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

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## INTRODUCTION

This step-by-step guide for the e-FiT with New Queue System comprises of a flow chart and screen/email shots which are arranged in a step-by-step format. The steps within the flow chart are linked to the relevant screen/email shots. This guide is only intended for Individuals who are interested to participate in the Solar PV (Individuals) Feed-in Tariff programme by submitting their Expression of Interest (EOI) to SEDA Malaysia. This programme is open for Solar PV projects on rooftops of houses located in Sabah and WP Labuan only.

### *Important Reminder:*

- EOI applications can be keyed into the FiTQ via <https://efit.seda.gov.my> starting from **16th March 2015 @ 2:00 pm**
- EOI applications must be submitted and payment of processing fee be made via credit card not later than **Monday, 19th April 2015 @ 5:00 pm.**
- If the total requested installed capacity is less than 3MW, then all the qualified EOI applications shall be allocated solar PV quota on **28th April 2015.**
- Thereafter, the applicant is required to submit signed declaration form and pay the application fee within 7 calendar days of the notification.

### **Glossary of Some Frequently Used Abbreviated Terms**

e-FiT	e-FiT online system
FiTQ	e-FiT with NQS
NQS	New Queue System
FiA	Feed-in Tariff Approval
FiT	Feed-in Tariff
FiTCD	FiT Commencement Date
MyKad	Malaysia's personal identity card
SEDA Malaysia	Sustainable Energy Development Authority Malaysia
Solar PV	Solar Photovoltaic

## STEP-BY-STEP GUIDE ON NEW QUEUE SYSTEM

### STEP 1: PROFILE

Go to <https://efit.seda.gov.my>

Click on **New Registration**

\* Registration of profile can only be done by Service Providers registered with SEDA Malaysia.  
Applicant's own email address must be given for email notification regarding your applications/s  
(refer to Figure 1)

**Complete** registration form and click **Register**  
(refer to Figure 2)

Receive email notification on **Login ID** and **Password**  
(refer to Figure 3)

Click on the **URL** given in the email.

Key in the **emailed password** and change to **New Password**  
(refer to Figure 4)

Click on **My Profile**  
(refer to Figure 5)

Complete **Alternative Contact**  
(refer to Figure 6)

Upload **Supporting Documents**

\*Applicants My Card  
\* Secondary Supporting Documents (Birth Certificate/ Driving License/marriage Certificate)  
\* Electricity Bill (Must be same as the applicant's address)  
(refer to Figure 7)

Print **Declaration Form** and upload the signed **Declaration Form**

UPLOADED

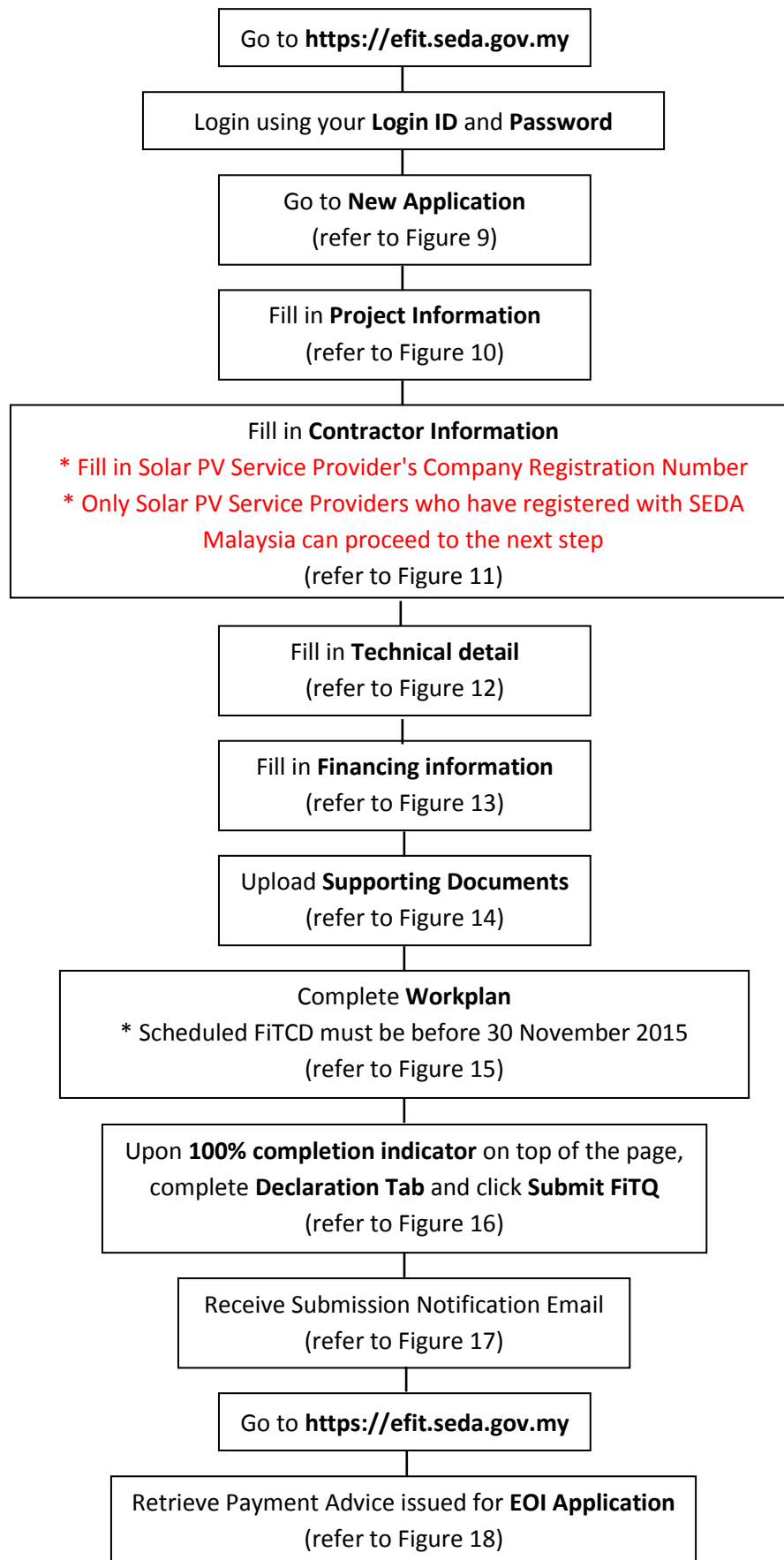
**Submit** registration  
(refer to Figure 8)

