

Non-Domestic Microgen Scheme (Solar PV) Registration Form

Installer

All registering contractors must provide the following information. Please note incomplete or missing forms will result in your registration being rejected and all forms being returned to you for resolution.

Applicant Status:

Please identify the nature of your existing registration status in the table below. Select 1 if you are already registered on the SEAI Solar PV Scheme Registered Installer list . Select 2 if you are a new applicant (ie, not a registered installer to the Solar PV Scheme).

Ref	Description	Name	Domestic PV Reg. No	Select Status
1	Solar PV Scheme Registered Installer			<input type="checkbox"/>
2	New Applicant	N/A	N/A	<input type="checkbox"/>

If you are if you are currently registered on the SEAI Solar PV Scheme List of Registered Installers please proceed directly to Section 5.

Please use the check list to ensure you have included all the required information based on the nature of your above status selection referenced above (1 or 2).

Registration Form Enclosed	1	2
<ul style="list-style-type: none"> • All sections relevant to your status are completed 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Signed and dated 	<input type="checkbox"/>	<input type="checkbox"/>
Tax and Business		
<ul style="list-style-type: none"> • Details on Revenue Online Service must match Company / Sole Trader name provided on registration form 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Tax compliant (i.e. have a valid PPSN number and a valid access number) 		<input type="checkbox"/>
Qualifications Enclosed		
<ul style="list-style-type: none"> • Name on both qualifications must match name of installer in section 1 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of Safe Electric Registration Card or letter confirming registration 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Copy of solar PV qualification certificate 		<input type="checkbox"/>
<ul style="list-style-type: none"> • Registered on SEAI's Renewable Installer Register (RIR) 		<input type="checkbox"/>
Declaration of Insurance Form Enclosed		

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<ul style="list-style-type: none"> Insurance is up to date (expiry date should not be within 3 months of date of registration) 		<input type="checkbox"/>
<ul style="list-style-type: none"> Insurance form stamped by Insurer / Broker (we do not accept a copy of an insurance policy) Address on insurance form must match address on registration form 		<input type="checkbox"/>
<ul style="list-style-type: none"> Employers liability section completed if Nominated Personnel have been named on registration form 		
<ul style="list-style-type: none"> If employed by a company, employers liability section must be completed (It is not a requirement for self-employed/sole trader) 		

The completed Registration Form should be returned to:

By email to
solarpv@seai.ie

For further information regarding the **Non DomesticMicrogen Scheme**:

Web: www.seai.ie
Email: solarpv@seai.ie
Landline: 01-808-2100

If you are if you are currently registered on the SEAI Solar PV Scheme List of Registered Installers please proceed directly to Section 5.

Please use Block Capitals when completing this form, and complete all sections. All sections with an Asterix (*) are compulsory.

1. Installer Details:

Title	
Forename *	
Surname *	
Trading Name (optional)	
Please tick *	<input type="checkbox"/> Employed by a Company OR <input type="checkbox"/> Self-employed / Sole Trader
Company Name (if relevant)	
Address *	

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County *		Eircode *	
Email *			
Website			
Telephone			
Mobile *			
Fax			

- Registered Installers are obliged to maintain an active e-mail address to ensure that they are kept informed of procedural communications, notices and information requests
- The email address provided above will be the ONLY email address by which SEAI will communicate with you.

2. Contractor Insurance Details:

Insurance: *	Insurance Company:	Expiration Date:
Public & Products Liability *		_/_/___
Employer Liability Insurance *		_/_/___
Completed Declaration of Insurance Form attached – see last page *		<input type="checkbox"/> Yes

3. Business Details:

Applicant PPSN /Tax Reference number: *	
Access number: *	
Have you been registered previously under Better Energy Homes schemes? *If yes please provide your previous registration ID number(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No BEH Contractor ID number. _ _ _ _ _

4. Qualifications:

Please note **both** registration with Safe Electric **and** a SPV qualification is required to register

Registered Electrical Contractor *

Safe Electric Ireland number: Attach letter from Safe Electric confirming your details; registration number and name. *	_____
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Solar PV Qualification *

Attach copy of solar PV qualification **certificate**

Applicant completed a training course in Micro Solar Photovoltaic Systems Implementation (QQI / FETAC course code 6N0306) Training Provider: _____

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Date completed: ___/___/___

Branch/College: _____

and

Applicant completed a training course in Micro-Generator Electrical Installation (QQI / FETAC course code 6N0307)

Training Provider: _____

Date completed: ___/___/___

Branch/College: _____

If you hold a different qualification to those listed above please provide evidence of equivalency for the installation, commissioning, grid connection and handover of PV electrical systems on roofs. This can be provided by your training provider.

5. Installer Terms and Conditions. Read carefully and sign declaration

Please read these terms and conditions (the "**Installer Terms and Conditions**") carefully and complete the declaration below:

1. Only natural persons will be registered as Non Domestic installers on the SEAI PV List of Registered Installers.
2. For the purposes of these Installer Terms and Conditions , the term "**Installer**" shall refer to the person seeking to be registered as an installer on the SEAI PV List of Registered Installers and who will be listed on the SEAI PV List of Registered Installers in the event their application for registration is successful.
3. For the purposes of these Installer Terms and Conditions , the term "**Code of Practice**" shall mean the Non Domestic Solar Photovoltaic Code Of Practice For Installers published on the SEAI website, as may be updated by SEAI from time to time.
4. In the event that an Installer provides services, other than for and on his or her own account, on behalf of another entity, that entity shall be called the "**Company**" for the purposes of these **Installer** Terms and Conditions . In the event that the Installer is a sole trader providing services for and on its own account, references to the Company shall mean a reference to the Installer.
5. The term "**Installer Register**" shall refer to the SEAI PV List of Registered Installers.
6. The term "**Company Register**" shall refer to the SEAI PV List of Registered Companies.
7. The term "**Scheme**" shall mean the Non Domestic Microgen Scheme (Solar PV)
8. The term "**Required Insurance Cover**" shall mean that the Company, any Installer, any person carrying out or assisting with carrying out works on foot of the Scheme for and on behalf of the Company and all works carried on foot of the Scheme are covered by an insurance policy which at a minimum provides the following level of insurance cover (a) an indemnity limit of not less than €13,000,000 for any one event (b) an indemnity limit of not less than €6,500,000 for any one event for public liability; and (c) not less than €6,500,000 in aggregate for product liability, in each case on market terms.
9. The Installer confirms and agrees that all information provided to SEAI by the Installer with regard to Installer registration, the Installer and the Company is true, accurate, complete and not misleading in any way.
10. The Installer acknowledges and confirms that:
 - (a) SEAI may refuse an application for registration if the applicant (1) has not provided SEAI with the requisite documentation; (2) has failed to comply with any terms and

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conditions of any grant scheme administered by SEAI in the past; (3) has failed to act in accordance with any direction issued by SEAI under any grant scheme administered by SEAI; (4) has been de-registered or is suspended at the time the application is submitted; and/or (5) has breached these Installer Terms and Conditions in the past;

- (b) SEAI may require further information, proof of eligibility and/or other vouching documentation from an Installer prior to registration;
 - (c) SEAI may require the Installer to advise what Company or Companies the Installer has or will be engaged by (whether as an employee or for the provision of specific services) for the purpose of the Scheme;
 - (d) If the Installer is providing services or carrying out works under the Scheme directly to an applicant he/she also must register as a Company on the Company Register; and
 - (e) If the Installer provides services for or on behalf of another entity, that entity must be registered on the Company Register. It is the responsibility of the Installer to ensure that any entity/person for whom or on whose behalf the Installer provides works on foot of the Scheme is, at the time of the works, registered on the Company Register.
11. The Installer accepts that engaging in the following in relation to the Scheme may result in the Installers removal from the SEAI PV List of Registered Installers. The installer accepts all further detail with regard to these procedures as outlined within the Non-Domestic Microgen Scheme Solar PV QADP (Quality Assurance and Development Programme for Solar PV Registered Companies & Registered Installers) available on the SEAI website.
- (a) failing to comply with these Installer Terms and Conditions;
 - (b) providing SEAI with false, inaccurate or misleading information;
 - (c) failing to respond to a written request (including a request sent by e-mail) from SEAI within the required timeframe;
 - (d) failing to comply with the Code of Practice;
 - (e) failure to carry out remedial works as required and within the appointed deadline;
 - (f) signing a Declaration of Works form prior to completion of the declared works;
 - (g) if any person carrying out, assisting or advising in relation to works on foot of the Scheme is not covered by an insurance policy that provides the Required Insurance Cover (as defined above);
 - (h) if a person other than the Installer carries out or signs-off on works carried out on foot of the Scheme;
 - (i) if a claim for payment is submitted to SEAI in circumstances where (i) the works to be carried out by the Installer were not completed; or (ii) the works to be carried out by the Installer were not carried out at all;
 - (j) signing a Declaration of Works when the Company and/or the Installer are de-registered and/or suspended, unless otherwise directed to so by SEAI or in accordance with section 15 of these Installer Terms and Conditions ;
 - (k) in any other way enabling or facilitating Scheme applicants or other persons to receive payment of grant monies for works which have not been completed at the time of grant payment;
 - (l) being connected in any way with the carrying out of works under the Scheme, whether directly or indirectly (including, without limitation, as a principal, partner in, manager, director or employee of a registered installer, or a sub-contractor to a registered installer) during a period of deregistration, unless otherwise mandated to do so by SEAI by written instruction;

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- (m) facilitating the participation of, or provision of services by (including, without limitation, as principal, partner, manager, director, employee, sub-contractor or otherwise), an Installer that is currently subject to deregistration, in the carrying out of Scheme works , unless otherwise mandated to do so by SEAI;
 - (n) circumventing the spirit and intent of an installer's deregistration;
 - (o) any other behaviour which can reasonably be considered to be intended or to have the effect of circumventing the application, or potential application, of these Installer Terms and Conditions or disciplinary measures;
 - (p) undertaking works without Required Insurance Cover;
 - (q) failure to act on a direction from SEAI or its authorised agent or contractor, to remedy a deficit identified as a result of inspection;
 - (r) engaging in activities and/or behaviour which SEAI regards as having a negative impact on the reputation of SEAI and/or the Scheme or any SEAI scheme or programme;
 - (s) unauthorised use of the SEAI logo for marketing or other purposes;
 - (t) engaging in fraudulent or reckless behaviour in the course of carrying out works on foot of the Scheme;
 - (u) failing to complete any works on foot of this Scheme for a period of 12 months;
 - (v) being convicted of any dishonesty related offence(s); and/or
 - (w) engaging in such other behaviour that SEAI determines in its reasonable opinion as being worthy of de-registration.
12. The Installer may appeal a decision made by SEAI in relation to the Installer.
13. Complaints including in relation to the De-registration process should be dealt with in line with SEAI's Customer Charter, available on the SEAI website.
14. If an inspection returns a finding that works are seriously non-compliant, the Company that was paid for the works and the Installer who signed the Declaration of Works will each receive a letter of "Deregistration Pending Appeal" together with an appeal form. The Installer has two weeks to appeal the deregistration in writing.
15. If an inspection returns a finding that reworks are required, the Installer will receive a reworks notification from SEAI with a deadline of four weeks to complete reworks and return the appended reworks form to the SEAI address outlined. The Installer may appeal the reworks decision in writing, within 2 weeks, using an appeal form provided by SEAI. The reworks appeal is reviewed by the SEAI Inspections Unit. The reworks decision may be re-appealed but only under provision of new information. The re-appeal is reviewed by the Head of the Inspections Unit and the decision is final.
16. If the Installer fails to complete reworks by the given deadline decided by SEAI, and does not appeal the reworks decision, the Installer will be de-registered.
17. During de-registration:
- (a) an Installer must not commence any works not already started prior to de-registration on foot of this Scheme;
 - (b) an Installer must not accept any new works through this Scheme;
 - (c) an Installer is strictly forbidden to accept works by way of a change of Installer and from the effective date of deregistration;
 - (d) the completion of any works under the Scheme already started by an Installer prior to notice of de-registration, must be completed within 14 days of de-registration and shall be subject to the Installer Terms and Conditions of the Scheme including audit and rework requirements; and
 - (e) an Installer must notify SEAI immediately of works intended to be carried out by him/her under other SEAI programmes/schemes.

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18. The Installer shall be responsible for implementing any re-work(s) that SEAI deem necessary to bring the works carried out on foot of the Scheme to the standards specified in the Code of Practice and/or to rectify any damage caused by the Installer, the Company and/or their employees, contractors and/or agents. Re-works shall be carried out by the Installer at the expense of the Company.
19. The Installer acknowledges that SEAI may permanently de-register an Installer for:
 - (a) failing to comply with these Installer Terms and Conditions ; and/or
 - (b) if a Company that employs the installer or for whom the installer has provided services on foot of the Scheme has failed to comply with the terms and conditions applicable to it, as a Company registered on the Company Register.
20. SEAI's ability to de-register an Installer is without prejudice to any other appropriate action that SEAI may take in order to safeguard its interests and the reputation of the Scheme.
21. The Installer agrees, where so directed by SEAI, to assist SEAI and its agents in any investigations concerning De-Registerable Behaviour and to provide such information to SEAI and its agents, as may be requested by SEAI from time to time.
22. The Installer accepts that failure to act on a direction from SEAI or its authorised agent or installer to assist SEAI and to furnish information sought in this regard may result in the Installer's removal from the Installer List.
23. The Installer is responsible for ensuring that each project carried out on foot the Scheme has the Required Insurance Cover. The Installer is required to maintain the Required Insurance Cover for each year the Installer participates in the Scheme.
24. The Installer shall ensure that he/she and any person assisting the Installer in carrying out any works out on foot of this Scheme is validly and fully insured to do so under the Company's insurance policies. Details of the insurance policies retained by the Company, under which such persons are insured, are contained in the Installer Declaration of Insurance, accompanying the application for registration.
25. In order to sign-off on and complete installations pursuant to the Scheme, the Installer must be registered on the SEAI PV List of Registered Installers at **all** stages of the installation process relating to installations funded by the Scheme.
26. The Installer must be competent, qualified and have the necessary training and experience to enable him/her to satisfactorily and safely install, or supervise the installation of, the energy systems for which the Installer is applying to be registered . The Installer will deliver all services with all due skill, care and diligence using materials which are fit for purpose and of adequate quality and will only use adequately qualified personnel in providing the services.
27. Any equipment which has been installed by, or the installation of which has been supervised by, the Installer, may, for verification or quality control purposes, be inspected by SEAI or its authorised agents. The Installer and the Company will assist, by making him/her self available and/or disclosing any requested information, and co-operating with any such inspection and SEAI with all aspects of the inspection process within 7 days of the date of a written request for such information and/or cooperation from SEAI.
28. The Installer will comply with all applicable legislation with regard to their participation in the Scheme, including data protection legislation.
29. The Installer will act on a direction from SEAI or its authorised agent to remedy a deficit identified as a result of an inspection and accepts that failure to do so may result in the Installer's removal and/or the Company's removal from the SEAI PV List of Registered Companies/Installers . Any failure of a verification inspection may lead to the associated Installer's automatic de-registration and permanent removal from the SEAI PV List of Registered Installers .

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30. The Installer fully consents to the results of inspections being published by SEAI or its agents and made available to the public in whatever manner SEAI at its discretion chooses.
31. The Installer will comply in full with SEAI's Quality Assurance System, as outlined in the Non Domestic Microgen Quality Assurance and Development Programme for Solar PV Registered Companies & Registered Installers document in respect of this Scheme.,,
32. SEAI may publish and make public information concerning the Installer's and/or the Company's deregistration from the SEAI PV List of Registered Installers and /or Companies and the reasons for the deregistration.
33. The Installer agrees that any dispute that they (together or separately) may have with SEAI relating to any matter in connection with the Scheme shall in the first instance be discussed between SEAI and the Installer with a view to finding a resolution. If the discussions between the Installer and SEAI fail to reach a resolution, the dispute may be referred by either party to an independent mediator.
34. The Installer may appeal any decision taken by SEAI. The Installer understands that this non-statutory right of appeal is without prejudice to the Installer's right of recourse to the Courts of Ireland.
35. Each Company registered on the Company Register has undertaken to ensure that the Company shall enter into a written contract with the applicant prior to commencing works on foot of the Schemes. The Company undertakes to use the sample SEAI contract available at www.seai.ie/betterenergyhomes or that an equivalent on no less favourable terms to the applicant will be used. The Installer shall not commence works on foot of the Scheme until a written contract between the applicant and the Company has been put in place, on no less favourable terms than the sample contract available at www.seai.ie/betterenergyhomes.
36. In order for the Installer to be reinstated to the SEAI PV List of Registered Installers after deregistration, in accordance with these Installer Terms and Conditions, the Company may be required by SEAI to contribute to the costs of any re-inspections arising out of any rework declarations previously issued by SEAI or any of its agents or contractors. Furthermore, the Company may be required by SEAI to contribute to the cost of a number (at SEAI's discretion) of inspections carried out on the Installer's installations after re-registration. In the event that the Company responsible does not pay the cost as outlined the Installer shall remain deregistered.
37. The Installer agrees to attend, or have nominated personnel attend, targeted workshops at the Company's expense when directed by SEAI.
38. The Installer undertakes that the services provided by the Company pursuant to the Scheme will be carried out in accordance with recognised and accepted practices, acceptable industry standards, any applicable equipment installation guidelines and any relevant national and European laws and guidelines.
39. The Installer undertakes that the services provided by him/her pursuant to the Scheme will be carried out in accordance with the Scheme's Code of Practice.
40. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation in respect of which works are undertaken on foot of the Scheme. SEAI's role in the Scheme is as grant scheme administrator only. No warranty express or implied is given by virtue of the Installer or the Company's participation in the grant scheme or the grant scheme inspection process. The Installer waives any claims it may have against SEAI as a result of the Company or the Installer failing to comply with the respective terms and conditions under their registration to the Scheme . The

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Company is responsible for determining the suitability of the works and arranging for them to be carried out by suitably qualified personnel.

41. The Installer accepts that these terms and conditions, all relevant aspects of those outlined in the , Code of Practice and QADP documents for the Scheme may be updated from time to time on the SEAI website and the updated version of all shall apply to the Installer with immediate effect.
42. The Installer accepts that in the course of the Scheme, SEAI may update the technical competency requirements for a given technology. The Installer and/or the Company shall, at their own expense, update the Installer's technical competency, as directed by SEAI. This may include a requirement to undertake specified accredited training for which all reasonable notice will be given.
43. The Installer agrees not to subcontract or contract the provision of the services provided by the Installer pursuant to the Scheme to any third parties without first obtaining the consent of the applicant, but in any case the installer will not contract or subcontract provision of such services to any third party who is not a suitably qualified and registered under the Scheme (i.e. to a person that is not an Installer on the SEAI PV List of Registered Installers).
44. The Installer accepts that in carrying out services pursuant to the Scheme that he/she shall not be acting in their capacity as a consumer but that they shall be acting in the course of their business or the business of the associated Company.
45. The Installer accepts that the Installer will be required to give undertakings and vouch for works undertaken, in circumstances where these declarations will thereafter be used by the applicant in support of requests to SEAI for cash grant payment.

I, the Installer, confirm that I have read, understand and agree to strictly adhere to the latest Terms and Conditions, Code of Practice and QADP documents and all other associated documents for the Scheme

In the case where you are completing this form as an existing Solar PV Scheme Registered Installer , in signing this form you are acknowledging you are applying to be registered to the Non Domestic Solar PV Scheme which is a separate grant programme with different Installer Terms and Conditions (outlined above) and different disciplinary procedures (outlined in the Quality Assurance and Disciplinary Programme). By signing you are further acknowledging that all required documentation, qualifications, insurances etc. required pursuant to the Solar PV Scheme are current and compliant.

Installer's Signature:

Installer's Name:
(BLOCK CAPITALS)

Date:

Please send all completed documentation (referring to the checklist on page one) to:

By email to
solarpv@seai.ie

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Installer

FOR OFFICE USE ONLY

Staged	Initialed	Date
1. Form checked		
2. Rejected Form Checked		
3. Form Input		
4. Input audited		
5. Amended/Updated		

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Installer Declaration of Insurance

This form must be completed by a Registered Insurance Broker or Agent or an Insurance Company licensed to issue cover in the Republic of Ireland, as approved by the Financial Regulator.

We hereby certify that the under-mentioned Installer holds the indicated insurances including the minimum standards as indicated / required by the Sustainable Energy Authority of Ireland (SEAI) for participation as a Registered Installer under the Non Domestic Solar PV Scheme. Policy documents and current renewal receipts must be available for inspection.

Installer / Insured Details

Name of Installer / Insured:	
Address of Installer / Insured:	
Full Business description (as per policy):	
The Installer / Insured is covered under their policy to carry out the following work:	Installation of Solar Photovoltaic <input type="checkbox"/>
	Installation Battery Energy Storage Systems <input type="checkbox"/>
Number of Persons Employed:	

Employers Liability Insurance

Insurers:	Policy No.
Cover start date:	Expiration date:

- Policy provides an indemnity limit of not less than €13,000,000 any one event
- Jurisdiction includes Republic of Ireland
- Indemnity includes accidents occurring anywhere in Ireland
- Policy is current and the premium has been paid

Public / Products Liability Insurance

Insurers:	Policy No.
Cover start date:	Expiration date:

- Policy provides an indemnity limit of not less than €6,500,000 any one event for Public Liability and not less than €6,500,000 in the aggregate for Products Liability
- Jurisdiction includes Republic of Ireland
- Indemnity includes accidents occurring anywhere in Ireland
- Policy is current and the premium has been paid

Insurance Company or Broker's or Agent's Details

Name		<i>Insurance Company or Broker or Agent's Stamp</i>
Signed		
Position / Status		
Date		