

REQUIREMENTS FOR MANUAL SUBMISSION.**1. Language of the Application.**

The application prepared by the Applicant and all correspondence and documents relating to the application shall be written in English or Bahasa Malaysia.

2. Documents required for the Application.

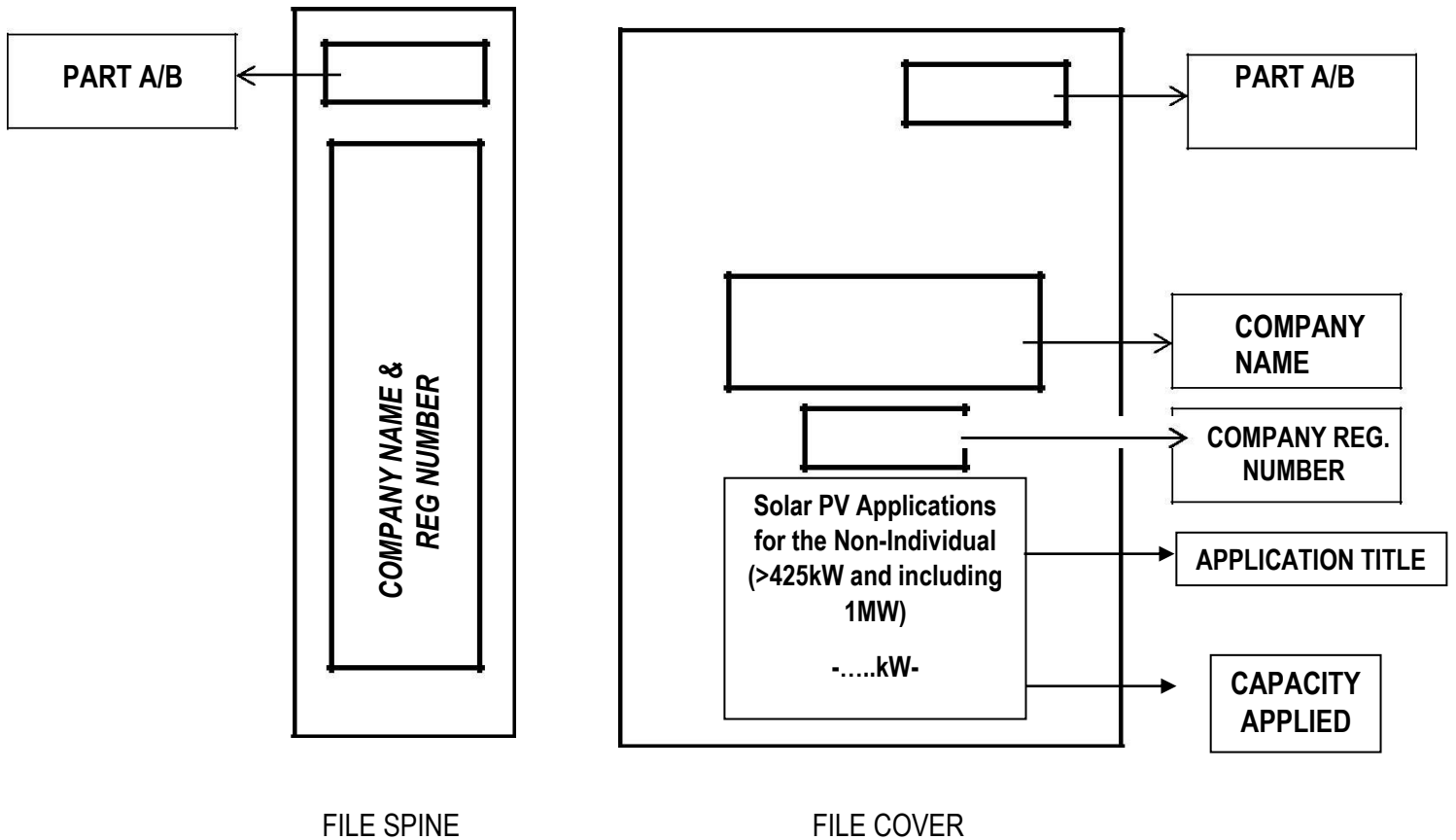
The application prepared by the applicant shall comprise the following components:

- Profile registration documents (Part A).
- Manual Feed-in Approval Application Form and supporting documents (Part B).
- Earnest Money.
- Cover letter to be typed on the company's letterhead (2 copies).
(The specimen of cover letter is attached in *SEDA/SUBMISSION/005*).