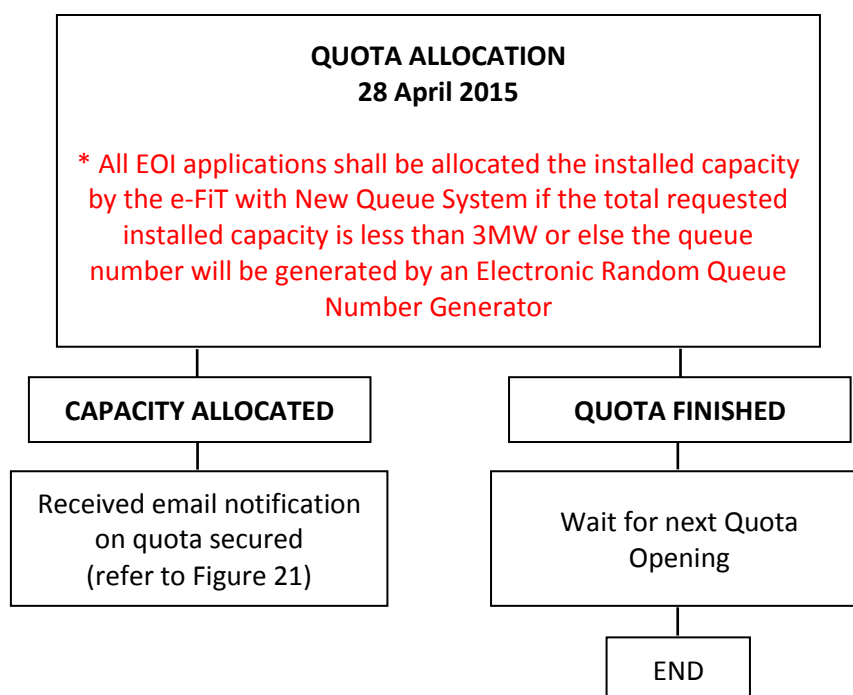
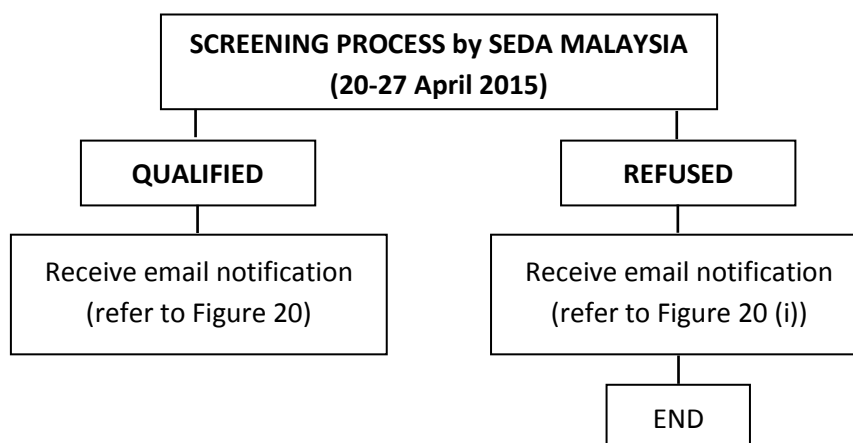
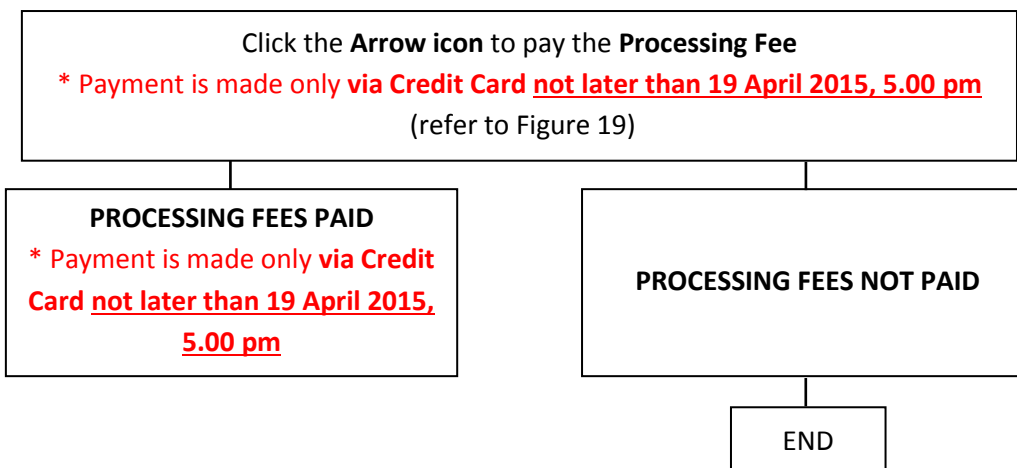
**COMPLETE**

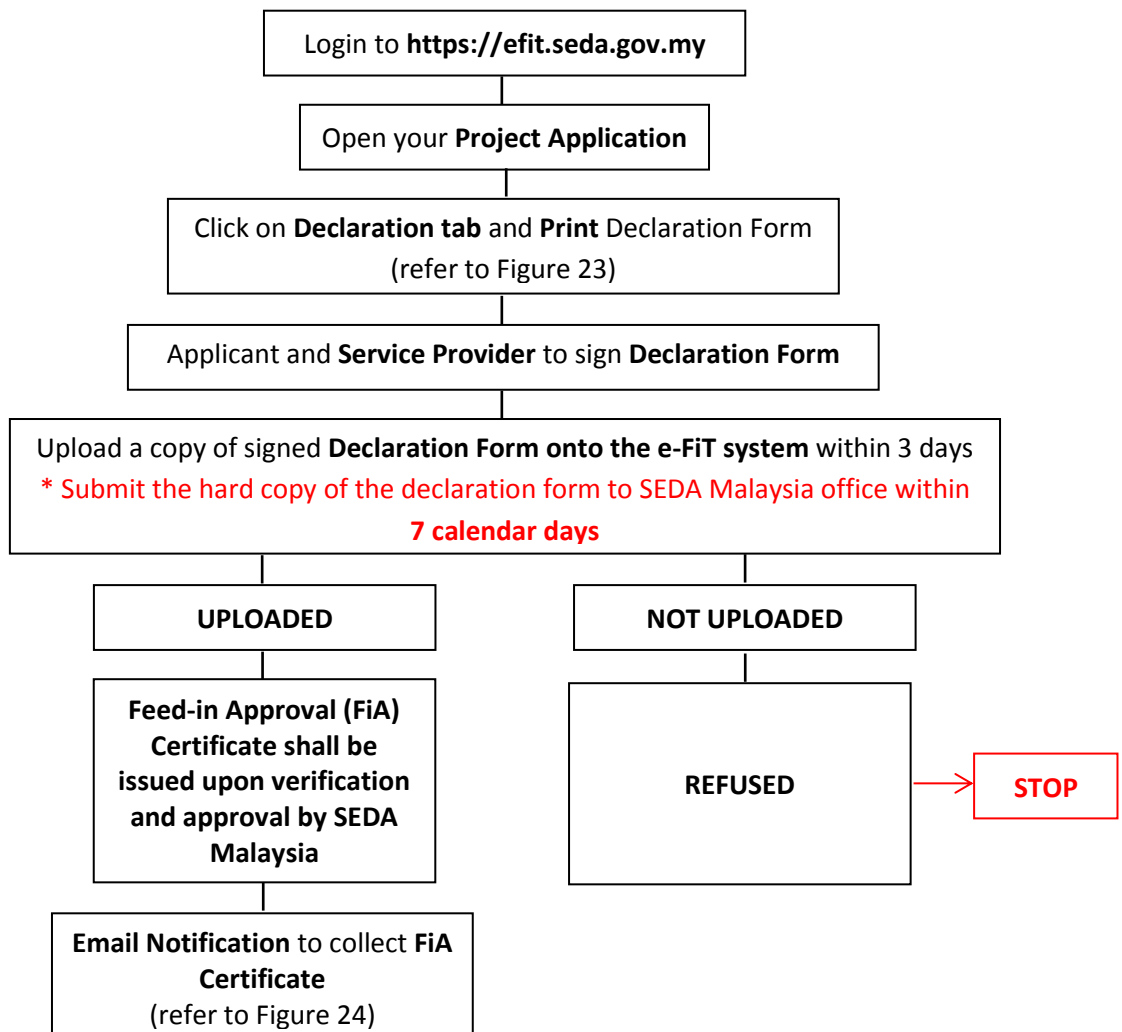
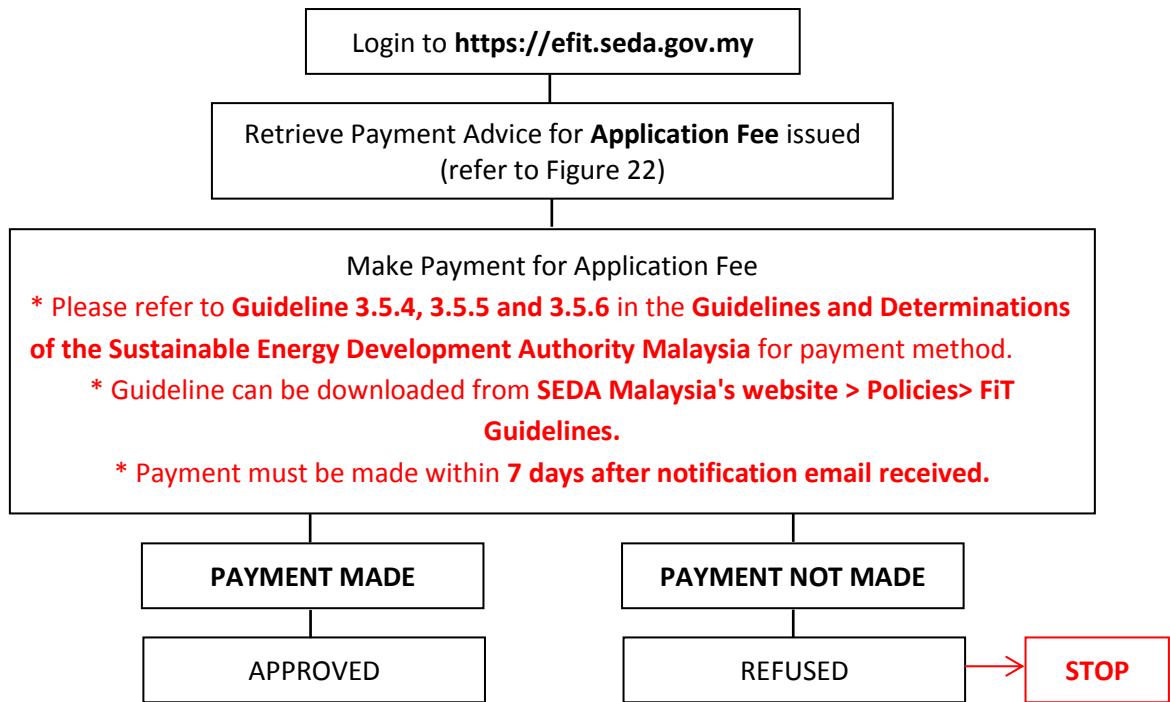
NOT UPLOADED

