Director
Email:
hani@seda.gov.my
- Community, non-
individual profiles,
Board matters (other
than EOT & NITR)

FiT Officers and their Key Areas of Specialization – cont'd



Pn. Nor Azlin
Asst. Director

Email:

azlin@seda.gov.my

- Board matters
- NiTR, NOR, EOT (Non-Individual)
- FiTCD notices to DLs



Cik. Nor Elysha
Asst. Director

Email:

elysha@seda.gov.my

- Individual (DAA, FiT Operation, FiT Application)



Pn. Nur Haziqah
Asst. Director

Email:

haziqah@seda.gov.my

- RE Fund
- NAMAs/audits,
- Statistics, quota



En. Ahmad Syafiq
Asst. Director

Email:

Syafiq@seda.gov.my

- FiTCD (Individual)
- Bonus Certification
- Monitoring of performance (Individual)

FiT Officers and their Key Areas of Specialization – cont'd



En. Fikri
Asst. Engineer

Email:

Fikri@seda.gov.my

- FiTCD (Individual)
- FiT Application and operationS (Individual)



Cik. Asrati
Asst. Admin Officer

Email:

Asrati@seda.gov.my

- FiA Certificate
- Transfer FiA
- REPPA
- Payment



Cik. Justina
Asst. Admin Officer

Email:

Justina@seda.gov.my

- FiT Application (Individual)
- FiTCD Letter

FiT Officers and their Key Areas of Specialization – cont'd



Mr. Frederick
Asst. Director
Email:
Frederick@seda.gov.my

- Sabah Office
- All Sabah matters
- Community Applications
- FiTCD verification



Mr. Meior
Technician
Email:
Meior@seda.gov.my

- Sabah Office
- All Sabah matters
- FiTCD Individuals (Sabah & Pen. Msia)



En. Shahir
Chargeman
Email:
Shahir@seda.gov.my

- FiT Application (Individual)



2. OBJECTIVES OF THIS TRAINING

WHAT ARE THE OBJECTIVES OF THIS TRAINING?

- 1. To create effective, efficient and quality SPs;**
 - 2. To enhance the SPs understanding of SEDA's requirements;**
 - 3. To reduce refusals of applications, issuance of warning or revocation of FiAHs;**
 - 4. To enhance rapport between the industry and the regulator;**
 - 5. To ultimately reduce wastage and increase productivity.**
-
- ❖ With increasing number of applications, it has been observed that the SPs quality in meeting SEDA's requirements has drastically reduced.
 - ❖ SPs repeat the same mistakes even upon guidance by SEDA.
Eg; SP has an application in peninsula that resulted in a refusal but repeated the same mistake for a Sabah application;
 - ❖ Thus resulting in unnecessary work, SEDA having to issue repetitive queries, entertain numerous appeals and processes which eats up a lot of time (on both sides).

WHAT ARE THE EXPECTATIONS AFTER THIS TRAINING?

1. SPs **performance increases** where each is well versed with the requirements for applications up to project delivery or at least know where to look for guidance.
2. SPs are also **clear on the way to:**
 - a) Communicate with SEDA officers;
 - b) Submit a request requesting simple guidance/advice;
 - c) Submit an official request for SEDA's consideration as an SP or on behalf of a FIAH;
 - d) Update progress of the FIAH in the e-FiT and;
 - e) Meet SEDA's requirements.
3. **Queries will no longer be issued** for applications but instead the application will be verified 'as-is' and if found to be incomplete/not compliant, it will undergo an outright refusal.
4. A **warning mechanism** will be implemented where warning letters will be issued for mistakes made by any SP. Upon issuance of three (3) warnings, SEDA may **suspend/delist** the SP from any further applications.

SAMPLE OF A WARNING LETTER ISSUED

6. Dengan ini, pihak kami memberi **Amaran Keras** kepada tuan berkenaan perkara 2 di atas. Sekiranya tiga surat amaran telah dikeluarkan oleh Pihak Berkuasa, tindakan seperti perkara (i) dan (ii) di bawah boleh dikenakan terhadap tuan iaitu:

- i. Pendaftaran syarikat Tuan sebagai Penyedia Perkhidmatan yang berdaftar di bawah SEDA Malaysia tidak akan diperbaharui dan secara automatik syarikat tuan tidak akan tersenarai di Direktori Penyedia Perkhidmatan Fotovoltaiik Suria SEDA Malaysia.
- ii. Syarikat tuan tidak boleh mengambil apa-apa bahagian dalam Mekanisma Tarif Galakan menurut Akta Tenaga Boleh Baharu 2011.

7. Justeru itu, pihak tuan adalah **dinasihatkan untuk** mematuhi mana-mana peraturan dan garis panduan sedia ada yang termaktub di dalam Akta Tenaga Boleh Baharu 2011 ("Akta TBB") dan perundangan subsidiarinya. Pihak Berkuasa selaku badan pelaksana boleh mengambil tindakan yang sewajarnya termasuk membatalkan Kelulusan Galakan yang telah diberi mengikut Seksyen 10 Akta Tenaga Boleh Baharu 2011 sekiranya pihak tuan didapati gagal untuk berbuat demikian.

8. Perhatian dan kerjasama pihak tuan atas perkara ini didahului dengan ribuan terima kasih.

What if there is still **NO** improvement in the SP's conduct?

1. The delisted/suspended SP would **not be recognised** as an eligible SP for any FiT related applications. Any outstanding applications may be taken over by SEDA and offered to other SPs.
2. If applicants withdraw, the SP shall return all cash/deposit (100%) where any case involving refusal to return cash/deposit will be referred to Bukit Aman's police commercial crime.
3. As of today, **118 are RPVSPs** under SEDA's directory with almost 50% observed to be under performing (based on the amount of queries/refusals issued for applications in 2015).

Note: From 2016 onwards, as mentioned, SEDA Malaysia **WILL NOT be issuing any queries for applications**. All refused applications can re-apply in the next quota release (when made available).

As an SP, what are the basic documents I should read up and be well versed in? (Apart from the technical documentations – MS 1837, Grid codes, T&C etc. as required under RPVSP)

1. The **RE Act (Act 725)** and all related **subsidiary legislations**, new amendments, **gazettes**, **REPPAs** and related supplementary documents;
2. The **Guideline and Determinations of the Sustainable Energy Development Authority Malaysia**;
3. All ‘**Step-by-Step**’ **Guidelines** available on the website;
4. Any other guides published on the website (esp for BIPV);
5. Any emails/notices/warnings/reminders issued to FiAHs, applicants and SPs;
6. Any announcement (where related) published on SEDA’s website or in the local dailies.

3. INDIVIDUAL – PROFILE REGISTRATION

INDIVIDUAL: IS THERE A GUIDE I CAN FOLLOW?

www.seda.gov.my

SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA

WEBMAIL LOGIN

search...

About SEDA Policies Feed-in Tariff (FIT) Statistics & Monitoring **Download** Directory Media Events & Trainings

SCHEDULE FOR QUOTA RELEASE
For more info click here

YES!!!

ANNOUNCEMENTS

- ▶ FINAL REMINDER: REGISTRATION FOR COMPULSORY ONE (1) DAY TRAINING FOR ALL REGISTERED PV SERVICE PROVIDERS AND SUBMISSION OF LCOE QUESTIONNAIRE 03/09/2015
- ▶ SEDA Malaysia Off-Grid Photovoltaic (OGPV) Systems Design Course is now open for registration 02/09/2015
- ▶ Public Engagement for Solar PV 2016 Applications 28/08/2015
- ▶ REMINDER: LCOE QUESTIONNAIRE SUBMISSION DEADLINE FOR REGISTERED PV SERVICE PROVIDERS 28/08/2015
- ▶ COMPULSORY ONE (1) DAY TRAINING FOR ALL REGISTERED PV SERVICE PROVIDERS 24/08/2015
- ▶ Extension of deadline of Feed-in Approval Applications for Solar PV Community to 15 September 2015 20/08/2015
- ▶ Notis Pemberitahuan Keperluan Orang Kompeten Bagi Pemasangan Sistem Fotovoltaik 15/08/2015

FIT DASHBOARD

FIT Rates RE Quota RE C...

