

PROCEDURE FOR REGISTRATION OF RENEWABLE ENERGY GENERATION PROJECT BY CENTRAL AGENCY

1. OBJECTIVE

1.1. This procedure shall provide guidance to the entities to implement Renewable Energy Certificate mechanism as envisaged under Central Electricity Regulatory Commission (Terms and Conditions for recognition and issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 notified by CERC, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘*Procedure for Registration of a Renewable Energy Generator as Eligible Entity*’.

1.2. This procedure is issued in compliance to the Regulation 3(3) of the CERC REC Regulations and prepared in order to implement the CERC REC Regulations to facilitate development of market in power from renewable energy sources by issuance of ‘**Renewable Energy Certificates (REC)**’.

1.3. Words and expressions used in these Procedures and not defined herein but defined in the Act, the CERC REC Regulations or any other Regulations issued by the Central Commission shall have the same meaning assigned to them respectively in the Act, the CERC REC Regulations or such other Regulations issued by the Commission.

2. APPLICABILITY AND SCOPE

2.1. This procedure shall be applicable to all RE Generating Companies who have received ‘certificate of accreditation’ for their RE Generation Project from the concerned State Agency, as may be designated by the State Commission from time to time.

2.2. The Central Agency shall undertake the registration of any RE Generating Company as ‘Eligible Entity’ for its RE generation project not earlier than three months prior to the proposed date of commissioning of such RE generation project. For an existing RE Generation Project, the Central Agency shall undertake the registration after receipt of the ‘Certificate of Accreditation’ for the RE Generation Project from the concerned State Agency.

2.3. The registration granted by the Central Agency to the Generating Company as Eligible Entity shall remain valid for a period of five years from the date of registration certificate unless otherwise revoked prior to

such validity period in pursuance of conditions for revocation as outlined under this Procedure.

3. STEP-WISE DESCRIPTION OF THE PROCEDURE

The basic procedure for registration of the generating company engaged in generation of electricity from renewable energy sources includes the following steps:

3.1. STEP 1: An application for availing registration shall be made by the RE Generating Company to the Central Agency, as defined under Clause 2(1) (b) of the CERC REC Regulations. The application for registration shall contain the following information as submitted for Accreditation of the RE Generation project: (i) Owner details (ii) RE Generating Station details, (iii) certificate of accreditation by the State Agency, (iv) generating facility commissioning schedule (v) any other relevant information as per the enclosed format (**FORMAT- 2.1** : Application for Registration of Eligible Entity). The Application made for registration of RE Generating Company shall be accompanied by a non-refundable registration fees/charges and annual fee/charges as determined by the Central Electricity Regulatory Commission, by order, from time to time. In case, the Applicant has multiple RE generation projects then, separate Applications will have to be submitted by the Applicant for each RE generation project.

3.2. STEP 2: The Central Agency shall assign a unique acknowledgement number to the Applicant for each application for registration of its RE generation project, for any future correspondence. While registration of each RE generation project shall be carried out separately, unique number once assigned for a particular Eligible Entity shall remain same for all RE generation projects of the said Eligible Entity to be registered with Central Agency. A sequential number series shall be followed for distinguishing each RE generation project of the Eligible Entity to be registered under the unique number assigned to particular Eligible Entity

3.3 STEP 3: After receipt of application for registration, the Central Agency shall undertake preliminary scrutiny to ensure Application Form is complete in all respect along with necessary documents and applicable registration fees and charges. The Central Agency shall undertake preliminary scrutiny of the Application within 2 working days from date of receipt of such Application.

3.4. STEP 4: After conducting the preliminary scrutiny, the Central Agency shall intimate in writing to the Applicant for submission of any further information, if necessary, to further consider the application for registration or reject application. The reasons for rejecting the application for registration shall be recorded and intimated to Applicant in writing within 2 working days from date of receipt of the application by Central Agency.

3.5. STEP 5: While considering any application for Registration, the Central Agency shall verify and ascertain availability of following information:

1. A Valid Certification of Accreditation by State Agency
2. Date of Commissioning or Commissioning Schedule for new projects.
3. Undertaking that it has not entered into any Power Purchase Agreement at preferential tariff as may be determined by the Appropriate Commission
4. Details of payment of registration fees/charges

3.6. STEP 6: The Central Agency, after duly inspecting/verifying conditions elaborated in Step 5, shall grant 'Certificate for Registration' to the concerned Applicant as 'Eligible Entity' confirming its entitlement to receive Renewable Energy Certificates for the proposed RE Generation project and assign a specific entity-wise and project-wise code number to that effect which shall be used by the such Applicant (Eligible Entities) for all future correspondence with the Central Agency. The process of registration shall normally be completed within 15 days from date of receipt of complete information by Central Agency. In case registration is not granted at this stage, the reasons for rejecting the application for registration shall be recorded and intimated to Applicant in writing.

3.7. STEP 7: If registration to Eligible Entity is granted, the Central Agency shall also intimate registration of Eligible Entity for particular RE generation project to the following entities,

- a. The host State Agency
- b. The host State Load Despatch Center
- c. The Power Exchanges, as defined under Clause 2(1) j of the CERC REC Regulations

4. FUNCTIONS, ROLES AND RESPONSIBILITIES OF ENTITIES INVOLVED

The roles and responsibilities of the entities involved is elaborated in the following paragraphs,

4.1. Generating Company/Eligible Entity

- a. The generating company shall apply for registration as eligible entity for receiving renewable energy certificates as per **FORMAT-2.1: "Application for Registration of Generating Company"** enclosed to this Procedure.
- b. The generating company shall coordinate with the Central Agency and shall be responsible to submit the information in a timely manner so as to enable Central Agency to comply with requirements for Registration within the time frame envisaged under CERC REC Regulations.
- c. Pay one time non-refundable registration fee and annual charges as determined by the CERC from time to time.
- d. Comply with the duties and obligations specified by the Central Agency.
- e. Follow directions given by any other competent authority from time to time.
- f. Apply for revalidation or extension of validity of existing Registration at least three months in advance prior to expiry of existing Registration.

4.2. Central Agency

- a. Comply with the directions issued by the Central Electricity Regulatory Commission from time to time.
- b. To scrutinise and verify the documents and all other steps as may be necessary prior to the Registration of Eligible Entity. Prior to registration, the activities to be undertaken by Central Agency shall include but not limited to following:
 - Verification of Application including review of information submitted in the application by the Generating Company for its completeness and accuracy
 - Review of information about Eligible Entity from the records in case same Entity has registered any other renewable energy project with the Central Agency, if applicable.
- c. Confirm registration of generating company as Eligible Entity in a timely manner upon due processing of application for registration.
- d. In case of rejection, indicate reasons of rejection for undertaking registration, in a timely manner.

- e. Intimate registration of generating company as eligible entity to the following,
- Concerned State Agency
 - Concerned State Load Despatch Centre
 - Power Exchanges, as defined under Clause 2(1) j of the CERC REC Regulations
- f. Follow the directions of CERC to initiate enquiry and/or process for revocation of registration granted to Eligible Entity upon due process.

5. INFORMATION REQUIREMENT - APPLICATION FORM & CONTENT

For the purpose of registration of the RE Generating Company as Eligible Entity, the Applicant shall furnish information to the Central Agency in the format as elaborated in **FORMAT-2.1** comprising following details.

- a) Section-A: Owner Details
- b) Section-B: RE Generating Station details
- c) Section-C: Certificate of Accreditation
- d) Section-D: Commissioning Schedule
- e) Section-E: Details of Fee & Charges
- f) Section-F: Declaration

6. REPORT: FORMAT FOR REGISTRATION CERTIFICATE

The Central Agency shall grant 'Certificate of Registration' to the RE Generating Company as Eligible Entity to receive renewable energy certificates in the format as elaborated in the **FORMAT 2.2**.

7. TIMELINES

7.1. The Central Agency shall grant/undertake registration of those generating facilities which are proposed to be commissioned within period not exceeding 3 months from the date of 'Application for Registration' made by the applicant.

7.2. Once received, the Central Agency shall inform the applicant with regard to the incompleteness of the application within 2 working days.

7.3. The applicant shall furnish the details as requested by the Central Agency within 7 working days so as to enable Central Agency to undertake the registration of the generating facility.

7.4. In case the applicant fails to furnish the information requested by the Central Agency within the stipulated time frame, the Central Agency shall abandon the registration of the Eligible Entity and retain the initial Registration Processing Fees.

7.5. The process of registration by the Central Agency shall normally be completed within 15 working days from the date of receipt of complete information by Central Agency.

7.6. Upon grant of registration, the Applicant shall pay the applicable charges for Registration within period of 15 days from date of grant of Registration.

8. FEES AND CHARGES

The fees and charges towards processing of application and undertaking registration shall be as mentioned below,

- One time Registration Processing Fees: Rs. _____/- per application shall be payable at the time of submitting application for registration to Central Agency.
- One time Registration Charges: Rs. _____/- per application shall be payable upon grant of registration.
- Annual Charges for Registration: Rs. _____/- per annum per application shall be payable by April 10, for each fiscal year (or each anniversary date for date of initial registration).
- Registration Charges for Revalidation/extension of validity: Rs. _____/- per application shall be payable at the time of revalidation/ extension of validity of existing registration at the end of five years.

All fees and charges shall be payable by way of Demand Draft drawn in favour of _____(Name of Central Agency) payable at New Delhi.

9. EVENT OF DEFAULT AND CONSEQUENCES THEREOF

Event of Default:

9.1. If the Central Agency, after making an enquiry or based on the report of the Compliance Auditors, is satisfied that continued registration of such Eligible Entity is not in the interest of operations of REC mechanism, it may revoke registration of the Eligible Entity in any of the following cases, namely,

- where the Eligible Entity, in the opinion of the Central Agency, makes willful and prolonged default in doing anything required of him by or under these procedures or CERC REC Regulations;
- where the Eligible Entity breaks any of the terms and conditions of its accreditation or registration, the breach of which is expressly declared by such accreditation or registration to render it liable to revocation;
- where the Eligible Entity fails within the period required in this behalf by the Central Agency -
 - to show, to the satisfaction of the Central Agency, that it is in a position fully and efficiently to discharge the duties and obligations imposed on it by its accreditation or registration; or
 - to pay the fees or other charges required by its accreditation or registration.

Consequences for Event of default:

9.2. Occurrence of any of the event of default by Eligible Entity shall result into revocation of Registration granted to such Eligible Entity for that RE Generation Project.

9.3. However, the Central Agency shall provide adequate notice and chance to Eligible Entity to present its case before serving the Notice for Termination of Registration, which shall not be for period lower than 14 days.

9.4. In case Eligible Entity fails to address/rectify the default expressed by the Central Agency in the Notice within stipulated time period of 14 days, the Central Agency shall proceed with revocation of Registration granted to such Eligible Entity for that RE Generation Project.

9.5. Upon revocation of registration, the Central Agency shall inform the same to concerned State Agency, concerned State Load Despatch Center and Power Exchange(s), within period of 7 days from date of such revocation.

9.6. The Eligible Entity by the order of the Central Agency on revocation of its registration may appeal before the CERC within fifteen days of such order being communicated. The CERC may pass order, as deemed appropriate on such appeal.

10. POWERS TO REMOVE DIFFICULTIES

10.1. If any difficulty arises in giving effect to any provision of these Procedures or interpretation of the Procedures, the Central Agency may make such provisions or propose amendments, not inconsistent with the provisions of CERC REC Regulations, upon seeking due approval from Central Commission, as may appear to be necessary for removing the difficulty.

FORMAT 2.1

**APPLICATION FOR REGISTRATION OF RE GENERATING COMPANY AS
'ELIGIBLE ENTITY'**

Section A: Owner Details

Name of the Applicant

Type of the Applicant
*(Individual/HUF/Partnership/Ltd Co.
/Pvt. Ltd. Co. /Public Ltd. Co.)*

Postal Address of the Applicant

Town/Suburb

State

Postal Code

Primary Contact Name
(Name of Authorised Signatory)

Position

Phone

Fax

Mobile

E-mail Address

Appointed Person's Detail
(In case Owner is Appointed Person)

(This is generated automatically by the Online Application System)

Section B: RE Generating Station Details

Proposed Name of
Power Station (Unique Number)

Location of Power Station

Physical Address of the RE
Generating Station

Town/Suburb

State

Postal Code

Capacity of RE Generating Station (in
kW)

Configuration & number of units

Which Renewable Energy Resources
is/are utilised by the RE Generating
Station

Planned usage of Fossil Fuel^[1]
(Provide Detail Description of type and
amount of fossil fuel usage planned)

(This is generated automatically by the Online Application System)

Section C: Copy of Certificate of Accreditation from State Agency

CERTIFICATE OF ACCREDITATION

This is to certify that _____ (*Name of the Applicant*) having/proposing to install its RE generating station at _____ (*Proposed Location, Physical Address/Unique Number*) with Capacity ___MW, utilising _____ (*Name of the RE Resource*) has been granted Accreditation for its said RE Generating Station with effect from_____.

This accreditation is granted subject to fulfilling the Rules. Regulations and Procedures specified by the Central Agency from time to time.

The validity of this certificate is mandated through ongoing surveillance.

Issue Date

Expiration Date

Certificate Number

Authorised Signatory of the Accreditation Agency
(Name and Address of the State Agency)

Section D: Commissioning Schedule

Date of Commissioning
(dd-mm-yyyy)
(For proposed RE Generation
Project, Commissioning Schedule)

Section E: Details of Fee& Charges

Name of the Bank:

Bank Draft Number/ECS Reference Number:

Date of Transaction:

Details of Amount Paid (Processing Fees):

Section F: Declaration

Declaration to be Signed by the M.D./CEO/Authorised Signatory of the Applicant

I/We certify that all information furnished above is/are true to the best of my/our knowledge and belief.

I/We shall abide by such terms and conditions that the Central Electricity Regulatory Commission or _____ (name of the State) Electricity Regulatory Commission may impose to participate in the Renewable Energy Certificate Mechanism from time to time.

I/We hereby also confirm that 'no' Power Purchase Agreement has been or shall be signed to sell electricity generated from the proposed renewable energy generating station at preferential tariff determined by the Appropriate Commission.

I/We hereby also confirm that the electricity generated from the proposed renewable energy generating station shall be sold either to the distribution licensee of the area in which the generating station is located at a price not exceeding the pooled cost of power purchase of such distribution licensee or to any other licensee or to an open access consumer at a mutually agreed price, or through power exchange.

Signature of the applicant

(Seal of the Company)

Date:

Place:

FORMAT - 2.2

CERTIFICATE OF REGISTRATION

This is to certify that _____ (*Name of the Applicant*) having/proposing to install its RE generating station at _____ (*Proposed Location, Physical Address/Unique Number*) with Capacity ___MW, utilising _____ (*Name of the RE Resource*) has been registered with Central Agency as 'Eligible Entity' for its said RE Generating Station with effect from_____.

This registration is granted subject to fulfilling the Rules, Regulations and Procedures specified by the Central Agency from time to time.

The validity of this certificate is mandated through ongoing surveillance.

Issue Date

Expiration Date

Certificate Number

Authorised Signatory of Central Agency

(Address of the Central Agency)

Procedure for Registration of Eligible Entity by Central Agency

Page 15

[\[1\]](#) *Demonstrate Compliance with the Eligibility Conditions as prescribed by MNRE/Competent Authority*