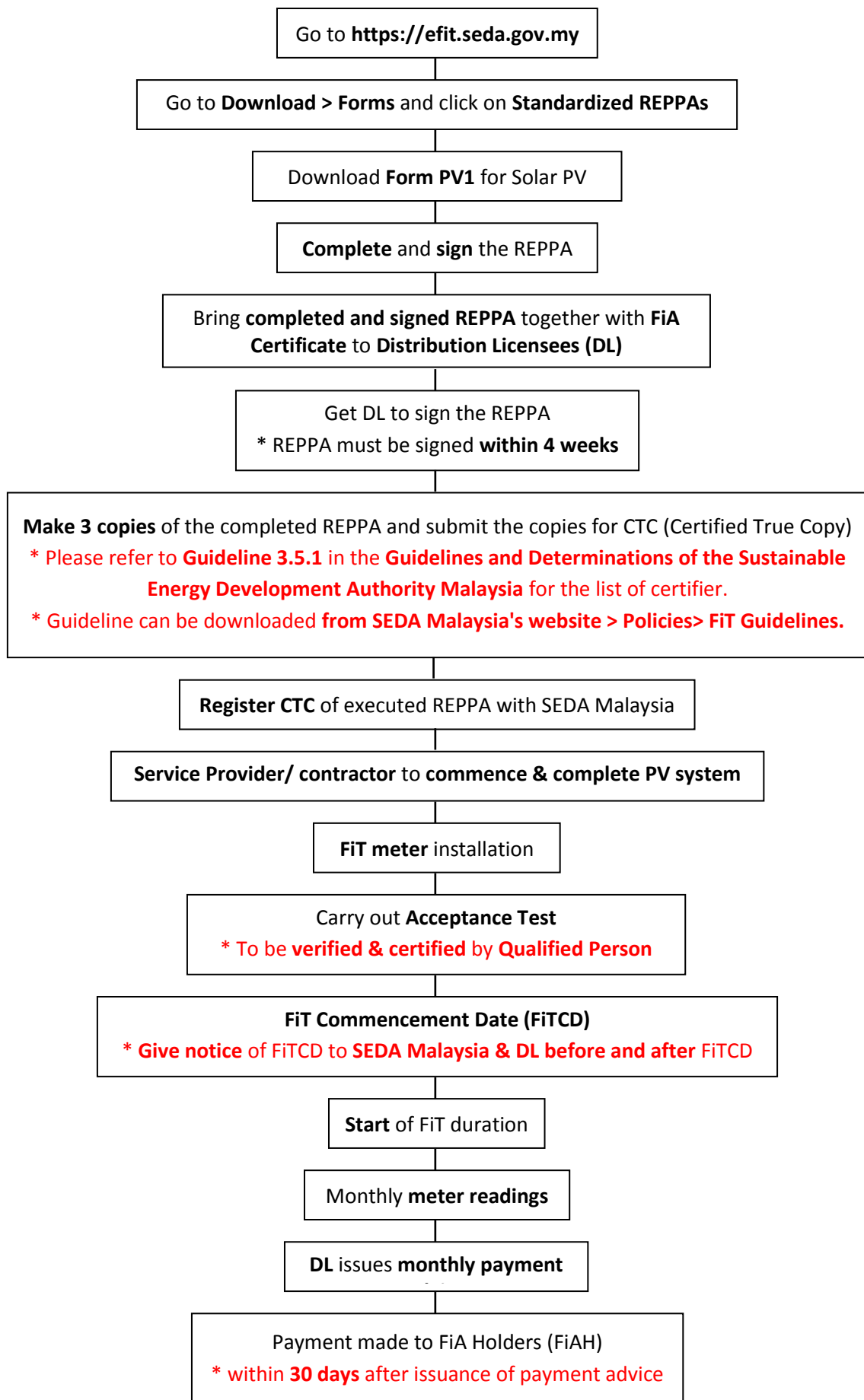
Not Complete

## STEP 2: FEED-IN APPROVAL (FiA) APPLICATION









# STEP-BY-STEP GUIDE E-FIT WITH NEW QUEUE SYSTEM

## PART 1: PROFILE REGISTRATION PROCESS

### Part 1: Feed-in Approval (FiA) Applicant Profile Registration

1. 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 FiTQ via <https://efit.seda.gov.my> (see Figure 1) to initiate their registration process (see Figure 2).

FIGURE 1: New Registration

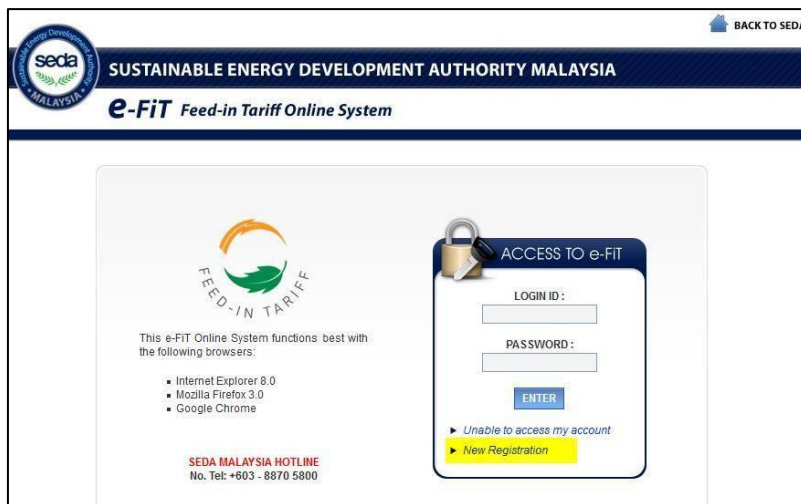
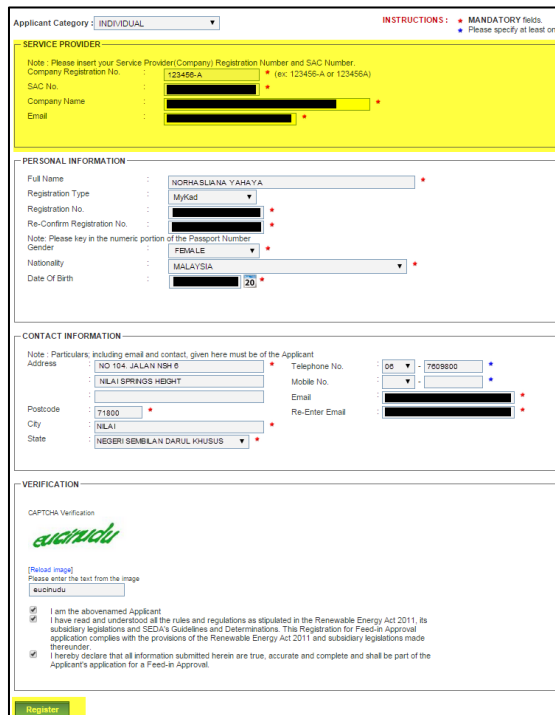


