

## SEYCHELLES ENERGY COMMISSION

P.O. Box 1488, 3<sup>rd</sup> Floor, Block B, Unity House, Palm Street, Victoria, Mahé

Republic of Seychelles

Tel: + (248) 4 610819, Telefax: + (248) 4 610196, Email: [info@sec.sc](mailto:info@sec.sc)



### APPLICATION FOR AN AUTHORISATION TO CONSTRUCT OR UPGRADE A RENEWABLE ENERGY INSTALLATION UPTO 100kW

#### Part 1 – General Information (To be filled by applicant – use BLOCK letters please)

##### Section A: Application Details

##### Note:

Name of **applicant / company / organisation** must be the **same** as that of the Electricity Bill Account holder with PUC with respect to the System address or otherwise indicate in item 1 that a new account has to be opened. It is important to provide an e/mail address in item 2 where the application status and communications should be addressed to, as this will improve the process.

1. Applicant Information		
Name of applicant		
National Identity Number Or Passport Number		
PUC Customer Number		
(If customer does not have a customer no.) Obtain a New PUC Customer Number	Applicant should submit site map/ location plan	
In the case of a company or organisation		
Name of Company Or Name of Organisation		
Company Registration No: Or Value Added Tax (VAT) No:		
PUC Customer Number		
(If customer does not have a customer no.) Obtain a New PUC Customer Number.	Applicant should submit site map/ location plan	
2. Contact Details		

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Mailing Address		
Contact Telephone Number		
Fax Number		
E-mail Address		

### 3. Type of premises where the installation is located

Commercial		
Residential		
Industrial		
Public Building		
Institutional Households		
Other (Specify)		

#### Note:

Ensure the Renewable Energy installation address is correct and is the **same address** as shown on the PUC electricity bill. **If the applicant does not** have a PUC account on the Renewable Energy installation address, it must be indicated that a new account is required and a site map with the contact

### 4. Project Details

Site/Project Address		
Site Parcel Number		
PV Installation Type (Roof or Ground Mounted).		
Is the area free from shading?		
Expected Commissioning Date		

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5. Financial Incentives		
(a). In case of financial incentives/capital grant on investment on this system		
Specify type of Incentive Received and Percentage Amount	Type:	Percentage Amount:
(b). In case of No financial incentives/capital grant on investment on this system		
Applying for any schemes? If yes Specify		

### Section B: Declarations of Applicant(s)

Application must be signed by the applicant defined in 1 (i) **OR** in case of a Company or Organisation defined in 1 (ii) signed by **Legal representative(s)** as shown in the **Memorandum and Articles of Association of the Company**, a copy of which is to be attached, or a person authorised by the Board of Directors through a **Board Resolution**. Both Memorandum and Articles of the Company and Board Resolution (if applicable) must be submitted with the application. If legal representation is required by any two directors, two directors must sign the application providing a copy of their ID. In

I / we, the undersigned applicant(s) hereby declare that I/we:

- (a) shall at all times comply in every respect with the conditions attached to any authorisation that may be granted to the applicant;
- (b) can represent the applicant, company or organisation on whom this application is submitted;
- (c) am/are **either** the owner(s) of the site where the system is to be constructed **or** that I am /we are not the owner(s) of the site and have obtained consent from the owner of the site both to construct the system and to access the site;
- (d) have a connection agreement with PUC, a copy of the agreement should be attached to the application;
- (e) in case of a new construction and no connection agreement the applicant intends to obtain one before the commissioning of the system;
- (f) shall at all times comply with the lawful directions of the Seychelles Energy Commission;

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- (g) provided information which to the best of my knowledge is accurate and complete in all respects and shall authorise the Seychelles Energy Commission to carry out the necessary investigations in order to verify this information;
- (h) also undertake to provide any other information that may be requested from time to time by the Commission; and
- (i) shall inform the Seychelles Energy Commission of any changes that may occur with respect to the information submitted in this application as soon as possible and in any case prior to issue the approval of this application and the issuance of the authorisation document.

Full Name (s) of Signatory/Signatories	
Position Held; (if the applicant is a company, co-operative, partnership, unincorporated association or other type of body corporate:	
N.I.N	
Contact Number	

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Signature	

**Note:** in case of a company or organisation this part has to be filled in **FULL** by **ALL** the legal representative(s).

**Date: (DD/MM/YYYY):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Data Protection Notice

All personal data submitted to the Commission shall be used only in relation to the processing of this application and the management of consequent Notifications, Authorisations and/ or Licenses. The information may however be transmitted to third parties (including other Government authorities, departments or bodies in the exercise of their official authority), in whole or in part, where required or allowed by law. You have the right to request, in writing, information on the personal data we hold about you. Although all reasonable efforts will be made to keep your information updated, you are kindly requested to inform us of any change in relation to the personal data held by the Commission. In any case if you consider that certain information about you is inaccurate, you may request the rectification of such data.

