



CEB Renewable Energy (RE) Scheme for Non-Governmental Organizations (NGOs) & Charitable Institutions (CIs)

Application Form

1. Instruction/Information to the NGO, CI and CEB Officers

- (1) **This Application Form may be filled with the assistance of a CEB officer.**
- (2) Duly filled and signed Application Form, accompanied with all requested documents, should be submitted in a CEB Customer Service Centre or by email at rbrescheme@ceb.intnet.mu.
- (3) Application Form will be processed only after it has been duly filled and all requested documents have been submitted.
- (4) The information provided in the Application Form together with all requested documents will be used to perform the administrative assessment of the application for the Scheme.
- (5) Application Form not duly filled will be kept in abeyance and thereafter it will be put in the waiting list provided it is effectively rectified.
- (6) Application Form which could not be entertained will be kept in abeyance.
- (7) A notification/reference number will be given after the Application Form has been processed by the concerned CEB Customer Service Centre.
- (8) Premises not satisfying the technical assessment will not be considered for the Scheme.
- (9) **Before filling this Application Form, please read carefully all the Terms and Conditions of the Scheme which have been published on the CEB website at: <https://ceb.mu/projects/energy-schemes>**

2. Electricity Contract Account Information (Please write in the boxes)

Please provide the following information in respect of the NGO or CI electricity contract account.

Please submit a copy of the NGO or CI latest electricity bill

Electricity Contract Account Number:			
Electricity Tariff:			
Name of Account Holder: <i>(Write full name in BLOCK letters)</i>			
National Identification Number of the Account Holder: <i>(Submit a copy of the ID card or Passport)</i>			
Full Address:			
Contact Numbers and Email:		(Office)	(Mobile)
Official Registration Number of the NGO or CI: <i>Submit a copy of the Registration Certificate and/or any relevant document confirming the registration of the NGO or CI</i>			



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3. Authorised Representative Information *(Please write in the boxes)*

Name of Authorised Representative: <i>(Please write full name in BLOCK letters)</i> Submit the original of the Delegation Letter			
National Identification Numbers: Submit a copy of the ID card or Passport for both the Authorised Representative and the person authorised to sign the Delegation Letter	(Authorised Representative): (Person Signing the Delegation Letter):		
Contact Number and Email of the Person Signing the Delegation Letter:			
(Home)	(Mobile)	(Office)	(email)

4. Site Information *(Please write in the boxes)*

Sketch the location of the premises of the NGO or CI where the solar PV kit will be installed:	<i>Use verso of this Form to sketch the site location. (Please provide key landmark(s)).</i>
Is there a Residual Current Device (RCD) in the electrical circuit of the premises? <i>(Write 'Yes' or 'No')</i>	
The roof of the selected building for the installation of the solar PV kit is made of: <i>(Write 'Concrete', 'Iron Sheet', 'Wood', 'Thatch' or 'Other')</i>	
The building is overshadowed by taller building(s): <i>(Write 'Yes' or 'No')</i>	
The building is overshadowed by tall tree(s): <i>(Write 'Yes' or 'No')</i>	
The size of the accessible rooftop space is: <i>(Indicate in meter square (m²))</i> To qualify for the scheme, among others, at least 20 m² of space will be required.	



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5. Administrative Assessment *(Please fill the boxes.)*

*Satisfying the following criteria is mandatory. **Please ensure all the requested documents are duly submitted.** Application form will be processed only upon the submission of requested documents.*

Note:

- (1) A technical assessment of the premises, where the solar PV kit will be installed, will be carried out by the CEB and/or its selected supplier/installer or agent(s).
- (2) Installation of the solar PV kit will be made only after all technical requirements, as shall be set forth by the technical assessment, are duly satisfied within the given time, which will be communicated to the NGO or CI in due course.
- (3) **Authorised Representative is required to submit a duly signed letter confirming the Delegation of Power for him/her to act on behalf of the NGO or CI.**
- (4) In respect of the application and prior to the installation of the solar PV kit, as, when and if warranted, additional information and/or document(s) may be requested from the NGO or CI by the CEB.