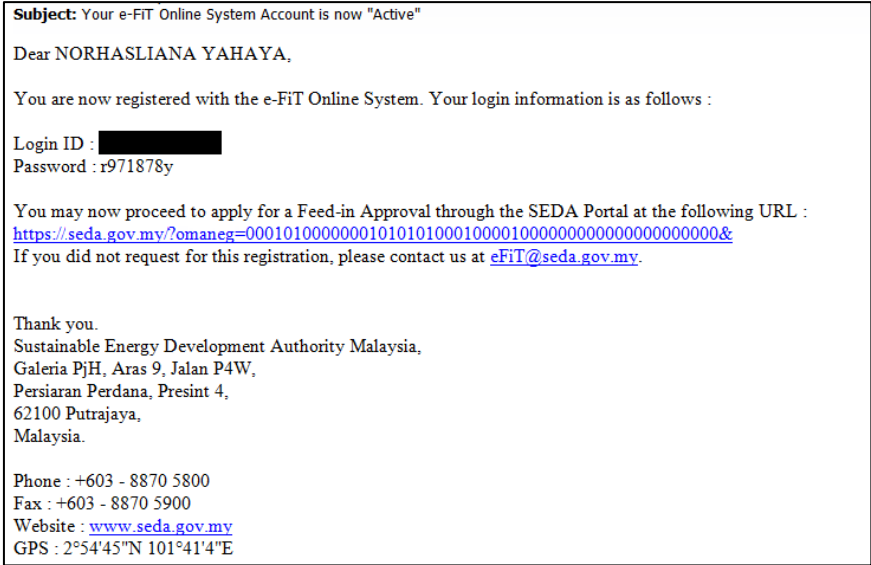
FIGURE 2: Profile Registration Form





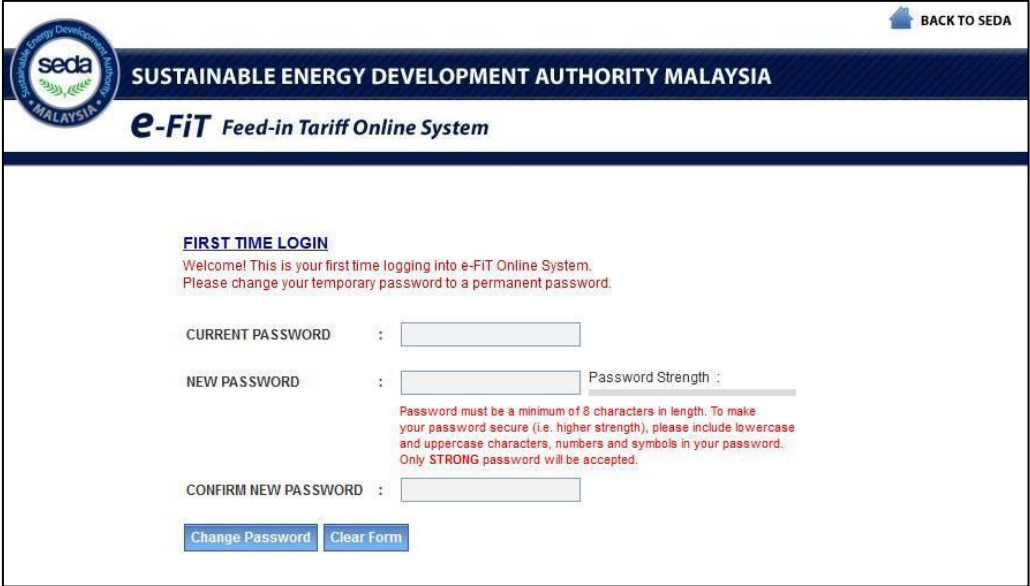
- 2. Upon completion of initial details, each FiA Applicant will be issued a login ID with a unique password, of which they will be notified promptly via email (Figure 3) by the e-FiT system with NQS. In all cases, it is the login ID and password is decided by and emailed to the appointed solar PV provider.

**FIGURE 3: Email Notification on Login ID and Password**



- 3. Upon receiving the email notification, first-time login users will be required to login into the system and change their given temporary password to a permanent self-created one (Figure 4), that hereinafter will be used by the FiA Applicant via the appointed solar PV provider.

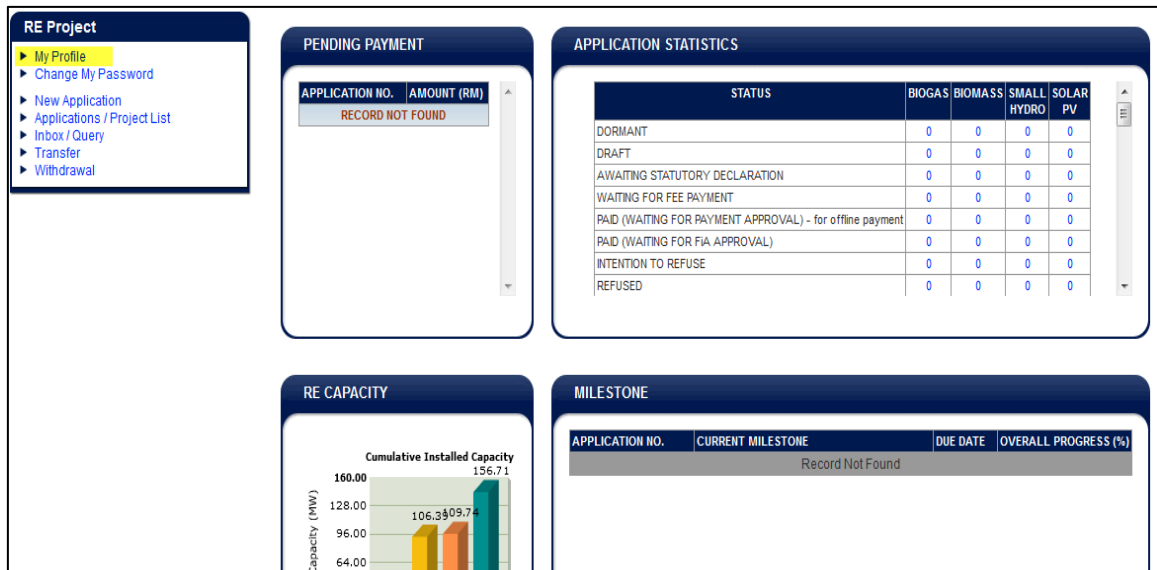
**FIGURE 4: First Time Login**



- 4. After changing your password, the appointed solar PV service provider for the said client will automatically gain access to the profile (Figure 5) of his/her client enabling the solar PV service provider to keep track on what is pending or incomplete in their registration/application process, as well the detailed status of their clients' application, the

RE Capacity (in realtime updates) as well as milestones they have committed in terms of meeting the commercial operation, i.e. FiT Commencement Date (FiTCD).

**FIGURE 5: Access to My Profile**



5. FiA Applicants will also be expected to provide alternative contacts as contingency measures (Figure 6).

**FIGURE 6: Alternative Contact Form**

The screenshot shows the 'RE Applicant Profile' form for NORHASLINA YAHAYA. The 'ALTERNATIVE CONTACT' tab is active. The form includes the following sections and fields:

- NORHASLINA YAHAYA PROFILE**:
  - Status: REGISTRATION : INCOMPLETE
  - User ID: 670909140909
  - Category: INDIVIDUAL
  - MyKad No. / Passport No.: 670909140909
  - Applicant's Name: NORHASLINA YAHAYA
- INSTRUCTIONS**:
  - ★ MANDATORY fields.
  - ★ Please specify at least one.
- PERSONAL INFORMATION** (Tabbed):
  - SERVICE PROVIDER** (highlighted in yellow):
    - Company Name: [Redacted]
    - Email: [Redacted]
  - Full Name: SITI AMINAH ROSLAN
  - MyKad No./Passport No: 820413145006
  - Relationship: FRIEND
  - Address: NO 130, JALAN NSH 7, NILAI SPRINGS HEIGHT
  - Postcode: 71800
  - City: NILAI
  - State: NEGERI SEMBILAN DARUL KHUSU
  - Country: MALAYSIA
  - Telephone No.: 06 - 7609210
  - Mobile No.: [Redacted]

6. The FiA applicant via the appointed solar PV provider is then required to upload onto the eFiT with NQS, the relevant supporting documents (of the applicant) certified by the company's appointed secretary. Below listed are the supporting documents (Figure 7) necessary for inclusion:
  - a. Malaysia's Identity Registration Card (MyKad); and

- b. Birth Registration Certificate, Marriage Registration Certificate or Driving License (whichever deemed relevant); and
- c. Electricity Bill (as per applicant's address for proposed project site)

**FIGURE 7: Alternative Contact Form**

**RE Applicant Profile**

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

Status : **REGISTRATION : INCOMPLETE**  
 User ID : 841209145217  
 Category : INDIVIDUAL  
 MyKad No. / Passport No. : 841209145217  
 Applicant's Name :

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

Note:  
 All supporting documents MUST be certified by the company's appointed secretary. 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	-	<input type="button" value="Browse..."/> Doc01.pdf
2.	SECONDARY SUPPORTING DOCUMENT (BIRTH CERTIFICATE, DRIVING LICENSE, MARRIAGE CERTIFICATE, ETC.)	-	<input type="button" value="Browse..."/> No file selected.
3.	ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT ADDRESS)	-	<input type="button" value="Browse..."/> No file selected.

