

National
Technical
Committee on
Renewable
Energy

[NTRCE]

Hosted by REEEI - An Institute of the Polytechnic of Namibia

13 Storch St
P Bag 13388
Windhoek

Tel: +264-61-2072154
Fax: +264-61-2072059
E-mail: reeei@polytechnic.edu.na
Website: www.reeei.org.na

Good day,

Technical Committee One (TC1) or the National Technical Committee on Renewable Energy (NTRCE) is a technical committee of the Namibian Standards Institution (NSI) which was created by the Standards Act No. 18 of 2005. The main goal of TC1 is to ensure that an environment exists for the growth of the renewable energy industry in Namibia within a framework that protects consumers and the environment by promoting quality of renewable energy products and services.

Please follow the procedure provided below to complete your Renewable Energy Technologies (RETs) Supplier registration:

Step 1 – Business details: This section requires the business details.

Step 2 –Top Management details: Please provide personal information of MD/COO of the company.

Step 3 – Letter of Reference: Provide at least 2 References

Step 4 - List of Clients Served: Provide details of at least five (5) of your clients that you supplied with products/services in the last 3 years.

Step 5 – Code of Ethics: The applicant to sign acceding to upholding the professional standards of the Industry.

Step 6 – Agreement and Attestation: To be signed by the applicant agreeing to the terms and conditions of the National Technical Committee on Renewable Energy (NTRCE) and the suppliers Registration.

Step 7 - Check list: Application check list. ***(Please attach a copy of Good Standing Certificate from the Receiver of Revenue – Ministry of Finance)***

The completed documents can be faxed to the **Secretariat/REEEI Coordinator** at **061-2072059**, or posted to the above address or delivered to **Office A4, Auditorium Building, Polytechnic of Namibia, Brahm St, Windhoek.**

Expect a response from REEEI within 30days of your application.

If you have any other question please contact the **REEEI Coordinator** on **061-2072154.**

STEP 1: BUSINESS DETAILS

1.1 Business Name:		Trading as:	
Who is the Proprietor of the Business?			
Registration Number of the Business: <i>(attach a copy of Good Standing Certificate from Receiver of Revenue)</i>		Date of Incorporation (dd/mm/yy) --- -/ --- - /--- -	
Mailing Address:			
Address line 2:		City:	Region:
Telephone: Code () Number () or ()		Fax: code () Number ()	Cell:
E-mail:		Website:	
Physical Address:			
Does the company have additional branches/offices? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes provide details of additional branch/offices below or on additional sheet.			
Numbers of employees in the company (including in other branches/offices)			
Management	Female	Male	
Administration	Female	Male	
Technical	Female	Male	
Total numbers of employees in the company	Female	Male	
What equipment/service does your company deal in:			
Solar Water Heaters		<input type="checkbox"/>	
Photovoltaic		<input type="checkbox"/>	
Solar Home Systems		<input type="checkbox"/>	
Solar cookers/box		<input type="checkbox"/>	
Energy efficient stoves		<input type="checkbox"/>	
Other		<input type="checkbox"/> If other, please specify	

1.2 Does your Company have a Parent Company outside Namibia? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" please provide details below			
Business Name:		Trading as:	
Registration Number:		Date of Incorporation (dd/mm/yy) --- -/ --- - /--- -	
Mailing Address:			
Address line 2:		City:	Region:
Telephone: Code () Number () or ()		Fax: code () Number ()	Cell:
E-mail:		Website:	
Physical Address:			

STEP 2: DETAILS OF TOP MANAGEMENT

2.1 DETAILS OF THE MANAGING DIRECTOR (MD / CHIEF OPERATING OFFICER (COO))					
Last Name:		First Name:		Middle:	Suffix:
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Date of Birth (dd/mm/yy) --- -/ --- - /--- --		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Mailing Address:					
Address line 2:			City:	Region:	
Residential Address (if different from mailing address):			City:	Region:	
Telephone: Code () Number () or ()			Fax: code () Number ()		Cell:
E-mail:					