3. Format of Submission.

- a) Each component must be submitted in the following format (Refer *Wording Guidelines for Hard Cover Ring File)
 - Part A: Hardcover ring file 65 mm
 - Part B: Hardcover ring file 65 mm
 - One (1) CD-RW
- b) All documents must be printed on A4-sized paper (double sided).
- c) Both the design drawing and the single line diagram must be printed on A3 sized paper.
- d) It is mandatory that the application corresponds with the numbering system shown in **part A and B**.
- e) The application shall be typed or written in indelible ink and shall be signed by the person duly authorized to sign on behalf of the Applicant. All pages of the application (part A and B) shall be initialised by the person signing the application.
- f) The CD-RW should contain all scanned copies of the application with initials of the applicant as mentioned above into two separate folders:
 - Part A
 - Part B
- g) The CD-RW must be included in Part A file (insert CD-RW in the file pocket)
- h) Both files (Part A and B) must be securely bound separately with string and should not be easily opened (Refer # Guidelines to tie file with string).
- i) All documents that already submitted will become property of SEDA.

***Wording Guidelines for Hard Cover Ring File**



- File Spine Wording Guideline
 - Font: Calibri , 36 pt, in **bold** (PART A/B)
 - Font : Calibri, 54 pt, in **bold** (Company Name & Reg. Number)

- File Cover Wording Guideline
 - Font: Calibri, 36 pt, in **bold** (PART A/B)
 - Font: Calibri, 48 pt, in **bold** (Company Name)
 - Font: Calibri, 48 pt, in **bold** (Company Reg. Number)
 - Font: Calibri, 24 pt, in **bold** (Application Title and Capacity Applied)

Guidelines to tie file with string.