- 7. Finally, in the last part of the FiA Applicant Profile Registration, the applicant will be required to upload and submit a complete and signed declaration form in PDF, JPG, PNG or GIF format (Figure 8).

**FIGURE 8: Declaration Tab**

**RE Project**

- ▶ My Profile
- ▶ Change My Password
- ▶ New Application
- ▶ Applications / Project List
- ▶ Inbox / Query
- ▶ Transfer
- ▶ Withdrawal

**RE Applicant Profile**

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

Status : **REGISTRATION : INCOMPLETE**  
 User ID : 841209145217  
 Category : INDIVIDUAL  
 MyKad No. / Passport No. : 841209145217  
 Applicant's Name :

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

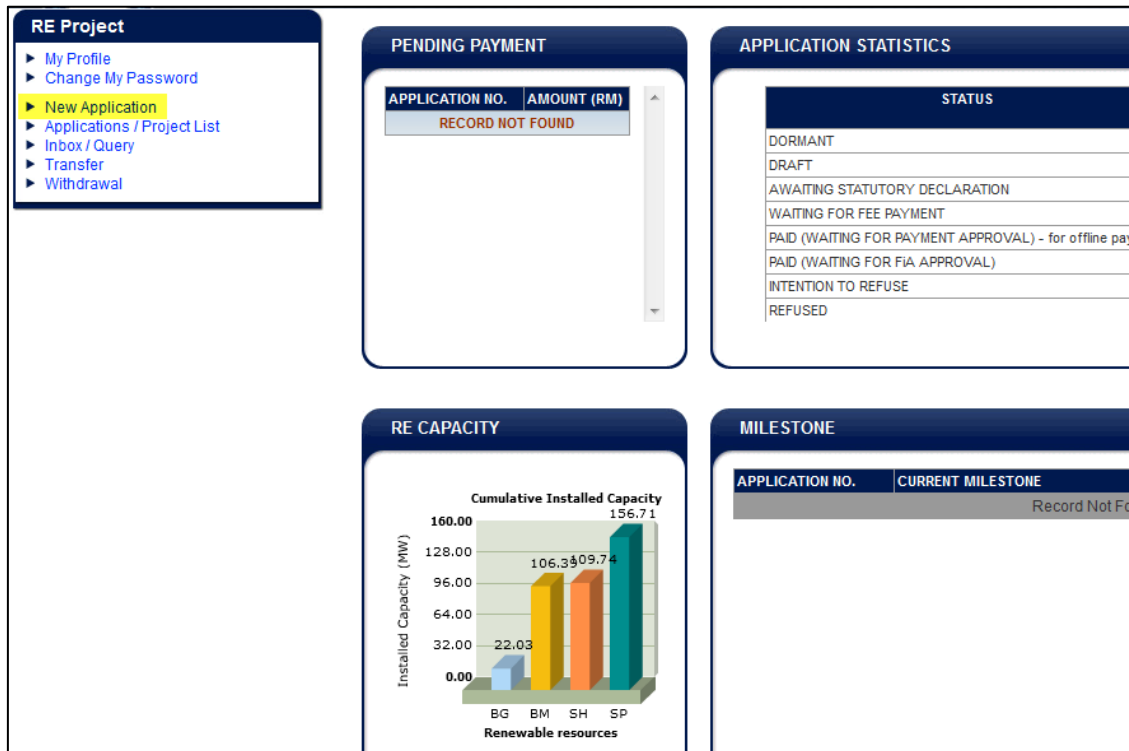
Note:  
 Please print, complete and sign the declaration form and upload onto the e-FIT Online System  
 The maximum size for each file to be uploaded is 1 MB. Only the following file types are acceptable: PDF, JPG, PNG, GIF

NO.	DOCUMENT TYPE	DATE UPLOAD	ACTION
1.	REGISTRATION	-	<input type="button" value="Print Declaration Form"/> <input type="button" value="Browse..."/> Doc06.pdf

**APPLICATION PROCESS**  
**PART 2: PROJECT REGISTRATION**

8. Now that the profile registration is completed, you are ready to create an EOI application. To proceed, please click on the left tab marked New Application (Figure 9).

**FIGURE 9: Access to New Application**



9. This detailed online form requires the applicant to fill in relevant project information required based on the tabs listed, ranging from:
- General project site details;
  - Contractor (only fill in the solar PV service provider's company Registration Number);
  - Technical requirements;
  - Financing; and
  - Work plan.

They will also be required to upload relevant documents pertinent to the project details/information and hereinafter submit an online declaration form (by checking the boxes) to confirm the authenticity of the information provided. In principle, this EOI application must be completed (as indicated by 100% in the completion indicator bar at the top of the online form – see Figure 10). This means filling in accurately the mandatory data denoted with a red asterisk). The online EOI application can be treated as a draft copy and saved for changes and updates at later date. However, all updates and changes, must be

finalised for submission no later than **April 19, 2015 at 5:00pm**. This is inclusive of processing payment which must be made via credit card **by 5:00 pm of April 19, 2015**.

**FIGURE 10: Project Information Form**

**eFIT with New Queue System (FITQ)**

0% 0% 0% 0% 0% 0% 0% Average : 0%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

Applicant's Name : NORHASLIANA YAHAYA  
 Renewable Resource : SOLAR PV ★  
 Project Status : NEW PROJECT  
 Region Location : NEGERI SEMBILAN DARUL K ★  
 Total Installed Capacity (MW) : 0.012 (12.00kW) ★  
 Net Export Capacity (MW) : 0.012 (12.00kW) ★

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 DECLARATION

**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

**LOCATION OF RE PROJECT SITE**

LAND TITLE'S UPI LOCATION (Universal Parcel Index)

State : NEGERI SEMBILAN DARUL K ★  
 District : SEREMBAN ★  
 Sub-District / City / Town : PEKAN NILAI ★  
 Section : SEKSYEN 1 ★  
 Lot / PT No. : 100 ★ (Please refer to your Land Tittle for lot / PT No.)  
 UPI Code : 050575001100

**PROJECT SITE POSTAL ADDRESS**

Address : NO 104 ★  
 JALAN NSH 6  
 NILAI SPRINGS HEIGHTS  
 Postcode : 71800 ★  
 State : NEGERI SEMBILAN DARUL KHUSUS  
 District : NILAI ★ [Find Address On Google Maps](#)

Please enter the GPS location of project.  
 Please enter the latitude and longitude coordinates in degrees, minutes and seconds format (DDMMSS)  
 (e.g. Latitude : 5° 18' 56.9802", Longitude : 103° 7' 16.647")  
 Please take note that the Google Maps features are not supported on Chrome browser. You may use other browser to get the Latitude and Longitude of your proposed Project site

Latitude : 4 ° 12 ' 37.7424 " ★ ★  
 Longitude : 101 ° 58 ' 32.757 " ★ ★ [View Coordinate On Google Maps](#)

Site Ownership :  Fully Owned ★  
 Leased ★  
 Owned by My Company (I'm a Shareholder of the Company) ★  
 Owned ( Charged To Bank ) ★  
 Owned by Shareholder/Director ★  
 Option-to-Rent/Lease ★  
 Owned by Spouse/Parent/Children/Sibling ★

Owner Of The Site / Bank Name / Lessor Name : NORHASLIANA YAHAYA ★  
 (The Applicant is required to upload 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)

Current Site Activities : RESIDENTIAL ★

Please save before switching tab

[Back](#) [Save FITQ](#)

10. Once the project information is completed, it will show in the completion indicator bar and the applicant can move to the next tab, to fill in the contractor detail.

**FIGURE 11: Contractor Form (Only Fill Company’s Registration Number)**

**eFIT with New Queue System (FITQ)**

100% 0% 0% 0% 0% 20% Average: 20%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

Application Status : FITQ (SOLAR PV INDIVIDUAL): DRAFT  
 Applicant's Name : NORHASLIANA YAHAYA  
 Renewable Resource : INDIVIDUAL  
 Project Status : NEW PROJECT  
 Region Location : NEGERI SEMBILAN DARUL K  
 Total Installed Capacity (MW) : 0.012 (12kW)  
 Net Export Capacity (MW) : 0.012 (12kW)

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 DECLARATION

**SERVICE PROVIDER**

Company Registration No. : \*  
 SAC : \*  
 Company Name : \*  
 Business Address : \*  
 Postcode : \*  
 City : \*  
 State : \*  
 Email : \*  
 Telephone No : 03 - \*  
 Fax No : 03 - \*  
 Website : \*

Note : The service provider can be a main engineering procurement and construction contractor, system integrator or technology provider based in Malaysia. The Applicant may also be its own service provider provided that its employees possess the applicable qualifications. A service provider may also be one of the qualified persons.

