

# Non-Domestic Microgen-Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

## Non-Domestic Microgen Scheme (Solar PV) – Company Registration Form

|                             |                               |
|-----------------------------|-------------------------------|
| <a href="#">Version 1.1</a> | <a href="#">14 July 2023</a>  |
| <a href="#">Version 1.2</a> | <a href="#">16 April 2025</a> |
|                             |                               |

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

Applicant Status:

Please identify the nature of your existing registration status in the table below. Select 1 if you are already registered on the SEAI Solar PV Scheme Registered Company list. Select 2 if you are a new applicant (i.e., not a registered company on the Domestic Solar PV Scheme).

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

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

| Registration Form Enclosed                                                                                                | 1                        | 2 (New)                  |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <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>                                                                                                   |                          |                          |
| <ul style="list-style-type: none"> <li>Company / Sole Trader name matches the name on the registration form</li> </ul>    | <input type="checkbox"/> | <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> </ul> | <input type="checkbox"/> | <input type="checkbox"/> |

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

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

**Commented [A3]:** 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 [A4R3]:** Noted -changed

**Commented [A5]:** 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 [A6R5]:** Noted -actioned

**Commented [A7R5]:**

**Commented [A8]:** CM: Suggest the highlighted text could be clearer eg "information required for the status (1 or 2) you have selected above."

**Commented [A9R8]:** Noted changed

**Commented [A10]:** 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 [A11R10]:** agreed

**Commented [A12R10]:**

**Commented [A14R13]:** changed

**Commented [A15]:** CM: the Solar PV Installer Form includes "(i.e. have a valid PPSN number and a valid access number)"

**Commented [A16R15]:** Noted changed

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|                                                                                                                                                                                                                          |                          |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <ul style="list-style-type: none"> <li>Company must be currently registered with the Companies Registration Office (CRO)</li> </ul>                                                                                      |                          |                          |
| <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"/> | <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"/> | <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>                                                                      |                          |                          |
| <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>                                        |                          |                          |
| <b>Quality Management System</b>                                                                                                                                                                                         |                          |                          |
| <ul style="list-style-type: none"> <li><u>Organisational Chart – key personnel/stakeholders and their roles and responsibilities, qualifications and training.</u></li> </ul>                                            |                          |                          |
| <ul style="list-style-type: none"> <li><u>Evidence of document control processes.</u></li> </ul>                                                                                                                         |                          |                          |
| <ul style="list-style-type: none"> <li><u>Evidence of a complaints process.</u></li> </ul>                                                                                                                               |                          |                          |
| <ul style="list-style-type: none"> <li><u>Evidence of quality control processes.</u></li> </ul>                                                                                                                          |                          |                          |

**Commented [A17]:** CM: Again there are differences in this section from the existing Solar PV Installer Form – assume there are particular reasons for this?

**Commented [A18R17]:** Noted resolved

The completed Registration Form should be returned to:

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

For further information regarding the **Non-Domestic Microgen Scheme (Solar PV)**:

Web: [www.seai.ie](http://www.seai.ie)  
Email: [solarpv@seai.ie](mailto:solarpv@seai.ie)  
Landline: 01-808-2004100

**Commented [A19]:** ddfdfdef

**Commented [A20]:** New non domestic email to be created and added here

**\*If you are if you are currently registered on the SEAI Solar PV Scheme List of Registered Companies, please proceed directly to Section 4.\***

**Commented [A21]:** 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 [A22R21]:** 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

**Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company**  
**Registration Form**

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

**Commented [A23]:** Insert section to cover confirmation of the scheme(s) the applicant to applying to register for

**Commented [A24R23]:**

**Commented [A25R23]:**

### 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><u>Declaration of Insurance Form</u></b> attached – see last page * |                           | <input type="checkbox"/> Yes |

**Commented [A26]:** Company Insurance?

**Commented [A27]:** Will insurance cover be the same for both schemes? I presume so

**Commented [A28R27]:** Yes. Not sure if some businesses will require further insurance. Have you any experience on this?

