# Application for Provisional Accreditation - Organisation SEIAPI/PPA Accreditation Program

I,……………………………………………………………………………………...(Full Name / Position)

on behalf of ………………………………………………………………………(Company/Entity Name)

located at ……………….……………………………………………….…(Physical Address & Country)

hereby apply to become provisionally accredited for retailing products / equipment and providing system design, installation and maintenance services in the following areas: (please tick appropriate box)

 Grid Connected PV Systems

 Stand Alone PV Power Systems (Level 1-Solar Home Systems)

 Stand Alone PV Power Systems (Level 2-with or without inverters)

 Stand Alone PV Power Systems (Level 3-Hybrid Systems

We also agree to comply with the rules and the relevant revisions of the Association and declare that our Company/Organisation meets all legal requirements of the country of operation and is financially sound.

Sign:……………………………………………. Date:……………………………………

Company Stamp:

# Provisionally/Fully Accredited Individuals

Our company employs or sub-contracts the following provisionally/fully accredited individuals to provide the services as listed:

Name:

Provisionally/fully Accredited for:

(list areas of provisional/full accreditation)

Provisional/Full Accreditation Number:

I verify that I work for or am sub-contracted by………………………………………….(entity name)

Sign:………………………………….Date:………………………………..

Name:

Provisionally/Fully Accredited for:

(list areas of provisional/full accreditation)

Provisional/Full Accreditation Number:

I verify that I work for or am sub-contracted by…………………………………………(entity name)

Sign:………………………………………………..Date:………………………………………………

Name:

Provisionally/Fully Accredited for:

(list areas of provisional/full accreditation)

Provisional/Full Accreditation Number:

I verify that I work for or am sub-contracted by…………………………………………..(entity name)

Sign:……………………………………………..….Date:………………………………………………

(Please print more pages if required)

# SEIAPI/PPA ACCREDITATION CODE OF ETHICS

As a provisionally accredited entity

* shall solicit work, advertise and promote services and products with dignity and truth, avoiding any potentially misleading statements or omissions;
* shall apply their skill and knowledge in the interest of their clients or employers for whom they act as faithful agents or trustees;
* shall regard as confidential any information concerning the business and technical affairs of their clients or employers;
* shall inform their clients if circumstances arise, in which their judgment or the independence of their service may be compromised by reason of business connections, personal relationships, interests or affiliations;
* shall deal honestly and truthfully with clients, employers and government agencies in all matters pertaining to payments, discounts, rebates and grants and the conditions applying to them;
* shall supply all systems in accordance with the SEIAPI/PPA guidelines and any relevant standards that are applicable in the country the system is being designed/installed.
* shall continue professional development throughout for its workforce and
* shall not bring the sustainable energy industry into disrepute.

I, on behalf of my entity agree to be bound by the rules of the Association.

Sign:………………………………………………..Date:………………………………………………

Company Stamp:

# PAYMENT OPTIONS

Provisional Accreditation (Organisation) Fees is FJ$400 per year.

Currently there is only one payment method: Electronic Funds Transfer.

If this method is not suitable for your entity please contact the secretariat on info@SEIAPI.org and other solutions will be discussed.

**ELECTRONIC FUNDS TRANFER(EFT)**

*Please note the application fee is FJ$400 when using EFT $410 will be required to transfer to allow for the fees charged by the bank.*

The following are the details for EFT:

Name: Sustainable Energy Industry Association of Pacific Islands (SEIAPI)

C/o Pacific Power Association,

Naibati House,

Goodenough St,

Suva, Fiji

Acc Number: 00182070011

Bank: Bred Bank Fiji Pte Limited.

Swift Code: BREDFJFJ

BSB Number: 119 010

Bank Address: Level 5, Tappoo City, Suva, Fiji

Private Mail Bag, Suva, Fiji

# Checklist for Provisional Accreditation - Organisation

**(For official use only)**

 Signed and completed ‘Provisional Accreditation - Organisation’ application form.

Provides evidence that the organisation meets all the legal requirements of the country of operation such as company registration, business licence and other relevant compliance

Signed ‘code of ethics’ form

The names of the provisionally/fully accredited individuals and proof that they are either on staff or sub-contracted to the organization.

 An application fee of FJD 400

The organization:

 Meets the requirements for provisional accreditation

 Does not meet the requirements for provisional accreditation

Endorsed by:

……………………………….. Date:………………………………

SEIAPI Secretariat