**PROJECT MANAGER**

Nationality :  
 MyKad No./Passport No. :  
 Note: Please key in the numeric portion of the Passport Number  
 Full Name :  
 Telephone No. :  
 Mobile No. :  
 Email :  
 Note : The project manager can be an employee of either the Applicant or the service provider

**QUALIFIED PERSONS**

Qualified Person 1

Name of Qualified Person : \*  
 Organisation or Company Name :  
 Company Registration No. (if any):  
 Certificate No. : \*  
 Telephone No. : \*  
 Mobile No. : \*  
 Email : \*  
 Scope of Works : DESIGN PV PANEL \*  
 15 of 200 characters used

Delete

Add Qualified Person

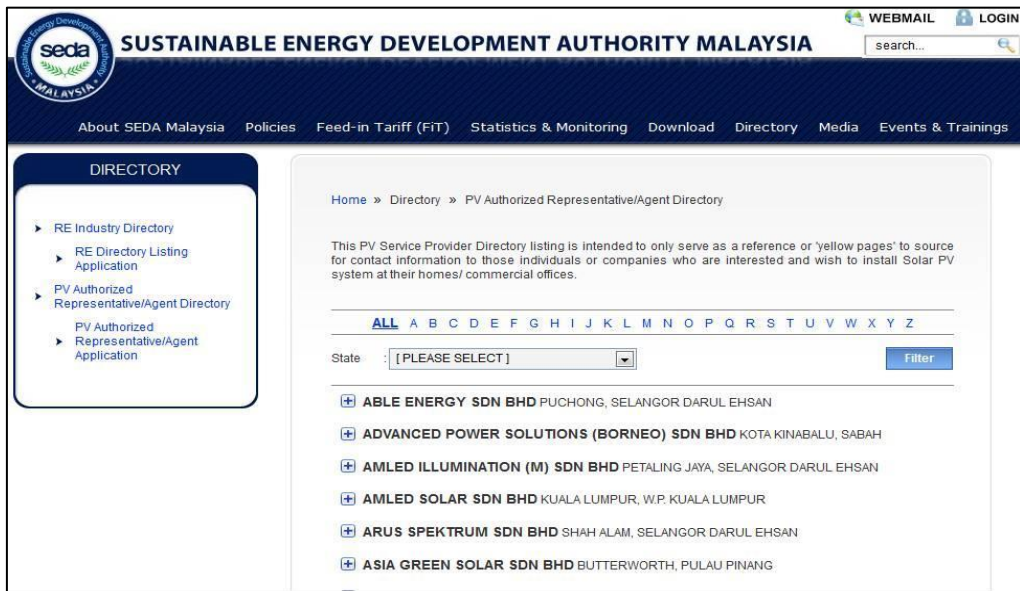
Note : Persons tasked by the Applicant with the carrying out of any work, action, certification, obligation or responsibility to the compliance with any provisions of any subsidiary legislation made pursuant to the Renewable Energy Act 2011. The Applicant is required to provide evidence of qualifications of qualified persons consistent with the requirements of the Renewable Energy (Technical and Operations) Rules 2011.

Please save before switching tab

Back Save FITQ

11. The solar PV service provider appointed must be registered with SEDA Malaysia. The applicant must be able to locate the solar PV service provider in SEDA’s website, [www.seda.gov.my](http://www.seda.gov.my).

FIGURE 11(i): Service Provider Directory



12. Once the contractor details are completed, move on to fill in the Technical details.

FIGURE 12: Technical Form

The screenshot shows the 'eFIT with New Queue System (FITQ)' technical form. At the top, there is a progress bar indicating the completion status of various sections: Project Information (100%), Contractor (0%), Technical (0%), Financing (0%), Supporting Docs (0%), Work Plan (20%), and Declaration (Average: 20%). The form includes several input fields and dropdown menus for application details, such as 'Application Status' (FITQ(SOLAR PV INDIVIDUAL): DRAFT), 'Applicant's Name' (NORHASLIANA YAHAYA), 'Renewable Resource' (INDIVIDUAL), 'Project Status' (NEW PROJECT), 'Region Location' (NEGERI SEMBILAN DARUL K...), 'Total Installed Capacity (MW)' (0.012 (12kW)), and 'Net Export Capacity (MW)' (0.012 (12kW)). The 'Connection Point' is set to 'LOW VOLTAGE ( LESS THAN 1KV)', 'Connection Type' is 'DIRECT', and 'Distribution Licensee' is 'TENAGA NASIONAL BERHAD'. A note states: 'NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES'. The 'TECHNICAL' section contains a table with the following data:

		AVERAGE		GENERATION	EXPORT
Total Installed Capacity (MW) :	0.012	Capacity Factor (%) :	17.01	17.01	
Net Export Capacity (MW) :	0.012	Energy Yield (MWh/year) :	17.8800	17.8800	
Interconnection Voltage (kV) :	0.23	Specific Yield (MWh/MW/year) :	1490.0000	1490.0000	

Below the table, there is a 'YIELD PROJECTION' section with a table showing generation and export data over three years:

YEAR NO.	GENERATION BASED ON INSTALLED CAPACITY		EXPORT/DECLARED ANNUAL AVAILABILITY BASED ON NET EXPORT CAPACITY	
	MWh	CAPACITY FACTOR(%)	MWh	PERCENTAGE EXPORT(%)
1*	17.88	17.01	17.88	17.01
2	17.88	17.01	17.88	17.01
3	17.88	17.01	17.88	17.01

FIGURE 13: Financing Form

eFIT with New Queue System (FITQ)

100% 100% 100% 0% 0% 0% Average : 50%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

**Application Status** : FITQ (SOLAR PV INDIVIDUAL): DRAFT

**Applicant's Name** : NORHASLIANA YAHAYA

**Renewable Resource** : INDIVIDUAL

**Project Status** : NEW PROJECT

**Region Location** : NEGERI SEMBILAN DARUL KIRI \*

**Total Installed Capacity (MW)** : 0.012 (12kW) \*

**Net Export Capacity (MW)** : 0.012 (12kW) \*

**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
DECLARATION

**A. CAPITAL EXPENDITURE**

**1. Equipment cost**

DESCRIPTION	COST (RM)	
PV modules	9,000.00	*
Inverter	2,000.00	*
Balance of System	1,000.00	*
<b>TOTAL</b>	<b>12,000.00</b>	

2. Installation Cost (RM) : 2,000.00

3. Design & Consultancy (RM) : 1,500.00

4. Interconnection Cost (RM) :

5. Preliminary Cost (RM) :

6. Plant and Site Cost (RM) :

**7. Other Capital Cost (please specify)**

DESCRIPTION	AMOUNT (RM)
<a href="#">Add New Row</a>	

**Total Capital Cost (RM) : 15,500.00**

**B. LOAN**

Do you require a loan?

**TOTAL EQUITY CONTRIBUTION BY THE APPLICANT**

Equity (RM) : 15,500.00 (100.00%)

Note for company only : As part of your Financial milestones, you will be required to upload a copy of your company's bank account latest 3 months statements showing a minimum credit balance of 5% of the capital cost of your project.

**C. ANNUAL OPERATIONAL EXPENDITURE**

1. Insurance Premium (RM) : 3,000.00 \*

2. Operation & Maintenance Cost (RM) : 2,500.00 \*

**3. Other Operating Cost (please specify)**

DESCRIPTION	AMOUNT (RM)
<a href="#">Add New Row</a>	

**Total Operating Cost (RM) : 5,500.00**

**D. PROJECT IRR**

Project IRR (%) : 8 \*

Please save before switching tab

[Back](#) [Save FITQ](#)



13. The applicants must ensure all relevant supporting documents be scanned and uploaded to the system (Figure 14).

**FIGURE 14: Supporting Documents Uploads**

**eFIT with New Queue System (FITQ)**

100% 100% 100% 100% 0% 0% Average : 66%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

Application Status : FITQ(SOLAR PV INDIVIDUAL): DRAFT  
 Applicant's Name : NORHASLIANA YAHAYA  
 Renewable Resource : INDIVIDUAL  
 Project Status : NEW PROJECT  
 Region Location : NEGERI SEMBILAN DARUL K  
 Total Installed Capacity (MW) : 0.012 (12kW)  
 Net Export Capacity (MW) : 0.012 (12kW)