Solar PV (Community)
Solar PV (Individual)
Solar PV (Non-individual (< 500 kW))
Solar PV (Non-individual (> 500 kW))

Biogas
Biogas (Landfill / Agri Waste)
Biomass (Solid Waste)
Geothermal

Home owner's guideline for Solar PV
Step-by-Step Guidelines

FIT Rates for Solar PV (Community) (21 years from FIT Commencement Date)

Description of Qualifying Renewable Energy Installation	FIT Rates (RM per kWh)
(a) Basic FIT rates having installed capacity of :	01-JAN-2015 ▼
(i) up to and including 4kW	0.9166
(ii) above 4kW and up to and including 24kW	0.8942
(iii) above 24kW and up to and including 72kW	0.7222
(b) Bonus FIT rates having the following criteria (one or more) :	
(i) use as installation in buildings or building structures	+0.1722

How many of you know this exists?

INDIVIDUAL: IS THERE A GUIDE I CAN FOLLOW?



SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA



About SEDA Policies Feed-in Tariff (FIT) Statistics & Monitoring Download Directory **Events & Trainings**

EVENTS & TRAININGS

YES!!!

- ▶ Event List
 - ▶ Check Booking
- ▶ Trainings
 - ▶ GCPV for Wireman & Chargeman
 - ▶ GCPV Systems Design Course
 - ▶ OGPV Systems Design

Home » Events & Trainings » Quota Opening » Quota Opening 2015

Consolidated Communications on Opening of Quota 2015

Schedule of Quota Release

SCHEDULE OF FEED-IN-TARIFF QUOTA RELEASE (IN CHRONOLOGICAL ORDER) FOR PENINSULAR MALAYSIA, SABAH AND WP LABUAN				
RENEWABLE RESOURCE	QUOTA AVAILABLE (BASED ON COMMERCIAL OPERATIONAL YEAR) FOR ADDITION IN 2015 (MW)			

Events & Trainings

Event List

Trainings

Photo Gallery

Quota Opening

Quota Opening 2014

Quota Opening 2015

How many of you have seen this?



[About SEDA](#) [Policies](#) [Feed-in Tariff \(FiT\)](#) [Statistics & Monitoring](#) [Download](#) [Directory](#) [Media](#) [Events & Training](#)

- Guidelines
 - FIT Guidelines
 - Power Systems Study Guideline
 - Guideline for ST provisional license
 - Guideline for ST Permanent License 2015
 - TNB Interconnection Guidebook (PV)
 - Procedure For The T&C Of GCPV
 - Procedure for Biomass & Biogas Acceptance Test

Step-by-step Guidelines

2015_Guideline on Solar PV Applications for the Non Ind up to 425kW
 2015_Step by Step Guide_Community
 2015_Step by Step_Solar PV Individual
 Guideline for BIPV Installation

<http://www.seda.gov.my/?omaneg=0001010000000101010100010000100000000000000000000000000&s=4992>



Sustainable Energy Development Authority Malaysia (SEDA Malaysia)
Pihak Berkuasa Pembangunan Tenaga Lestari Malaysia
Galeria PJH, Level 9, Jalan P4W, Persiaran Perdana, Presint 4, 62100 Putrajaya, Malaysia.
T : +603-8870 5800 **F** : +603-8870 5900 **E** : info@seda.gov.my



Step-by-Step Guide on e-FiT with New Queue System 2015

[2015 Step by
Step Solar PV
Individual.pdf](#)

Enquiries:

Headquarter :

Galeria PJH,
Aras 9, Jalan P4W,
Persiaran Perdana,
Presint 4,
62100 Putrajaya,
Malaysia.
Phone : +603-8870 5800
Fax : +603-8870 5900

Email: quota_release@seda.gov.my

Sabah Branch :

Likas Square Commercial
Centre, Unit 32, Level 1 ,
Lorong Likas Square,
Jalan Istiadat Likas,
88400 Kota Kinabalu, Sabah
Tel: +6088-252101/251462
Fax: +6088-250337

INDIVIDUAL: What sort of mistakes to avoid?

Personal Information



TAB	INFORMATION	COMMON MISTAKES
Personal Information	Applicant's Address	Wrong address keyed into the e-FiT system
	Email Address	Invalid email address or email is not the applicant's
	Contact Number	Invalid telephone number or not the applicant's

PROFILE

Status : **REGISTRATION : COMPLETE**

User ID : 500208055117

Category : INDIVIDUAL

MyKad No. / Passport No. : 5002

Applicant's Name :

PERSONAL INFORMATION | ALTERNATIVE CONTACT | SUPPORTING DOCS | DECLARATION

Gender : MALE

Nationality : MALAYSIA

Date Of Birth : 08/02/1950

PARTICULAR'S

Note : Particulars; including email and contact, given here must be of the Applicant

Address : LOT -

Postcode : 81800

City : ULU TIRAM

State : KEDAH DARUL AMAN

Telephone No. : -

Mobile No. : 012 -

Email : sedas@gmail.com

INDIVIDUAL: What sort of mistakes to avoid? (cont'd)

Supporting Documents



TAB	DOCUMENT'S NAME	COMMON MISTAKE
Supporting Document	MyKad	<ul style="list-style-type: none"> Uploaded wrong MyKad or wrong document MyKad blurry
	Birth/Marriage certificate (if applicable)	<ul style="list-style-type: none"> Relationship to applicant unclear or not allowable (other than immediate family; father and son, husband and wife, mother daughter, etc.) Certificate not clear or not fully scanned
	Electricity Bill	<ul style="list-style-type: none"> Did not upload Electricity Bill (please ensure, if there is no electricity bill, TNB Supply application form shall be uploaded) – for indirect only Electricity bill not clear or not fully scanned

Status : **REGISTRATION : COMPLETE**
 User ID : 500208055117
 Category : INDIVIDUAL
 MyKad No. / Passport No. : 500208055117
 Applicant's Name : [REDACTED]



PERSONAL INFORMATION | ALTERNATIVE CONTACT | **SUPPORTING DOCS** | DECLARATION

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
 MyKad must be scanned on both sides.

NO.	DOCUMENT NAME	DATE UPLOAD	ACTION
★ 1.	APPLICANT'S MYKAD	18/02/2014	
2.	SECONDARY SUPPORTING DOCUMENT (BIRTH CERTIFICATE, DRIVING LICENSE, MARRIAGE CERTIFICATE, ETC.)	18/02/2014	
3.	ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT ADDRESS)	24/02/2014	

INDIVIDUAL: Example of how these mistakes look like?

