

## Business Energy Upgrades Scheme – Company Registration Form

Version 3	23 April 2025
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All registering companies must provide the following information.

Please note that unfortunately where forms are incomplete or missing we will be required to reject your registration and to return all forms to you for resolution.

If you have any queries on the forms we would advise that you seek assistance at the contacts below prior to submitting your application to avoid the resultant inconvenience and delays of an incomplete submission.

### Scope of Application:

For convenience, this form is designed to allow a company to register for all their measures they wish to be eligible to provide under the scheme in a single application. A company can also decide to register on a phased basis through multiple applications if they wish.

Please indicate in Table 1 below the measure(s) of the scheme which you wish to be registered under. It is important to note the following:

- Your company's insurance cover as outlined in your Declaration of Insurance later in this document must provide the relevant cover for any of works which may arise under the measure(s) identified.
- Your company must have at least one registered Installer associated with your company (direct employee or subcontractor) before your registration can be complete. All Installers will

Measure Ref. No	Measure Name	App. Selection
1	Technical Assistance	<input type="checkbox"/>
2	Building Management System Optimisation	<input type="checkbox"/>
3	Solar Thermal	<input type="checkbox"/>
4	Pumps	<input type="checkbox"/>
5	Air Handling Units	<input type="checkbox"/>
6	Heat Pumps	<input type="checkbox"/>
7	Fabric Wall	<input type="checkbox"/>
8	Fabric Roof	<input type="checkbox"/>
9	Building Management Systems	<input type="checkbox"/>

**Table 1**

### Existing Relevant Registrations:

Are you currently registered as a Company on an existing SEAI Scheme that has the same requirements as the measure(s) or do you wish to register as a Company for under the Business Energy Upgrades Scheme? (Note this may include registration for other measures under the Business

Energy Upgrades.) This will limited the level of sections to be completed and documentary evidence required for this registration. This is outlined in more detail **Registration Check List** section later in this document.

*Note if all aspects of requirements including Insurance type etc. are not fully applicable, the existing registration cannot be accepted and a full application will be required as outlined in Registration Check List below.*

If so please provide the relevant details of same in Table 2 below:

Official SEAI Existing Scheme Name	Registered Company Name	Scheme Reg. No	Measure Ref No. (See Table 1)

**Table 2**

### Registration Type:

As a registered Company you can decide whether you wish to appear on the public register of registered Companies for the scheme to allow potential applicants contact you or not. Please select one of the options in Table 3 below:

Option	Description	Selection
Public	You will be publicly listed on the Scheme website as a registered Company for your chosen measures under the Scheme allowing potential applicants to contact you in relation to their proposed project.	<input type="checkbox"/>
Incognito	You will are not listed publicly as a registered Company under the Scheme. You will still remain as selectable in the application portal. In this option you can choose to tell let your preferred clients so they can select you from the list as part of their application	<input type="checkbox"/>

**Table 3**

### Registration Check List:

Please use the check list below to ensure you have included all the required information based on the nature of your existing registration status on this or other SEAI schemes.

Status A: No existing registrations under SEAI schemes that directly align to the selected measure(s) of this application for the Business Energy Upgrades Scheme and outlined in Table 1 above.

Status B:

Registration on SEAI Scheme(s) (outlined in Table 2 above) which directly aligns to all requirements of selected measure(s) of this application for the Business Energy Upgrades Scheme (outlined in Table 1 above).

*If this relates to you please go straight to Section 6.*

	Existing Reg. Status	
Registration Form Enclosed	A	B
<ul style="list-style-type: none"> <li>All sections relevant to your status are completed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Signed and dated</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tax and Business</b>		
Company / Sole Trader name matches the name on the registration form	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Tax compliant (i.e. have a valid PPSN number and a valid access number)</li> <li>Company must be currently registered with the Companies Registration Office (CRO)</li> </ul>	<input type="checkbox"/>	
<b>Declaration of Insurance Form Enclosed</b>		
<ul style="list-style-type: none"> <li>Insurance is up to date (expiry date should not be within 3 months of date of registration)</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Insurance form stamped by Insurer / Broker (we do not accept a copy of an insurance policy)</li> <li>Address on insurance form must match address on registration form</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Employers liability section completed if Nominated Personnel have been named on registration form</li> </ul>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>If employed by a company, employers liability section must be completed (It is not a requirement for self-employed/sole trader)</li> </ul>	<input type="checkbox"/>	

The completed Registration Form should be returned to:

**By email to**  
[businessupgrades@seai.ie](mailto:businessupgrades@seai.ie)

For further information regarding the **Business Energy Upgrades Scheme** :

**Web:** [www.seai.ie](http://www.seai.ie)  
**Email:** [businessupgrades@seai.ie](mailto:businessupgrades@seai.ie)  
**Landline:** 01-808 2100

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

## 1. Company Details:

[illegible]

- Registered companies 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. Company Insurance Details:

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

## 3. Business Details:

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

## 4. Business Energy Upgrades Installer Details:

In order for your company to be eligible for registration you must meet **at least one** of the following options:

Option 1:

Your Company must have at least one in-house SEAI registered Business Energy Upgrades Installer for each related measure. Depending on the technical requirements of the selected measure a single Installer can be associated with multiple This must be an owner, director or a direct employee.

Following initial registration of your Company further registered Installers can be assigned to your Company under different measures by contacting the Scheme support team who will carry out the verification process to allow the relationship to be confirmed.

Measure Ref. No	Measure Name	Registered SEAI Installer name	Registered SEAI Installer email address
1	Technical Assistance		
2	Building Management System Optimisation		
3	Solar Thermal		
4	Pumps		
5	Air Handling Units		
6	Heat Pumps		
7	Fabric Wall		
8	Fabric Roof		

9	Building Management Systems		
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#### Option 2:

If your Company does not have an in-house SEAI registered Business Energy Upgrades Installer, please nominate a registered Installer who has agreed to this sub-contracting agreement. The sub-contracted installer must be registered under the Business Energy Upgrades scheme prior to this registration being processed.

Please be aware that the Business Energy Upgrades scheme Installer identified below will be contacted directly by SEAI to confirm the outlined association and affirmation of same will be required prior to completion of your registration.

Measure Ref. No	Measure Name	Registered SEAI Installer name	Registered SEAI Installer email address
1	Technical Assistance		
2	Building Management System Optimisation		
3	Solar Thermal		
4	Pumps		
5	Air Handling Units		
6	Heat Pumps		
7	Fabric Wall		
8	Fabric Roof		
9	Building Management Systems		

In order for the compliance with the Scheme rules only those sub contracted Business Energy Upgrades Installers who have completed the above process will be eligible to carry out the works for a Company under this Option 2.

In this option the Installer must maintain all required obligations as if they were a direct Installer of the Company. Likewise the Company maintains all the same responsibilities and obligations as that of a Company in Option 1

#### **Notification of Change in relationship**

If at any time the agreement between a Company and the Installer, whether direct or subcontracted Installer is terminated and an alternative sub-contractor is appointed, the Company must contact SEAI as soon as possible as no works can be certified by any sub-contractor for a Company where the process outlined has not been completed.

In the case of a change to your selected Installer above, the Company must resubmit the details of the new registered Business Energy Upgrades Installer, providing the details outlined above to allow the verification and eventual updating of related Installers on record.

## **5. Company Geographic Service**

To make searching for companies easier for the applicant we have added a 'Search By' function on the SEAI website. The applicant can search by county for all companies servicing their county.

Please indicate below the counties that your company services by inserting a tick where appropriate:

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

## **6. Company Terms and Conditions.**

Please read the Terms and Conditions carefully and complete the declaration below:

1. For the purposes of these Terms and Conditions, the term "Installer" shall refer to the person who is registered as a contractor on the Business Energy Upgrades Scheme Installer Register for a particular measure(s) under the scheme.
2. For the purposes of these Terms and Conditions, the term "Scheme Documentation" shall mean all documentation of the Business Energy Upgrades scheme and more specifically the particular measure(s) in question for Companies and Installers, published on the SEAI website, as may be updated by SEAI from time to time.
3. The term "Company" in these terms and conditions refers to the applicant seeking to be registered on the SEAI Business Energy Upgrades List of Registered Companies.
3. The term "Measure" in these terms and conditions refers any of the individual grant offerings, and differing permutations of same, available under the SEAI Business Energy Upgrades Scheme.

4. The term "Scheme" shall mean the Business Energy Upgrades Scheme.

5. The term "New Company" in these Terms and Conditions shall refer to a company that has been nominated by an entity submitting an application for a grant. i.e. a Company that is not currently available on the Company register for selection but is the preferred Company of the Applicant.

5. The term "Company Register" shall refer to the Business Energy Upgrades Scheme Company Register.

6. The term "Required Insurance Cover" shall mean that the Company, any Installer, any person 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.

