



# Step-By-Step Guide on Solar PV Applications for the Community (up to 48kW) - 2017

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 2017**.

## Application Process on Solar PV Application for the Community up to 48kW

### A) Important reminders:

- Quota available for 2017 is 5 MW and each applicant is allowed to apply a maximum of 48kW for each application for each site.
- Feed-in Approval Holders (FiAHs) under the community quota cannot apply for Non-Individual quota at the same location.
- Schools intending to apply for the Community Quota will be required to submit an **approval letter** at the point of profile registration from *Bahagian Perancangan dan Penyelidikan Dasar Pendidikan (BPPDP) (for public schools)* **OR** *Bahagian Pendidikan Swasta (for private schools)*, Ministry of Education (MOE). The contact person from MOE - BPPDP is Puan Rusidah bt. Mohd Akil (Tel: 03 – 8884 6389 or e-mail: [rusidah.akil@moe.gov.my](mailto:rusidah.akil@moe.gov.my)).
- Mosques intending to apply for the Community Quota will be required to submit an **approval letter** at the point of profile registration from Majlis Agama Islam.
- Care centres (government owned) intending to apply for the Community Quota will be required to submit an **approval letter** at the point of profile registration from Social Welfare Department of Malaysia.
- For Applicants that intend to apply for >12kW of quota, they are required to upload the approved **Connection Confirmation Check (CCC)** into the e-FiT during quota application.
- All FiT payments will be made to the application's bank account. Therefore kindly ensure the applicant has a bank account under their name at the point of profile registration.
- Please take note on the changes in part:
  - i. Timeline for Application Process on Solar PV Application for the Community
  - ii. Profile Registration – 5.b; 8.a.; 8.b.; 8.c.

### B) Criteria for Community:

Must fulfil one of the categories:

1. **Schools (including private non-profit schools)**
2. **Places of Worship (Mosques, Churches, Temples)**
3. **Care Centres (Orphanages, nursing homes or an old folks homes)**
4. **Any other category determined by the Authority (Subject to the Authority's determination, at its sole discretion, as to whether a particular applicant falls within the category of "community" or not, on a case to case basis)**

### Timeline for Application Process on Solar PV Application for the Community

<b>No</b>	<b>Date/Time</b>	<b>Items</b>
1	March 21, 2017 (10am) – August 30, 2017 (5pm)	<ul style="list-style-type: none"><li>• FiA applicants setup their profile via the e-FiT online system (accessible via <a href="http://efit.seda.gov.my">efit.seda.gov.my</a>)</li><li>• Once the profile is approved by SEDA Malaysia, the applicants can start preparing their drafts</li><li>• Quota opening and submission of online FiA application on solar PV via the e-FiT online system (accessible via <a href="http://efit.seda.gov.my">efit.seda.gov.my</a>)</li></ul>

# Step-by-Step Guide on Solar PV Applications for the Community up to 48kW COMMUNITY

## 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 e-FiT online system via <https://efit.seda.gov.my> (Figure 1) and go for New Registration.

**FIGURE 1: New Registration**



**FEED-IN TARIFF**

This e-FiT Online System functions best with the following browsers:

- Internet Explorer 8.0
- Mozilla Firefox 3.0
- Google Chrome

**SEDA MALAYSIA HOTLINE**  
No. Tel: +603 - 8870 5800

**ACCESS TO e-FiT**

**LOGIN ID :**

**PASSWORD :**

**ENTER**

▶ [Unable to access my account](#)

▶ [New Registration](#)

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

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

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

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

A school with a registration number of AAD23415 will register the following into the e-FiT system for the community quota: **EDU**AAD23415

A mosque with a reference number of REF/23204/WS<DA will register as **REL**23204WSDA

A welfare home such as an orphanage with a registration number of 0808-110-SGR will register with the e-FiT as **CARE**0808110SGR

### **Brief FAQ**

1. Can universities apply for community quota under EDU?  
**No. Only non-profit schools (whether public or private) under the purview of the Ministry of Education or such other applicable ministry or statutory body can apply.**
2. Can the communities do a profit sharing arrangement with a 3<sup>rd</sup> party on the FiT payment?  
**No. Please refer to Guidelines and Determination of SEDA Malaysia part 3.3.1 h)**
3. Are 3<sup>rd</sup> party (non-banks) financing allowed?  
**No. Please refer to Guidelines and Determination of SEDA Malaysia part 3.3.1 g)**
4. What if the applicant is a NGO doing community work but does not fall into the categories of schools, Places of Worship or care centres without JKM Cert? Can they apply?  
**The applicant will have to write in to SEDA Malaysia officially by appealing to the Board of Authority (SEDA Malaysia) to allow them to participate under Community category.**
5. Can a school make a FiT application while waiting for MOE’s approval?  
**No. MOE’s approval letter must be obtained before profile registration is done.**
6. I have an existing 24kW Feed in Approval under the 2015 Solar PV community quota. Can I make another application under the same profile? What do I need to do?  
**You can make another application under the same profile (maximum TWO applications only). You will need to update the profile following the new requirements of SEDA. Please also take note the aggregate installed capacity cannot be more than 48kW under the community quota.**

FIGURE 2: New Registration Form

**Applicant Category :** OTHER ENTITIES  
REGISTERED SOCIETIES / OTH

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

**ORGANIZATION INFORMATION**

Registration No. :

Re-Confirm Registration No. :  \*

(or if not available, Service Tax Registration No.)

Organization Name :  \*

Date of Incorporation, Constitution or Registration : 0000-00-00 20 \*

Email :  \*

Address :  Telephone No. :  -  \*

Fax No. :  -  \*

Website :

Postcode :  \*

City :

State : [ STATE ] \*

Request To Participate In Community Quota :

**CONTACT PERSON**

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 :  \*

Telephone No. :  -  \*


Mobile No. :  -  \*

Email :  \*

Re-Enter Email :  \*

**VERIFICATION**

CAPTCHA Verification



[Reload image]  
Please enter the text from the image

I am a representative of the abovenamed Applicant and have been duly authorised to make this application on its behalf.

I have read and understood all the rules and regulations as stipulated in the Renewable Energy Act 2011, its subsidiary legislations and SEDA's Guidelines and Determinations. This Registration for Feed-in Approval application complies with the provisions of the Renewable Energy Act 2011 and subsidiary legislations made thereunder.

All information submitted herein are true, accurate and complete and shall be part of the Applicant's application for a Feed-in Approval.