Common mistakes in Personal Information



PROFILE

Status : REGISTRATION : COMPLETE
User ID : [REDACTED]
Category : INDIVIDUAL
MyKad No. / Passport No. : [REDACTED]
Applicant's Name : [REDACTED]

PERSONAL INFORMATION | ALTERNATIVE CONTACT | SUPPORTING DOCS | DECLARATION

Gender : MALE
Nationality : MALAYSIA
Date Of Birth : 08/02/1950

INCORRECT applicant's Address

PARTICULAR'S

Note : Particulars; including email and contact, given here must be of the Applicant

Address : LOT [REDACTED]
[REDACTED] 17
MUKIM SUNGAI TIRAM
Postcode : 81800
City : ULU TIRAM
State : KEDAH DARUL AMAN

Telephone No. : [REDACTED]
Mobile No. : 012 - [REDACTED]
Email : [REDACTED].seda@gmail.com

Wrong Email address

Incorrect Hand phone number

INDIVIDUAL: What sort of mistakes to avoid? (cont'd)

Common mistakes in **Supporting Document – Unclear MyKad**



INDIVIDUAL: What sort of mistakes to avoid? (cont'd)

Common mistake in **Supporting Document – Electricity Bill** unclear



BIL ELEKTRIK ANDA

No. Bilangan: 12345678901234567890
Bayaran: RM 25.14

SENARAI KEMUKAAN: JAWABAN: 10.1
NO. 12345678901234567890
BIL. 12345678901234567890

Jumlah Perla Dibayar RM 25.14 **13 Feb 2013**

	Amount	Bayar Sebelum
Tunggakan Caj Bertindak Jumlah Bil	RM 25.14 RM 25.14 RM 25.14	RM 25.14 RM 25.14 RM 25.14

	Amount	Tarikh
Bil Tertafud Bayaran Akhir	RM 25.14 RM 25.14	13 Feb 2013 13 Feb 2013

Jenis Bayaran

INDIVIDUAL: What sort of mistakes to avoid? (cont'd)

Common mistakes in **Supporting Document** – Document not fully scanned



EKTRIK ANDA
(GUN : 01240103908909
Jumlah : 223705
RM : RM 268.90

TENAGA NASIONAL
KUALA LUMPUR

TN&CareLine
1 800 88 5454 PORTALAMALINE
1504 KANGKAWA BEKALARI
tn&careline@tnb.com.my
www.tnb.com.my
www.facebook.com/tn&careline

Jumlah Perlu Dibayar RM 216.90 **11 Mac 2014**

	Amaun	Bayar Sebelum
akan	RM 98.15	Segera
masa	RM 118.73	18.04.2014
anspan	RM 0.02	
ah Bil	RM 216.90	

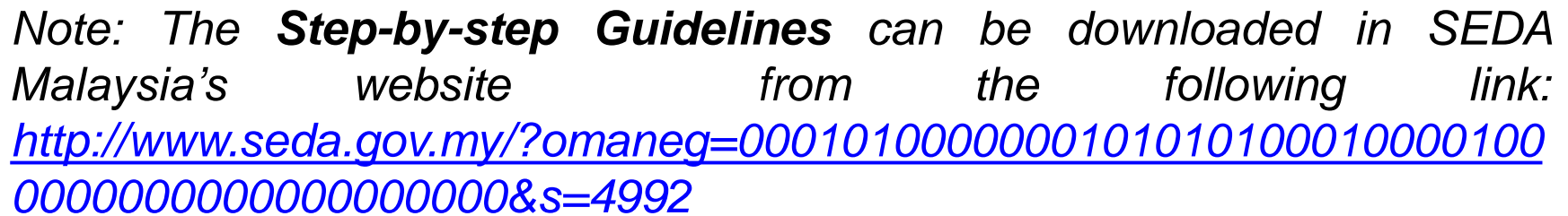
	Amaun	Tarikh
dahulu	RM 761.20	11.02.2014
an Akhir	RM 100.05	17.02.2014

Some part
of the bill
missing



4. NON-INDIVIDUAL – PROFILE REGISTRATION

YES again!





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

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

[2015 Guideline on Solar PV Applications for the Non Ind up to 425kW.pdf](#)

Company Incorporation Documents – Non-Individual

Category of Applicant:



Private Limited Company

DOCUMENTARY EVIDENCE:

- ☐ Form 9 (Certificate of Incorporation of Private Company) in connection with the Applicant under the Companies Act 1965;
- ☐ The **Memorandum and Articles (M&A)** of association of the Applicant (**showing power generation from renewable energy as part of their line of business**). Please highlight this in your document when you submit to SEDA Malaysia.
- ☐ the **latest** Form 49 (Return giving particulars of 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** (recently dated letter & not something issued years ago);
- ☐ the latest audited accounts of the Applicant (if the company is incorporated more than 18 months).

Company Incorporation Documents – Non-Individual (Cont'd)

Category of Applicant:

Public Listed Company

DOCUMENTARY EVIDENCE:

- ☐ Form 8 (Certificate of Incorporation of Public Company)
- ☐ The **Memorandum and Articles** (M&A) of association of the Applicant (**showing power generation from renewable energy as part of their line of business**). Please highlight this in your document when you submit to SEDA Malaysia.
- ☐ 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** (recently dated letter & not something issued years ago);
- ☐ the latest audited accounts of the Applicant (if the company is incorporated more than 18 months)

Company Incorporation Documents – Non-Individual (Cont'd)

Category of Applicant: Registered Society/Associations	<u>DOCUMENTARY EVIDENCE:</u> <input type="checkbox"/> For registered societies / associations, applicants need to provide a copy of the constitution which allows the society/association to generate power from RE.
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SOCIETY- SOCIETIES ACT, 1966

- **FORM 3-** Registration Certificate
- **FORM 9-** Essential Information given by every year which consist of List of Committee members
- Can apply society profile or certified documents from the Registrar of society by filing of Form 27.

JOINT MANAGEMENT BODY- BUILDING AND COMMON PROPERTY (MAINTENANCE AND MANAGEMENT) ACT 2007

Is formed before the Strata Titles of Property have been issued.

MANAGEMENT CORPORATION - STRATA TITLES ACT, 1985

- Exists by operation of law upon the opening of a book of the Strata Title in respect of a sub-dividend building such as Condominium.
- Profile of committee member, financial statements, and the minutes of AGM can be obtained from the Land office.

Memorandum of Association (M&A) - Sample

SPECIAL RESOLUTION

ALTERATION TO THE MEMORANDUM OF ASSOCIATION

THAT the Memorandum of Association of the Company with respect to the objects of the Company be altered by deleting Clause 3(1) in its entirety and substituting thereof the following clause 3(1):-

“3(1) To carry on development and/or operation of power generation from renewable energy, solar and other renewable energy projects and engage in any business related to the aforesaid object and act as dealers, importers, exporters, distributors, buying or selling commission agents and otherwise deal in goods, provisions, merchandise, commodities, plant and machinery and articles of all descriptions both wholesale and retail, in connection with the development of power generation from renewable energy, solar and other renewable energy projects and to enter into any option agreements, forward agreements, futures contracts, caps, collars, floors, structured products and any other derivatives transactions of any kind.”

Dated this 17 April 2013

Note: SEDA Malaysia shall accept the submission of FORM 11 but it **MUST BE CERTIFIED** by the same company secretary of the applicant

Paid up Capital & Shareholders info – Non-Individual

Authorised Capital (RM)

DOCUMENTARY EVIDENCE:

- ☐ **ALL Forms 24** (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965
- ☐ Your application **will be refused** if Form 24 was not submitted at all or if it does not meet the requirement on paid up capital
- ☐ If there are any transfer of shares to new shareholders – form 32A must be furnished to SEDA Malaysia
- ☐ Please work with the company and their appointed company secretary to ensure completeness of submissions
- ☐ If the info is ambiguous, the application may be refused so please ensure all necessary information is furnished to SEDA Malaysia. For completeness, applicants can purchase the company profiles from CCM and upload that info as well.