### 3. Business Details:

|                                                                                    |                                                                                                                                                                             |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Applicant PPSN /Tax Reference number: *</b>                                     |                                                                                                                                                                             |
| <b>Access number: *</b>                                                            |                                                                                                                                                                             |
| <b>Are you registered with the Companies Registration Office_ (CRO)?_*<br/>No.</b> | <div style="display: flex; align-items: center;"> <div style="flex-grow: 1;"> <p><u>Please provide CRO</u></p> <p><u>Yes</u> <u>No</u> <u>CRO Number:</u></p> </div> </div> |

## Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

|                                                                                                                                          |                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Have you been registered previously under Better Energy Homes schemes?<br>*If yes please provide your previous registration ID number(s) | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>BEH Contractor ID number. _____ |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

### ~~4.~~ **4. Non-Domestic Installer Details:**

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

~~1. Your company must have a at least one in-house SEAI registered non-domestic installer. This must be an owner, director or a direct employee.~~

|                                                         |  |
|---------------------------------------------------------|--|
| Registered SEAI non-domestic Installer name:            |  |
| Registered SEAI non-domestic Installer IDemail address: |  |
| Company Position (director, owner, employee):           |  |
|                                                         |  |

Or,

~~2. If your company does not have an in-house SEAI registered non-domestic installer, please nominate theaone non-domestic installer any direct installers andwhom is sub-contractingwill behas agreed to this sub-contractingthis element of the projectagreement, and the sub-contracted non-domestic company/installer must be registered underwith the NDMG scheme prior to this registration being processed. Please be aware that the non-domestic installer identified abovebelow will be contacted directly by SEAI to confirm the outlined association and affirmation of same will be required prior to completion of your registration.~~

~~In order for the compliance with the scheme rules only those sub contracted non-domestic installers who have completed the above process will be eligible to carry out the works for a company under option 2 and maintain all required obligations as if they were a direct non-domestic installer of the company. Likewise the company maintains all the same responsibilities and obligations as that of a company in the standard option 1 scenario.~~

~~If at any time the agreement between a company and subcontractor is determined and alternative subcontractor is appointed you must contact SEAI as soon as possible as no works can be certified by any subcontractor for a company where the process outlined has not be completed. In the case of a change in sub-contractor the company must resubmit the details of the new non-domestic installer, providing the details outlined above to allow the verification and eventual registration completed.~~

~~If your company isare sub-contracting, the sub-contracted company/installer must be registered with the NDMG scheme prior to this registration being processed..~~

|                                                                        |  |
|------------------------------------------------------------------------|--|
| Registered SEAI non-domestic Installer sub-contractored name:          |  |
| Registered SEAI non-domestic Installer sub-contractor email addressID: |  |
| Company Position (director, owner, employee):                          |  |

## Non-Domestic Microgen Scheme (Solar PV) ————— Company Registration Form

In order for the compliance with the scheme rules only those sub contracted non-domestic installers who have completed the above process will be eligible to carry out the works for a company under option 2 and maintain all required obligations as if they were a direct non-domestic installer of the company. Likewise the company maintains all the same responsibilities and obligations as that of a company in the standard option 1 scenario.

If at any time the agreement between a company and subcontractor is determined and alternative sub-contractor is appointed, you 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 into your selected non-domestic installer above, sub-contractor the company must resubmit the details of the new non-domestic installer, providing the details outlined above to allow the verification and eventual registration completed.

Please be aware that the non-domestic installer identified above will be contacted directly by SEAI to confirm the outlined association and affirmation of same will be required prior to completion of your registration. registration will be of same will be within the above the In order for the compliance with the scheme rules only those sub contracted non-domestic installers who have completed the above process will be eligible for to carry out the works for a company under option 2 and maintain all required obligations as if they were a direct non-domestic installer of the company. Likewise the company maintains all the same responsibilities and obligations as that of a company in the standard option 1 scenario.

If at any time the agreement between a company and subcontractor is determined and alternative subcontractor is appointed you must contact SEAI as soon as possible as no works can be certified by any subcontractor for a company where the process outlined has not been completed.

In the case of a change in sub-contractor the company must resubmit the details of the new non-domestic installer, providing the details outlined above to allow the verification and eventual registration completed.