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 | DECLARATION

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.		20	Choose File   No file chosen	-
* Use as installation in buildings or building structures : Design drawings accompanied by the written confirmation by a qualified person that the criteria will be met based on such design drawings		20	Choose File   No file chosen	-
* Use as a building materials : Design drawings accompanied by the written confirmation by a qualified person that the criteria will be met based on such design drawings		20	Choose File   No file chosen	-
* A certificate in solar photovoltaic system design from any institution recognised by the Authority		20	Choose File   No file chosen	-
* A SEDA Malaysia Grid Connected Photovoltaic Systems for Wireman/Chargeman Certificate		20	Choose File   No file chosen	-
* 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.		20	Choose File   No file chosen	-
For individual applicant, a financial document showing the applicant's capacity to complete the RE installation or a letter of commitment from the applicant that he/she is capable of completing the RE installation. For non-Individual applicant, 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 installation; and 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 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.		20	Choose File   No file chosen	-
* Land Title		20	Choose File   No file chosen	-

Add More Files

Please save before switching tab

Back Save FITQ

14. The workplan (Figure 15) is a committed timeline by the applicant and should be duly observed.

**FIGURE 15: Workplan Form**

eFIT with New Queue System (FITQ)

100% 100% 100% 100% 100% 0% Average : 83%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

Application Status : FITQ (SOLAR PV INDIVIDUAL): DRAFT  
 Applicant's Name : NORHASLIANA YAHAYA  
 Renewable Resource : INDIVIDUAL  
 Project Status : NEW PROJECT  
 Region Location : NEGERI SEMBILAN DARUL K \*  
 Total Installed Capacity (MW) : 0.012 (12.00kW) \*  
 Net Export Capacity (MW) : 0.012 (12kW) \*

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** DECLARATION

MILESTONE	ESTIMATED DUE DATE	TOTAL DURATION (FROM SUBMISSION DATE)
1. SUBMISSION Submission Date : 29/04/2014 Today Time Frame : 1 Month (s) 0 Week (s)		2 Month (s)
2. REGISTRATION OF REPPA WITH SEDA Time Frame : 2 Month (s) 1 Week (s)	29/05/2014	4 Month (s) 1 Week (s)
3. FIRST PAYMENT TO CONTRACTOR Time Frame : 1 Month (s) Week (s)	05/08/2014	5 Month (s) 1 Week (s)
4. FIT COMMENCEMENT DATE	05/09/2014	

Please save before switching tab

Back Save FITQ

15. The online EOI application form, while can be treated as a draft copy and **saved** (by clicking the Save FiTQ tab – see Figure 16) for further changes, and updates at later date, all updates and changes, must be finalised and submission must be made (by clicking the Submit FiTQ). Sufficient time must be allocated for payment of process fee via credit card.

**FIGURE 16: Declaration Tab**

**eFIT with New Queue System (FiTQ)**

100% 100% 100% 100% 100% 100% Average : 100%

Project Information Contractor Technical Financing Supporting Docs Work Plan Declaration

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

Application Status : FITQ(SOLAR PV INDIVIDUAL): DRAFT  
 Applicant's Name : NORHASLIANA YAHAYA  
 Renewable Resource : INDIVIDUAL  
 Project Status : NEW PROJECT  
 Region Location : NEGERI SEMBILAN DARUL K \*  
 Total Installed Capacity (MW) : 0.012 (12kW) \*  
 Net Export Capacity (MW) : 0.012 (12kW) \*

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 | **DECLARATION**

**DECLARATION** PLEASE TICK

I, NORHASLIANA YAHAYA, (MyKad No. ), the Applicant, hereby declare that:

- All information and accompanying documents submitted herein are true, accurate and complete. I am not aware of any other information or document which would make the documents submitted herein untrue or misleading. 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 would constitute an offence committed by me under the Renewable Energy Act 2011 and/or its applicable subsidiary legislation.
- The certified true copies of the documents identified in the Supporting Documents Checklist of this application form have been submitted by the Applicant to the Sustainable Energy Development Authority Malaysia in support of this application.
- I agree that any additional information that may henceforth be required will be submitted by me by electronic medium or by way of electronic transmission in accordance with the requirements of 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 1 above shall be repeated for any additional information I may submit in accordance with this paragraph 3.
- I will immediately notify the Sustainable Energy Development Authority Malaysia if I become bankrupt.
- A service provider may be appointed by me to make this application on my behalf but I shall be fully responsible for the contents thereof.
- I hereby agree 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 me.
- I hereby agree and consent to the full disclosure of the information submitted with this application and any additional information I may submit in accordance with paragraph 3 above to the Energy Commission and any service provider and/or financier identified by me. I also agree and consent 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 me by the Sustainable Energy Development Authority Malaysia.
- I hereby agree to upload a copy of this duly signed Declaration Form onto the e-FIT system within 3 days from the day the installed capacity is allocated to me, 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 : NORHASLIANA YAHAYA \*  
 MyKad No. / Passport No. : 841209145217 \*  
 Email : liana@seda.gov.my \*

CAPTCHA Verification  
 oucab  
 [Reload image]  
 Please enter the text from the image  
 oucab

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.

Please save before switching tab  
 Back Save FiTQ

16. Finally, to mark the end of this EOI application process, following the application submission, the system will email a submission notification (Figure 17) to the applicant to confirm acceptance of the online EOI application submission.

**FIGURE 17: Submission Notification Email**

**Subject:** Your Entry on the eFIT with New Queue System has been accepted.

**SUSTAINABLE ENERGY DEVELOPMENT AUTHORITY MALAYSIA**  
 Feed-in Tariff Online System (e-FIT)  
 Dear NORHASLIANA YAHAYA,  
 Location of Solar PV Installation : 100  
   : NO 104  
   : JALAN NSH 6  
   : NILAI SPRINGS HEIGHTS  
   : 71800 NILAI

Renewable Resource : Solar PV for INDIVIDUAL  
 Installed Capacity : 0.0120  
 Scheduled FITCD : 05/09/2014

Thank you for submitting your information to register an entry into the eFIT with New Queue System.  
 If you have not done so already, please pay the processing fee of RM100.00 to SEDA Malaysia by way of credit card through the online portal at <https://efit.seda.gov.my>. Please note that SEDA Malaysia shall reject your registration in the event no payment is received.  
 If you did not request for this registration, please contact SEDA Malaysia at [efit@seda.gov.my](mailto:efit@seda.gov.my).

Thank you.

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

**PART 3: PAYMENT OF PROCESSING FEE**



17. Upon receiving the submission notification email, **before April 19, 2015 (5.00 pm)**, the solar PV providers on behalf of their clients will be required to log on again to <https://eFit.seda.gov.my> to make payment for the processing fee (Figures 18 & 19). They will gain direct access to the page below via login ID and password.

**FIGURE 18: Retrieve Processing Fee Payment Advice**


**APPLICATION**

SEARCH:  [ALL CAPACITY] [ALL RESOURCES] [ALL APPLICATION STATUS]  
Leave blank for wildcard search.

1 matches found.

NO.	APPLICATION	INSTALLED CAPACITY (MW)	STATUS	ACTION
1.	INDIVIDUAL 100 NO 104 JALAN NSH 6 NILAI SPRINGS HEIGHTS 71800 NILAI NEGERI SEMBILAN DARUL KHUSUS	0.0120	EOI (SOLAR PV INDIVIDUAL); PROCESSING FEE PAID PROJECT STATUS : NEW PROJECT QUOTA DATE : 29/04/2014 00:00:00 FIAH CERTIFICATION DATE : - FIT COMMENCEMENT DATE: 05/09/2014	 