Paid up Capital & Shareholders info – Non-Individual (Cont'd)

Total Paid Up Capital (RM)



DOCUMENTARY EVIDENCE:

For Companies:

- ☐ **ALL** Forms 24 (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965
- ☐ installed capacity of up to 72kWp or kW – minimum **RM20k**
- ☐ installed capacity of exceeding 72kWp or kW – minimum **RM50k**

Applications failing to furnish the required documents will be refused especially if the **total paid up capital stated in Form 24 does not meet requirements and if the amount in the forms cannot be confirmed to show the declared paid up capital.**

Registered & Business address

Electricity Bill (optional) but for indirect feed applications, this is mandatory

Paid up Capital & Shareholders info – Non-Individual (Cont'd)

Shareholders	<p>If shareholder is an individual (direct shareholder), documents required to be uploaded are:</p> <ul style="list-style-type: none">▪ MyKad or Passport (if foreign person)
	<p>If shareholder is an individual (ultimate shareholder):</p> <p><u>DOCUMENTARY EVIDENCE:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> ALL Forms 24 (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965; and<input type="checkbox"/> 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.

Paid up Capital & Shareholders info – Non-Individual (Cont'd)

Shareholder (cont'd)	<p><u>If shareholder is a public listed company:</u></p> <ul style="list-style-type: none"><input type="checkbox"/> A certified copy of Form 29A/Form 29B (Substantial Shareholder) of Public Listed Company by the company secretary; and<input type="checkbox"/> a confirmation letter by the company secretary confirming the list of shareholders.<input type="checkbox"/> Audited annual report showing list of shareholders can be provided as additional info.
<p>Note:</p> <p>Refusals will happen if any of the documents do not match the persons registered in the application.</p>	

Authorized Person and Declaration Forms – Non-Individual



Authorized Personnel & Declaration Forms

Please take note of the following:

- ☐ 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.

Applicants will be refused if:

1. **the extract of the company's board resolution is missing and if the person applying is different from the name in the resolution;**
2. **The authorized party is an entity and not individual;**
3. **A letter is issued in lieu of the board resolution whereby the authorized personnel undersigns the letter appointing him/herself.**

Note: Authorized personnel **need not be an employee** of the company applying for FiT.

Authorized Person and Declaration Forms – Non-Individual (Cont'd)



Before you apply, make sure you check the following:

1. The extract of the board resolution is dated and signed.
2. Directors Circular Resolution can be accepted if provided for under the Articles of Association
3. The person named in the extract of the board resolution as the authorized personnel appointed to apply matches all signed forms and declarations submitted to SEDA Malaysia.

Please take note:

- 1. Do not send us any hardcopies of the documentation (unless there is a specific request for this – technical side);**
- 2. Do not upload any profile documents in the application folder;**
- 3. Do not email us any updates after the application has been submitted –we will not be entertain any post application emails.**

NON-INDIVIDUAL: Additional pointers?

If you are wondering how to fill this in, here's some guidance:

SDN BHD PROFILE

INSTRUCTIONS: ★ MANDATORY ITEMS.
★ MANDATORY ITEMS.
★ Please specify at least one.

Status : REGISTRATION : COMPLETE
User ID : [REDACTED]
Category : COMPANY
Registration No. : [REDACTED]
Applicant's Name : [REDACTED] SDN BHD

Form 8 / Form 9

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

Date of Incorporation : 24/05/2011 20 ★
Housing Developer : No
Authorised Capital (RM) : 500,000.00 ★
Total Paid Up Capital (RM) : 500,000.00 ★

Total Paid-up Capital for Company Applicant is governing Feed-in Application as follows:
1. FIA with Installed Capacity up to 72 kW - Minimum Total Paid-up Capital of RM 20,000.00
2. FIA with Installed Capacity above 72 kW - Minimum Total Paid-up Capital of RM 50,000.00

Registered Address
Address : [REDACTED] AN ★
P [REDACTED]
Postcode : 91000 ★
City : TAWAU ★
State : SABAH ★

Business Address ☒ Same as Registered Address
Address : [REDACTED] AN ★
Telephone No : 089 - 751089 ★
Fax No. : 089 - 751089 ★
Postcode : 91000 ★
City : TAWAU ★
State : [REDACTED]

Form 24

NON-INDIVIDUAL: Additional pointers? (cont'd)

RE Applicant Profile

SDN BHD PROFILE

Status : REGISTRATION : COMPLETE
User ID : [REDACTED]
Category : COMPANY
Registration No. : [REDACTED]
Applicant's Name : [REDACTED] SDN BHD

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

COMPANY INFO CONTACT PERSON SHAREHOLDERS AUTHORISED PERSONNEL SUPPORTING DOCS DECLARATION 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 : DIRECTOR ★

Telephone No. : [REDACTED] ★

Mobile No. : [REDACTED] ★

Email : [REDACTED] com.my ★

Board Reso

Authorized Person's e-mail and
not the SP's e-mail

NON-INDIVIDUAL: Additional pointers? (cont'd)

RE Applicant Profile

VISTA BERLIN Sdn Bhd PROFILE

Status : UPDATE PROFILE : COMPLETE
User ID : ██████████
Category : COMPANY
Registration No. : ██████████
Applicant's Name : VISTA BERLIN Sdn Bhd

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

Form 24 / Form 32A

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

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

Immediate shareholder

TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./ REGISTRATION NO.	SHARE (%)
Private Limited Company	VISTA BERLIN Sdn Bhd	Company Register No.	1090610K	100.0000

Add New Row

Ultimate shareholder

TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./ REGISTRATION NO.	SHARE (%)
Individual	WONG CHIAI PAU CHAI	MyKad	550927	65.0000
Individual	WONG CHIAI PAU CHAI	MyKad	570714	35.0000

Add New Row

NON-INDIVIDUAL: What common mistakes to avoid?

Company Information



TAB	INFORMATION	COMMON MISTAKES
Company Info	Registration No.	Does not tally with Form 8/Form 9
	Applicant's Name	Does not tally with Form 8/Form 9
	Date of Incorporation	Does not tally with Form 8/Form 9
	Authorized and Paid up Capital	Does not tally with Form 24

RE Applicant Profile

SDN BHD PROFILE

INSTRUCTIONS : ★ MAI
★ Plea

Status : **REGISTRATION : INCOMPLETE**
User ID : S [REDACTED]
Category : COMPANY
Registration No. : 1 [REDACTED]
Applicant's Name : [REDACTED] HD

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

Date of Incorporation : 15/01/2015 20 ★
Housing Developer : No
Authorised Capital (RM) : 400,000.00 ★
Total Paid Up Capital (RM) : 400,000.00 ★

Total Paid-up Capital for Company Applicant is governing Feed-in Application as follow
1. FiA with Installed Capacity up to 72 kW - Minimum Total Paid-up Capital
of RM 20,000.00

NON-INDIVIDUAL: What common mistakes to avoid? (cont'd)

Contact Person



TAB	INFORMATION	COMMON MISTAKE
Contact Person	Name of Contact Person	Contact person's name is not the same as in the Board Resolution
	Email	Authorized person's email incorrect or belongs to the SP

RE Applicant Profile

SDN BHD PROFILE

INSTRUCTIONS : ★ MANDATORY
★ Please sp

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

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

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

Full Name :

MyKad No./Passport No. :

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

Position in Company / Organization : MANAGER

Telephone No. : 04 - 32

Mobile No. : 019 -

Email : chuniquell@outlook.com

NON-INDIVIDUAL: What common mistakes to avoid? (cont'd)

Shareholders



TAB	INFORMATION	COMMON MISTAKE
Shareholders	Immediate and Ultimate Shareholder	<ul style="list-style-type: none">The Shareholder's Name does not tally with Form 24 / Form 32AThe % of shares do not tally with Form 24/Form 32A

RE Applicant Profile

COMPANY PROFILE BHD PROFILE

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

Status : **REGISTRATION : INCOMPLETE**
User ID : 90M
Category : COMPANY
Registration No. :
Applicant's Name : ON BHD

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

Note:

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

Immediate shareholder

TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./ REGISTRATION NO.	SHARE (%)
Individual		MyKad		65.0000
Add New Row				

Ultimate shareholder

TYPE	NAME	REGISTRATION TYPE	MYKAD NO./PASSPORT NO./ REGISTRATION NO.	SHARE (%)
Individual	AIL	MyKad	6	35.0000
Add New Row				

NON-INDIVIDUAL: What common mistakes to avoid? (cont'd)



Supporting Documents

TAB	DOCUMENT's NAME	COMMON MISTAKE
Supporting Documents	The latest audited accounts of the Applicant.	Audited accounts not submitted for companies established > 18 mths
	The memorandum and articles of association of the Applicant	<ul style="list-style-type: none">• M&A does not state "Power Generation from RE" as a line of business• Form 11 not certified/submitted to SEDA even though changes were made to M&A• Wrong document or M&A not uploaded
	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	Form 13 not submitted for changes to company name

RE Applicant Profile

CHUPING VALLEY SDN BHD PROFILE

INSTRUCTIONS : ★ MA
★ Ple

Status : REGISTRATION : INCOMPLETE
User ID :
Category : COMPANY
Registration No. :
Applicant's Name : CHUPING VALLEY SDN BHD

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

Note:

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

NON-INDIVIDUAL: What common mistakes to avoid? (cont'd)



Supporting Documents

TAB	DOCUMENT's NAME	COMMON MISTAKE
Supporting Documents	All Forms 24 (Return of Allotment of Shares) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965	<ul style="list-style-type: none">• Not all forms 24 submitted.• Form 32A not uploaded even though changes were made to shareholding.
	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	<ul style="list-style-type: none">• Outdated forms submitted.• CoSec in Form 49 is not the same individual who CTC'ed all documents.• Incomplete Form 49 (missing pages).• Written confirmation by the CoSec does not meet the shareholding registered in the profile.
	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	<ul style="list-style-type: none">• Board resolution does not state the name of the authorized personnel• Board resolution only signed by one individual• Authorisation letter submitted instead of board resolution.• Board reso not dated.



Supporting Documents (Cont'd)


TAB	DOCUMENT's NAME	COMMON MISTAKE
Supporting Documents	A Share-holding/Ownership Structure Diagram; detailing the shareholding percentages of each ultimate shareholders in the company	<ul style="list-style-type: none">• Incomplete/incorrect shareholding diagram• Outdated shareholding diagram• Shareholding does not add up to 100% (where applicable)
	A clear copy MyKad of all shareholders	<ul style="list-style-type: none">• Blur copy of MyKad• MyKad uploaded in incorrect sequences and do not match the names• Incorrect MyKad uploaded (not related to any of the shareholders at all)
	A certified copy of Form 24 and 49 or 24A of the company(s) direct or indirect shareholders	<ul style="list-style-type: none">• Out dated forms• Not all Forms 24 submitted• Forms 24 unreadable



5. COMMUNITY– PROFILE REGISTRATION

COMMUNITY : IS THERE A GUIDE I CAN FOLLOW?

YES again!



SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA

search..

About SEDA

Policies

Feed-in Tariff (FIT)

Statistics & Monitoring

Download

Directory

Media

Events & Training

DOWNLOAD

Guidelines

FIT Guidelines

Power Systems Study Guideline

Guideline for ST provisional license

Guideline for ST Permanent License 2015

TNB Interconnection Guidebook (PV)

Procedure For The T&C Of GCPV

Procedure for Biomass & Biogas Acceptance Test

Home » Download » Guidelines » Step-by-Step Guidelines

Step-by-step Guidelines

Download step-by-step guidelines here.

2015_Guideline on Solar PV Applications for the Non Ind up to 425kW

2015_Step by Step Guide_Community

2015_Step by Step_Solar PV Individual

Guideline for BIPV Installation

*Note: The **Step-by-step Guidelines** can be downloaded in SEDA Malaysia's website from the following link:*

<http://www.seda.gov.my/?omaneg=000101000000010101010001000010000000000000000000000000000000&s=4992>



Step-By-Step Guide on Solar PV Applications for the Community (up to 48kW)

[2015_Step_by_Step
Guide_Community_rev
1\(2\)\(1\).pdf](#)

This step-by-step guide on **Solar PV Applications for the Community (up to 48kW)** 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 2015**.

COMMUNITY : Additional pointers?

Criteria for Community

Category	Example	Applicable Prefixes in the e-FiT system
<input type="checkbox"/> Institutions of Public Education Level	<ul style="list-style-type: none">Schools (including private non-profit schools)Kindergarten:<ul style="list-style-type: none">➤ Public or non-profit private kindergarten➤ The kindergarten must belong to the owner of the kindergarten's site	Registration No.: AAD23415 e.g.: EDUAAD23415
<input type="checkbox"/> Places of Worship	<ul style="list-style-type: none">Mosque, Churches, Temples (Registered religious Authority/Local Authority approval)	Registration No.: REF/23204/WS<DA e.g.: REL23204WSDA
<input type="checkbox"/> Care Centres	Orphanages, nursing homes and old folks home.	Registration No.: 808-110-SGR e.g.: CARE0808110SGR

Important Note: Please do not create a draft application before the profile is approved. Once approved, all data will be flushed out; including any drafts created prior to approval.

COMMUNITY : Additional pointers? (cont'd)

Certificate of Registration

TAB	ITEM	DOCUMENTARY EVIDENCE
Supporting Documents Supporting Documents	Certificate of Registration	<input type="checkbox"/> 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
		<input type="checkbox"/> 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
		<input type="checkbox"/> The certificate of registration of the care centre issued by the Social Welfare Department of Malaysia or the relevant religious authority

COMMUNITY : Additional pointers? (cont'd)


Certificate of Registration

TAB	ITEM	DOCUMENTARY EVIDENCE
Supporting Documents	Minutes of Meeting	<input type="checkbox"/> 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
		<input type="checkbox"/> 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
		<input type="checkbox"/> 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

COMMUNITY : How do the documents look like?

Certificate of Registration from Education Institution

Ruj.KP/IPS.SEK (DA/Aku) 1



No. Perakuan Pendaftaran: **JDAB003**

PERAKUAN PENDAFTARAN INSTITUSI PENDIDIKAN

PERATURAN-PERATURAN PENDIDIKAN (PENDAFTARAN INSTITUSI PENDIDIKAN) 1997

Perakuan ini dikeluarkan kepada


Adalah diperakukan bahawa

Yang berdaftar di


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

Syarat-syarat Pendaftaran

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


[Redacted Name]
Timbalan Pendaftar Institusi Pendidikan
Jabatan Pendidikan Negeri Johor
h.p. Ketua Pendaftar
Institusi Pendidikan Dan Guru

Tarikh **27.11.2013**



COMMUNITY : How do the documents look like? (cont'd)

Certificate of Practical completion

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

KERAJAAN MALAYSIA
JABATAN KERJA RAYA

PERAKUAN SIAP KERJA (CERTIFICATE OF PRACTICAL COMPLETION)

Rujukan : (42) dlm. JKR (WP/KL) 6/9/64 - 2
§. 6

Pejabat : Pengarah,
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

Bahagian Keseluruhan.
Section *

Menurut Klaus 39 Syarat-Syarat Kontrak, dan tertakluk kepada penyediaan apa-apa kerja yang
In accordance with Clause 39 of the Conditions of Contract and subject to the completion

belum disiapkan dan pembalakan apa-apa kecacatan, ketidaksempurnaan, kesusutan atau apa-apa
of any outstanding work and the making good of any defects, imperfections, shrinkages or any

kerosakan lain apajupun sebagaimana yang dikehendaki di bawah Klaus 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
diperakui bahawa

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

COMMUNITY : How do the documents look like? (cont'd)

Letter of registration
From Jabatan
Agama Islam

 **جائتین اگام اسلام ولايه فرسكوتوان**
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 Penguatkuasaan: 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 Surau 
 telah didaftarkan dalam senarai surau yang berdaftar di Wilayah Persekutuan mulai dari tarikh surat ini dikeluarkan dengan nombor pendaftaran jabatan **JAWI/5/042/2/2014**.

