# Renewal of Full Accreditation - Organisation SEIAPI/PPA Accreditation Program

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

on behalf of ……………………………………………………………………………..(Company Name)

Accreditation number:……………………………………………………………………………………….

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

 hereby apply for renewal of company accreditation.

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 CODE OF ETHICS

As a fully 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 comply with the code of ethics.

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

Company Stamp:

# PAYMENT OPTIONS

Renewal of Full Accreditation (Organization) Fees is FJ$400 for three years.

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.com and other solutions will be discussed.

**ELECTRONIC FUNDS TRANFER(EFT)**

*Please note the application fee is FJ$400 for renewal so 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 Renewal of Full Accreditation - Organisation

**(For official use only)**

 Signed and completed ‘Renewal of Full Accreditation - Organization’ application form.

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

Signed ‘code of ethics’ form.

The name/s and registration number/s of the accredited individuals and proof that they are either on staff or sub-contracted to the organisation.

 An Application fee of FJD 400

The organization:

 Meets the requirements for renewal of accreditation

 Does not meet the requirements for renewal of accreditation

Endorsed by:

……………………………….. Date:………………………………

SEIAPI Secretariat