7. The Company confirms, warrants and agrees that where not already on the register they and their associated Installer will complete this registration in a timely manner to ensure they are registered at the time that the request for payment for the associated works is submitted by the applicant.

7. The Company confirms, warrants and agrees that all information provided to SEAI with regard to the Company is true, accurate, complete and not misleading in any way.

8. Only Installers registered under the relevant measure of the Scheme may be engaged by a Company fully registered under the Scheme to carry out works on foot of the Scheme.

9. The Company acknowledges, understands 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 the 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 Terms and Conditions in the past;

(b) SEAI may require further information, proof of eligibility and/or other vouching documentation from a Company prior to registration;

(c) SEAI may require the Company to advise what Installers are or will be engaged by (whether as an employee or for the provision specific services) the Company for the purpose of the Scheme.

10. The Company accepts that engaging in the following, in relation to the Scheme may result in the Company's removal from the Company Register ("De-Registerable Behaviour"). De-registration shall also prohibit the Company from being nominated as a 'New Company' by entities making grant applications in the future :

(a) failing to comply with these Terms and Conditions;

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

(c) failing to respond to a written request from SEAI (whether sent by electronic mail, by post or otherwise) within the required timeframe



- (d) failing to comply with all documentation relevant to the specific Measure(s) published or linked on the Schemes website;
- (e) 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;
- (f) if a person other than an Installer for the associated measure and associated with the Company signs-off on works carried out on foot of the Scheme;
- (g) failing to arrange for remedial works to be carried out by in accordance with the direction(s) of SEAI within the time frame prescribed by SEAI for carrying out the remedial works
- (h) signing off on a Declaration of Works form prior to completion of the declared works;
- (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) in any 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;
- (k) 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 an Installer, or a sub-contractor to an Installer) during a period of deregistration, unless otherwise mandated to do so by SEAI by written instruction;
- (l) facilitating the participation, of or provision of services by (including, without limitation, as principal, partner, manager, director, employee, sub-contractor or otherwise) an Installer or a Company, that is currently subject to deregistration, in the carrying out of Scheme works, unless otherwise mandated to do so by SEAI;
- (m) circumventing the spirit and intent of an Installers deregistration;
- (n) 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 Terms and Conditions or Scheme disciplinary measures;
- (o) engaging in activities and/or behaviour which SEAI regards as having a negative impact on the reputation of SEAI and/or the Scheme;
- (p) unauthorised use of the SEAI name, or logo for marketing or other purposes;
- (q) engaging in fraudulent or reckless behaviour in the course of carrying out works on foot of the Scheme;
- (r) failing to complete any works on foot of the Scheme for a period of 18 months;
- (s) being convicted of any dishonesty related offence(s); and/or
- (t) engaging such other behaviour that SEAI determines in its reasonable opinion as being worthy of de-registration.

11. The Company may appeal a decision made by SEAI in relation to the Company.
12. Complaints should be dealt with in line with the Customer Charter, available on the SEAI website.
13. 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 Company has two weeks to appeal the deregistration in writing.
14. 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 stated SEAI address. 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 reappeal is reviewed by the Head of the Inspections Unit and the decision is final.
15. A Company that fails to procure that an Installer completes reworks by the given deadline, and does not appeal the reworks decision, will be de-registered.
16. During de-registration, the Company shall not and shall procure that any Installer engaged by the Company shall not on their behalf:
- (a) commence any works not already started prior to de-registration on foot of this scheme;
  - (b) accept any new works through this scheme;
  - (c) accept works by way of a change of Installer.
17. During de-registration, the Company shall and shall procure that any Installer engaged by the Company shall:
- (a) complete any Scheme works already started by an Installer engaged by the Company prior to notice of de-registration within 14 days of de-registration and shall be subject to the terms and conditions of the scheme including audit and rework requirements; and
  - (b) notify SEAI immediately of works intended to be carried out by him/her under other SEAI programmes.
18. The Company shall be responsible for the cost of 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 Scheme Documentation and/or to rectify any damage caused by the Installer, the Company and/or their employees, contractors and/or agents. The Company shall procure that an Installer completes any rework(s).
19. The Company acknowledges that SEAI may permanently de-register the Company:
- (a) for failing to comply with these Terms and Conditions; and/or
  - (b) If an Installer (direct or indirect) employed by the Company fails to comply with the Terms and Conditions applicable to the Installer under the Scheme; and

(c) If an Installer who is not employed by the Company but who provides services to the Company in connection with works carried out on foot of the Scheme fails to comply with the Terms and Conditions applicable to the Installer under the Scheme.