**FIGURE 19: Access to Make Payment**

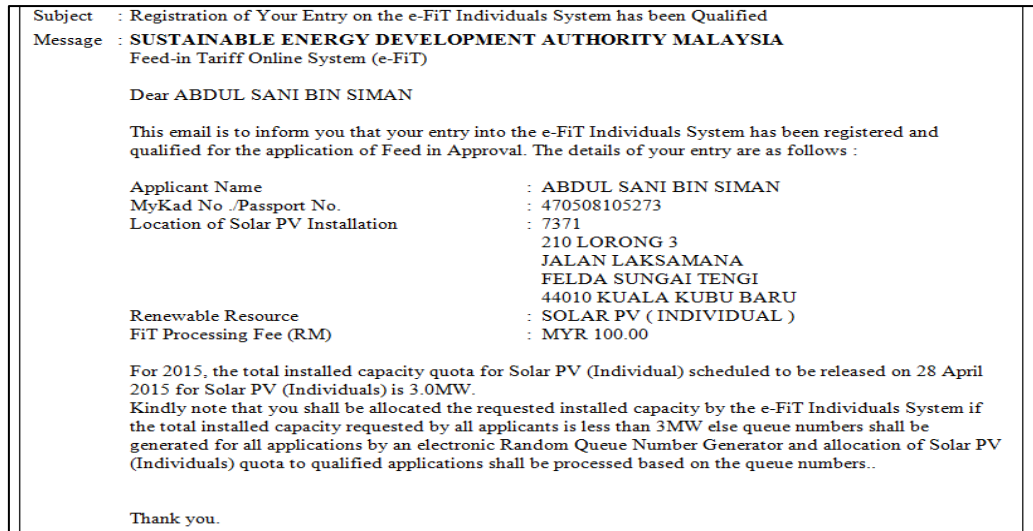
INVOICE				RECEIPT					
NO.	DESCRIPTION	INVOICE NO.	DATE	AMOUNT (RM)	RECEIPT NO.	DATE	METHOD	REF NO.	STATUS
1.	EOI Application	IV2014040387	29/04/2014 04:58 PM	100.00					

[Back](#) [View Application](#)

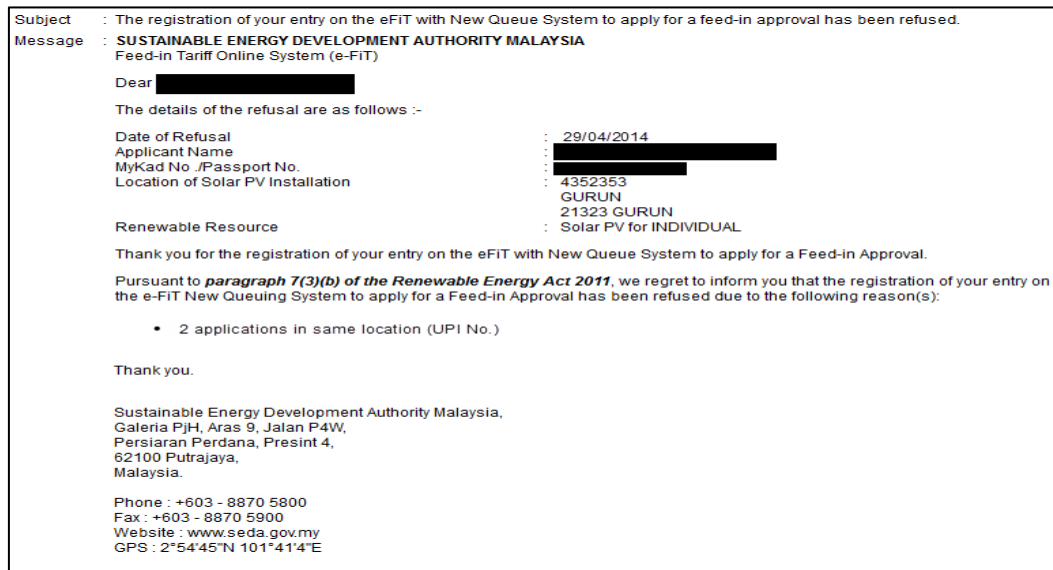
## PART 4: FINALISATION, SUBMISSION AND SECURING QUOTA

18. SEDA Malaysia will be processing the submitted applications and will revert via email to confirm if the application is qualified (Figure 20) or not (Figure 20(i)) for solar PV individual applications for projects that will achieve commercial operation by end of 2015.

**FIGURE 20: Email Notification on Qualified Application**



**FIGURE 20 (i): Email Notification on Refusal Application**



**FIGURE 21: Email Notification on Successful Allocated Quota**

**View Email Notification**

Recipient : efendi@seda.gov.my  
 Subject : Your FIT Application Has Been Processed Successfully  
 Message : 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).

The details of your application are as follows :-

**Application Number** : S2014050002  
**Applicant's Name** : EFENDI TEST  
**MyKad No . / Passport No.** : 830123456789  
 / Registration No.  
 / Service Tax Registration No.  
 / e-PBT No.  
**Location of Renewable Energy Installation** : 27  
 ASDFASDF  
 12345  
 AMPANG  
 W.P. KUALA LUMPUR  
**Renewable Resource** : INDIVIDUAL  
**Total Installed Capacity (MW)** : 0.0120  
**Net Export Capacity (MW)** : 0.0120  
**Feed-in Tariff Rate (RM/kWh)** : 1.2089  
**Bonus** :  
**Date Submitted** : 02/05/2014  
**SFITCD** : 16/08/2014  
**Invoice Number** : IV2014050004  
**FIT Processing Fee (RM)** : (not applicable if paid earlier)  
**FIT Application Fee (RM)** : 120.00

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°41'4"E





19. As instructed in the email notification, successful applicant is required to settle the application fee based on the Payment Advices as shown in Figure 27.

**FIGURE 22: Retrieve Application Fee Payment Advice to settle Payment**

**APPLICATION**

SEARCH:  [ALL CAPACITY] [ALL RESOURCES] [ALL APPLICATION STATUS]

1 matches found.

NO.	APPLICATION	INSTALLED CAPACITY (MW)	STATUS	ACTION
1.	INDIVIDUAL APPLICATION NO : S2014040009 100 NO 104 JALAN NSH 6 NILAI SPRINGS HEIGHTS 71800 NILAI NEGERI SEMBILAN DARUL KHUSUS	0.0120	ACCEPTED PROJECT STATUS : NEW PROJECT QUOTA DATE : 29/04/2014 18:39:40 FIAH CERTIFICATION DATE : - FIT COMMENCEMENT DATE: 05/09/2014	   

20. The applicant is also required to upload the signed Declaration form and passed a hard copy to SEDA's office within 7 calendar days (Figure 28).

**FIGURE 23: Declaration Tab to upload signed Declaration form**

**Application Form**

**INSTRUCTIONS:** MANDATORY fields. Please specify at least one.  
  Auto generated value  
  Input field

Application Number	: S2014040009	FIT Rate (RM / kWh)	: 1.4159
Application Status	: ACCEPTED	Connection Point	: LOW VOLTAGE ( LESS THAN 1kV )
Applicant's Name	: NORHASLIANA YAHAYA	Connection Type	: DIRECT
Renewable Resource	: INDIVIDUAL	Distribution Licensee	: TENAGA NASIONAL BERHAD
Project Status	: NEW PROJECT		
Region Location	: NEGERI SEMBILAN DARUL KHUSUS		
Total Installed Capacity (MW)	: 0.012 (12kW)		
Net Export Capacity (MW)	: 0.012 (12kW)		

PROJECT INFORMATION | CONTRACTOR | TECHNICAL | FINANCING | SUPPORTING DOCS | WORK PLAN | **DECLARATION**

**DECLARATION** TICKED

I, NORHASLIANA YAHAYA, (MyKad No. 841209145217), the Applicant, hereby declare that:

- All information and accompanying documents submitted herein are true, accurate and complete. I am not aware of any other information or document which would make the documents submitted herein untrue or misleading. 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 would constitute an offence committed by me under the Renewable Energy Act 2011 and/or its applicable subsidiary legislation.

21. Once the submitted EOI application has been verified and approved by SEDA Malaysia, an email notification shall be sent to the applicant to collect the FiA certificate (Figure 29).

**FIGURE 24: Email Notification to Collect Feed-in Approval (FiA) Certificate**

Dear [REDACTED]

**Applicant** : [REDACTED]  
**Renewable Resource** : INDIVIDUAL  
**Project Status** : NEW PROJECT  
**Total Installed Capacity (MW)** : 0.0050  
**Net Export Capacity (MW)** : 0.0050  
**Interconnection Point** : LOW VOLTAGE ( LESS THAN 1kV )  
**Feed-in Tariff Rate (RM/kWh)**: 1.3432  
**Bonus** : S01  
**SCOD** : 09/05/2013  
**Project Site** : [REDACTED]  
 INDERA MAHKOTA 2  
 BANDAR INDERA MAHKOTA  
 25200 KUANTAN  
 PAHANG DARUL MAKMUR

Congratulations! Your application for a feed-in approval has been successful. A Feed-in Approval certificate has now been issued to you and you may proceed to collect this certificate at our office during business hours.

If you would like to have the certificate mailed to you by post, kindly contact Sustainable Energy Development Authority (SEDA) Malaysia. However, please note that the Sustainable Energy Development Authority (SEDA) Malaysia cannot be held responsible for any damage caused to or loss of the Feed-in Approval certificate during the mailing process.

Thank you.

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

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

- END -