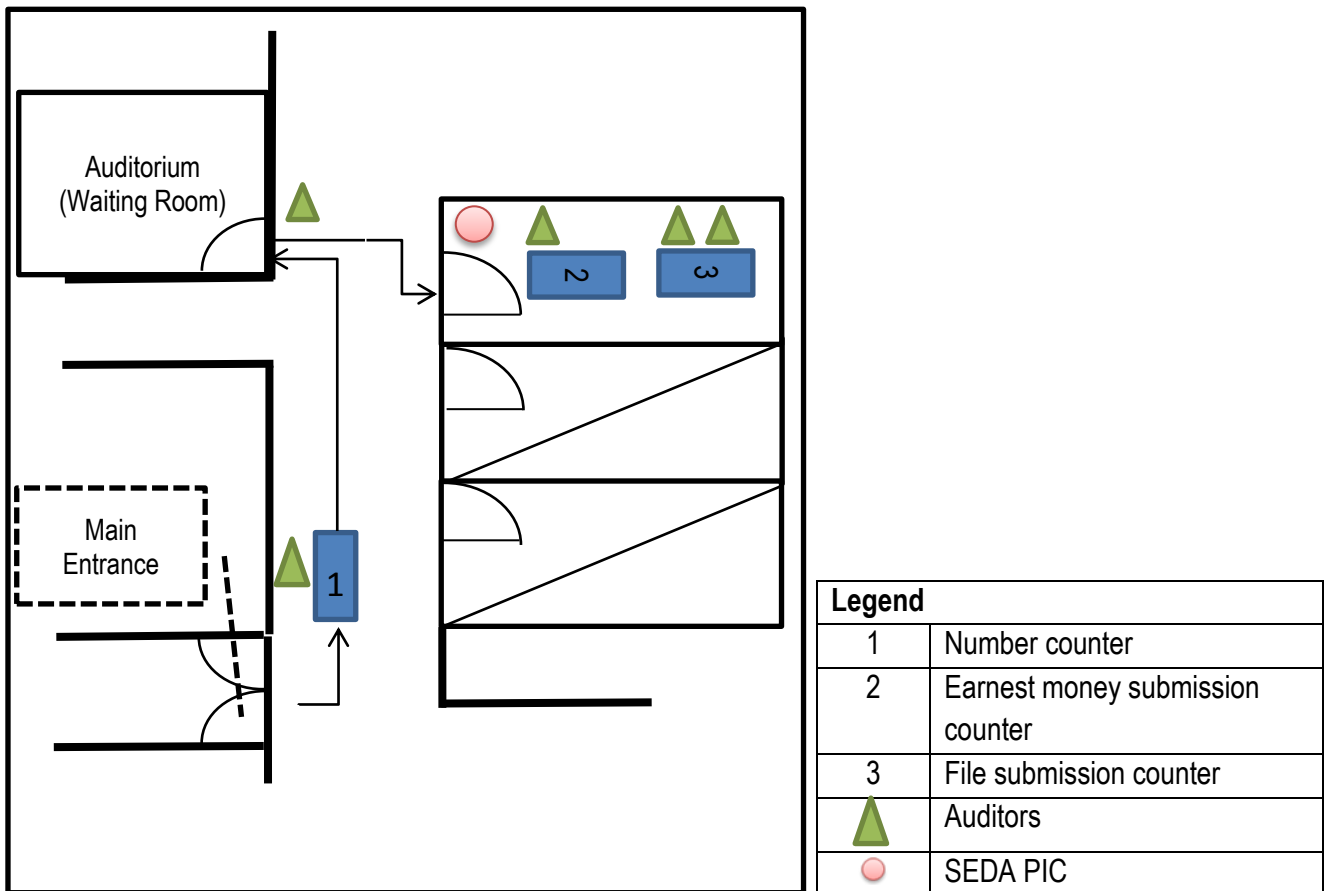


(Exhibit 1: Example of String)



(Exhibit 2: Example of file bound with string)

Application Submission Day Flow Diagram



Counter 1

1. Applicants arrive and take number; one (1) person at a time.
2. Applicant wait in the auditorium (holding room) until number called.

Counter 2

3. Auditor calls the number
4. Submitting person submits the earnest money, PIC fills in the log book and applicant receives the receipt.

Counter 3

5. Applicant shows the receipt.
6. Fills in the log book.
7. Submits files and cover letter.
8. Auditor stamps cover letter.

*Only one (1) submission for one (1) number **ONLY**

*Only one (1) person allowed to enter the submission room

***NO** inquiries during the submission process.

Part A: Profile Registration Documents

Please submit documents in separate sections according to the following order:

1. The Checklist Part A (*SEDA/EVALUATION/001*)
2. A print out of the **COMPLETED** company profile registration submitted via the e-FiT system;
3. *(a) In cases where the Applicant is a **COMPANY(PRIVATE/PUBLIC)**:*
 - i. The latest audited accounts of the Applicant;
 - ii. The memorandum and articles of association of the Applicant;
 - iii. Form 8 (Certificate of Incorporation of Public Company) or Form 9 (Certificate of Incorporation of Private Company) in connection with the Applicant under the Companies Act 1965;
 - iv. All Forms 24 (Return of Allotment of Shares) or all Form 32A (Transfers of shares) or all share certificates (Certificate for share held by shareholders) lodged by the Applicant with the Registrar of Companies under the Companies Act 1965; and
 - v. The latest Form 49 (Return giving particulars in Register of Directors, Managers and Secretaries and change of particulars) lodged by the Applicant with the Registrar of Companies a confirmation letter from the company secretary confirming the list of shareholders;
 - vi. A Share-holding/Ownership Structure Diagram; detailing the shareholding percentages of each ultimate shareholders in the company;
 - vii. A clear copy of the MyKad of each individual shareholder in the company; or, a certified copy of Form 24 and 49 of each shareholder (if the shareholder is a company) by the company secretary;
 - viii. Certified copies of Form 24 and 49 of the company(s) where each ultimate shareholder has a shareholding interest; direct or indirect;
 - ix. An extract of the company's board resolution authorizing the authorized personnel to make this application on behalf of the Applicant and to execute and submit all document in relation and declaration form;
 - x. Form 8 or 9 must be certified by SSM.
 - xi. All abovementioned documents must be certified by company secretary except no. x;

b) In cases where the Applicant is a **BODY CORPORATE**:

- i. A copy of the certificate from the appropriate authority certifying that the body has been duly constituted under the said written law.
- ii. The latest audited accounts of the Applicant.
- iii. Constitution of the Applicant and Resolution from general meeting for approval the ventures in the particular business.
- iv. List of memberships.
- v. List of Principal Officer / Office Bearers / Board Members.
- vi. An extract of the board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation, and declaration form.
- vii. Copy of Mykad of the authorized person(s).