20. The Company agrees, where so directed by SEAI, to assist SEAI and its agents in any inspections concerning De-Registerable Behaviour and to provide such information to SEAI and its agents, as may be requested by SEAI from time to time. The Company shall assist SEAI with any inspections SEAI carry out in respect of the Company and/or Companies that the Installer carries out works for on foot of the Scheme.

21. The Company accepts that failure to:

(a) act on a direction from SEAI or its authorised agent(s);

(b) assist the Installer with complying with a direction of SEAI or its authorised agent(s);

(c) furnish information sought by SEAI, may result in the Installer's removal from the Renewable Installers' Register.

22. SEAI's ability to de-register the Company is without prejudice to any other appropriate action that SEAI may take to safeguard its interests and the reputation of the Scheme.

23. The Company shall provide SEAI its tax reference number and tax clearance access number. The numbers shall be used by SEAI solely for any other purpose of determining the tax status of the Company. The Company accepts that failure to have valid tax clearance shall result in the Company's removal from the Company Register.

24. The Company is required to maintain in place valid, up to date Public and Products Liability and Employers Liability Insurance each year that the Company is included on the Company Register. The minimum level of insurance the Company is required to maintain is set out in the Company Declaration of Insurance annexed hereto.

25. The Company warrants, confirms and agrees that the insurance declaration has been duly completed and the information contained in the insurance declaration provided to SEAI is true complete and accurate.

26. The Company must furnish SEAI with a certificate of insurance from its insurance company, in a form acceptable to SEAI, on an annual basis.

27. The Company is required to ensure that the Installer and any person assisting the Installer in completing any works being carried 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 Company Declaration of Insurance, accompanying its application for registration.

28. In the event that Company sub-contracts any works to be carried out on foot of the Scheme, the Company shall procure that (i) an Installer is responsible for carrying out the works; and (ii) the subcontractor and person carrying out works on foot of the Subcontractor has a policy that provides (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.

29. Only Installers registered at all stages of the installation process may sign off on a Declaration of Works relating to installations funded by the scheme.

30. The Company declares that it will procure that Installers will install, or supervise the installation of, the systems for which the Company apply for registration. The Company will procure that all services will be delivered with be carried out using all due skill, care and diligence and using materials which are fit for purpose and of adequate quality in providing the services.

31. The Company accepts that equipment which the Installer installs, or supervises the installation of, may, for verification or quality control purposes, be inspected by SEAI or its authorised agents and the Company will assist, by making themselves available and/or disclosing any requested information, and co-operate with any such inspector 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 or its authorised agents.

32. The Company will comply with all applicable legislation and procure that the Installer complies with all applicable legislation with regard to their participation in the Scheme, including data protection legislation.

33. The Company accepts that 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 the Company's removal from the Company Register. The Company accepts that failure of a verification inspection may lead to its automatic de-registration and permanent removal from the Company Register.

34. The Company consents and will procure that any person who carries out works which are grant funded by the Scheme fully consents to the results of inspections being published by SEAI or its agents and made available to the public in whatever media SEAI may at its discretion choose.

35. The Company warrants, confirms and agrees that it has the necessary resources and skills to carry out works in accordance with same.

35. The Company agree that SEAI may publish and make public information concerning them and/or their company's deregistration from the Company Register and the reasons for same.

36. The Company agree that any dispute that they may have with SEAI relating to any matter in connection with the Scheme shall in the first instance be discussed between SEAI and the Company with a view to finding a resolution. If the discussions between the Company and SEAI fail to reach a resolution, the dispute may be referred by either party to an independent mediator.

37. The Company undertakes that the Company shall enter into a written contract with the applicant of the grant prior to commencing work. The Company undertake to use the sample SEAI contract available at [www.seai.ie/betterenergyhomes](http://www.seai.ie/betterenergyhomes) or that an equivalent on no less favourable terms to the applicant will be used.

38. The Company confirms and accepts that, in order to be reinstated to the list after deregistration in accordance with these Terms and Conditions, they 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 accepts that they may be required by SEAI to contribute to the cost of a number (at SEAI's discretion) of inspections carried out on their associated Installer's installations after re-registration.

39. The Company agrees to attend, or have nominated personnel attend, targeted workshops at their expense when directed by SEAI.