2.2 CONTACT PERSON IN RELATION TO THE NTCRE REGISTRATION APART FROM ONE MENTIONED ABOVE.					
Last Name:		First Name:		Middle:	Suffix:
Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>	Date of Birth (dd/mm/yy) --- -/ --- - /--- --		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Mailing Address:					
Address line 2:			City:	Region:	
Residential Address (if different from mailing address):			City:	Region:	
Telephone: Code () Number () or ()			Fax: code () Number ()		Cell:
E-mail:					

STEP 3: LETTER OF REFERENCE

Two letters of reference should be completed

FIRST REFERENCE

APPLICANT TO FILL IN	
Name:	
Address:	
City:	Region:
LETTER OF REFERENCE (REFEREE TO FILL IN)	
Name:	
Name of Company/Client	
Physical Address:	Postal Address:
City:	Region:
Telephone:	Fax:
Email:	
The above named applicant I have known personally from:	
<p>I am personally familiar with the professional work of the applicant. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state relationship and brief description of character of work.</p>	
<p>Do you know any reason why candidate should be denied registration? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state reason.</p>	
<p>To the best of my knowledge, I hereby attest that the above information is true and correct.</p>	
Name of person supplying information (referee):	
(Please type or print)	
Official title of Referee:	
Referee's signature:	Date:

STEP 3: LETTER OF REFERENCE (cont.....)

SECOND REFERENCE

APPLICANT TO FILL IN	
Name:	
Address:	
City:	Region:
LETTER OF REFERENCE (REFEREE TO FILL IN)	
Name:	
Name of Company:	
Physical Address:	Postal Address:
City:	Region:
Telephone:	Fax:
Email:	
The above named applicant I have known personally from:	
<p>I am personally familiar with the professional work of the applicant. Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state relationship and brief description of character of work.</p>	
<p>Do you know any reason why candidate should be denied registration? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please state reason.</p>	
<p>To the best of my knowledge, I hereby attest that the above information is true and correct.</p>	
Name of person supplying information (referee):	
(Please type or print)	
Official title of Referee:	
Referee's signature:	Date:

STEP 4 – LIST OF CLIENTS SERVED

Please provide details of at least five (5) of your clients that you supplied with products/services in the last 3 years.

NAME OF CLIENT	TELEPHONE & FAX	PHYSICAL ADDRESS	E-MAIL	REGION

STEP 5 – CODE OF ETHICS:

The applicant to sign acceding to upholding the professional standards of the renewable energy industry.

The Code of Ethics of the RETs Supplier requires applicants to uphold professional standards that allow for the proper and ethical discharge of their responsibilities and maintain the integrity of the NTCRE's registration process. Through this Code of Ethics which is derived from the Code of Practice -and Register of Products for the Namibian Solar Energy Technologies, the TC1/NTCRE seeks to assure the highest standards of behaviour and principles in the renewable energy industry. The Code of Practice - and Register of Products for the Namibian Solar Energy Technologies can be downloaded from the internet site; <http://www.mme.gov.na/pdf/undp-reports/code-of-practice-products-for-namibian-sets.pdf>.

As an applicant, I agree to uphold and abide by and adhere to the TC1/NTCRE Code of Ethics.

I will:

- deal with all clients, consumers, and other professionals and professional organizations fairly and in a timely manner,
- provide safe and quality services to clients and consumers,
- respect and promote the rights of clients and consumers by offering only professional services that I am qualified to perform, and by adequately informing clients and consumers about nature of proposed services of the products I supply, including any relevant concerns or risks,
- maintain the confidentiality and privacy of all client and consumer information,
- avoid conduct which may cause a conflict with client or others,
- engage in moral and ethical business practices, including accurate and truthful representations concerning professional information and **system performance expectations**,
- be truthful with regard to research sources, findings, and related professional activities,
- maintain accurate and complete business and professional records,
- respect the intellectual property and contributions of others,
- further the professionalism of renewable energy industry services.

I fully understand and agree to each and all of the terms set forth above.