c) In cases where the Applicant is a **REGISTERED SOCIETY**:

- i. A copy of the certificate of registration (Form 3) issued by the Registrar of Societies under section 8 of the Societies Act 1966.
- ii. The latest audited accounts of the Applicant.
- iii. Rule and Regulations of the Applicant and Resolution from general meeting for approval the ventures in the particular business.
- iv. List of memberships.
- v. List of Principal Officer / Office Bearers / Board Members.
- vi. An extract of the board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation, and declaration form.
- vii. Copy of Mykad of the authorized person(s).

d) In cases where the Applicant is a **CO-OPERATIVE SOCIETY**:

- i. A copy of the certificate of registration issued by the Malaysia Co-operative Societies Commission.
- ii. The latest audited accounts of the Applicant.
- iii. By-Laws of the Applicant and Resolution from general meeting for approval the ventures in the particular business.
- iv. List of memberships.
- v. List of Principal Officer / Office Bearers / Board Members.
- vi. An extract of the board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation, and declaration form.
- vii. Copy of Mykad of the authorized person(s).

e) In cases where the Applicant is a **FIRM**:

- i. A certificate of registration (Form D) of the firm issued by the Registrar of Businesses; or the letter or certificate relating to the constitution of the firm from bodies regulating the profession in which the firm is practicing in
 - ii. The latest audited accounts of the Applicant.
 - iii. Deed of Partnerships of the Applicant and Resolution from general meeting for approval the ventures in the particular business.
 - iv. List of ownership.
 - v. List of Principal Officer / List of partners.
 - vi. An extract of the board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation, and declaration form.
 - vii. Copy of Mykad of the authorized person(s).
4. A company profile of the Applicant together with the CVs of the project management team.
 5. CD-RW

Part B: Manual Application Form & Supporting Documents

Please submit documents in separate sections according to the following order:

1. The Checklist Part B (*SEDA/EVALUATION/002*)
2. Manual Application Form;
3. Declaration form;
4. Summary of application (as per SEDA's template);
5. The detailed engineering design of the renewable energy installation, including all relevant calculations to justify the installed capacity and claimed efficiencies, proposed plant layout and AC single line diagram certified by Professional Engineer (PE) and all supporting documents justifying bonuses applied for;
6. The **power system study (PSS) report** and **letter of approval** from the DL;
7. The list of Feed-in Approval (FiA) currently or previously held by the Applicant, if any;
8. Documents proving **the Applicant's ownership of the site**;
9. Land title (all pages) and the site map;
10. A certificate in solar photovoltaic system design registered with the Authority
11. A certificate of registration of each Qualified Person with the Board of Engineers Malaysia as a Professional Engineer (Electrical);
12. Projects requiring loans from a bank(s) or financier(s), to provide the following:
 - a) Financing agreements with the entity(ies) that will be providing or has provided financing to the Applicant for the project; or
 - b) The letter(s) of intent/offer letter(s)/financing term sheet(s) from the entity (ies) that will be providing or has provided financing to the Applicant for the project.
13. For self-financed, to provide relevant documents confirming that you have the financial capacity equivalent to at least the total capital cost of the Renewable Energy installation (Overdraft /credit facility ,2 months statement including Fixed Deposit);
14. A copy of the quotation(s) from the EPC/SP showing the total capital cost of the Renewable Energy Installation;
15. SP track record :
 - LOA – showing installation & design awarded to the SP (Company and not to the individual/shareholders/directors);
 - The LOA must be a CTC

Earnest Money

1. The earnest money shall be issued in the form of Bankers Cheque (RM100/kW) and payable to Sustainable Energy Development Authority Malaysia

e.g.: RM 100 x 500 kW = RM50,000

2. Earnest money should be submitted on the day of submission
3. Reimbursement of the earnest money as follows:
 - Unsuccessful : Refund after deducting processing fee (RM1,000);
 - Successful : Refund after deducting processing fee (RM1,000) and application fee (RM10/kW).