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"



COMMUNITY : How do the documents look like? (cont'd)

Certificate of Registration of Society (ROS) for place of worship


MALAY SIA



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 disandatangani oleh saya pada
14 hari bulan Julai 1980


(DATO' ABDUL RAHMAN BIN OTHMAN)
Pendaftar Pertubuhan,
Malaysia

Example of the Board of Committee agreeing on PV installation



Committee must state the agreement for PV installation in the site

RESOLUSI AHLI JAWATANKUASA

PIHAK JAWATANKUASA BERSETUJU

1. Membenarkan penggunaan kawasan bumbung bangunan sekolah sebagai tempat pemasangan solar panel

COMMUNITY: What are the mistakes to avoid?



Organization Information

TAB	INFORMATION	COMMON MISTAKE
Organization Information	Registration No.	No prefixes included as required (e.g.: EDU/REL/CARE) or does not tally with the registration cert.
	Applicant's Name	Does not tally with the certificate of registration
	Date of Incorporation	Does not tally with the certificate of registration
	Participate in Community Quota ?	Forget to tick the box to indicate desire to participate
	Address	Does not tally with the Certificate of Registration

APPLICANT PROFILE

INSTRUCTIONS

Status : **REGISTRATION : COMPLETE**
 User ID : SCREL[REDACTED]PM010324
 Category : OTHER ENTITIES
 » REGISTERED SOCIETIES / OTHERS
 Registration No. : REL[REDACTED]3PM01032447
 Applicant's Name : [REDACTED]
 PARTICIPATE IN COMMUNITY QUOTA : APPROVED



ORGANIZATION INFORMATION

CONTACT PERSON

OFFICE BEARERS

SUPPORTING DOCS

DECLARATION

COMMUNITY

CHANGE PASSWORD

Date of Incorporation,
 Constitution or
 Registration
 Address

23/09/2014

20



Email

[REDACTED]



NO.1



Telephone No.

[REDACTED]



JAL[REDACTED]

Fax No.

[REDACTED]



D/K[REDACTED]N 13

Website

[REDACTED]

COMMUNITY: What are the mistakes to avoid? (cont'd)

Contact Person



TAB	INFORMATION	COMMON MISTAKE
Contact Person	Name of Contact Person	Contact person's name differs from the one listed in the minutes of meeting/letter of authorization

PROFILE

Status : **REGISTRATION : COMPLETE**

User ID : SCRELJAICEEDFIM010024

Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS

Registration No. : RELJ/

Applicant's Name : CORNELIUS ROBBIN

PARTICIPATE IN COMMUNITY QUOTA : APPROVED

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 : AHMAD MUHAMMAD BIN JAMALUDDIN *

MyKad No./Passport No. : *

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

Position in Company / Organization : AHLI JAWATANKUASA *

Telephone No. : - *

COMMUNITY: What are the mistakes to avoid? (cont'd)

Supporting Documents

TAB	DOCUMENT'S NAME	COMMON MISTAKE
Supporting Documents	Photo of the school/care centre/place of worship and Electricity Bill	<ul style="list-style-type: none">• No photo provided• No Electricity bill provided
	Certificate of Registration	<ul style="list-style-type: none">• Not clear or not provided• Wrong Document• Document incomplete
	Minutes of Meeting & Letter of Authorization	<ul style="list-style-type: none">• Minutes of meeting / Letter of Authorization not signed by the Chairman and with at least TWO office bearers• No appointment of authorized person mentioned• No agreement for PV installation• Wrong Document uploaded• Document not clear or incomplete



PROFILE

INSTRUCTION

Status : **REGISTRATION : COMPLETE**
User ID : SCREL [REDACTED]
Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
Registration No. : RELJ [REDACTED]
Applicant's Name : [REDACTED]
PARTICIPATE IN COMMUNITY QUOTA : APPROVED

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

Note:

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


COMMUNITY: How do these mistakes look like? (cont'd)

Common mistakes in Organization Information - Address/Site Location

SEKOLAH KEBANGSAAN [REDACTED] PROFILE

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

Status : REGISTRATION : COMPLETE
User ID : SCEDU [REDACTED]
Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
Registration No. : EDU [REDACTED]
Applicant's Name : SEKOLAH KEBANGSAAN [REDACTED]
PARTICIPATE IN COMMUNITY QUOTA : REJECTED



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

Date of Incorporation, Constitution or Registration Address : 02/01/1968 20 ★
Address : [REDACTED] ★
[REDACTED]
[REDACTED]
Postcode : 59100 ★
City : KUALA LUMPUR ★
State : W.P. KUALA LUMPUR ★

Email : [REDACTED] ★
Telephone No. : 03 [REDACTED] ★
Fax No. : 03 [REDACTED] ★
Website : [REDACTED]

Does not tally

RINGKASAN MAKLUMAT ASAS PENDIDIKAN

Sekolah	: XBA4034 - [REDACTED]	Poskod	: 89350
Alamat	: JALAN [REDACTED]	Negeri	: SABAH
Bandar	: INANAM	No Faks	: TIADA
No Telefon	: TIADA		

COMMUNITY: How do these mistakes look like? (cont'd)

Common mistake in Organization Information - Registration Number



MASJID AL [REDACTED] PROFILE

Status	:	REGISTRATION : COMPLETE
User ID	:	SCJAISBPM0101811
Category	:	OTHER ENTITIES » REGISTERED SOCIETIES / OTHERS
Registration No.	:	JAISBPM0101811
Applicant's Name	:	[REDACTED]
PARTICIPATE IN COMMUNITY QUOTA	:	REJECTED

Didn't indicate
applicable prefixes
(e.g.: RELXXXXXXXX)

SJK(C) [REDACTED] PROFILE

Status	:	REGISTRATION : COMPLETE
User ID	:	SCSCEDUJ5SJKC045
Category	:	OTHER ENTITIES » REGISTERED SOCIETIES / OTHERS
Registration No.	:	SCEDUJ5SJKC045
Applicant's Name	:	[REDACTED]
PARTICIPATE IN COMMUNITY QUOTA	:	REJECTED

Wrong registration
No.

COMMUNITY: How do these mistakes look like? (cont'd)



Common mistake in **Organization Information – Reg. No**

PROFILE

Status : REGISTRATION : COMPLETE
User ID : SCEDUXBC4002
Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
Registration No. : EDUXBC4002
Applicant's Name :
PARTICIPATE IN COMMUNITY QUOTA : REJECTED

Does not
tally



DAFTAR SEKOLAH KERAJAAN DAN
SEKOLAH BANTUAN KERAJAAN
NEGERI : SABAH

PERATURAN - PERATURAN PENDIDIKAN (PENDAFTARAN INSTITUSI PENDIDIKAN) 1997

No. Daftar XBA4002

1. Nama Institusi Pendidikan : SEKOLAH KEBANGSAAN

Pendaftaran	Nama Institusi Pendidikan	Pendaftaran	Tarikh

Common mistake in Organization Information - Applicant's Name



Kepada Pihak Yang Berkenaan

Tuan,

**PENGESAHAN PENDAFTARAN MASJID [REDACTED] SIAM, MUKIM
[REDACTED], PAKISTAN KOTA SETAR, KEDAH DARUL AMAN**

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa masjid tersebut di atas adalah di bawah seliaan dan telah berdaftar dengan Jabatan Hal Ehwal Agama Islam Negeri Kedah Darul Aman. No. pendaftaran masjid tersebut ialah [REDACTED].