### 5. following form an alternative subcontractor he to a company no longer re Quality Management System

Please provide the below with this registration- It is a requirement of the Non-Domestic Microgen Scheme that all registering companies have a Quality Management System in place to manage quality and the delivery of service. Please provide the following:

1. Organisational Chart – key personnel/stakeholders and their roles and responsibilities, qualifications and training.
2. Evidence of a document control processes.
3. Evidence of a complaints process.
4. Evidence of quality control processes.

#### How to apply

1. Complete and return the [Non-Domestic Microgen Scheme Company Registration Form](#)
2. Complete and return the: [Non-Domestic Microgen Scheme Company Declaration of Insurance](#)
3. Your company must have at least one in-house SEAI registered installer. This must be an owner, director or must be a direct employee
4. It is a requirement of the Non-Domestic Microgen Scheme that all registered companies have a Quality Management System in place to manage quality and delivery of service. Please provide documentary evidence of the following:
  - o Organisation Chart – key personnel/stakeholders, their roles and responsibilities, qualifications and training
  - o Evidence of document control processes
  - o Evidence of complaints process.
  - o Evidence of quality control processes
5. Complete the monthly **Company Online Onboarding Training session**. You will receive an invitation to this online monthly session by email once steps 1-4 above are complete.

**Commented [A29]:** Are we suggesting inserting this?

**Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company  
Registration Form**

4. \_\_\_\_\_

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:

|                     |  |
|---------------------|--|
| <u>All Counties</u> |  |
| <u>Carlow</u>       |  |
| <u>Cavan</u>        |  |
| <u>Clare</u>        |  |
| <u>Cork</u>         |  |
| <u>Donegal</u>      |  |
| <u>Dublin</u>       |  |
| <u>Galway</u>       |  |
| <u>Kerry</u>        |  |
| <u>Kildare</u>      |  |
| <u>Kilkenny</u>     |  |
| <u>Laois</u>        |  |
| <u>Leitrim</u>      |  |
| <u>Limerick</u>     |  |
| <u>Longford</u>     |  |
| <u>Louth</u>        |  |

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Registration Form**

|                           |  |
|---------------------------|--|
| <a href="#">Mayo</a>      |  |
| <a href="#">Meath</a>     |  |
| <a href="#">Monaghan</a>  |  |
| <a href="#">Offaly</a>    |  |
| <a href="#">Roscommon</a> |  |
| <a href="#">Sligo</a>     |  |
| <a href="#">Tipperary</a> |  |
| <a href="#">Waterford</a> |  |
| <a href="#">Westmeath</a> |  |
| <a href="#">Wexford</a>   |  |
| <a href="#">Wicklow</a>   |  |

**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 Solar PV Scheme Installer Register.
2. For the purposes of these terms and conditions, the term "Code of Practice" shall mean the Non-Domestic Microgen Scheme (Solar PV) Code of Practice for 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 Solar PV List of Registered Companies.
4. The term "Scheme" shall mean the Non-Domestic Microgen Scheme (Solar PV)
5. The term "Company Register" shall refer to the Non-Domestic Microgen Scheme Company Register.

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6. The term "Required Insurance Cover" shall mean that the Company, any Installer, any person carrying out works on foot of the Scheme for an 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 all information provided to SEAI with regard to the Company is true, accurate, complete and not misleading in any way.

8. Only Installers may be engaged by the Company 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"):

(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 the Code of Practice;

(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 (as defined below);

(f) if a person other than an Installer 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 a registered installer,

## Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

or a sub-contractor to a registered 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 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 this 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:

(a) commence any works not already started prior to de-registration on foot of this scheme;

(b) accept any new works through this scheme; and

(c) accept works by way of a change of Installer and from the effective date of deregistration.

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(d) complete any Solar PV Scheme works already started by an Installer engaged by the Company prior to notice of de-registration, must be completed within 14 days of deregistration and shall be subject to the terms and conditions of the scheme including audit and rework requirements; and

(e) notify SEAI immediately of works intended to be carried out by him/her under other SEAI programmes.

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 Code of Practice 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 acknowledge that SEAI may permanently de-register the Company:

(a) for failing to comply with these terms and conditions; and/or

(b) If an Installer 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 Company 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 insurance declaration annexed hereto.