40. The Company undertakes that the services provided by them or an Installer employed, engaged or contracted by them 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.

41. The Company undertakes that the services provided by him/her pursuant to the Scheme will be carried out in accordance with the Scheme Documentation.

42. SEAI or its associated agents or contractors 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 expressed or implied is given by virtue of the Installer or the Company's participation in the grant scheme or the grant scheme inspection process.

43. The Company agrees to indemnify SEAI and keep SEAI indemnified from and against any losses, liabilities, demands, damages, costs, claims and expenses (including, without limitation, legal costs and expenses) awarded against, suffered, incurred by the Company, an Installer, an applicant and/or any employee, subcontractor, agent, or officer of the company paid by SEAI which arise out of, or are consequential upon or connected with a claim made against SEAI by an applicant, an Installer, the Company and its employees, officers, agents and sub-contractors relating to the acts or omissions of the Company, an Installer and any employee, subcontractor, agent, or officer of the Company in installing equipment and providing services to that applicant on foot of the Scheme.

44. The Company waives any claims it may have against SEAI as a result of the Company failing to comply with these Terms 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.

45. The Company accepts that these Terms and Conditions and the Scheme Documentation may be updated from time to time on the SEAI website and these updated Terms and Conditions shall apply to the Company and their associated Installer with immediate effect. The Company accepts there is no obligation on SEAI to notify the Company of any such changes.

46. The Company accepts that during the Scheme SEAI may update the technical competency requirements for a given technology. The Company and/or the Installer 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.

47. The Company 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. In any case the Company will not contract or subcontract provision of such services to any third party who is not a suitably qualified and eligible and willing to register under the Scheme to ensure compliance with Scheme and payment of applicants request for payment in a timely manner.

48. The Company accepts that in carrying out services pursuant to the Scheme that they shall not be acting in their capacity as a consumer but that they shall be acting in the course of the business of the Company.

49. The Company understands and accepts that the Company (and 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.

50. The Company accepts that it must provide all required documentation to the applicant in a timely manner and appropriate format to allow the applicant to submit their request for payment following completion of the works. This

51. The Company accepts that failure to provide the appropriate documentation on completion of the works or a request from the inspections or other party within SEAI or its agents can lead to disciplinary action and potential deregistration from the Scheme Register

I, for and on behalf of the Company, understand and agree to strictly adhere to the scheme Terms and Scheme Documents for the Scheme.

**In the case where you are completing this form as an existing Registered Company under another SEAI scheme, in signing this form you are acknowledging you are applying to be registered to your selected measures under the Business Energy Upgrades Scheme. In light of this fact your acknowledge that is a separate grant programme with different Company Terms and Conditions (outlined above) and different disciplinary and other procedures as outlined in the Scheme Documentation. By signing you are further acknowledging that all required documentation, qualifications, insurances etc. required pursuant to the associated measures under the Business Energy Upgrades Scheme are current and compliant.**

Company Name (BLOCK CAPITALS)

Signature of Key Contact  
(as per section 2 on page 2)(BLOCK CAPITALS)

Name of Key Contact  
(BLOCK CAPITALS)

Date:

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

**By email to:**

[businessupgrades@seai.ie](mailto:businessupgrades@seai.ie)

**FOR OFFICE USE ONLY**

Staged	Initialled	Date
1. Form checked		

2. Rejected Form Checked		
3. Form Input		
4. Input audited		
5. Amended/Updated		

## Company Declaration of Insurance

This form must be completed by a Registered Insurance Broker, Agent, or an Insurance Company licensed to issue cover in the Republic of Ireland or licensed to issue cover in the contractor's jurisdiction.

We hereby certify that the under-mentioned Insurance policies include Territorial and Jurisdiction Limits that cover the contractor to conduct business in the Republic of Ireland.

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

### Company / Insured Details

Name of Company / Insured:	
Address of Company / Insured:	
Full Business description (as per policy):	
The Company / Insured is covered under their policy to carry out the following work (select where appropriate):	Mechanical & Electrical Design <input type="checkbox"/>
	Building Management System Design & Installation <input type="checkbox"/>
	Solar Thermal Design & Installation <input type="checkbox"/>
	Mechanical Systems Installation (Water, Ventilation) <input type="checkbox"/>
	Heat Pump Design & Installation <input type="checkbox"/>
	Electrical Systems Installation <input type="checkbox"/>
	Fabric Insulation Design & Installation <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		