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இலங்கை நிலைபெறுதகு வலு அதிகாரசபை  
Sri Lanka Sustainable Energy Authority

BLOCK 5, FIRST FLOOR, BMICH, COLOMBO 07, SRI LANKA

**APPLICATION FOR REGISTERED PHOTOVOLTAIC (PV) SERVICE PROVIDER**

Soorya Bala Sangramaya - Battle for Solar Energy Program

For The Year :

REGISTERED NO (For SLSEA official use only)	SLSEA	SBS		
APPLICATION : (Tick whichever applicable)	NEW		RENEWAL	

**PART A : COMPANY DETAILS**

1. COMPANY NAME:	
2. REGISTRATION NO.: (Registration copy attached )	
3. DATE OF REGISTRATION / INCORPORATION	
4. REGISTERED ADDRESS: (As registered with Companies - Sri Lanka)	
	Rent [ ] Owned [ ]
	Telephone No:
	Fax No:
5. OFFICE ADDRESS: (If different from registered address)	
	Rent [ ] Owned [ ]
	Telephone No:
	Fax No:
6. BRANCH OFFICE ADDRESS: (If any)	
	Rent [ ] Owned [ ]
	Telephone No:
	Fax No:
7. WEBSITE	
8. CONTACT PERSON AND DESIGNATION	
9. ID / PASSPORT NO.	
10. MOBILE NO.	
11. EMAIL	



**PART B : COMPANY OWNERSHIP**

MEMBERS OF THE BOARD / PARTNERSHIP / OWNERSHIP/			
NO.	NAME	ADDRESS	ID / PASSPORT NO
i.)			
ii.)			
iii.)			
iv.)			
v.)			

**PART C : COMPANY PROFILE & EXPERIENCE**

1. NATURE OF BUSINESS: (Solar Installer/ supplier/Distributor/ reseller /Power/Other etc...)				
2. TOTAL NO. OF STAFF EDUCATED TO PV BUSINESS <sup>1</sup> (in-house/ permanent/contract staff):				
3. NO. OF YEARS IN PV BUSINESS				
4. PV MODULE SUPPLIER <sup>2</sup> : (provide letter of authorization as distributor or reseller)				
5. PV INVERTER SUPPLIER <sup>2</sup> : (provide letter of authorization as distributor or reseller)				
6. NO. OF PV SYSTEM INSTALLED AND COMMISSIONED <sup>3</sup> :	GRID CONNECTED			OFF-GRID
	Building Integrated PV (Roof Top PV)	Other	Ground Mounted	
	No. of project:	No. of project:	No. of project:	No. of project:
	Total kWp:	Total kWp:	Total kWp:	Total kWp:

<sup>1</sup> Please specify the number of in-house, permanent or contract staff.

<sup>2</sup> Please indicate the supplier of the product that you sell or you plan to source your products from and kindly provide letter of authorization as distributor or reseller.

<sup>3</sup> Kindly attached the details and proof of list installed and commissioned system ( Annex 01 )



**PART D: QUALIFIED PERSON INFORMATION**

Kindly attached the certificate of competency, ID / passport, picture (passport size) and letters of offer / appointment / task list for every position taken up by a qualified person.<sup>4</sup>

1. STAFF – ENGINEER		
i.	NAME	
	ID / PASSPORT NO	
	QUALIFICATIONS	
ii.	NAME	
	ID / PASSPORT NO	
	QUALIFICATIONS	
2. STAFF – TECHNECIAN (NVQ 3 – Minimum or equivalent)		
i.	NAME	
	ID / PASSPORT	
	QUALIFICATIONS	
ii	NAME	
	ID / PASSPORT NO	
	QUALIFICATIONS	

**PART E : OTHER INFORMATION**

i	TOTAL NO. OF STAFF (Permanent)		
		Male	Female
ii	PV INSTALLER INSURANCE ( Copy Attached)		
iii	Registration No of VAT/ TIN		

<sup>4</sup> Please specify all Qualified Persons.



**PART F: PV SYSTEM INFORMATION. \***

ITEM	COUNTRY OF ORIGIN	MANUFACTURER /LICENSE HOLDER AND COUNTRY	MODEL NOS	PROVIDED TEST CERTIFICATION NO	CERTIFYING BODY	WARANT Y
PV Models -1						
PV Models -2						
PV Models -3						
<b><u>PV INVERTER SYSTEM INFORMATION*</u></b>						
ITEM	COUNTRY OF ORIGIN	MANUFACTURE / LICENSE HOLDER AND COUNTRY	MODEL NOS	PROVIDED TEST CERTIFICATION NO	CERTIFYIN G BODY	WARRANTY
PV Inverter -1						
PV Inverter -2						
PV Inverter -3						

- Note: If the test certificates / compliance certificates (SLS/IEC/IEEE...ect) are from accredited agencies documentary evidence shall be submitted relevant to their accreditation and Technical data sheet
- \*Please provide details in same format if introducing many brands



**PART F: DECLARATION**

Applicant Picture (Passport Size)	Applicant's Name:
	ID / Passport No.:
	Address:
	Position in Company:

1. I, [Name: .....], ID/ Passport No.:..... the representative of the above mentioned applicant have been duly authorized to make this declaration on its behalf.
2. I hereby certify that, to the best of my knowledge, all the information provided in this application is true and correct.
3. I have read, understood and agree to implement and comply with Public Utility Commission Sri Lanka/ Ceylon Electricity Board / Lanka Electricity Company / Sri Lanka Sustainable Energy Authority /Sri Lanka Standards Institution's Standards, Manuals, Code of Practices and guidelines.
4. I have read, understood and agree to abide by all the Public Utility Commission Sri Lanka/ Ceylon Electricity Board / Lanka Electricity Company / Sri Lanka Sustainable Energy Authority /Sri Lanka Standards Institution's guidelines, on the understanding that failure to do so shall be subject to suspension or cancellation of Registered PV Service Provider status.
5. I agree to install all the required equipment and to provide information whenever requested by Public Utility Commission Sri Lanka/ Ceylon Electricity Board / Lanka Electricity Company / Sri Lanka Sustainable Energy Authority /Sri Lanka Standards Institution's.
6. Competent person as per details in Part D is taken up full-time and shall be responsible for all design and electrical work as well as quality control, supervision and testing work will be carried out by this Company.
7. Enclosed herewith copies of Certificates of Competency, a copy of ID / Passport and a letter of offer / appointment / task list position as a competent person.
8. I agree to provide copy of the applications (Ceylon Electricity Board / Lanka Electricity Company) of each and every client after commissioning of the each Net metering, Net Accounting and Net Plus system done by my company.

Applicant signature: ..... Applicant Name: .....

Company stamp: .....

Date: .....



## SRI LANKA SUSTAINABLE ENERGY AUTHORITY OFFICE'S APPROVAL

RECOMMENDATION			
CONDITION			
REMARKS			
CERTIFICATE'S NO.			
PAYMENT RECEIPT NO	_____	CHEQUE NO	
CHECKED BY :	APPROVED BY :	ENDORSED BY :	

- **Payment.**  
**Please be kind enough to pay the application fee either in cash or through a bank draft (Sri Lanka Sustainable Energy Authority) , since this Authority is not in a position to accept cheques for the payment of application fees.**
  - Initial registration fee of LKR 25,000/- +VAT
  - Annual renewal fee of LKR 10,000/-+VAT
  - If the registered name, address, contact details or the director board changes are made to the company once it is registered at SEA, there will be a penalty fee of LKR 25,000/- + VAT.
  - Re-submissions/new submissions are made on PV panel/inverters from the same company, LKR 5,000/- + VAT is charged per submission.
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## Annex 02 – Documents Required

### Checklist of Contents of the PV service provider which is to be attached to the Application for Registered solar PV service provider

	List	Mark Yes ( ) No (x)
1	Company Registration copy	
2	Provide letter of manufacture authorization letters as distributor or reseller (PV and Inverter)	
3	<p>Provided Solar PV test certification (If the test certificates/ compliance certificates are from an accredited agencies documentary evidence shall be submitted relevant to their Accreditation) Technical data sheet</p> <p>PV module reference standards IEC 61215, IEC61730, IEC 61701, IEC62804(PID) and IEC 62716</p> <p>Thin-film PV modules IEC 61646</p> <p>Application class A and IP 67 +</p>	
4	<p>Provided Inverter Test certification, (If the test certificates/ compliance certificates are from an accredited agencies documentary evidence shall be submitted relevant to their Accreditation) Inverter reference standards - IEC (IEC62109,IEC61727,IEC62116 ) / IEEE1547 / SLSI (IP 65) Technical data sheet</p>	
5	Technical data sheet, Brochures/Manuals / Test certification (PV Module , PV Inverter, DC Cables, DC/AC Surge Protection, AC Cables, DC/AC Protection)	
6	<p>Availability of Human Resources</p> <p>Qualified Person Information (copy of ID , CV , Grid Connected Solar Photovoltaic. System Design Training certificate )</p>	
7	ID or Passport Copy	
8	Proof of financial capacity (Company audit account )	
09	Copy Insurance coverage for the employee	
10	<p>Photo (3R size)</p> <p>a. Front view of the office premises / premises from the outside</p> <p>b. Complete Personal Protective Equipment(Safety glasses, Hard Hats or Safety Helmets, Gloves, Safety Boot, First Aid box)</p> <p>c. Measurement equipment (Millimeter, Compass, etc)</p> <p>d. Storage for Electrical or electronic equipment</p>	
11	Location plan of premises (Google Maps) with latitude and longitude number	
12	Company's organization chart including Qualified Person	
13	Registration copy of VAT/ TIN/NBT	
14	Solar rooftop Installation Details	
15	Office Rental agreement or a copy of ownership / purchase agreement (for any agreement to be signed by the applicant or any one shareholder or business partner )	
16		