

Process Guide: I-REC Registrant and Production Facility Registration, and I-REC(E) Issuance

	Process	Note
1. Registrant Registration	<p>1.1 The authorized person(s) sign(s) on the following documents:</p> <p>(1) Standard Terms and Conditions I-REC Registrant in Thailand (STC) Contract (2 Copies)</p> <p>(2) Market Entity Application (SF-01) filled in the completed details</p>	<p>Link: STC Contract</p> <p>Link: SF-01: Market Entity Application</p>
	<p>1.2 The company submits SF-01 and 2 copies of STC contract (Please print the STC contract single-sided, not double-sided) to EGAT (I-REC Local Issuer) by post mail with these following documents* (Please send the soft files to EGAT for pre-reviewing via email before submitting the original copies to EGAT by post mail.):</p> <p><u>Supporting documents*</u></p> <p>(1) Proof of company registration (Dated within the last 6 months)</p> <p>(2) Power of Attorney (If any)</p> <p>(3) Copy of passport/ID card of authorized person(s)</p> <p>(4) Company Seal/Stamp Registration (BOJ.3/BOJ.4)</p> <p>(5) Copy of List of share holder's names (BOJ.5)</p> <p>(6) Copy of the company accounts or financial Report (Dated within the last 12 months)</p> <p>(7) Copy of the VAT registration certificate (PP20) (required if the company is the VAT registered businesses in Thailand)</p> <p>* Additional documents may be required</p>	<p>Submit the original copies to EGAT by post mail along with the cover letter (see example on page 5).</p> <p>To:</p> <p>Director, Power Purchase Agreement Division Electricity Generating Authority of Thailand</p> <p>Address:</p> <p>Electricity Generating Authority of Thailand 53 m.2 Charansanitwong rd. Bangkrui Nonthaburi THAILAND 11130</p> <p>(In case of self-delivery/ using Messenger Service, kindly drop off the documents at Document Drop-off point on 1st Floor, , T.100 Building)</p> <p>Email: irecissuer@egat.co.th</p>
	<p>1.3 EGAT checks the application form along with the supporting documents Once satisfied with all completed documents, EGAT will sign the STC contract and send it back to the company by post mail and/or email as well as submit all the documents to Evident registry for creating the new registrant account on the Evident registry.</p>	
	<p>1.4 The Evident registry will send the password in order to access the Evident registry to the e-mail of Lead Registry User. Then, the company becomes a Registrant on the registry</p>	

	Process	Note
<p>2. Production Facility Registration</p>	<p>2.1 The Registrant fills in Production Facility Registration Form (SF-02) and has it signed by the authorized person(s)</p>	<p>SF-02: Production Facility Registration Forms</p>
	<p>2.2 The Registrant submits Production Facility Registration Form with the relevant supporting documents, which may include all or some of the evidence listed below to EGAT via email to EGAT at: irecissuer@egat.co.th for pre-checking before uploading the documents to the Evident Registry by signing in registrant account.</p> <p><u>Supporting documents*</u></p> <p>(1) Signed Owner's Declaration Form (An example can be found in SF-02C) along with the proof of the production facility owner (such as the company registration and the copy of ID card of authorized person) (Required if the Registrant is NOT the owner of that Production Facility or Production Group)</p> <p>(2) Project photos</p> <p>(3) Power Purchase Agreement (PPA)</p> <p>(4) Meter Calibration Report (Required where there is non-settlement metering evidence)</p> <p>(5) Single Line Diagram (SLD)</p> <p>(6) Evidence of measured volume of electricity produced by the Production Facility that is agreed by both generator and purchaser (such as a sales invoice or metering evidence which should be annotated to indicate how production is calculated, payment receipt etc.)</p> <p>(7) Proof of Installed capacity (kW)</p> <p>(8) Electricity Production License (such as PorKor2/ license from ERC)</p> <p>(9) The evidence of the fuels used throughout the Production Period requested for I-REC(E) Issuance, in case of the Production Facility utilizes fuel sources. (such as purchase order of fuel sources, ERC Report etc.)</p> <p>(10) Proof of COD Date</p>	<p>Evident Registry Website</p> <p>Evident: I-REC Registry User Guide</p>

	Process	Note
	<p>(11) In case of the Production Facility has the onsite consumer(s) and needs to be registered the project in order to issue I-REC(E) from the electricity volume which is sold to the mentioned onsite consumer(s), the registrant shall provide additional documents to guarantee that the onsite consumer shall not claim Energy Attributes derived from the volume of electricity obtained from the Production Facility. (please choose either alternative below:</p> <ul style="list-style-type: none"> - Declaration Letter: is the letter <i>signed by onsite consumer</i> that they shall not claim Energy Attributes. - Notice: is the letter <i>signed by the Production Facility owner</i> to notify the onsite consumer that they shall not claim the Energy Attributes. <p>* Additional documents may be required</p>	<p>Example of the letter:</p> <ol style="list-style-type: none"> 1) Declaration Letter (See example on page 6) 2) Notice Letter (See example on page 7) <p>Note: The chosen alternative shall conform with the conditions in the Power Purchase Agreement (PPA)</p>
	<p>2.3 EGAT checks the application form along with the supporting documents Once satisfied with all completed documents, EGAT will will notify the Registrant that the Production Facility Registration Process has been completed by email from EGAT</p>	
	<p>2.4 The Registrant shall receive the relevant invoice for Production Facility Registration fee which is issued by EGAT by post mail and/or email</p>	<p>The full payment shall be made within 30 days of the date of issue of the relevant invoice.</p>