**Part 2 – To be filled by Certified Installer (Use BLOCK letters please)**

6. Installer Details		
Installer		
N.I.N / Passport Number		
Installers Certification Number or the Electrical Contractor Licence Number		

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Postal Address		
Telephone Number		
Fax Number		
Email Address		

8. Overall System Details				
2. PV Panel Details (if only 1 type is used, only 1 <sup>st</sup> row is required)				
No.	Panel Model	Manufacturer	Unit Output (kW)	No. of Panels
1				
2				
3				
PV Technology	Monocrystalline	Polycrystalline	Thin-Film	
Country of Origin	1			
	2			
	3			
Standard of Compliance	1			
	2			
	3			
Orientation		Tilt (in Degree)		
Total Output (in kW)				

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3. Inverter Details ((if only 1 type is used, only 1 <sup>st</sup> row is required)					
No.	Inverter Model	Manufacturer	Rated Output (kW)	Phase (s)	No. of Units
1					
2					
3					
1. Ancillary Service					
<b>Reactive Power Capability (if applicable):</b>	kVAr (lead)		kVAr (lag)		
<b>Frequency Control Capability (if applicable)</b>					
<b>Country of Origin</b>	1				
	2				
	3				
<b>Standard of Compliance</b>	1				
	2				
	3				

2. Maximum AC current generated at 230/400V			
This System			
<b>Phase L1 (Amps)</b>		<b>Phase L2 (Amps)</b>	<b>Phase L3 (Amps)</b>
<i>(if single phase and where the phase number is unknown, use Phase L1 as default)</i>			
<b>Maximum AC Power generated by this System (kW):</b> _____			
<b>Total kVA of System:</b> _____			

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**Expected Annual Generation (kWh):** \_\_\_\_\_

<b>9. Existing PV System Details</b>					
<b>1. Consumer Details</b>					
No.	PUC Customer	SEC Reference Number	Approved PV Capacity (kW)		Office Use only
1					
2					
Is the proposed PV system to be combined with an existing PV system?			<b>YES</b>		<b>NO</b>
If yes, please indicate the <b>total</b> power output (kW) of the <b>entire</b> system.					
If yes, please indicate the Total A.C Power Generation Capacity on site in kW. <i>(This includes this system being applied for and any other systems already existing on site connected to same electricity supply)</i>					
If yes, please indicate if the PV systems will be single - or three-phase			<b>YES</b>		<b>NO</b>
Total System including any already existing Installation			Phase L1 (Amps)	Phase L2 (Amps)	Phase L3 (Amps)
<i>(if single phase and where the phase number is unknown, use Phase L1 as default)</i>					
Total kVA of System					
Expected Annual Generation (kWh)					

**Section C – Declaration by Certified Installer**

I, the undersigned certified Installer, hereby declare that to the best of my knowledge that all the details contained Part 2 of this application are correct and complete, that I will supply technical documentation and relevant schematics to the applicant, and that I shall inform the Seychelles Energy Commission within a reasonable time in case that any technical details have changed in regard to the installation from the time of this application till the testing and commissioning date.



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I declare that I will ensure compliance with I.E.T. Regulations (BS 7671) as currently applicable and current relevant regulations, the applicable standards and that the system will have earth fault protection and an anti-islanding protection.

I further declare that the whole installation shall be installed in accordance with best practices, and that I shall inform the applicant prior to the construction of the PV system to seek other professional advice from a relevant competent person in case that the structure upon which the installation is intended to be installed may not be able to withstand and retain such installation.

Name in Full: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: (DD/MM/YYYY) \_\_\_\_\_

**Documents to be submitted together with the application form for the authorisation to construct/ Upgrade a Renewable Energy Installation.**

<b>1</b>	<b>A copy of the ID Card / passport details of applicant Or of all the Signatory/ Signatories in case of a Company or Organisation.</b>	
<b>2a</b>	<b>A copy of the VAT Certificate in case of a sole trader.</b>	
<b>2b</b>	<b>A copy of the Memorandum and Articles of Association of the Company Or a Board Resolution authorising the person to legally represent the company together with a copy Memorandum and Articles of Association of the Company.</b>	
<b>3</b>	<b>A copy of the PUC electricity bill in the applicant's name where the system will be installed and connected. (not applicable in case of a new building and/or a new electrical service)</b>	
<b>4</b>	<b>A site map with street names, clearly indicating the site of the installation or any major electrical equipment installed (If applicable).</b>	
<b>5</b>	<b>Location Plan or GIS print out indicating site with parcel number scale 1:2500</b>	

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<b>6</b>	<b>Copy of single line diagram of the installation including the proposed grid connection and associated metering points/supply points.</b>	
<b>7</b>	<b>Copy of Certificate of Competence of the Installer/License of the Electrical Contractor</b>	

**For Office Use Only**

<b>Received by:</b>	
<b>Date Received:</b>	
<b>Application Reference No:</b>	
<b>Signed:</b>	
<b>Official Stamp:</b>	