Register



FIGURE 4: Setup Profile

RE Applicant Profile

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

SCAP PROFILE

Status : REGISTRATION : INCOMPLETE

User ID : [REDACTED]

Category : OTHER ENTITIES  
» REGISTERED SOCIETIES / OTHERS

Registration No. : [REDACTED]

Applicant's Name : [REDACTED]

PARTICIPATE IN COMMUNITY QUOTA : NOT APPROVED

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

Date of Incorporation, Constitution or Registration : 14/05/1991 \*      Email : [REDACTED] \*

Address : [REDACTED] \*      Telephone No. : 03 [REDACTED] \*

[REDACTED] \*      Fax No. : 03 [REDACTED] \*

[REDACTED] \*      Website : [REDACTED]

Postcode : 12345 \*

City : KUALA LUMPUR \*

State : W.P. KUALA LUMPUR \*

5. Please note at this stage, the applicant is required to provide the information in each tab i.e.
  - a. Organization Information
  - b. Contact Person **(must be the Authorized Person as stated in 8. c.)**
  - c. Office Bearers
  - d. Supporting Documents
6. Applicants will also be expected to provide alternative contacts as a contingency measure i.e. email address, telephone no, website and fax no of the contact person and the contact person must be that of the Authorized Personnel of the organization.

FIGURE 5: Contact Person

RE Applicant Profile

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

SCAP PROFILE

Status : REGISTRATION : INCOMPLETE

User ID : [REDACTED]

Category : OTHER ENTITIES  
» REGISTERED SOCIETIES / OTHERS

Registration No. : [REDACTED]

Applicant's Name : [REDACTED]

PARTICIPATE IN COMMUNITY QUOTA : NOT APPROVED

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

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

Full Name : [REDACTED] \*

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

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

Position in Company / Organization : [REDACTED] \*

Telephone No. : [REDACTED] \*

Mobile No. : [REDACTED] \*

Email : [REDACTED] \*



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

**FIGURE 6: Office Bearers**

The screenshot shows the 'RE Applicant Profile' form with the 'OFFICE BEARERS' tab selected. The form is divided into several sections:

- SCAP PROFILE:** A list of fields including Status (REGISTRATION : INCOMPLETE), User ID, Category (OTHER ENTITIES, REGISTERED SOCIETIES / OTHERS), Registration No., Applicant's Name, and PARTICIPATE IN COMMUNITY QUOTA (NOT APPROVED).
- INSTRUCTIONS:** A red asterisk indicates mandatory fields, and a blue asterisk indicates that at least one field must be specified.
- Navigation Tabs:** ORGANIZATION INFORMATION, CONTACT PERSON, OFFICE BEARERS (selected), SUPPORTING DOCS, DECLARATION, COMMUNITY, CHANGE PASSWORD.
- Office Bearers Table:** A table with three columns: NAME, MYKAD NO. / PASSPORT NO., and DESIGNATION. The table is currently empty.

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

- a. General information:
  - i. Electricity Bill; and
  - ii. Bank Account statement showing applicant's name; and
  - iii. Photos of the premise

**All three documents to be uploaded. Failing which, the profile will be refused**

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

**Educational Institution**

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

**Place of Worship**

The certificate of registration of the place of worship issued by the relevant religious authority; **OR** the certificate of registration of the society in charge of the place of worship issued by the Registrar of Societies; **OR** certificate of incorporation under Companies Act 2016 as non-profitable company incorporated under Section 45 of the Companies Act; and a letter from the relevant local authority confirming that the place of worship has duly obtained a certificate of completion and compliance or certificate of fitness or other applicable approval.

**Care Centre**

The certificate of registration of the care centre issued by the Social Welfare Department of Malaysia; **OR** any other documents that may be required by SEDA on a case to case basis.

**Failing which, the profile will be refused**

- c. Evidence of the due authorization of this application (legal capacity):

**Educational Institution**

Approval letter from *Bahagian Perancangan & Penyelidikan Dasar Pendidikan* **OR** *Bahagian Pendidikan Swasta* from the Ministry of Education **OR** relevant religious authority:

- i. Acknowledging that it has legal capacity to apply for a FIT; and
- ii. Acknowledging that the Appointed Authorised person has the legal capacity and empowered to and submit all necessary documents in relation thereto and to sign and execute REPPA on behalf of the relevant Ministry.

**Failing which, the profile will be refused**

**Place of Worship**

- a) Church/Temple - The relevant minutes of meeting of the committee of the place of worship duly signed by the chairman of the meeting
  - i. Acknowledging that it has legal capacity to apply for a FIT; and
  - ii. Acknowledging that the Appointed Authorised person has the legal capacity and empowered to and submit all necessary documents in relation thereto and to sign and execute REPPA on behalf of the place of worship.
- b) Mosque/Surau - Approval letter from Majlis Agama Islam:
  - i. Acknowledging that the applicant has the legal capacity to apply for a FIT
  - ii. Acknowledging that the Appointed Authorised person has the legal capacity and empowered to and submit all necessary documents in relation thereto and to sign and execute REPPA on behalf of the of the Mosque/Surau

**Failing which, the profile will be refused**

**Care Centre**

Approval letter from Social Welfare Department of Malaysia (government owned centres) **OR** relevant minutes of meeting of the committee of the centre duly signed by the chairman of the meeting (privately owned centres):

- i. Acknowledging that it has legal capacity to apply for a FIT and submit all necessary documents in relation thereto;
- ii. Acknowledging that the Appointed Authorised person has the legal capacity and empowered to and submit all necessary documents in relation thereto and to sign and execute REPPA on behalf of the of the care centre