Procedure for Successful Feed-in Approval Holders (FiAHs): Bank Guarantee Requirements

1. Successful FiAH to substitute the Earnest Money with a Bank Guarantee.
2. The Bank Guarantee must contain the following characteristics:
 - (a) The amount is equivalent to RM200 for each kW of installed capacity of the PV installation.
 - (b) The validity period is from one (1) month after the date of the feed-in approval up to three (3) months after the feed-in tariff commencement date including any extensions of time approved by the Authority.
 - (c) Renewable upon expiry before the feed-in tariff commencement date or during the extension(s) of time, if any.
 - (d) Entitled to be called upon in the event the Feed-in Approval is revoked under the Renewable Energy Act 2011 or the Feed-in Approval Holder surrenders the Feed-in Approval.
3. The Bank Guarantee shall be substantially in the form as shown in the SEDA/RESULT/007.

Form of Guarantee

To: Chief Executive Officer
Sustainable Energy Development Authority Malaysia
Galeria PjH
Aras 9, Jalan P4W
Persiaran Perdana
Presint 4
62100 Putrajaya

WHEREAS _____¹ of _____² (the "Feed-in Approval Holder") has submitted an application and has been granted a feed-in approval (the "Feed-in Approval") by the Sustainable Energy Development Authority Malaysia ("SEDA Malaysia") to participate in the feed-in tariff system under the Renewable Energy Act 2011.

AND WHEREAS the Feed-in Approval Holder is bound and obliged to furnish a Guarantee as security for the due achievement of the feed-in tariff commencement date under the Feed-in Approval.

AND WHEREAS at the request of the Feed-in Approval Holder, we _____³ a licensed [commercial] bank having its registered office at _____⁴ Malaysia (hereinafter referred to as the "**Guarantor**"), are agreeable to and desirous of giving such a Guarantee;

WE HEREBY irrevocably undertake and are bound and obliged to pay to SEDA Malaysia unconditionally and without protest any sum of money not exceeding a sum of [.....] on SEDA Malaysia's first written demand without being entitled or obliged to make any enquiry to SEDA _____

¹ Insert name of feed-in approval holder

² Insert address of feed-in approval holder

³ Insert name of bank

⁴ Insert address of bank

Malaysia or of the Feed-in Approval Holder, and without the need for SEDA Malaysia to take legal action against or to obtain the consent of the Feed-in Approval Holder, and notwithstanding any objection by the Feed-in Approval Holder and without any further proof or conditions and without any right of set-off or counterclaim.

The undertakings herein to make payment under this Guarantee shall constitute primary, independent, direct, unconditional, absolute and irrevocable obligations on our part. We shall not be exonerated from all or any part of such obligations for any reason or cause whatsoever that would or could exempt or release us from our obligations and liabilities stipulated herein.

Every demand hereunder shall be in writing and signed by the Chief Executive Officer of SEDA Malaysia (or by any person for the time being acting in or performing the functions of the Chief Executive Officer of SEDA Malaysia) and shall be accompanied by a statement to the effect that the Feed-in Approval Holder has failed and/or neglected to perform its obligations or abide by the terms of the Feed-in Approval and the Feed-in Approval has been revoked or surrendered by the Feed-in Approval Holder. For all purposes connected with and relating to this Guarantee, such demands need not include any proof that the amount so demanded is lawfully due under this Guarantee.

All payments hereunder shall be made in Malaysia by bank draft drawn in favor of SEDA Malaysia.

Any payment made hereunder shall be made free and clear of, and without deduction for or on account of, any present or future taxes, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed.

The benefit of this Guarantee and all rights and powers hereunder may be assigned by SEDA Malaysia.

This Guarantee shall be governed by and construed in accordance with the laws of Malaysia and the Guarantor hereby agrees to submit to the exclusive jurisdiction of the courts of Malaysia over any claim arising out of this Guarantee.

This Guarantee shall be valid and binding and shall remain in full force and effect up to and including the _____⁵ and thereafter shall be null and void and of no force or effect (whether the original hereof is returned or not) except in respect of any demand made on or before the aforesaid _____.

IN WITNESS whereof this Guarantee has been signed by the authorised signatories on behalf of the aforesaid _____ on this day of _____ 201.....