**Does not tally
with certificate
of registration**

MASJID [REDACTED] ISLAM PROFILE

Status	:	REGISTRATION : COMPLETE
User ID	:	[REDACTED]
Category	:	[REDACTED]
Registration No.	:	[REDACTED]
Applicant's Name	:	[REDACTED]
PARTICIPATE IN COMMUNITY QUOTA	:	REJECTED

COMMUNITY: How do these mistakes look like? (cont'd)

Common mistake in Contact Person's name



THE [REDACTED] PROFILE

Status : REGISTRATION : COMPLETE
User ID : SCSELF [REDACTED]
Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
Registration No. : REL [REDACTED]
Applicant's Name : [REDACTED]
PARTICIPATE IN COMMUNITY QUOTA : REJECTED

ORGANIZATION INFORMATION CONTACT PERSON OFFICE BEARERS SUPPORTING DOCS DECLARATION COMMUN

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

Full Name : VOO [REDACTED]

MyKad No./Passport No. : [REDACTED] *

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


Position in Company / Organization : [REDACTED] *

Contact Person not the same as listed in the minutes of meeting/letter of authorization

As in the meeting minus, point 3.1, the board decided to appoint [REDACTED]
as our service provider for the SEDA FIT Programme. The board also appointed Mr Wong [REDACTED]
as the in charge person to handle and coordinate with [REDACTED]

COMMUNITY: How do these mistakes look like? (cont'd)

Common mistake in Supporting Document – cannot be read and no authorization given to an authorised person



法鼓山

法鼓山馬來西亞護法會會議紀錄

SOOK HEAN
Company Secretary
MAICSA 7026294
Date: 31 JUL 2015

發文日期: 2015 年 5 月 18 日

MINUTES OF MEETING

會議名稱	2015 年護法會會議 (三)	地 點	3F 禪堂
會議時間	2015 年 5 月 9 日 (星期六) 3: 30pm ~ 4: 30pm	聯 絡 人	黃佩華
主 席	常蘊法師	主持人	潘富璋
與會人員	常蘊法師, 常施法師, 常尊法師, 黃良明, 戴淑媛, 何翊菱, 池美華, 黃佩華, 張惠蘭, 鄭國威, 黃添明, 陳寶玉, 陳慧珊, 黃麗珠, 李國竑, 潘富璋, 周廷光, 梁慧婷, 莫泰材, 張靜心		
缺席	林月美, 盧慧兒, 黃慧敏, 叶滿慈, 鄒委樺, 梁麗芳, 馬文燕, 陳允浩, 王國基, 李振超, 王文梓, 儀, 王榮良, 文佩君, 葉彩華, 楊秋麗, 陳瑞品, 蔡華堅, 徐杰祥, 黃素嫻, 伍彩娣,		
請假	區珊珊, 翁美娟, 邱俐豪, 藍國彰, 劉籽慧, 郭紫薇		
列席	方迎璋, 鄭佩儀, 郭秀花		

議 程	負責人	期限
<p>5月17日 尼泊尔跨宗教祈禱會</p> <ul style="list-style-type: none"> 法鼓山將由召委团成员帶領參與。 有意捐款者, 請直接捐給馬佛青基金會。 <p>新道場建設</p> <ul style="list-style-type: none"> 新道場日前在籌備及設計中。 新道場將使用綠色能源。其中兩項計劃包括 <ul style="list-style-type: none"> 安裝太陽能發電系統, 申請SEDA的Feed-in-Tariff for Community 安裝太陽能熱水器 <p>Renovation of New Building in PJCT</p> <ul style="list-style-type: none"> Preparation work for the new building in PJCT is currently in progress, including layout design and planning for renovation work. The new building will include some green technology features such as the following: <ul style="list-style-type: none"> Solar PV System (To apply for Feed-in-Tariff for Community by SEDA) Solar Water Heating System 		



Document cannot be read

No authorization from the committee of the authorized person/rep/agent

Common mistake in Supporting Document – Document incomplete

FEED-IN TARIFF APPLICATION FOR GRID CONNECTED SOLAR PV UNDER
EDUCATIONAL INSTITUTION CATEGORY



That the approval be and hereby given to [Signature], the
Chairman of PIBG, from [Signature] to sign for and on behalf of the
[Signature] for all relevant document pertaining to the application of the Feed-In
Tariff (FiT) for Renewable Energy (Solar PV quota under educational institution category from
Sustainable Energy Development Authority (SEDA) Malaysia.

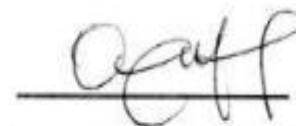
Authorized Signatory

A handwritten signature in black ink, appearing to be 'Jm', written over a horizontal line.

Designation : Chairman

Name: [Signature]

Authorized Signatory

A handwritten signature in black ink, appearing to be 'Auff', written over a horizontal line.

Designation : Headmistrees

Name: [Signature]

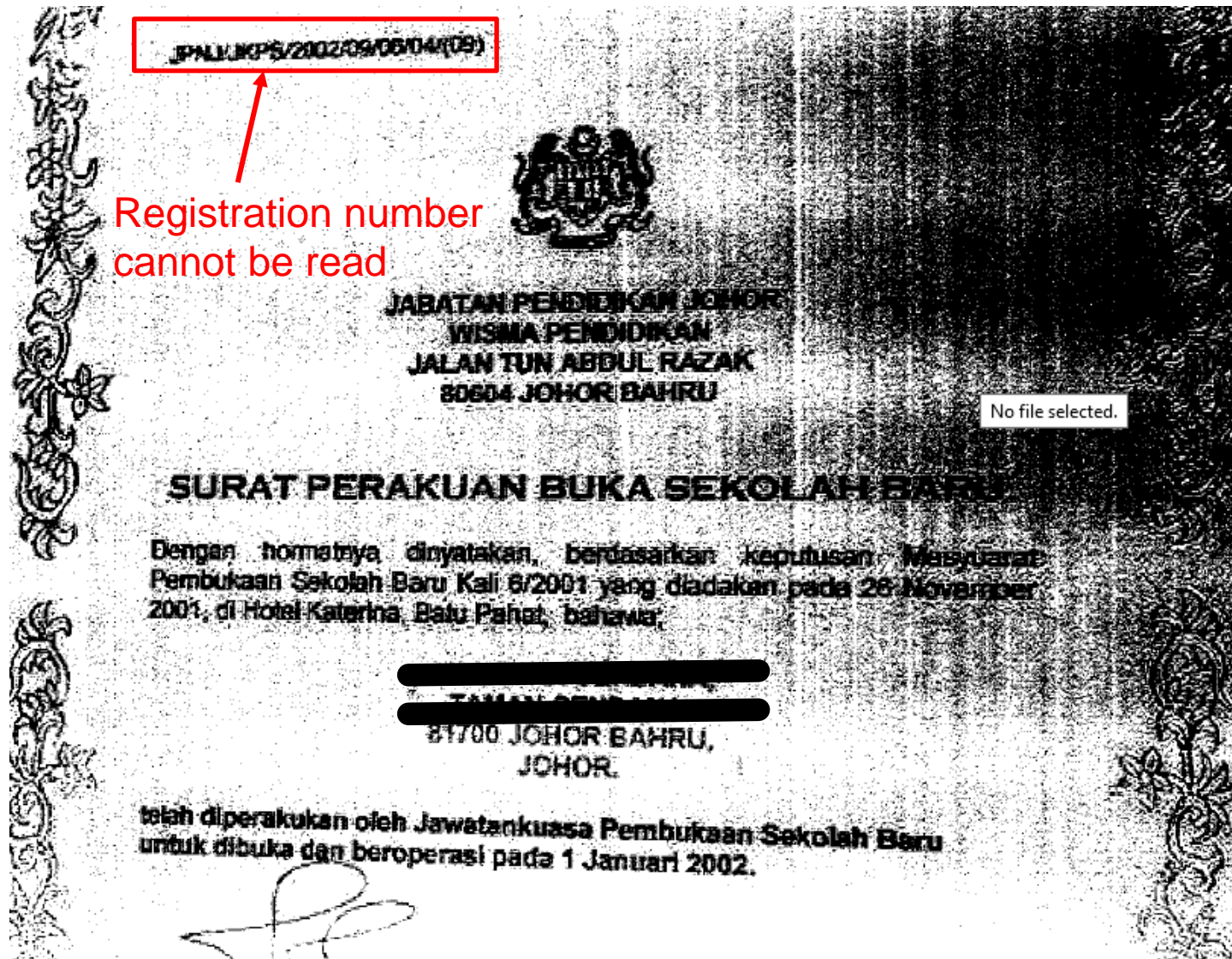
Date:

Date:

↑
Not dated

COMMUNITY: How do these mistakes look like? (cont'd)

Common mistake in Supporting Document – Document not clear



COMMUNITY: How do these mistakes look like? (cont'd)

Common mistake in **Supporting Document – No appointed authorized person**

No appointment of authorized person mentioned in the minutes of meeting/letter of authorization



4. Mr [REDACTED] proposed that Centre implement Solar Energy Project whereby electricity generated could be sold to TNB which in turn would generate income for [REDACTED]. After a lengthy discussion on its feasibility, the Committee unanimously approved the installation of Solar Energy in the Centre.
5. Mr [REDACTED] planned to start Chinese Orchestra next year. Will require budget from the committee.
6. Confirmed AGM to be held on 19th July at 1:00pm. Notice to be out before end of June..
7. Dr [REDACTED] reported that another RM [REDACTED] Estate. This sum of money to be placed in FD.

Meeting was adjourned at 2000 hrs.

COMMUNITY: Mistakes related to Declaration Forms for Profile Registration

Declaration for Profile Registration



TAB	COMMON MISTAKE
Declaration	<ul style="list-style-type: none">• Declaration Form not signed• Signed by a person other than the authorised personnel (community)• Forged signature• Outdated• Not dated• Uploaded wrong Declaration Form• Declaration Form not fully scanned

STATUS AND PROFILE

INSTRUCTIONS

Status : **REGISTRATION : COMPLETE**
User ID : SCRELJ[REDACTED]
Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS
Registration No. : RELJ/[REDACTED]
Applicant's Name : [REDACTED]
PARTICIPATE IN COMMUNITY QUOTA : APPROVED

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

Note:

Please print, complete and sign the declaration form and upload onto the e-FiT Online System

The maximum size for each file to be uploaded is 1 MB. Only the following file types are acceptable: PDF, JPG, PNG, GIF

NO. DOCUMENT TYPE

DATE UPLO

1. REGISTRATION

16/04/201

COMMUNITY: Mistakes related to Declaration Forms for Profile Registration (cont'd)

Common mistakes in Declaration – Unclear declaration form uploaded

User ID: [REDACTED]
Applicant's Name: [REDACTED]
Email: [REDACTED]
Address: NO 33 JALAN MERU INPIAN 8 HALAMAN MERU INPIAN 30020 IPOH PERAK DARUL
RIDZUAN



I, [REDACTED] hereby declare that:

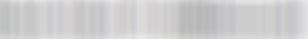
1. All information and accompanying documents submitted herein are true, accurate and complete and shall be part of my application for feed-in approval. I understand and acknowledge that the omission of any relevant information or document, or the submission of any information or document that is false 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 me under the Renewable Energy Act 2011 and/or its applicable subsidiary legislations.
2. I have read and understood all the rules and regulations as stipulated in the Renewable Energy Act 2011, its subsidiary legislations and SEDAs Guidelines and Determinations. This Registration complies with the provisions of the Renewable Energy Act 2011 and subsidiary legislations made thereunder.

Name: [REDACTED]
MyKad/Passport No: [REDACTED]
Designation: [REDACTED]
Date: 11/5/2014

[Signature]
[REDACTED]
11/5/2014

COMMUNITY: Mistakes related to Declaration Forms for Profile Registration (cont'd)


Common mistake in Declaration – Outdated upload; for every update, a new declaration must be signed and uploaded

MASJID 


PROFILE


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

Status : REGISTRATION : COMPLETE


User ID : SCREL BPM0 

Category : OTHER ENTITIES
» REGISTERED SOCIETIES / OTHERS

Registration No. : RELBPM 

Applicant's Name : MASJID 

PARTICIPATE IN COMMUNITY QUOTA : REJECTED



ORGANIZATION INFORMATION

CONTACT PERSON

OFFICE BEARERS


SUPPORTING DOCS

DECLARATION

COMMUNITY

CHANGE PASSWORD

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

NO.	DOCUMENT TYPE	DATE UPLOAD	ACTION
1.	REGISTRATION	31/07/2015	

Outdated



COMMUNITY: Mistakes related to Declaration Forms for Profile Registration (cont'd)

Common mistake in Declaration – Outdated




User ID : SCJAISELBPM0
Applicant's Name : MASJID
Contact Person Name :
MyKad No. / Passport No. :
Position in Company :
Email :
Address :

I, , MyKad No , a representative of the (JAISELBPM) and have been duly authorised to make this declaration on its behalf.

1. All information and accompanying documents submitted herein are true, accurate and complete and shall be part of of the application for a feed-in approval. The of the /Eligible Producer 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 legislations.
2. 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 complies with the provisions of the Renewable Energy Act 2011 and subsidiary legislations made thereunder.

Name
MyKad/Passport No
Designation
Date


22.04.2015

← Outdated

COMMUNITY: Mistakes related to Declaration Forms for Profile Registration (cont'd)

Common mistakes in Declaration – signed by other than authorized person

Meeting Minutes

FEED-IN TARIFF APPLICATION FOR GRID CONNECTED SOLAR PV UNDER EDUCATIONAL INSTITUTION CATEGORY

That the approval be and hereby given to [redacted] On, IC: [redacted], the Chairman of PIBG, from SK [redacted] Kinabalu to sign for and on behalf of the SK (C) [redacted] for all relevant document pertaining to the application of the Feed-In Tariff (FiT) for Renewable Energy (Solar PV quota under educational institution category from Sustainable Energy Development Authority (SEDA) Malaysia.

Appointed authorize person as in Minute of meeting

User ID : SCEDU

Applicant's Name : SK(C) KOTA KINABALU

Contact Person Name : [redacted] HUONG

MyKad No. / Passport No. : [redacted]

Position in Company : HEADMISTRESS

Email : [redacted]@gmail.com

Non-authorized personnel in Profile

Name : [redacted]
MyKad/Passport No : [redacted]
Designation : [redacted]
Date : 29/4/2015





Thank you

Headquarters:

SEDA Malaysia,

Galeria PjH, Level 9,
Jalan P4W, Persiaran Perdana,
Presint 4,
62100 Putrajaya,
Malaysia.

Phone : +603-8870 5800

Email: F1tteam@seda.gov.my

Web: www.seda.gov.my

Sabah Branch:

Likas Square Commercial Centre,
Unit 32, Level 1 ,
Lorong Likas Square,
Jalan Istiadat Likas,
88400 Kota Kinabalu, Sabah.
Phone : +6088-252101/251462





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