	Process	Note
3. I-REC(E) Issuance	3.1 The registrant fills in the Issue Request Form (SF-04) and has it signed by the authorized person(s).	SF-04: Issue Request Form
	<p>3.2 The registrant submits Issue Request Form with the relevant supporting documents, which may include all or some of the evidence listed below to EGAT by signing-in registrant account through the Evident registry or email them to EGAT at: irecissuer@egat.co.th for pre-checking before uploading the documents to the Registry</p> <p><u>Supporting documents*</u></p> <p>1. Evidence of measured volume of energy produced by the Production Facility that is agreed by both generator and purchaser (such as a sales invoice or metering evidence which should be annotated to indicate how production is calculated, payment receipt etc.)</p> <p>2. The evidence of the fuels used throughout the Production Period requested for I-REC(E) Issuance, in case of the Production Facility utilizes fuel sources. (such as ERC Report, purchase order of fuel sources etc.)</p> <p>* Additional documents may be required.</p> <p>The Registrant will be notified via Email or Evident Registry. Also, the registrant is able to submit additional documents via Evident Registry as well.</p>	
	3.3 Once the I-REC(E) request(s) get(s) approval, this shall be transferred to the Participant Account which is specified on the Issue Request Form (SF-04), EGAT will notify the completion of the Issuance process via Email.	
	3.4 The registrant shall receive the relevant invoice for I-REC(E) Issuance fee which is issued by EGAT by post mail and/or email.	The full payment shall be made within 30 days of the date of issue of the relevant invoice.

(Company Logo)

No.

Company Address

Date

Subject Registrant Application

Attention Director, Power Purchase Agreement Division

- Attachment
1. Standard Terms and Conditions I-REC Registrant in Thailand (STC) Contract (2 Copies)
 2. Market Entity Application Form (SF-01)
 3. Proof of company registration (Dated within the last 6 months)
 4. Power of Attorney (if any)
 5. Copy of passport/ID card of authorized person
 6. Company’s financial report (Within the last 12 months)
 7. Others (if any).....

I am writing to submit my registrant application for.....(Company).....
 which is the renewable energy producer or authorized person. Address.....

I am pleased to attach herewith STC contract, and related documents for your consideration and approval.

Please feel free to contact me if you need any further information or questions.

Yours sincerely,

(Name Surname)
 Position
 Authorized person

Officer Use Only

Attachment	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Not receive
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Date.....

To: Electricity Generating Authority of Thailand (EGAT)
Subject: Declaration letter to avoid the claiming of the energy attributes

We, [The consumer of the electricity], are the consumer of the renewable electricity produced from a solar project, [PPA number/ the name of the project], owned by [The producer/ the owner of the installation]. The purpose of this project is to reduce the external power consumption and the price of electricity consumption as well as enhancing the environmental benefits.

We understand that the exclusive right to all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associated carbon attributes with this project belong to [The producer/ the owner of the installation]. We are well aware of the Renewable Energy Certificate (REC) scheme and the avoidance of double counting of the greenhouse gas (GHG) mitigation mechanisms. Hence, we would like to declare that we will not claim to use all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associated carbon attributes with this project for any purpose.

Yours sincerely,

(Authorized person)

On behalf of [The consumer of the electricity]

No. [•]

Date [•]

To: [-Consumer Name-]
[-Consumer Address-]
Attn: Managing Director

Subject: Notice for Agreement and Acknowledgement of Avoiding to Claim the Energy Attributes

Reference: Power Purchase Agreement No. [•] dated [•] between [Generator Owner Name/ Electricity Seller] and [Consumer Name] (hereinafter referred to as the "PPA")

Dear Sirs,

We, [Generator Owner Name/ Electricity Seller], are the owner of a [Power Plant Name/ Project Name], [PPA number], producing electricity from a renewable source for the purpose of reducing the external power consumption as well as enhancing the environmental benefits whilst you, [Consumer Name], are the consumer of the renewable electricity produced by the above mentioned project

You have agreed and acknowledged that pursuant to the terms and conditions of the PPA: (i) the ownership of the Facility (including all energy attribute(s) arising out of or in connection with the Facility) solely belongs to [Generator Owner Name/ Electricity Seller], and (ii) you are well aware of the avoidance of double counting of greenhouse gas (GHG) mitigation mechanisms, and shall not apply, claim, use and/or obtain any and all renewable energy attributes (representing the environmental, economic, and social benefits associated with the generation of electricity) including all associate carbon attributes for any purpose.

By this letter, we hereby require you to avoid claiming the energy attributes under the International Renewable Energy Certificate (I-REC) scheme and other purpose as mentioned herein.

Yours sincerely,

On behalf of: [Generator Owner Name/ Electricity Seller]

Name: [Authorized person(s)]

Title: [•]