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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 Installer 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 energy 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 him/her self-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.

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 my 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. SEAI have put in place a Quality Assurance System, the key elements and processes of which are outlined in the Code of Practice document in respect of this scheme available on [www.seai.ie](http://www.seai.ie). 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 my and/or my 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.

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37. The Company undertakes that the Company shall enter into a written contract with the applicant 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, he/she/it 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 he/she/it may be required by SEAI to contribute to the cost of a number (at SEAI's discretion) of inspections carried out on the 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 him/her/it or an Installer employed, engaged or contracted 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's Code of Practice.

42. SEAI accepts no liability or responsibility, whether for breach of contract, negligence or otherwise, in respect of any direct or indirect loss, expense, dispute, claim, proceedings or cause of action arising out of, or in relation to, any product (or its suitability), any materials (or their suitability), equipment (or its suitability), work, system, service, specification, standard, installation in respect of which works are undertaken on foot of the Scheme. SEAI's role in the Scheme is as grant scheme administrator only. No warranty 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 Code of Practice and QADP 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.

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 ~~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.

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 registered under the Scheme.

## Non-Domestic Microgen Scheme (Solar PV) ————— Company Registration Form

48. The Company accepts that in carrying out services pursuant to the Scheme that he/she/it 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.

I, for and on behalf of the Company, understand and agree to strictly adhere to the scheme Terms and Conditions Code of Practice and QADP documents and all other associated documents for the Scheme.

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

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

Commented [A30]: Reference both COPs if applicable

Commented [A31R30]: resolved

### FOR OFFICE USE ONLY

| Staged          | Initialled | Date |
|-----------------|------------|------|
| 1. Form checked |            |      |

Non-Domestic Microgen Scheme (Solar PV)

\_\_\_\_\_Company

Registration Form

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

**Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company  
Registration Form**

**Company Declaration of Insurance**

**Commented [A32]:** 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 Company under the Solar PV and/or the Non-Domestic

## Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

Microgen (Solar PV) Scheme. Policy documents and current renewal receipts must 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: | Installation of Solar Photovoltaic _____ <input type="checkbox"/>          |
|                                                                                      | Installation Battery Energy Storage Systems _____ <input type="checkbox"/> |
| Number of Persons Employed:                                                          |                                                                            |

### Employers Liability Insurance

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

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

### Public / Products Liability Insurance

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

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

### Insurance Company or Broker's or Agent's Details

## Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

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

### 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 Insurer is authorised to issue insurance in the Republic of Ireland on the following basis **(Please tick the appropriate box below)**

A. The insurance is issued by an insurance undertaking established in the Republic of Ireland and authorised by the Central Bank of Ireland to conduct business in the Republic of Ireland for the below classes of insurance: ☐

B. The insurance is issued by an insurance undertaking established and authorised to conduct business in another EU/EEA state and is permitted by the Central Bank of Ireland to conduct business in the Republic of Ireland on a 'freedom of establishment' or freedom of service' basis for the below classes of insurance: ☐

Please insert below the insurance undertakings Central Bank of Ireland reference number **Central Bank of Ireland Ref No.** \_\_\_\_\_

C. The insurance is issued by an insurance undertaking other than a. and b. above authorised by the Central Bank of Ireland to conduct business in the Republic of Ireland for the below classes of insurance: ☐

Please insert below the insurance undertakings Central Bank of Ireland reference number **Central Bank of Ireland Ref No.** \_\_\_\_\_

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 Company under the Domestic Solar PV Scheme and/or the Non-Domestic Microgen (Solar PV) Scheme. Policy documents and current renewal receipts must be available for inspection.

### Company / Insured Details

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

### Employers Liability Insurance

## Non-Domestic Microgen Scheme (Solar PV) \_\_\_\_\_ Company Registration Form

|                          |                         |
|--------------------------|-------------------------|
| <u>Insurers:</u>         | <u>Policy No.:</u>      |
| <u>Cover start date:</u> | <u>Expiration date:</u> |

- 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**

|                          |                         |
|--------------------------|-------------------------|
| <u>Insurers:</u>         | <u>Policy No.:</u>      |
| <u>Cover start date:</u> | <u>Expiration date:</u> |

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