Authorised Signatory
Name:
Designation:

Authorised Signatory
Name:
Designation:

(Company's letterhead)

Date:

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

Dear Sir,

SUBMISSION OF FEED-IN APPROVAL APPLICATION FOR SOLAR PHOTOVOLTAIC QUOTA FOR CAPACITY ABOVE 425 KW AND UP TO AND INCLUDING 1 MW FOR NON-INDIVIDUAL CATEGORY (MANUAL)

We enclose herewith the above mentioned documents for your attention. The manual submission consists of:

1. Part A (including CD)
2. Part B
3. Earnest Money

Thank you.

Yours truly,

.....

(Name:)

(IC No :)

CHECKLIST FOR MANUAL SUBMISSION

(PART A: PROFILE REGISTRATION)

Applicant Name: _____
 Installed Capacity applied: _____

Type of Applicants: Private / Public Company

	Checklist for Company (Public / Private)	Tick by Applicant	Check by PIC
1.	RE Applicant profile together with the profile declaration form (Printout from e – FiT system)		
2.	Latest audited accounts of applicant		
3.	Memorandum and article of association of the Applicant		
4.	Form 8 - Incorporation (For Public company) or Form 9 - Incorporation (For Private company)		
5.	All form 24 - (Return of allotment of shares) or All Form 32A – (Transfer of shares) or All share certificate – (Certificate for share held by shareholders)		
6.	Latest form 49 - (Registration of Directors, Managers, secretaries and changes of Particulars) and a confirmation letter from the secretary confirming the list of shareholders		
7.	Shareholding / Ownership structure diagram		
8.	A clear copy of Mykad of each individual shareholder OR A clear copy of Mykad of each individual shareholder and certified true copy of Form 24 and form 49 of the Company with shareholding interest- Direct or indirect interest (if shareholder is a company)		
9.	An extract of the Company board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation		
10.	Company profile of the applicants together with the CV's of the project management team		
11.	CD (Part A and Part B)		

Prepared by:

Checked by:

 Name of applicant:
 Position:
 Date:

 Name:
 Position:
 Date:

CHECKLIST FOR MANUAL SUBMISSION**(PART A: PROFILE REGISTRATION)**

Applicant Name: _____

Installed Capacity applied: _____

Type of Applicants: Statutory Body / Registered society / Co-operatives / Firm

	Checklist for Statutory Body/Registered society/ Co-operatives/Firm	Tick by Applicant	Check by PIC
1.	RE Applicant profile together with profile declaration form (Printout from e – FiT system)		
2.	Latest audited accounts / Accountants report of applicant		
3.	Relevant Certificate of Registration issued by the relevant authorities: Authority certificate (Body Corporate) Certificate registration (Form 3 - Registered Society) Certificate registration (Co - operative society) Certificate registration (Form D – Firm)		
4.	Constitution/Rules and Regulations/By-Laws of the Applicant/Deed of Partnership and Resolution from general meeting for approval the ventures in the particular business.		
5.	List of memberships/List of ownership		
6.	List of Principal Officer / Office Bearers / Board Members / List of partners		
7.	An extract of the board resolution authorizing a person to make an application on behalf of the applicant and to execute and submit all documentation in relation		
8.	Copy of Mykad of the authorized person(s)		
9.	Profile of the applicants together with the CV's of the project management team		
10.	CD (Part A and Part B)		

Prepared by: _____

Checked by: _____

Name of applicant: _____

Position: _____

Date: _____

Name: _____

Position: _____

Date: _____

CHECKLIST FOR MANUAL SUBMISSION
(PART B : TECHNICAL REGISTRATION)

Applicant Name:
 Installed Capacity applied:

Type of Applicants:

Company:

Others:

Please state:

	Checklist	Tick by Applicant	Check by PIC
1.	Manual application form		
2.	Application declaration form		
3.	Summary of application		
4.	Detail engineering design (Endorse) a) DC system: GCPV certificate holder b) Electrical AC system: Professional Engineer (Electrical)		
5.	Power system study (PSS) and Letter of Approval (DL)		
6.	List of Feed - in Approval (FiA)		
7.	Applicant's ownership site		
8.	Land title and site map		
9.	Certificate - Solar Photovoltaic System		
10.	Certificate of registration (Each qualified person)		
11.	Loan - Financing agreements / Letter of intent / financing term sheet		
12.	Self - financed – Overdraft / Credit facility / 2 months statement of account		
13.	Copy of quotation (EPC/SP)		
14.	EPC track record		

Prepared by:

Checked by:

 Name of applicant:

Position:

Date:

 Name:

Position:

Date: