Solar PV Pilot Scheme & [INSERT]

Installer Registration Form

Non-Domestic Microgen Scheme (Solar PV) - Installer Registration Form

	Version 1.1	1.	4 July 2023		
	Version 1.2		April 2025		
Lrogisto	ring contractors must provide the following in	formation Place not	o incomplete o	r miccina for	rme
	in your registration being rejected and all forn				
	to ensure you have included all the required in				
plica <u>nt</u>	Status:tion				
	ntify the nature of your existing registration sta				
	on the SEAI Solar PV -Scheme Scheme Registere applicant (ie, not a registered installer to the So				
	atus under existing SEALPV List of Registered			tore or your	

Ref	<u>Description</u> Status	NameDomestic	<u>Domestic</u>	Select Stat	tus
1	-Solar PV Scheme Registered Installer	PV Reg. No	PV Reg. No		
<u>1</u> 2	New Applicant	N/A	N/A		
<u> </u>	New Applicant	INIA	INFA		
	red Installers please proceed directly	to Section 5-only	*		
you are	currently a fully compliant member under the	,	olease proceed	directly to	
		,	olease proceed	directly to	
		,	olease proceed	directly to	
		,	please proceed	directly to	
ection 5	e the check list to ensure you have included all	he identified scheme		,	
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lease use	e the check list to ensure you have included all tus selection reference d above (1 or 2).	he identified scheme	•	e nature of y 1Ex 1De m.x	<u>2Ne</u>

Commented [A1]: CM: Should that be installers?

Commented [A2R1]: ES: This ref is standard across all Domestic so think its okay

Commented [A3]: MA SOURCE To make this very clear, could it be reworded to: "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)."

Eamonn — I'm not sure if this is to facilitate installers already registered for the domestic Solar PV scheme, only? Is that the only other Solar PV scheme? If so, I don't think it is currently called the domestic Solar PV Scheme but might be no harm to clarify in the above suggested text by including "(domestic)" before "Solar PV Scheme".

Commented [A4R3]: Yes I agree with the above revised text and have updated. In terms of the name it isn't fully consistent across all docs The registration form for example just says Solar PV Scheme so I think we can stick with that. It is the only other PV scheme in SEAI.

Commented [A5]: CM: Is this column just for them to tick depending on whether they are 1 or 2? If so, suggest renaming "Select this Status" or something similar.

Commented [A6R5]: Noted -changed

Commented [A7]: CM: Suggest being consistent with the wording from the scheme documentation eg in the Solar PV Scheme Guide, it seems to be "Solar PV Scheme Registered Installer"

Commented [A8R7]: Noted -actioned

Commented [A9R7]:

Commented [A10]: CM: Should you include a line whereby the applicant acknowledges that the information provided in sections 1 to 4 of their previous Solar PV Scheme form is still correct?

Commented [A11R10]: ES 220808 I think given they have made that commitment on the previous registration we don't needed to double up but not sure if that holds legal water

Commented [A12]: CM: Suggest the highlighted text could be clearer eg "information required for the status (1 or 2) you have selected above."

Commented [A13R12]: Noted changed

Commented [A14]: CM: Suggest this insertion and include a check-box under 1 – you still want them to complete all sections that are relevant if they are status 1.

Commented [A15R14]: agreed

Commented [A16R14]:

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Solar PV Pilot Scheme & [INSERT] **Installer Registration Form** Signed and dated Tax and Business Commented [A18R17]: changed \Box Details on Revenue Online Service must match Company / Sole Trader name provided on registration form • Tax compliant (i.e. have a valid PPSN number and a valid access number) Commented [A19]: CM: the Solar PV Installer Form includes Qualifications Enclosed Commented [A20R19]: Noted changed Commented [A21]: CM: Again there are differences in this section from the existing Solar PV Installer Form – assume there are particular reasons for this? • Name on both qualifications must match name of installer in section 1 Commented [A22R21]: updated • Copy of Safe Electric Registration Card or letter confirming registration Copy of solar PV qualification certificate Registered on SEAI's Renewable Installer Register (RIR) Commented [A23]: CM 220607 – Eamonn, I just noticed this, is it separate to the list of Solar PV Registered Installers? Declaration of Insurance Form Enclosed Commented [A24]: CM: Again there are differences in this section from the existing Solar PV Installer Form – assume there are particular reasons for this? Insurance is up to date (expiry date should not be within 3 months of date of Commented [A25R24]: Noted resolved registration) 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 Employers liability section completed if Nominated Personnel have been named on registration form 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 ndsolarpy@seai.ie Commented [A26]: Same address for both schemes? by post to: Commented [A27R26]: No will need to create a separate Solar PV Pilot Non Domestic Solar PV Microgen PV Scheme

For further information regarding the Solar PV Pilot SchemeNon Domestic-Microgen SchemeSolar PVMicrogen Scheme

Sustainable Energy Authority of Ireland

P O Box 119 Cahirciveen Co Kerry

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Commented [A28]: Non Domestic PV Scheme to be replaced in all areas

Solar PV Pilot Scheme & [INSERT]

Installer Registration Form

Web: www.seai.ie

Email: ndsolarpv@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.

If you are if you are currently registered on the SEAI Solar PV Scheme Registered Installer list currently listed on the SEAI PV List of Registered Installers please listed on the currently a fully compliant member under the identified scheme please proceed directly to Section 5.

Commented [A29]: dfdfdef

Commented [A30]: New non domestic email to be created and added here

Commented [A31]: CM: Should you include a line whereby the applicant acknowledges that the information provided in sections 1 to 4 of their previous Solar PV Scheme form is still correct?

Commented [A32R31]: ES 220808 I think given they have made that commitment on the previous registration we don't needed to double up but not sure if that holds legal water

Commented [A33]: CM: Suggest being consistent with existing Solar PV Scheme documentation

Commented [A34R33]: Noted. resolved

Commented [A35]: CM 220607 – Eamonn, I'm not sure this is clear enough, could it be "if you are currently registered on the SEAI Solar PV Scheme Registered Installer list..."

As above, I'm not sure if this is to facilitate installers already registered for the domestic Solar PV scheme, only? Is that the only other Solar PV scheme? If so, I don't think it is currently called the domestic Solar PV Scheme but might be no harm to clarify in the above suggested text by including "(domestic)" before "Solar PV Scheme".

Commented [A36]: CM: Should you include a line whereby the applicant acknowledges that the information provided in sections 1 to 4 of their previous Solar PV Scheme form is still correct?

Commented [A37R36]: ES 220808 I think given they have made that commitment on the previous registration we don't needed to double up but not sure if that holds legal water

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- Scheme	(Solar PV)			Inst	aller	Regi	str	atic	n F	orm	7			
ease use Block Capitals	when comple	ting this	form, a	nd comp	olete a	all sec	tions.								
sections with an Asteri														-	Commented [A38]: Insert section to cover confirmation of t scheme(s) the applicant to applying to register for
														Y	Commented [A39R38]:
														Y	Commented [A40R38]:
1. Installer Detail	s:														
 Title															
Forename *															
Surname *															
Frading Name															
optional)														_	Commented [A41]: CM: In the existing form, this is Compa
Please tick *	Employ	ed by a C	ompany	/ OR		Self-e	mploye	d/S	ole T	rader					and /or Trading Name and is mandatory to answer Commented [A42]: Not required for installer
Company Name (if relevant)														Y	Commented [A43R42]:
Address *														-	
								1							
County *				Eircode	*										
Email *															
Website															
Telephone															
Mobile *															
Fax															
Registered Installe	rs are obliged	d to maint	ain an a	ctive e-n	nail ac	ldress	to ensu	re th	nat th	ey ar	e kep	ot			
informed of proce									:11						
 The email address with you. 	provided abo	ove will be	the ON	LY emai	ı addr	ess by	wnich	EAI	WIII	omm	iunica	ate			
														,	
2. Contractor Inst	urance Det	ails:											<	1	Commented [A44]: Will insurance cover be the same for boschemes? I presume so
Insurance: * Insurance C			ice Con	npany:					Exp	oiratio	on Da	ate:		Ŋ	Commented [A45R44]: Yes. Not sure if some businesses we require further insurance. Have you any experience on this?
Public & Products Liabi	lity *												-		require further insurance. Have you any experience on this:
Employer Liability Insurance *							//.		-						
Completed Declaration	of Insurance	Form atta	iched –	see last _l	page ³	ŕ					Yes	S			
3. Business Detai	ls:														
Applicant PPSN /Tax Re		her: *													
APPROVINCE FOR THE PROPERTY OF THE	Cremee non													-	
Access number: *															

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. * Solar PV Qualification * Attach copy of solar PV qualification certificate Comments Comments	
Better Energy Homes schemes? *If yes please provide your previous registration ID number. Access number: * Access number: * Are you registered with the Companies Registration Office (CRO)?* Please provide CRO No: Have you been registered previously under Better Energy Homes schemes? *If yes please provide your previous registration ID number(s) 4. Qualifications: dease note both registration with Safe Electric and a SPV qualification is required to register egistered Electrical Contractor * Safe Electric Ireland number: Attach letter from Safe Electric confirming your details; registration number and name. * Attach copy of solar PV qualification certificate Comments	
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*If yes please provide your previous registration BEH Contractor ID number. 4. Qualifications: Commenter	
lease note both registration with Safe Electric and a SPV qualification is required to register legistered Electrical Contractor * Safe Electric Ireland number: Attach letter from Safe Electric confirming your details; registration number and name. * Olar PV Qualification * Attach copy of solar PV qualification certificate Comments	
Comments Safe Electric Ireland number: Attach letter from Safe Electric confirming your details; registration number and name. * Colar PV Qualification * Attach copy of solar PV qualification certificate Comments	ed [A46]: CM: Do you want to include the line from form: "Please note both registration with Safe Electric
Safe Electric Ireland number: Attach letter from Safe Electric confirming your details; registration number and name. * Colar PV Qualification * Attach copy of solar PV qualification certificate Comments	qualification is required to register"
Attach letter from Safe Electric confirming your details; registration number and name. * Olar PV Qualification * Attach copy of solar PV qualification certificate Commenter to the solar positions of the	ed [A47R46]: Noted included
ntional	
Intions	ed [A48]: Same qualifications for both schemes?
	ed [A49R48]:
Applicant completed a training course in Micro Solar Photovoltaic Systems Implementation (QQI / FETAC	ed [A50R48]: yes
course code 6No3o6) Training Provider: Commente existing form qualification	ed [A51]: CM: I note only Option 1 is included in the n. Will status 1 applicants be able to rely on the ss they would have submitted to register for the existin heme, or should this section be opened to them?
Data completed.	ed [A52R51]:
Branch/College:and	ed [A53R51]: Need to clarify this with status of all tly on Domestic Scheme. Remaining options removed
Applicant completed a training course in Micro-Generator Electrical Installation (QQI / FETAC course code 6No307)	omestic Scheme
Training Provider:	
Date completed:/	
Branch/College:	
	ed [A55R54]: 22.08.08 I understand this is more the domestic so wouldn't be required
you hold a different qualification to those listed above please provide evidence of equivalency for the	
stallation, commissioning, grid connection and handover of PV electrical systems on domestic roofs. This Comment	ed [A56]:
an be provided by your training provider.	
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To make searching for installers easier for the applicant, we have added a 'Search By' function on the SEAI website. The applicant can search by county for all installers servicing their county.

Please indicate below the counties that your service covers by inserting a tick where appropriate:

All Counties	
<u>Carlow</u>	
<u>Cavan</u>	
<u>Clare</u>	
<u>Cork</u>	
Donegal	
<u>Dublin</u>	
<u>Galway</u>	
Kerry	
<u>Kildare</u>	
<u>Kilkenny</u>	
<u>Laois</u>	
<u>Leitrim</u>	
<u>Limerick</u>	
<u>Longford</u>	
<u>Louth</u>	
<u>Mayo</u>	
<u>Meath</u>	
<u>Monaghan</u>	
<u>Offaly</u>	
Roscommon	
<u>Sligo</u>	
Tipperary	
<u>Waterford</u>	
<u>Westmeath</u>	
Wexford	
<u>Wicklow</u>	

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

Please read the <u>see</u> terms and conditions <u>(the "Installer "Terms and Conditions")</u> carefully and complete the declaration below:

- Only natural persons will be registered as <u>Non Domestic</u> installers on the <u>SEAI PV List of Registered Installers</u>. <u>Solar PV Scheme Installer Register</u> (the <u>"Installer Register"</u>). The Installer Register contains a <u>list of registered installers under the IINSERT NAME OF SCHEMES1.</u>
- 2. For the purposes of these Installer shall refer to the person seeking to be registered as an installer on the SEAI PV List of Registered Installers solar PV Pilot Scheme Installers Register and who will be listed on the SEAI PV List of Registered Installers solar PV Pilot Scheme Installers Register in the event their application for registration is successful.
- For the purposes of these terms and conditions installer Terms and Conditions, the term Domestic Installer Code of Practice Shall mean the Non Domestic Solar Photovoltaic Code Of Practice For Installers p and the term "Commercial Installer Code of Practice" shall mean INon Domestic Installer Code of PracticeINSERT NAME OF RELEVANT COPT 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 <u>for and on</u> his <u>or her own account</u>, on behalf of another entity, that entity shall be called the "Company" for the purposes of these <u>Installer</u> terms and

Commented [A57]: CM: Should you distinguish from the Terms and Conditions of the Scheme that apply to homeowner applicants? eg "Installer Terms and Conditions"

Commented [A58R57]: Noted, Changed

Commented [A59]: CM 220607: You need to decide on what the register for this non domestic scheme will be called and define that term for consistent use. The term used currently could also mean the register for domestic Solar PV?

Commented [A60R59]: 22.08.08 It is planned to have this common list with a column indicating if a particular is Dom, Non Dom or both.

Commented [A61]: New name to cover reg for both dom and comm scheme

Commented [A62R61]: I think we could reference both schemes here and then define as saying collectively "The Schemes"

Commented [A63R61]: There will be a pdf register on the site that will show the status of each installer (domestic/non domestic or both but schemes and associated docs etc. will need to remain separate. So I'd be calling this the Non Domestic Solar PV Installer Register

 $\begin{tabular}{ll} \textbf{Commented [A64]: CM 220607: name for this list should be the defined term from paragraph 1 of the $T\&Cs$ \\ \end{tabular}$

Commented [A65R64]: 22.08.08 Noted. Intended to leave name as is as current list shal indicate both Dom and Non Dom

Commented [A66]: CM 220607: name for this list should be the defined term from paragraph 1 of the T&Cs

Commented [A67R66]: 22.08.08 Noted. Intended to leave name as is as current list shal indicate both Dom and Non Dom

Commented [A68]: Or alternatively will there be one COP to cover both dom and comm?

Commented [A69R68]: These would be separate documents and I think the priority from our perspective is to get the existing listed domestic installers and companies across. So if there is new companys hitting the market they will initially need to fill out both sets of forms. There will be instances where people do want to be part of one and not other and the 2 separate applications may be be no harm so they are clear what they have and haven't signed up for.

Commented [A70]: CM 220607: should the words "for and on" be inserted before "his"?

Commented [A71R70]: 22.08.08 agreed

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conditions 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 "Installler "Company Register" shall refer to the SEAI PV List of Registered Installers Solar PV Scheme Company Register.
- 5-6. 4- The term "Company Register" shall refer to the SEAI PV List of Registered Companies.
- <u>7.</u> The term "<u>Domestic_Schemes</u>" shall mean the <u>Non Domestic Microgen</u>Solar PV Pilot-Scheme (<u>Solar PV)</u> and <u>FINSERT NEW SCHEME1 collectively.</u>
- 6. The term "Commercial Scheme" shall mean the [INSERT]
- The term Required Insurance Cover hall mean that the Company, any Installer, any person carrying out or assisting with carrying out works on foot of the Schemes for and on behalf of the Company and all works carried on foot of the Schemes 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.
- 8-g. 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
- 9-10. 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 the three terms and 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 and 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 on foot of the scheme<u>under either</u> or both of the <u>FINSERT SCHEME NAMES</u> the Schemes directly to <u>an applicant a customer homeowner</u>, 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.
- 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 is and all ancillary procedures as outlined within porFor further deany of the actions noted as "De Registerable Behaviour" within set out in the current version of Non-Domestic Microgen Scheme Solar PV QADP (Quality Assurance and Development Programme for Solar PV Registered Companies & Registered Installers) rE available on the SEAI website. in the following, in relation to the Schemes as well as those listed below may result in the Installer's removal from the SEAI PV List of Registered Installer List ("De-Registerable Behaviour"):
- The installer accepts the procedures as outlined within the current version of Non Domestic Microgen Scheme Solar PV QADP in relation to deregistration, conduct during deregistration, appeals and re-registration process Deto appeals, re,

(g)(a) failing to comply with these <u>Installer</u> Terms and Conditions;

(h)(b) supplying providing SEAI with false incorrect, inaccurate or misleading information;

(ii)(c) failing to respond to a written request (including a request sent by e-mail) from SEAI within the required timeframe;

Commented [A72]: CM 220607: should "Company Register" not refer to the Non Domestic Solar PV list of registered companies?

Commented [A73R72]: 22.08.08 Agreed changed to Installer

Commented [A74]: CM 220607: is there any need to consider whether insurance cover should be higher for non domestic installations?

Commented [A75R74]: 22.08.08 Given the installations are of a similar size to the domestic I don't think so and unlikely majority of those on the register will gain increased cover. It may be the case it will exclude them carrying out work on certain complexes but this would be rare given the limited size.

Commented [A76]: CM 220607: should this be "and"?

Commented [A77R76]: 22.08.08 yep. altered

Commented [A78]: Will there be different cover levels for the different schemes? If not, we can amend this para to include reference to the new scheme

Commented [A79R78]: 22.08.08 No shouldn't be different cover level and *Scheme clarified in point 6 so this should be okay*

Commented [A80]: CM 220607: Eamonn, I think here this would not be the defined "Terms and Conditions" but just any terms and conditions of any grant scheme administered by SEAI

Commented [A81R80]: 22.08.08 Altered for clarity

Commented [A82]: CM 220607: from the non-domestic scheme only? May need to consider this – since I understand the domestic scheme won't have the same crossover?

Commented [A83R82]: 22.08.08 So my reading is that when they are applying for the non domestic the installer has been deregistered or suspended from any othte list or scheme within SEAI.

Commented [A84]: CM 220607: should "been" be inserted after "has"?

Commented [A85]: Make reference to both schemes

Commented [A86]: Change to applicant or grantee given this may also relate to businesses

Commented [A87R86]: changed

Commented [A88]: WE220602: name for this list should be the defined term from paragraph 1 of the T&Cs

Commented [A89R88]: resolved

Commented [A90]: to mirror paragraph 8 above, should this be "false, inaccurate, incomplete or misleading information"? Although I acknowledge that the wording here is also used in the domestic installer registration form.

Commented [A91R90]: 22.08.08 Noted. Updated

(j)(d) failing to comply with the Code of Practice;

(k)(e) failure to carry out remedial works as required and within the appointed deadline;

(1)(f) signing a Declaration of Works form prior to completion of the declared works;

(m)(g) if any person carrying out, assisting or advising in relation to works on foot of the Schemes is not covered by an insurance policy that provides the Required Insurance Cover (as defined belowabove);

(n)(h) if a person other than an the Installer carries out or signs-off on works carried out on foot of the Schemes;

(e)(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;

(p)(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 Terms and Conditions;

(q)(k) in any other way enabling or facilitating <u>Scheme SeScheme</u> applicants to either or both of <u>FINSERT SCHEME NAMES</u> or other persons to receive payment of grant monies for works which have not been completed at the time of grant payment;

(+)(1) being connected in any way with the carrying out of works under the Schemes, 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;

(s)(m) facilitating the participation, ofinof, 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 Scheme-works under any or both of the Schemes, unless otherwise mandated to do so by SEAI;

(t)(n)circumventing the spirit and intent of an installer s deregistration; and

(u)(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;

(v)(p) undertaking works without appropriate Required Insurance €Cover;

(w)(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 Schemes or any SEAI scheme or programme;

(y)(s) unauthorised use of the SEAI <u>name</u>, or logo for marketing or other purposes;

(z)(t) engaging in fraudulent or wreckless behaviour in the course of carrying out works on foot of the Sechemes;

(aa)(u) failing to complete any works on foot of this <u>Scheme feis Sschemes</u> for a period of 12 months;

(bb)(v) being convicted of any dishonesty related offence(s); and/or

(ce)(w) engaging in such other behaviour that SEAI determines in its reasonable opinion as being worthy of de-registration.

The Installer may appeal a decision made by SEAI in relation to the Installer in line with SEAI guidelines.

21-13. Complaints including in relation to the De-registration process should be dealt with in line with SEAI's the Customer Charter, available on the SEAI website.

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.

13-15. 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

Commented [A92]: Insert reference to both COPs if applicable

Commented [A93]: CM 220607: distinguish from domestic Solar PV Code of Practice?

Commented [A94]: CM 220607: from just this non domestic scheme, or from either?

Commented [A95R94]: 22.08.08 There may be gradients of deregistration for a company/installer where they are deregistered in the scheme where there is an issue with a period to remedy but if they don't they are deregistered from the second list. But in the context of this point its registration from the scheme from which they are providing a declaration.

Commented [A96]: CM 220607: from just this non domestic scheme or from either?

Commented [A97R96]: 22.08.08 There may be gradients of deregistration for a company/ installer where they are deregistered in the scheme where there is an issue with a period to remedy but if they don't they are deregistered from the second list. But in the context of this point its registration from the scheme from which they are providing a declaration

Commented [A98]: CM 220607: should this list be the same as that in brackets in paragraph (I)?

Commented [A99R98]: 22.08.08 Sorry don't follow you here

Commented [A100]: CM 220607: need to consider if the defined term "Installer" is appropriate here – if that term refers only to the applicant in this form. I'd understand this paragraph is intended to cover the participation of any deregistered installer in works under the Scheme.

Commented [A101R100]: 22.08.08 Changed to *any* installer. Does that work?

Commented [A102]: CM 220607: from just this on domestic scheme, or from either?

Commented [A103R102]: 22.08.08 Refer to previous response earlier to similar point

Commented [A104]: What does this mean's

Commented [A105]: Scheme?

Commented [A106]: Suggest changing this to criminal

Commented [A107R106]: Are we looking at fraud here or any criminal offence typically

Commented [A108]: CM 220607: "in" before "such"?

Commented [A109R108]: 22.08.08 agreed and changed

 $\begin{tabular}{ll} \textbf{Commented [A110]:} & \textbf{SUGGEST ALL HIGHLIGHTED IN GREEN IS REMOVED.} \end{tabular}$

Commented [A111]: Appeal presumably in line with SEAI Customer Charter

Commented [A112R111]:

Commented [A113]: CM 220607: Eamonn – may need to consider this further, is the deregistration process (and any related appeals) not provided for in the QADP?

Commented [A114]: CM 220607: formatting issue

Commented [A115R114]: 22.08.08 Noted. Will figure out

Commented [A116]: CM 220607: Eamonn—this is from the QADP. That document needs to be built into the T&C's—see for example how this is done in the BEH contractor registration form. It may be better to stitch it in rather than making certain extracts from it part of these T&Cs. I can look at this again once the QADP is finalised for non-domestic Solar PV.

Commented [A117R116]:

Commented [A118R116]:

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reworks form to the stated-SEAI address <u>outlined</u>. 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. In the case of lodggdement of appeal or reappeal. Does the 4 week timeline to complete reworks shall commence following the conclusion of that process?a

<u>44.16.</u> An Installer of the Installer who fails to complete reworks by the given deadline decided by SEAI, and does not appeal the reworks decision, the Installer will be de-registered.

15.17. During de-registration:

- (a) an Installer must not commence any works not already started prior to de-registration on foot of this any or both of the Schemesthis scheme;
- (b) an Installer must not accept any new works through thiseis Sschemes;
- 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 Non Domestic Solar PV Scheme Solar PV Scheme works under the Schemes-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 Terms and Conditions of the Schemes 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.
- 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 <u>sS</u>chemes to the standards specified in the <u>respective?</u> 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.
- 17-19. The Installer acknowledges that SEAI may permanently de-register an Installer for:
 - (a) failing to comply with these <u>Installer terms and conditions</u>; and/or
 - (b) if a Company that employs the installer or for whom the installer has provided services on foot of the Schemes has failed to comply with the terms and conditions applicable to it, as a Company registered on the Company Register.
- 48-20. 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 Schemes.
- <u>19-21.</u> 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.
- assist SEAI and to furnish information sought in this regard may result in the Installer's removal from the Registered Installer List.
- 2±<u>1-23.</u> The Installer is responsible for ensuring that each project carried out on foot of any or both of is the \$5\(\sigma\) chemes has the Required Insurance Cover. The Linstaller is required to maintain the Required Insurance Cover for each year the Installer participates in any or both of the Schemes.
- The Installer shall ensure that he/she and any person assisting the Installer in carrying out any works out on foot of thiseis Sechemes 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 our the application for registration.
- 23.25. In order to sign-off on and complete installations pursuant to the Schemes, the Installer must be registered on the SEAI PV List of Registered Installers Solar PV Scheme Installer Register at all stages of the installation process relating to installations funded by the Schemes.
- 4-26. I, the Installer, declare that I<u>The Installer confirms that he/she ismust be am a</u>competent, qualified and ha<u>vesve</u> the necessary training and experience to enable <u>me-him/her</u> to satisfactorily and safely install, or supervise the installation of, the home energy systems for which the Installer is applying to be registered on Lapply for registration. The Installer will Leclare that all services will be deliver all services ed with all

Commented [A119]: CM 220607: Eamonn – See comment

Commented [A120]: CM 220607: what does this mean? How would an Installer accept works by changing Installer?

Commented [A121]: What is the incentive here? To ensure they get full payment including grant from their clients. Depending on volume of works commenced is 14 days sufficient? Will! customers be the ones that potentially lose out? If timeline breached are we exposed to clients left we unsafe unfinished works. Is there an option to get back on after a period if they complete remaining works as required following de-registration notification.

Commented [A122]: To what end.. should we be confirming the same rules will apply to these schemes.

Commented [A123R122]: CM 220607: Eamonn do you know what the purposes of this notification is?

Commented [A124R122]: 220808 this is to understand, depending on the reason for deregistration whether this contractpor should be prevented from continuing other works on other schemes

Commented [A125]: Again, will there be different COPs?

Commented [A126R125]: yes

Commented [A127R125]: CM 220607: need to distinguish from domestic Solar PV code of practice?

Commented [A128]: CM 220607: should this be the defined term "Installer", as in the installer applying in this form?

Commented [A129]: CM 220607: not the defined term, just terms and conditions (lower case) (these are the terms and conditions applicable to Companies, not Installers)

 $\begin{tabular}{ll} \textbf{Commented [A130]:} in this statement I presume the installer is the person under investigation in the first place? \end{tabular}$

Commented [A131]: What does this mean?

Commented [A132R131]: Not sure. Unless another installer is asked to review the project in question but again they would be covered as an authorised agent. See note on point 21

Commented [A133R131]: CM 220607: Eamonn – SEAI should know what this means before including it in T&C's, if the intention is that another installer would act as authorised agent of SEAI only then it may not be necessary to include

Commented [A134R131]: 22.08.08 Agreed I don't see a position for an installer in this context so will remove pending clarification from Dom team.Propose to delete this from this doc but with transfer change to QAP

 $\begin{tabular}{ll} \textbf{Commented [A135]: } CM 220607: name for this list should be the defined term from paragraph 1 of the T&Cs \\ \end{tabular}$

Commented [A136]: SUGGEST DELETING EVERYTHING IN GREEN AND COVER IN QADP

Commented [A137]: MARKER in the for this list should be the defined term from paragraph 1 of the T&Cs

Commented [A138R137]: 22.08.08 aligned

Commented [A139]: Suddenly changes to first person

Commented [A140R139]: updated

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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.

- 25-27. I, the Installer, accept that Any eEequipment which has been installed by, or the installation of which has been supervised by the Installer which I, the Installer, installed, or supervise the installation of, may, for verification or quality control purposes, be inspected by SEAI or its authorised agents. or installers and the Company will assist, by making him/her selfhim/her selfthe project specific Installer 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.
- 27.28. The Installer will comply with all applicable legislation with regard to their participation in the Schemes, including data protection legislation.
- 28.29. I, the Installer, The Installer will accept that Any failure to act on a direction from SEAI or its authorised agent or installer, to remedy a deficit identified as a result of an inspection may result in my the Installer's removal and/or my the Company's removal from the 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—Installers—Registered Installer List. | I The Installer accepts that Any failure of a verification inspection may lead to the associateded the Installer's my automatic de-registration and permanent removal from the SEAI PV List of Registered Installers Registered Installer List.
- The Installer fully consents to the results of inspections being published by SEAI or its agents of installers and made available to the public in whatever_media-SEAI may at its discretion chooses_manner_SEAI at its discretion chooses_r_within reason.
- 31. The Installer will comply in full with SEAI havse put in place-SEAI's a Quality Assurance System in relation to fINSERT, as the key elements and processes of which are outlined in the Non Domestic Microgen Quality Assurance and Development Programme for Solar PV Registered Companies & Registered Installers Code of Practice document idocuments in respect of this schemethise Scheme s. available on www.seai.ie, which I have read and accept the terms set out therein.
- 30-32. SEAI may publish and make public information concerning my and/or my company's the Installer's and/or the Company's deregistration from the SEAI PV List of Registered Installers and /or #Companies Registered Installers List and Registered Company List respectively List and the reasons for samethe deregistration.
- 3±-33. The Installer agrees that any dispute that they (together or separately) may have with SEAI relating to any matter in connection with the Schemes 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.
- The Installer may appeal any decision taken by SEAI. The Installer understands that this eabove non-statutory right of appeal is without prejudice to the Installer's right of recourse to the Courts of Ireland.
- enter into a written contract with the applicant homeowner 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 homeowner will be used. The Installer shall not commence works on foot of the Schemes until a written contract between the applicant homeowner and the Company has been put in place, on no less favourable terms than the sample contract available at www.seai.ie/betterenergyhomes.
- 34-36. The Company Installer has confirmed and accepted that, iIn order for the Installer to be rereinstated to the SEAI PV List of Registered Installers refinstated to the list Registered Installer List after deregistration, in accordance with these Installer Terms and Conditions, he/she/the associated Companyit 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 has accepted that he/she/it may be required by SEAI to contribute to the cost of a number (at SEAI's discretion)

Commented [A141]: M22(161): change to "or the installation of which has been supervisied by" Commented [A142R141]: 20808 changed Commented [A143]: Delete? Commented [A144R143]: As per previous don't see an Commented [A145R143]: Noted. removed Commented [A146]: CM 220607: should this be 'co-operating'? Commented [A147R146]: 220808 Yes. updated Commented [A148]: CM 220607: should "inspector" be retai Commented [A149R148]: 22.08.08 Think inspection works ... Commented [A150]: I would think we need something more Commented [A151R150]: Agreed. Some reference to specif Commented [A152R150]: Commented [A153R150]: There is a separate doc on data Commented [A154]: What does this mean? Commented [A155R154]: 22.08.08 removed Commented [A156]: The company isn't on this list? Referen Commented [A157R156]: 12,08,08 Correct. Now updated Commented [A158]: Mary 205008: name for this list should be Commented [A159R158]: Correct. Now changed t.... Commented [A160]: CM 220608: to make this more of an Commented [A161R160]: 22.08.08 Updated Commented [A162]: What does this mean? Can it be deleted? Commented [A163R162]: 22.08.08 awaiting response on this Commented [A164]: M. 220608: name for this list should be Commented [A165R164]: updated Commented [A166]: Is there one for commmerical? Commented [A167R166]: Yes updated Commented [A168]: Refer to each COP for each scheme if Commented [A169R168]: resolved Commented [A170]: CM 220608: I can't see any reference to Commented [A171R170]: 220808 Updated to reference QADP Commented [A172]: M 220605: name for the installers list Commented [A173R172]: 10pdated Commented [A174]: CM 220608: what does this mean? Commented [A175R174]: 220808Either 1 or group of Commented [A176]: AN 2.80608: no non-statutory right of Commented [A177R176]: updated Commented [A178]: Change to applicant or grantee? Commented [A179]: CM 220608: replace with "that it will" Commented [A180]: I think this is over 10yrs old. Commented [A181R180]: It may be better to ask the Compa.... Commented [A182R180]: Noted this will be reviewed and Commented [A183]: CM 220608: change to "applicant"?

Commented [A184]: CM 220608: name for this list should be ...

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, wit the of the works, the Installer.

- 35-37. The Installer agrees to attend, or have nominated personnel attend, targeted workshops at the Company's expense when directed by SEAI.
- 36-38. The Installer undertakes that the services provided by the Company pursuant to the Schemes 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.
- 37-39. The Installer undertakes that the services provided by him/her pursuant to the Schemes will be carried out in accordance with the respective Secheme's Code of Practice.
- 88-40. 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 Schemes. SEAI's role in the Schemes 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 Schemese terms and conditionsTerms and Conditions. The Company is responsible for determining the suitability of the works and arranging for them to be carried out by suitably qualified personnel.
- The Installer accepts that these the Terms and Conditions, all relevant aspects of those outlined in the Terms and Conditions and the all relevant aspects of 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 of the Installer Terms and Conditions and/or the Code of Practice shall apply to the Installer with immediate effect.
- 40-42. The Installer accepts that in the course of the Schemes, SEAI may update the technical competency requirements for a given technology. The Installer and/or the Company shall, at their own expense, to 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.
- The Installer agrees not to subcontract or contract the provision of the services provided by the Installer pursuant to the Schemes to any third parties without first obtaining the consent of the applicant homeowner, 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 Schemes (i.e. to a person that is not an Installer on the SEAI PV List of Registered Installers).
- 42-44. The Installer accepts that in carrying out services pursuant to the Schemes 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.
- 43-45. 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 homeowner 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 <u>latest</u> scheme Terms and Conditions, Code of Practice and QADP documents and all other associated documents, for the <u>Scheme</u> and all associated documents.

*In the case where you are completing this form as an existing- Solar PV Scheme Registered Installer | Solar PV applicant | in signing this dthis form you are acknowledging you are el-signing upapplying to be registered to the outlined which are distinct from the Solar PV Scheme and distinct to the Non Domesstic Solar PV Scheme which is a separate grant programmme with has specific, different Installer -Terms and Conditions (outlined above) and different disciplinary procedures (outlined in the Quality Assurance and Disciplinary Procedurerogramme). By signing you are further acknowledging that -and that all required

Commented [A185]: This doesn't make sense. I presume it my be something to do with the Installer being deregistered if Company doesn't pay

Commented [A186R185]: Agreed and altered

Commented [A187]: CM 220608: who are these nominated personnel?

Commented [A188R187]: 22.08.08 Others operatives on his team

Commented [A189]: Is there a COP for both domestic and commercial?

Commented [A190R189]: seperate

Commented [A191]: CM 220608: should the company T&C's also be referenced here?

Commented [A192R191]: 2208.08 Does this update clarify the point?

Commented [A193]: CM 220608: "Installer Terms and

Commented [A194R193]: 22.0808 See updated text to catch all relevant documentation

Commented [A195]: Reference both COPs if applicable

Commented [A196R195]: resolved

Commented [A197]: Or business as the case may be

Commented [A198]: CM 220608: "the Installer will .."

Commented [A199R198]: 220808 updated

Commented [A200]: Same as above

Commented [A201]: CM 220608: "Installer Terms and Conditions"?

Commented [A202R201]: 220808 this refers to the overall Scheme Terms and Conditions. I have added in the other relevant documents for clarity.

Commented [A203]: Reference both COPs if applicable

Commented [A204R203]: resolved

Commented [A205]: 220608: "Solar PV Scheme Registered Installer"?

Commented [A206R205]: 220808 Agreed and updated

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Solar PV Pilot Scho	emeNon-Domestic Microgen PV Microgen & [INSERT]
Scheme (S	iolar PV) Installer Registration Form
	ons, insurances etc. required -pursuant to the Solar PV Scheme isare current
and compliant and separat	e from those .
Installer's Signature:	
Installer's Name: (BLOCK CAPITALS)	
Date:	
Please send all completed d	ocumentation (referring to the checklist on page one) to:

By email to

ndsolarpv@seai.ie

01

by post to:
Solar PV Pilot SchemeNon Domestic Solar PV VMicrogen Scheme
Sustainable Energy Authority of Ireland
P O Box 119
Cahirciveen
Co Kerry

FOR OFFICE USE ONLY

Sta	nged	Initialled	Date
1.	Form checked		
2.	Rejected Form Checked		
3.	Form Input		
4.	Input audited		
5.	Amended/Updated		

Commented [A207]: CM: for those domestic solar PV installers that can skip 1-4 and go straight to the declaration, I think it would be worth including wording here to make it very clear that they are signing up to a different scheme, with different Code of Practice and QADP. This would be to mitigate against arguments that a non-domestic installer wasn't aware of the relevant documents, should SEAI try to apply discplinary procedures eg the deregistration process.

Commented [A208R207]: Noted. Suggested draft completed

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Solar PV Pilot SchemeNo	n- Domestic	Microgen PV Microgen & [INSERT]
Scheme (Solar P\	<u>/) </u>	Installer Registration Form
<u>Ins</u>	taller Declar	ration of Insurance
This form must be completed by a Regissue cover in the Republic of Ireland of	,	Broker, Agent, or an Insurance Company licensed to ecover in the contractor's jurisdiction.
We hereby certify that the under-mention the following basis (Please tick the a		thorised to issue insurance in the Republic of Ireland pelow)
		rtablished in the Republic of Ireland and authorised Republic of Ireland for the below classes of
B. The insurance is issued by an insuran another EU/EEA state and is permitted	by the Central Ba	tablished and authorised to conduct business in nk of Ireland to conduct business in the Republic of vice' basis for the below classes of insurance.
Please insert below the insurance under	rtakings Central B	ank of Ireland reference number Central Bank of
Bank of Ireland to conduct business in t	he Republic of Ire	her than a. and b. above authorised by the Central land for the below classes of insurance. ank of Ireland reference number Central Bank of
standards as indicated / required by the	Sustainable Ener	ds the indicated insurances including the minimum gy Authority of Ireland (SEAI) for participation as a e and/or the Non-Domestic Solar PV Scheme. Policy le for inspection.
Name of Installer / Insured:		
Address of Installer / Insured:		
Full Business description (as per policy):		
The Installer / Insured is covered	Installation of S	olar Photovoltaic
under their policy to carry out the following work: Installation Bat		ery Energy Storage Systems
Number of Persons Employed:		
Employers Liability Insurance		
Insurers:		Policy No.
Cover start date:		Expiration date:
Policy provides an indemnity limit of		3,000,000 any one event
Jurisdiction includes Republic of Ire		
 Indemnity includes accidents occur Policy is current and the premium h 	· ,	<u>ireiand</u>
- 1 oney is corrette and the premionin	ias occir para	

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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

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

Installer Declaration of Insurance

Commented [A209]: One declaration to cover both schemes?

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 Solar PV and/or the Solar PV Pilot scheme Non

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<u>Domestic Solar PVMicrogen Scheme</u>. 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	Installation of Solar Photovoltaic
to carry out the following work:	Installation Battery Energy Storage Systems
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

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

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