

APPLICATION FORM FOR APPROVED PV SERVICE PROVIDER

APPLICATION : (Tick whichever applicable)		RENEWAL*		NEW		Please leave blank for Office Use	
1. COMPANY DETAILS (Please provide your company profile)							
1	COMPANY NAME						
2	REGISTRATION NO						
3	CONTACT PERSON						
4	ADDRESS						
5	CITY						
6	POSTCODE						
7	STATE						
8	PHONE						
9	FAX						
10	MOBILE						
11	EMAIL						
12	WEBSITE						
13	NATURE OF BUSINESS						
14	TOTAL NO. OF STAFF						
15	TOTAL NO. OF STAFF DEDICATED TO BIPV BUSINESS						
16	PV MODULE SUPPLIER ¹						
17	INVERTER SUPPLIER ¹						
¹ = Please indicate the supplier of the product that you plan to source your products from and kindly provide letter of authorisation as distributor or reseller							
2. COMPANY EXPERIENCE * (Please provide resume of the company's experience)							
1	NO. OF YEARS IN PV						
2	NO. OF PV SYSTEMS INSTALLED AND COMMISSIONED : (kWp)	GRID CONNECTED		OFF-GRID			
		Integrated	Retrofitted				
		kWp	kWp	kWp			
3	PHOTOS (attached)						
3. FINANCIAL STATEMENT							
1	LATEST FINANCIAL REPORTS (Kindly attached the Financial Statement)						

4. CERTIFICATIONS (Kindly attached the certificates)				
1	NO. OF STAFF WITH ISPQ GCPV TRAINING CERTIFICATE Notes : please attach the staff certificates to prove the number given			
	NAME			
	CERTIFICATE NO.			
2	CERTIFICATE FOR ELECTRICIAN CERTIFIED BY SURUHANJAYA TENAGA			
	NAME			
	CERTIFICATE NO.			
5. INSURANCE (Kindly attached the certificate from the insurance company)				
1	COMPANY'S WORKERS INSURANCE			
2	COMPANY'S PUBLIC LIABILITY INSURANCE			
3	COMPANY'S FIDELITY GUARANTEE INSURANCE (optional)			
6. DECLARATION (Kindly tick (/) in the box)				
<input type="checkbox"/>	I hereby certify that, to the best of my knowledge, all the information provided in this application is true and correct			
<input type="checkbox"/>	I have read, understood and agree to implement and follow the industry best practice guidelines			
<input type="checkbox"/>	I have read, understood and agree to abide by all the APVSP Code of Conduct, on the understanding that failure to do so may be a basis for suspension or cancellation of APVSP status			
<input type="checkbox"/>	I have included application fee with the application by cross cheque made payable to "PUSAT TENAGA MALAYSIA (MBIPV)". My application is due for renewal on 31 st December of each year			
<input type="checkbox"/>	I understand that my company is responsible to ensure that at least one of the employee has certification in ISPQ accredited grid-connected PV training. In addition, I also understand that PTM reserves the right to terminate my company's Approved PV Service Provider listing if my company has not been able to find a replacement full time employee within the one-month departure of the employee having the required certification.			
TICK	APPLICATION	PV CAPACITY (kWp - for the past 12 mths)	FEE (RM) PER ANNUM	CHEQUE NO
<input type="checkbox"/>	New Application		RM100	
Renewal Application				
<input type="checkbox"/>	0 kWp PV capacity commissioned in the past 12 months		RM 250	
<input type="checkbox"/>	0 kWp < PV capacity commissioned in the past 12 month ≤ 10 kWp		RM 500	
<input type="checkbox"/>	10 kWp < PV Capacity PV capacity commissioned in the past 12 month ≤		RM 750	
<input type="checkbox"/>	PV capacity commissioned in the past 12 month > 50 kWp		RM1,000	
Signature : _____ Date: _____				
Name : _____ Position : _____				

*Important: Any companies which are not Approved PV Service Providers and mislead the public (whether intentionally or otherwise) by promoting their companies to be Approved PV Service Providers will be automatically **disqualified** of their current and future application to be Approved PV Service Providers.*

MBIPV OFFICE'S APPROVAL

RECOMMENDATION			
CONDITION			
REMARKS			
APVSP CERTIFICATE'S NO	MBIPV-APVSP- /		
RECEIPT NO	___/___	CHEQUE NO	
CHECKED BY :	APPROVED BY :	ENDORSED BY :	
NOR RADHIHA MOHD ALI	CHEN WEI NEE	IR AHMAD HADRI HARIS	

*Please send your application together with supporting documents to :
RE/ MBIPV PROJECT , NATIONAL PROJECT TEAM (ATTN: RADHIHA),
T01-U07 & U08, 1st Floor, No. 5, Jalan P16, Precinct 16
62150 Putrajaya, MALAYSIA*

NOTES * :

A. RENEWAL FOR THE PROVISIONALLY APVSP (for company that has yet to complete a BIPV project)

Please attach a case study on one of the systems installed. The case should include:

1. Any documentation relating to the design of the system- if the system was designed by hand then a copy of this must be kept. If the system was designed using software then a printout of the design must be kept. The Information on the design should include as a minimum;
 - i. evidence of how the voltage windows of the array were matched with the inverters:
 - ii. whether there is any shadowing on the array and the estimated effect of these shadows.
 - iii. the size of the cables used in the array and from the array junction box to the inverter.
 - iv. the ratings of the protection devices installed
 - v. the design efficiencies allowed for including inverter, temperature effect, dirt, manufacturers tolerance and cable losses.
 - vi. the estimated yearly energy output of the system and the solar irradiation used in the calculations.
 - vii. any assumptions allowed for in your design.
 - viii. whether the system has been attached to a building earthing system
 - ix. date of Commissioning
2. All the documentation as specified in Section 8 of MS1837:2005;
3. A copy of the testing and commissioning form;
4. Photos of the system, showing the array, the array junction box, the required protection devices and isolators, the required signs and the inverter.

B. RECORD OF COMPANY'S EXPERIENCE

Please provide record of the company's experience in designing, supplying and installing BIPV systems.

This resume should include:

- How long the company has been involved in providing BIPV systems?
- Approximately how many systems has the company installed? (<10, >10 and <100, >100)
- What types of systems has the company installed (e.g. grid connected, off-grid BIPV systems, hybrid systems including PV, solar streetlights, solar water pumping systems)
- Photos of at least one system that has been installed

If you are a new company, please just state below " New Company- no Previous BIPV Experience". You will receive provisional APVSP status.