**Failing which, the profile will be refused**

**FIGURE 7: Supporting Docs**

ORGANIZATION INFORMATION		CONTACT PERSON	OFFICE BEARERS	SUPPORTING DOCS	DECLARATION	COMMUNITY	CHANGE PASSWORD
<p><b>NOTE:</b> 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 11/8 for Declaration &amp; MyKad/Passport and 21/8 for all other supporting documents. Only the following file types are acceptable: PDF, JPG, PNG, GIF</p>							
NO.	DOCUMENT NAME	DATE UPLOAD	ACTION				
1	<p><b>GENERAL INFORMATION:</b></p> <p>I. ELECTRICITY BILL (MUST BE SAME AS THE APPLICANT'S ADDRESS); AND                      II. BANK ACCOUNT STATEMENT SHOWING APPLICANT'S NAME AND                      III. PHOTOS OF THE PREMISE</p> <p><b>ALL THREE DOCUMENTS TO BE UPLOADED, FAILING WHICH, THE PROFILE WILL BE REFUSED</b></p>	12/04/2016					
2	<p><b>I. EDUCATIONAL INSTITUTION</b>                      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.</p> <p><b>II. PLACE OF WORSHIP</b>                      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, OR CERTIFICATE OF INCORPORATION UNDER COMPANIES ACT 2016 AS NON-PROFITABLE COMPANY INCORPORATED UNDER SECTION 45 OF THE COMPANIES ACT, 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.</p> <p><b>III. CARE CENTRE</b>                      THE CERTIFICATE OF REGISTRATION OF THE CARE CENTRE ISSUED BY THE SOCIAL WELFARE DEPARTMENT OF MALAYSIA, OR ANY OTHER DOCUMENTS THAT MAY BE REQUIRED BY SEDA ON A CASE TO CASE BASIS.</p> <p><b>FAILING WHICH, THE PROFILE WILL BE REFUSED</b></p>	06/04/2016					
3	<p><b>A. EDUCATIONAL INSTITUTION</b>                      APPROVAL LETTER FROM BAHAGIAN PERANCANGAN &amp; PENYELIDIKAN DASAR PENDIDIKAN OR BAHAGIAN PENDIDIKAN SWASTA FROM THE MINISTRY OF EDUCATION OR RELEVANT RELIGIOUS AUTHORITY:</p> <p>I. ACKNOWLEDGING THAT IT HAS LEGAL CAPACITY TO APPLY FOR A FIT, AND                      II. ACKNOWLEDGING THAT THE APPOINTED AUTHORISED PERSON HAS THE LEGAL CAPACITY AND EMPOWERED TO AND SUBMIT ALL NECESSARY DOCUMENTS IN RELATION THERETO AND TO SIGN AND EXECUTE REPPA ON BEHALF OF THE RELEVANT MINISTRY.</p> <p><b>B. PLACE OF WORSHIP</b></p> <p><b>I) CHURCH/TEMPLE - THE RELEVANT MINUTES OF MEETING OF THE COMMITTEE OF THE PLACE OF WORSHIP DULY SIGNED BY THE CHAIRMAN OF THE MEETING</b></p> <p>I. ACKNOWLEDGING THAT IT HAS LEGAL CAPACITY TO APPLY FOR A FIT, AND                      II. ACKNOWLEDGING THAT THE APPOINTED AUTHORISED PERSON HAS THE LEGAL CAPACITY AND EMPOWERED TO AND SUBMIT ALL NECESSARY DOCUMENTS IN RELATION THERETO AND TO SIGN AND EXECUTE REPPA ON BEHALF OF THE PLACE OF WORSHIP</p> <p><b>II) MOSQUE/SURAU - APPROVAL LETTER FROM MAJLIS AGAMA ISLAM:</b></p> <p>I. ACKNOWLEDGING THAT THE APPLICANT HAS THE LEGAL CAPACITY TO APPLY FOR A FIT                      II. ACKNOWLEDGING THAT THE APPOINTED AUTHORISED PERSON HAS THE LEGAL CAPACITY AND EMPOWERED TO AND SUBMIT ALL NECESSARY DOCUMENTS IN RELATION THERETO AND TO SIGN AND EXECUTE REPPA ON BEHALF OF THE OF THE MOSQUE/SURAU</p> <p><b>C. CARE CENTRE</b>                      APPROVAL LETTER FROM SOCIAL WELFARE DEPARTMENT OF MALAYSIA (GOVERNMENT OWNED CENTRES) OR RELEVANT MINUTES OF MEETING OF THE COMMITTEE OF THE CENTRE DULY SIGNED BY THE CHAIRMAN OF THE MEETING (PRIVATELY OWNED CENTRES):</p> <p>I. ACKNOWLEDGING THAT IT HAS LEGAL CAPACITY TO APPLY FOR A FIT AND SUBMIT ALL NECESSARY DOCUMENTS IN RELATION THERETO.                      II. ACKNOWLEDGING THAT THE APPOINTED AUTHORISED PERSON HAS THE LEGAL CAPACITY AND EMPOWERED TO AND SUBMIT ALL NECESSARY DOCUMENTS IN RELATION THERETO AND TO SIGN AND EXECUTE REPPA ON BEHALF OF THE OF THE CARE CENTRE</p> <p><b>FAILING WHICH, THE PROFILE WILL BE REFUSED</b></p>	06/04/2016					

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

Template for :

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

Template for Care Centre (Figures 20, 21 and 22)

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

**FIGURE 8: Declaration Form**

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

**FIGURE 9: Profile Registration Approved**

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

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

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Dear [REDACTED]

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

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

If you did not submit the request, please contact us at [efit@seda.gov.my](mailto:efit@seda.gov.my).

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

Sustainable Energy Development Authority Malaysia,  
Galeria PjH, Aras 9, Jalan P4W,  
Persiaran Perdana, Presint 4,  
[62100 Putrajaya  
Malaysia](http://62100.Putrajaya.Malaysia)

Phone : [+603 - 8870 5800](tel:+603-88705800)  
Fax : [+603 - 8870 5900](tel:+603-88705900)  
Website : [www.seda.gov.my](http://www.seda.gov.my)  
GPS : [2°54'45"N 101°41'4"E](https://www.google.com/maps/place/2°54'45)

## PART 2: NEW APPLICATION

11. Communities that qualify may apply for a solar PV quota **from 10 a.m. onwards on 21 March 2017** based on first-come-first-served basis.

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

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

**FIGURE 10: Access to New Application**



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

FIGURE 11: Dashboard show in Community

**Application Form**

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

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

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

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

**NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES**

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

**FIT RATE IN ADDITION TO BASIC FIT RATE**

Additional For Use As Installation In Buildings Or Building Structures

**Application Form**

100% 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

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

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

Connection Point : LOW VOLTAGE ( LESS THAN 1KV )  
 Connection Type : DIRECT \*  
 Distribution Licensee : TENAGA NASIONAL BERHAD \*

**NOTE : APPLICANT MUST 'RE-SAVE' ALL ENTRIES WHENEVER CHANGES ARE MADE TO THE APPLICATION TO ENSURE THE SYSTEM CAPTURES ALL UPDATES**

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

**FIT RATE IN ADDITION TO BASIC FIT RATE**

Additional For Use As Installation In Buildings Or Building Structures  
 Additional For Use As Building Materials  
 Additional For Use Of Locally Manufactured Or Assembled Solar PV Modules  
 Additional For Use Of Locally Manufactured Or Assembled Solar Inverters

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

**FIGURE 12: Supporting documents**

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

System requirement for uploading documents :  
 1) Acceptable format: PDF, JPG, PNG, GIF, DOC.  
 2) The maximum size of each file should not exceed 1MB for all copies of certificates and 2MB for all other supporting documents  
 3) The suggested scanning resolution : 200dpi (Please ensure that the content is legible)

It may take several minutes to upload your file(s).

DOCUMENT NAME	REFERENCE NUMBER	REFERENCE DATE	ACTION	SUPPLIED
* The detailed engineering design of the renewable energy installation, including all relevant calculations to justify the installed capacity and claimed efficiencies must be made available in CD and hardcopy to be delivered to SEDA Malaysia office within 7 working days of a successful submission of FIT application.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
* A wireman certificate(s) issued by the Energy Commission to the Qualified Person(s)	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
The site map (if GPS coordinates are not provided)	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
* Documents proving the Applicant's ownership of the site, or other conditional or unconditional rights (e.g. Option-to-Rent/Lease or leasing agreement) that the Applicant has to utilise/lease the site for a minimum period equivalent to the effective period.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
* Relevant documents confirming that you have the financial capacity equivalent to or your bank account statement showing a credit balance of at least: (a) the total capital cost of the Renewable Energy installation. (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. (iii) RM50,000 in the case of a proposed renewable energy installation having a rated kWp or net export capacity of more than 72 kWp or kW.	<input type="text"/>	<input type="text"/> 20	<input type="button" value="Browse..."/> No file selected.	-
* Land Title	-	-	-	-

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

Applicants can prepare their draft submission and save them starting **21 March 2017 @ 10 a.m.** However, applicants are required to submit their applications by **30 August 2017 @ 5 p.m** (subject to quota availability).

**FIGURE 13: Work Plan and Submit**

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

MILESTONE	ESTIMATED DUE DATE	TOTAL DURATION (FROM SUBMISSION DATE)
1. SUBMISSION Submission Date: 14/05/2014 Today Time Frame: 0 Month(s) 0 Week(s)		
2. REGISTRATION OF REPPA WITH SEDA & ST PUBLIC LICENSE (PROVISIONAL) Time Frame: 0 Month(s) 1 Week(s)	14/05/2014	1 Week (s)
3. FINANCING AGREEMENT (S) Time Frame: 1 Month(s) 1 Week(s)	21/05/2014	2 Week (s)
4. FIRST PAYMENT TO CONTRACTOR Time Frame: 3 Month(s) 3 Week(s)	28/05/2014	1 Month (s) 1 Week (s)
5. FIT COMMENCEMENT DATE	18/06/2014	


Please save before switching tab



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

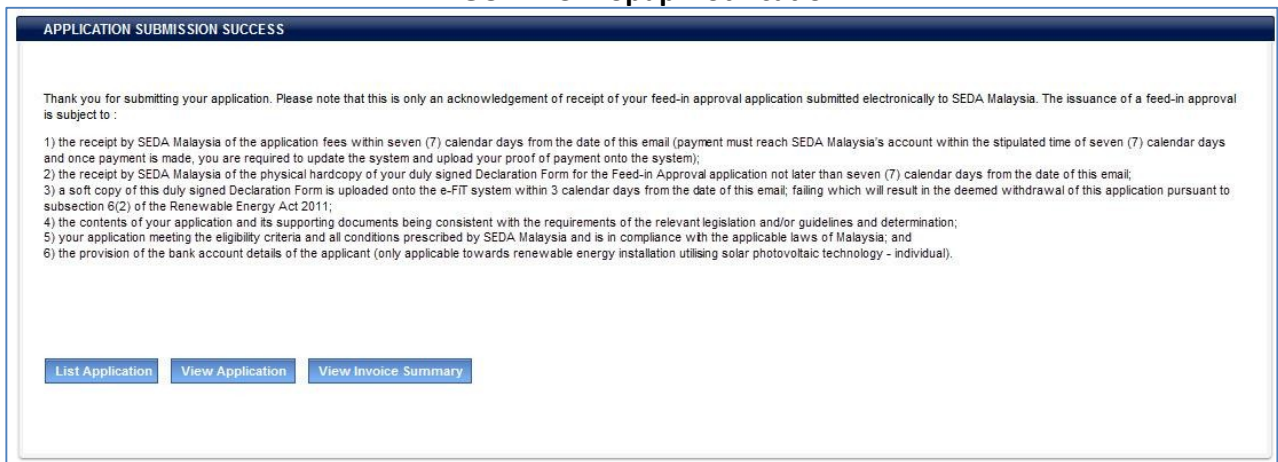
Please note at this stage, the applicants must complete their applications and tick all information in declaration, otherwise the submit button (see red circle in Figure 14) will not activate. Applicant will click the “Submit Application” button as final steps.

**FIGURE 14: Declaration**

DECLARATION	
DECLARATION	TICKED
I, TEST BEBETO (MyKad No./Passport No. 4234242243) and residential address Test, 12345 Kuala Lumpur, W.P. Kuala Lumpur, Malaysia sincerely declare the following:	
1. I am a representative of the Applicant and have been duly authorized to make this declaration on its behalf.	<input type="checkbox"/>
2. All information and accompanying documents submitted herein are true, accurate and complete. The Applicant is not aware of any other information or document which would make the documents submitted untrue or misleading. The Applicant understands and acknowledges that the omission of any relevant information or document, or the submission of any information or document that it knows or has reason to believe is false or misleading may result in the rejection of this application, the revocation of any feed-in approval granted pursuant to this application and/or shall constitute an offence committed by it under the Renewable Energy Act 2011 and/or its applicable subsidiary legislation.	<input type="checkbox"/>
3. The certified true copies of the documents identified in the Supporting Documents Checklist of the application form have been submitted by the Applicant to the Sustainable Energy Development Authority Malaysia in support of this application.	<input type="checkbox"/>
4. Any additional information that may henceforth be required will be submitted by the Applicant by electronic medium or by way of electronic transmission in accordance with guidelines issued by the Sustainable Energy Development Authority Malaysia. Such information shall include but is not limited to information relating to the milestones for the proposed renewable energy installation and the dates by which such milestones are to be achieved. The declaration I have made in paragraph 2 above shall be repeated for any additional information the Applicant may submit in accordance with this paragraph 4.	<input type="checkbox"/>
5. The Applicant will immediately notify the Sustainable Energy Development Authority Malaysia if the Applicant becomes insolvent.	<input type="checkbox"/>
6. A service provider may be appointed by the Applicant to make this application on its behalf but the Applicant shall be fully responsible for the contents thereof.	<input type="checkbox"/>
7. The Applicant hereby agrees to the Terms and Conditions of Use of the Sustainable Energy Development Authority Malaysia website. These terms include but are not limited to the restriction on divulging the e-FIT Online System username and password assigned to the Applicant to any third party and permitting or encouraging any unauthorised user to access the restricted section in the e-FIT Online System by using the username and password assigned to the Applicant.	<input type="checkbox"/>
8. The Applicant hereby agrees and consents to the full disclosure of the information submitted with this application and any additional information it may submit in accordance with paragraph 4 above to the Energy Commission and any service provider and/or financier identified by the Applicant. The Applicant also agrees and consents to the disclosure of such information to the distribution licensee whose electricity distribution network the proposed renewable energy installation is to be connected to, to the extent deemed appropriate by the Sustainable Energy Development Authority Malaysia. Such disclosure shall not be a breach of any confidentiality obligations owed to it by the Sustainable Energy Development Authority Malaysia.	<input type="checkbox"/>
9. The Applicant hereby agrees to upload a copy of this duly signed Declaration Form onto the e-FIT system within 3 calendar days from today; failing which will result in the deemed withdrawal of this application pursuant to subsection 6(2) of the Renewable Energy Act 2011.	<input type="checkbox"/>
Submit By / Full Name : _____ *	
MyKad No. / Passport No. : _____ *	
Email : _____ *	
CAPTCHA Verification	
	
<a href="#">[Reload image]</a> Please enter the text from the image _____	
<input type="checkbox"/> 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.	
<input type="button" value="Submit Application"/>	

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

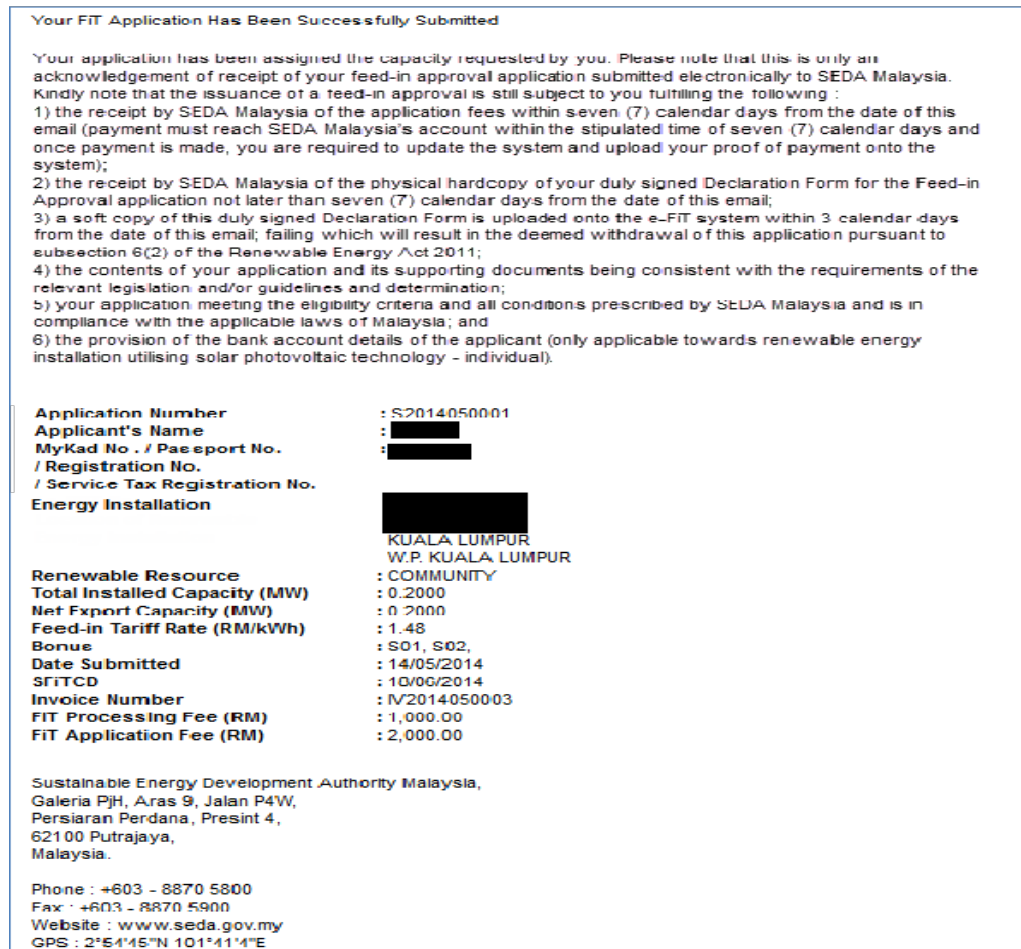
**FIGURE 15: Popup Notification**



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

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

**FIGURE 16: Email Notification on Application Submission Success**



Institute of Public Education

Figure 17

1. Template of Non-Profit School

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

Ruj.KP/IPS.SEK (Df/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 beralamat di



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



Syarat-syarat Pendaftaran

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

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

Tarikh 27.11.2013



Tindakan:

Untuk Pembaruan Perakuan Pendaftaran

Tarikh Pertama didaftarkan : 14.01.2013

Rujukan : JDAB003

JDI14610-PNMB.KT.

## Place of Worship

Figure 18

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



		<b>SALINAN</b>
		(J.K.R. 203s-Pin. 2/83)
<b>KERAJAAN MALAYSIA</b> <b>JABATAN KERJA RAYA</b>		
<b>PERAKUAN SIAP KERJA</b> <b>(CERTIFICATE OF PRACTICAL COMPLETION)</b>		
Rujukan : (42)dim.JKR(WP/KL) 6/9/64 - 2 Sj-6	Pejabat : Pengarah, JKR Wilayah Persekutuan Kuala Lumpur, Blok D, Lot 8, Jalan Chan Sow Lin, 50582 Kuala Lumpur. Tarikh : 17-03-2009	
Kepada	<div style="border: 1px dashed black; width: 200px; height: 50px; margin: 0 auto;"></div>	
Berdaftar dengan PKK dalam Kelas "B"		
Kontrak No. :	<div style="border: 1px dashed black; width: 100px; height: 15px; margin: 0 auto;"></div>	
Kontrak untuk Cadangan Membina Masjid :	<div style="border: 1px dashed black; width: 150px; height: 15px; margin: 0 auto;"></div>	
Bahagian Keseluruhan. Section *		
<p>Menurut Klausula 39 Syarat-Syarat Kontrak, dan tertakluk kepada penyiapan apa-apa kerja yang <i>In accordance with Clause 39 of the Conditions of Contract and subject to the completion</i></p> <p>belum disiapkan dan pembalikan apa-apa kecacatan, ketidaksempurnaan, kesusutan atau apa-apa <i>of any outstanding work and the making good of any defects, imperfections, shrinkages or any</i></p> <p>kerusakan lain apajupun sebagaimana yang dikehendaki di bawah Klausula 45 Syarat-Syarat <i>Kontrak other faults whatsoever as required under Clause 45 of the Conditions of Contract</i></p> <p>dan yang mungkin terzahir dalam Tempoh Tanggungan Kecacatan maka adalah dengan ini <i>diperakui bahawa</i> <i>and which may appear during the Defects Liability Period, it is hereby certified that</i></p> <p>seluruh Kerja-Kerja / Sebahagian daripada Kerja-Kerja* seperti yang tersebut di atas</p>		
T-268 P.001/005 F-863	+603 88811376	FROM-BHG KEMANGAN JAKIM MAY-22-2014 10:13

Figure 19

3. Template of "Surat Pendaftaran" for Surau



جائتین ائام اسلام ولایه فرسکوتوان

**JABATAN AGAMA ISLAM WILAYAH PERSEKUTUAN**  
FEDERAL TERRITORY ISLAMIC AFFAIRS DEPARTMENT  
Kompleks Pusat Islam, Jalan Perdana, 50676 Kuala Lumpur.  
Tel.: +603-2274 9333 Fax: +603-2273 1575  
Web.: [www.jawi.gov.my](http://www.jawi.gov.my) E-mel.: [info@jawi.gov.my](mailto:info@jawi.gov.my)/[aduan@jawi.gov.my](mailto: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

[Redacted Box]

السلام علیکم ورحمة الله وبرکاته،

Tuan,

**PENDAFTARAN SURAU** [Redacted Box]

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

2. Sukacita dimaklumkan bahawa Surau [Redacted Box] 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**.

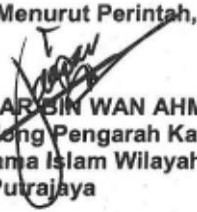
3. Sehubungan itu, pihak jabatan tiada sebarang halangan sekiranya pihak Ahli Jawatankuasa surau bergiat dan berusaha untuk mendapat sumber kewangan surau disamping menjalankan aktiviti-aktiviti kelas pengajian yang tidak bertentangan dengan dasar yang telah ditentukan oleh Majlis Agama Islam Wilayah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

Saya Yang Menurut Perintah,

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

**JAWI CAWANGAN LABUAN**  
TINGKAT 8, BLOK 4, UJANA KEWANGAN,  
PETI SURAT 82197, 87025 W.P. LABUAN  
TEL.: +6067-416311 FAX: +6067-417895

**JAWI CAWANGAN PUTRAJAYA**  
ARAS 7, BLOK E2, KOMPLEKS E, PUSAT PENTAQBIRAN  
KERAJAAN PERSEKUTUAN, 62502 PUTRAJAYA  
TEL.: +603-8384 2890 FAX: +603-8884 2700

**MASJID WILAYAH PERSEKUTUAN**  
JABATAN AGAMA ISLAM WILAYAH PERSEKUTUAN  
JALAN DUTA, 50480 KUALA LUMPUR  
TEL.: +603-6201 8780 FAX: +603-6201 8790


  
Rakyat didahulukan  
Pencapaian diutamakan

Figure 20

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



MALAYSIA

AKTA PERTUBUHAN 1966

PERATURAN-PERATURAN PERTUBUHAN 1984

BORANG 3  
(Peraturan 5)

## PERAKUAN PENDAFTARAN

*Adalah diperakui bahawa*

**(NAMA PERSATUAN)**

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

PPM-002-10-14071980

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

A handwritten signature in black ink, appearing to read 'Dato' Abdulrahman Bin Othman'.

**(DATO' ABDULRAHMAN BIN OTHMAN)**

*Pendaftar Pertubuhan,  
Malaysia*

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

No. Migrasi: SEL0133/79

Figure 21

**PERLEMBAGAAN BAGI  
NAMA PERTUBUHAN**

**FASAL 1 NAMA**

1. Pertubuhan ini dikenali dengan nama

**NAMA PERTUBUHAN**

Selepas ini disebut pertubuhan

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

**FASAL 2 TEMPAT URUSAN**

1. Alamat berdaftar dan tempat urusan pertubuhan ialah

**ALAMAT URUSAN PERTUBUHAN**

dan alamat untuk surat-menyurat adalah

**ALAMAT SURAT-MENYURAT PERTUBUHAN**

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

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

**FASAL 3 MATLAMAT**

1. **MATLAMAT PERTUBUHAN**

**FASAL 4 KEAHLIAN**

1. Kriteria keahlisan pertubuhan adalah seperti berikut;

**A. Ahli Biasa**

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

**B. Ahli Bersekutu**

---

**C. Ahli Kehormat**

---

**D. Ahli Seumur Hidup**

---

**E. Ahli Remaja**

---

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

**FASAL 5 SUMBER KEWANGAN**

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



## FASAL 6 SUMBER KEWANGAN

Sumber kewangan pertubuhan ini adalah daripada:

1. Bayaran masuk:

**RM** \_\_\_\_\_ (Ringgit Malaysia \_\_\_\_\_ Sahaja)

2. Yuran:

**RM** \_\_\_\_\_ (Ringgit Malaysia \_\_\_\_\_ Sahaja)

a. Yuran \_\_\_\_\_ an hendaklah dijelaskan kepada bendahari terlebih dahulu dalam tempoh 7 hari dari awal tiap-tiap \_\_\_\_\_ an

b. Yuran seumur hidup (perlu dijelaskan semasa permohonan ahli)

**RM** \_\_\_\_\_

c. Ahli yang membiarkan hutang yurannya lebih daripada dua (2) \_\_\_\_\_ akan menerima surat peringatan yang ditandatangani oleh wakil Setiausaha, dan hilanglah hak-hak keistimewaannya sebagai ahli sehingga hutangnya telah dijelaskan.

d. Ahli yang membiarkan hutangnya sebanyak lebih dari jumlah yuran bagi tiga (3) \_\_\_\_\_ dengan sendirinya terhenti daripada menjadi ahli Pertubuhan dan Jawatankuasa boleh memerintahkan supaya tindakan yang sah diambil terhadapnya dengan syarat mereka berpuashati yang ahli itu telah menerima kenyataan berkenaan hutangnya terlebih dahulu.

e. Jawatankuasa mempunyai kuasa menetapkan yuran masuk semula bagi sesiapa yang telah membiarkan keahliannya terlucut disebabkan hutang.

f. Yuran khas atau kutipan wang daripada ahli-ahli untuk perkara yang tertentu boleh dipungut dengan persetujuan mesyuarat agung ahli-ahli. Sekiranya ada ahli yang mungkir membayar wang yuran tersebut dalam tempoh yang telah ditetapkan, maka wang itu akan dianggap sama seperti hutang yuran.

3. Sumbangan

\_\_\_\_\_

4. Kegiatan Ekonomi

\_\_\_\_\_

## FASAL 7 MESYUARAT AGUNG

1. Pengelolaan Pertubuhan ini terserah kepada mesyuarat agung ahli-ahli. Sekurang-kurangnya satu perdua ( $1/2$ ) daripada jumlah ahli yang berhak mengundi atau dua kali jumlah ahli Jawatankuasa, mengikut mana yang kurang, hendaklah hadir di dalam mesyuarat agung bagi mengesahkan perjalanan mesyuarat dan mencukupi korum untuk mesyuarat.
2. Jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat, maka mesyuarat itu hendaklah ditangguhkan kepada suatu tarikh (tidak lebih daripada 30 hari) yang ditetapkan oleh Jawatankuasa; dan jika korum tidak cukup selepas setengah jam daripada waktu yang telah ditetapkan untuk mesyuarat yang telah ditangguhkan itu, maka berkuasalah ahli-ahli yang hadir menjalankan mesyuarat tetapi tidaklah berkuasa meminda perlembagaan pertubuhan.
3. Mesyuarat Agung \_\_\_\_\_ bagi Pertubuhan hendaklah diadakan dalam tempoh \_\_\_\_\_ daripada tarikh Mesyuarat Agung \_\_\_\_\_ terakhir pada tarikh, masa dan tempat yang ditetapkan oleh Jawatankuasa. Agenda Mesyuarat Agung \_\_\_\_\_ adalah:
  - a. mempertimbangkan laporan Jawatankuasa berkenaan aktiviti pertubuhan yang lalu;
  - b. mempertimbangkan laporan Bendahari dan penyata kewangan yang telah diaudit;
  - c. memilih ahli-ahli Jawatankuasa dan melantik Juruaudit (jika berkenaan)
  - d. menguruskan perkara-perkara lain yang dibentangkan di dalam mesyuarat itu.
4. Setiausaha hendaklah menghantar kepada tiap-tiap ahli sekurang-kurangnya \_\_\_\_\_ hari sebelum Mesyuarat Agung \_\_\_\_\_ diadakan satu agenda mesyuarat termasuk salinan minit mesyuarat aktiviti tahunan serta penyata kira-kira Pertubuhan bagi tahun lalu yang telah diaudit. Salinan dokumen-dokumen ini juga hendaklah dibekalkan untuk dibaca oleh ahli-ahli di alamat tempat urusan Pertubuhan.
5. Mesyuarat Agung Khas bagi pertubuhan ini boleh diadakan:
  - a. bila difikirkan mustahak oleh Jawatankuasa; atau
  - b. atas permintaan beramai-ramai dengan bertulis oleh tidak kurang dari satu perlima  $1/5$  dari jumlah ahli yang berhak mengundi dengan menerangkan tujuan dan sebab mengadakannya. Permintaan ini hendaklah dihantar kepada Setiausaha Pertubuhan.

6. Mesyuarat Agung Khas yang diminta oleh ahli-ahli hendaklah diadakan pada satu tarikh di dalam tempoh satu bulan dari tarikh penerimaan permintaan mesyuarat itu.
7. Pengumuman dan agenda untuk Mesyuarat Agung Khas itu hendaklah diedarkan oleh Setiausaha kepada semua ahli-ahli sekurang-kurangnya 14 hari sebelum tarikh yang telah ditetapkan untuk bermesyuarat.
8. Fasal 7(1) dan 7(2) di dalam perlembagaan ini berkenaan korum dan penangguhan Mesyuarat Agung \_\_\_\_\_ terpakai untuk Mesyuarat Agung Khas, tetapi dengan syarat jika korum tidak mencukupi selepas setengah jam dari waktu yang telah ditetapkan bagi Mesyuarat Agung Khas atas permintaan ahli-ahli itu, maka mesyuarat tersebut hendaklah dibatalkan dan dalam masa 6 bulan dari tarikh ini, Mesyuarat Agung Khas atas permintaan ahli-ahli dengan tujuan yang sama tidaklah boleh diadakan.
9. Setiausaha hendaklah menghantar kepada tiap-tiap ahli satu salinan minit Mesyuarat Agung \_\_\_\_\_ dan Mesyuarat Agung Khas dalam tempoh 3 bulan setelah selesainya mesyuarat itu.

## FASAL 8 JAWATANKUASA

1. Satu Jawatankuasa seperti berikut yang dinamakan Pegawai Pertubuhan hendaklah dipilih \_\_\_\_\_ di dalam Mesyuarat Agung \_\_\_\_\_ :
  - Seorang Pengerusi
  - Seorang Timbalan Pengerusi
  - \_\_\_\_\_ Naib Pengerusi
  - Seorang Setiausaha
  - Seorang Penolong Setiausaha
  - Seorang Bendahari
  - \_\_\_\_\_ orang Penolong Bendahari
  - \_\_\_\_\_ orang Ahli Jawatankuasa Biasa
2. Pemegang-pemegang jawatan Pertubuhan ini dan tiap-tiap pegawai yang menjalankan tugas eksekutif dalam Pertubuhan ini hendaklah Warganegara Malaysia.
3. Nama-nama untuk jawatan-jawatan di atas hendaklah dicadangkan serta disokong dan pemilihan akan dijalankan dengan cara mengundi oleh ahli-

ahli di dalam Mesyuarat Agung \_\_\_\_\_ . Semua pegawai boleh dipilih semula \_\_\_\_\_ .