<p>Is electricity in the premises/building of the NGO or CI being used for the purpose of non-profit making activities? <i>(Write 'Yes' or 'No')</i></p>	
<p>Is the building where the solar PV kit will be installed occupied or unoccupied?: <i>(Write 'Occupied' or 'Unoccupied'):</i> Unoccupied building will not be considered for the installation of the solar PV kit.</p>	
<p>Ownership of the Premises/Building: <i>(Please write 'Owner', 'Rent', 'Lease' or 'Family Property')</i> If OWNER, please provide a copy of your Title Deed.</p> <ol style="list-style-type: none"> (1) If RENT, please provide: <ol style="list-style-type: none"> a. a copy of the rent book; b. a 'No- objection' letter from the landlord authorising the installation of the solar PV kit on the rooftop of the building and c. a copy of the landlord ID card and Title Deed. (2) If LEASE, please provide a copy of the Lease Agreement. (3) If FAMILY property, please provide: <ol style="list-style-type: none"> a. a copy of the Affidavit and b. consent of other relatives, as applicable. (4) If OTHER, please provide: <ol style="list-style-type: none"> a. documentary evidence(s) and b. consent of the other party or parties, as appropriate. 	
<p>I, the Account Holder / Authorised Representative *, agree to make all necessary arrangement for the signing of the Installation Agreement with CEB and/or its subsidiary company: <i>(Please write 'Yes' or 'No')</i> In case the building is rented, the Installation Agreement shall be signed by the landlord.</p>	
<p>I, the Account Holder / Authorised Representative *, commit to provide free and full access to the premises where the solar PV kit will be installed. <i>(Please write 'Committed' or 'Not Committed')</i></p>	



6. Account Holder / Authorised Representative Declaration

I, (write name in block letters of the Account Holder or Authorised Representative *)

_____, confirm that:

- I shall provide free and full access to CEB, including its respective authorised associates, to the premises where the solar PV kit will be installed.
- I have received all information on the CEB RE Scheme for NGOs & CIs.
- I have read and understood the content of this Application Form and other related materials.
- The information I have given in this Application Form is true and correct.
- I understand that the technical evaluation of the premises will be made only after the submission of all requested documents and the application has passed the administrative assessment.
- I understand that the installation of the solar PV kit will be made provided all the administrative and technical criteria are duly satisfied within the given time period.
- All consents have been received for the installation of the solar PV kit.
- I shall get the Installation Agreement signed when requested.
- All parties concerned have no objection for CEB to share the details of the electricity contract account mentioned in the Application Form with its associates and to use the information and data related to the electricity contract account for the proper administration of the Scheme and for communication purposes by CEB and/or its subsidiaries, respective service providers or contractors.
- Whatever be the outcome(s) of the Scheme, all parties concerned understand that neither the CEB nor its associates (subsidiaries, service providers, contractors, etc.) shall hold any liability towards us or any of our authorised representatives or any other person thereof.
- ***All overdue debt, if any, toward the CEB shall be settled prior to the installation of the solar PV kit.***

Account Holder or

Authorised Representative Signature: _____

Date: _____

For support and queries, please call any CEB Customer Service Centre (contact details available at <https://ceb.mu>) or send an email to customerservice@ceb.intnet.mu



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7. Assistance by CEB Officer (FOR OFFICE USE)

CEB officer who assisted the NGO or CI: <i>(Please write name and position)</i>	Name:	
	Position:	
	Signature:	

8. Result of the Administrative Assessment (FOR OFFICE USE)

This section is to be filled by concerned officer(s) of the Customer Services & Interaction Section.

Administrative assessment is to be performed by a Customer Service Agent of the Customer Services Department.

Please ensure a copy of the following document is submitted together with this Application Form:

Required Documents	Please Tick
The original registration certificate and/or any relevant document confirming the registration of the NGO or CI;	
Latest electricity bill	
As applicable, a copy of the National identity Card or Passport of (1) the electricity Account Holder if the electricity account is not on the name of the NGO or CI and (2) the Authorised Representative.	
Duly signed letter confirming the delegation of power to the Authorised Representative to act on behalf of the NGO or CI and to sign the Application Form.	
Where applicable, a duly signed 'No-objection' letter from the Account Holder authorising the NGO or CI or Authorised Representative to manage the electricity contract account	
Where applicable, a duly signed 'no-objection' letter from the owner of the premises/building	
Title Deed of the owner of the premises/building where the solar PV kit will be installed	
Rent book, where applicable	
Affidavit on ownership of premises/building, where applicable	

Special appreciation of the site/premises <i>(seek Meter Reading Staff's assistance, if necessary)</i>	<i>(Attach memo if required)</i>
All required documents have been submitted: <i>(Write 'Yes' or 'No')</i>	
Administrative assessment passed: <i>(Write 'Yes' or 'No').</i>	



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SAP Notification Number:			
Notes/Observations (if any):		<i>(Attach memo if required)</i>	
Administrative assessment performed by: <i>(Please write name in full and in BLOCK letters)</i>			
Signature:		Date:	
Verified by Customer Service Officer: <i>(Please write name in full and in BLOCK letters)</i>			
Notes/Observations (if any):		<i>(Attach memo if required)</i>	
Signature:		Date:	

This duly filled Application Form with all relevant documents of the administratively qualified NGO or CI shall be forwarded to the CEB SSDG Unit CEB Curepipe for further processing and recording.