4. Fungsi Jawatankuasa ialah mengelola dan mengaturkan kerja-kerja harian Pertubuhan dan membuat keputusan atas perkara-perkara mengenai perjalanan Pertubuhan mengikut dasar am yang telah ditetapkan oleh mesyuarat agung. Jawatankuasa seharusnya tidaklah boleh mengambil tindakan yang bertentangan dengan mesyuarat agung dengan tidak terlebih dahulu berhubung dengannya dan Jawatankuasa mestilah sentiasa mematuhi keputusan mesyuarat agung. Jawatankuasa hendaklah mengemukakan laporan berkenaan kegiatannya dalam tahun yang lalu kepada tiap-tiap Mesyuarat Agung.
5. Jawatankuasa hendaklah bermesyuarat sekurang-kurangnya \_\_\_\_\_ dalam setahun. Notis bagi tiap-tiap mesyuarat hendaklah diberikan kepada ahli Jawatankuasa 7 hari terlebih dahulu. Pengerusi dengan bersendirian atau tidak kurang daripada 4 orang ahli Jawatankuasa bersama-sama boleh memanggil supaya diadakan mesyuarat Jawatankuasa pada bila-bila masa. Sekurang-kurangnya setengah ( $1/2$ ) daripada bilangan ahli Jawatankuasa hendaklah hadir bagi mengesahkan perjalanan dan mencukupkan korum mesyuarat.
6. Jika timbul perkara mustahak yang berhendakkan kelulusan Jawatankuasa dan mesyuarat Jawatankuasa tidak dapat diadakan, maka Setiausaha bolehlah mendapatkan kelulusan dari ahli-ahli Jawatankuasa secara pagedaran surat pekeliling. Syarat-syarat mengenainya seperti berikut mestilah disempurnakan sebelum keputusan Jawatankuasa:
  - a. Masalah yang dibangkitkan itu hendaklah dibutirkan dengan terang di dalam surat pekeliling yang diedarkan kepada tiap-tiap ahli Jawatankuasa;
  - b. Sekurang-kurangnya setengah daripada bilangan ahli Jawatankuasa mestilah menyatakan persetujuan atau bantahan terhadap itu; dan
  - c. Keputusan hendaklah dengan undi yang terbanyak. Sebarang keputusan yang didapati melalui surat pekeliling hendaklah dilaporkan oleh Setiausaha kepada mesyuarat Jawatankuasa berikutnya untuk disahkan dan dicatatkan dalam minit.
7. Ahli Jawatankuasa yang mungkir menghadiri mesyuarat Jawatankuasa tiga kali berturut-turut tanpa alasan yang memuaskan akan disifatkan sebagai telah meletakkan jawatan.
8. Jika seorang ahli Jawatankuasa meninggal dunia atau meletakkan jawatan, calon yang kedua mendapat undi terbanyak di dalam pemilihan yang lalu

hendaklah dipanggil untuk memenuhi kekosongan itu sehingga Mesyuarat Agung \_\_\_\_\_ diadakan.

9. Jawatankuasa boleh memberi arahan kepada Setiausaha dan pegawai-pegawai lain untuk menjalankan urusan Pertubuhan, dan melantik pengurus dan kakitangan yang difikirkan mustahak. Ia boleh menggantung atau melucutkan jawatan sebarang pengurus atau kakitangan kerana cuai di dalam pekerjaan, curang, tidak cekap, engkar menjalankan keputusan Jawatankuasa, atau kerana sebab-sebab yang difikirkan boleh merosakkan kepentingan Pertubuhan.
10. Jawatankuasa boleh menubuhkan Jawatankuasa Kecil jika difikirkan mustahak dan memberikan kewajipan khas kepada sebarang ahli Jawatankuasa.
11. Jawatankuasa yang lama hendaklah menyerahkan semua dokumen Pertubuhan seperti sijil pendaftaran, perlembagaan berdaftar, salinan Penyata Tahunan, surat-surat maklumbalas, buku-buku akaun, buku bank, cek dan resit, geran-geran tanah, senarai asset dan sebagainya kepada Jawatankuasa baru.

## FASAL 9      **KEWAJIPAN-KEWAJIPAN PEGAWAI**

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

5. Bendahari adalah bertanggungjawab berkenaan semua hal kewangan Pertubuhan. Dia hendaklah bertanggungjawab sepenuhnya atas ketepatan penyata kewangan pertubuhan yang terdiri dari penyata penerimaan dan perbelanjaan serta kunci kira-kira.
6. Ahli Jawatankuasa Biasa hendaklah membantu Jawatankuasa dalam menjalankan tugas yang diarahkan olehnya.

## FASAL 10 KEWANGAN

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

6. Tahun kewangan Pertubuhan ini hendaklah bagi tempoh 12 bulan iaitu bermula dari \_\_\_\_\_.

## FASAL 11 JURUAUDIT

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

## FASAL 12 PENTADBIR HARTA

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

## FASAL 13 TAFSIRAN PERLEMBAGAAN PERTUBUHAN

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

#### **FASAL 14 PENASIHAT/PENAUNG**

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

#### **FASAL 15 LARANGAN**

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

#### **FASAL 16 PINDAAN PERLEMBAGAAN**

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



## FASAL 17 **PEMBUBARAN**

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

## FASAL 18 **BENDERA, LAMBANG DAN LENCANA**

1. Bendera

\_\_\_\_\_

Keterangan

\_\_\_\_\_

2. Lambang

\_\_\_\_\_

Keterangan

\_\_\_\_\_

3. Lencana

\_\_\_\_\_

Keterangan

\_\_\_\_\_

## Care Centres

Figure 22

### 5. Template of “Perakuan Pendaftaran Pusat Jagaan”

PERAKUAN PENDAFTARAN PUSAT JAGAAN 1993 (Seksyen 10) N<sup>o</sup> 0284

**PENDUA**      **AKTA PUSAT JAGAAN 1993**      N<sup>o</sup> 0284  
(Seksyen 10)

**PERAKUAN PENDAFTARAN PUSAT JAGAAN**  
**NO. PERAKUAN:**

1. Saya memperakui bahawa penama yang disebutkan di bawah ini telah didaftarkan di bawah Seksyen 10 Akta Pusat Jagaan 1993.
2. Butir-butir berkenaan Pusat Jagaan :  
**Nama** :   
**Alamat** :
3. Butir-butir berkenaan pengendali / orang yang didaftarkan berhubungan dengan Pusat Jagaan di atas :  
**Nama** :   
**No. Kad Pengenalan** :   
**Alamat** :
4. Perakuan ini dikeluarkan mengikut syarat-syarat berikut :
  - i. had maksimum penghuni pada satu-satu masa hendaklah tidak melebihi **38** orang;
  - ii. bilangan penjaga hendaklah dilantik mengikut nisbah yang ditetapkan dalam Peraturan-Peraturan Pusat Jagaan 1994;
  - iii. para penjaga perlu menjalani pemeriksaan kesihatan;
  - iv. pengendali/penjaga hendaklah menghadiri latihan yang relevan;
  - v. pelbagai aktiviti hendaklah dirancang dan dijalankan mengikut peringkat umur dan keperluan penghuni;
  - vi. latihan kebakaran perlu dijalankan pada setiap tiga bulan sekali;
  - vii. rekod-rekod hendaklah disenggarakan dengan baik;
  - viii. mematuhi syarat-syarat yang ditetapkan oleh agensi teknikal yang berkaitan; dan
  - ix. memperbaharui kelulusan daripada agensi teknikal dari semasa ke semasa.

**TEMPOH SAH PENDAFTARAN : DARIPADA 19.06.2012 HINGGA 18.06.2017**

Tarikh : 19.6.2012