Signature: _____

Date: / /

Printed Name: _____

STEP 6: AGREEMENT AND ATTESTATION

Applicant agrees and attests to the terms and conditions of the Technical Committee One/National Technical Committee on Renewable Energy (TC1/NTCRE) and the RETs Suppliers Registration

By signing this agreement below, I represent and agree to the following terms and conditions related to the Technical Committee One/National Technical Committee on Renewable Energy (TC1/NTCRE) and the RETs Suppliers Registration:

1. I understand and accept all TC1/NTCRE registration policies, procedures, and requirements.
 - * I agree to satisfy, and conduct myself in accordance with, all TC1/NTCRE policies and procedures, and any decisions or policy issue by the TC1/NTCRE or its authorized representatives, as currently constituted and as amended.
 - * I agree that if TC1/NTCRE determines that my compliance with a TC1/NTCRE policy, procedure, other requirement, or any of the terms of this agreement requires or includes an explanation, additional information, and/or supporting documents, I will provide a complete and accurate response and true copies of the materials to TC1/NTCRE in a timely manner.
 - * I agree that any refusal or failure to provide true, timely, and complete responses to questions in this application, renewal forms, or to other TC1/NTCRE requests for information may lead to further investigation, and/or sanctions by TC1/NTCRE, including the denial or revocation of a registration.
 - * I agree that the TC1/NTCRE has the **right to communicate with any person, government agency, or organization to review or confirm the information in this registration application** or any other information related to my application for RETs Supplier Registration.
 - * I agree that **TC1/NTCRE may investigate my professional standing.**
 - * I agree to, and authorize the release of, any information requested by TC1/NTCRE for such review and confirmation.
 - * I agree that all materials (documentation) that I submit to TC1/NTCRE will become the property of TC1/NTCRE, and that TC1/NTCRE is not obliged to return any of these materials to me.
 - * I agree to notify TC1/NTCRE in a timely manner, of any changes concerning the information I have provided, including address and telephone number information.
 - * I agree that information related to my participation in the TC1/NTCRE registration process may be used in an anonymous manner for research purposes, and for other lawful purposes.
 - * I agree that upon designation as a registered RETs Supplier by TC1/NTCRE, **my professional contact information will be considered public information and may be made available to the public upon request.**
2. I understand and accept that, in appropriate circumstances as determined by the TC1/NTCRE and its representatives, TC1/NTCRE reserves the sole and exclusive rights to: **suspend, cancel, revoke, or otherwise terminate any eligibility, registration decisions, and any rights or privileges related to the Supplier Registration process**
3. I agree that all disputes relating in any way to my RETs Supplier registration application will be resolved solely and exclusively by means of TC1/NTCRE policies, procedures, and rules.
4. I certify that the information I have provided with respect to this application is accurate and complete. I understand that any misrepresentations or incorrect information provided to TC1/NTCRE can result in discipline or sanctions, including registration ineligibility, suspension, or revocation.
5. I release, discharge, and indemnify TC1/NTCRE, its Secretariat, officers, employees, attorneys, representatives, and agents from all liability and claims that may arise out of, or be related to, my professional practice and related activities.
6. I release, discharge, and indemnify TC1/NTCRE, its Secretariat, officers, examiners, employees, attorneys, representatives, and agents from any actions, suits, obligations, damages, claims, or demands arising out of, or in connection with, this application, or any other action taken by the TC1/NTCRE with regard to its registration activities, including, but not limited to, all actions related to ethics policies and matters.

I fully understand and agree to each and all of the terms set forth above.

Signature: _____

Date: / /

Printed Name: _____

STEP 7: CHECK LIST

- Did you familiarise yourself with the Code of Practice and Registry of Products for the Namibian Solar Energy Technologies; (downloadable from <http://www.mme.gov.na/pdf/undp-reports/code-of-practice-products-for-namibian-sets.pdf>.)?
- Did you accurately complete the Business Details Section of the Application Form?
- Did you accurately complete the MD/COO Details Section of the Application Form?
- Did you attach 2 letters of Reference from your clients?
- Did you provide details of at least 5 of your clients you served in the past 3 years?
- Did you put the business NAME at the top of each page of the application?
- Did you read the Code of Ethics and sign?
- Did you read the Agreement and attestation and sign?
- Did you attach a copy of the Good Standing Certificate from the Receiver of Revenue (Ministry of Finance)?**
- Did you make a COPY of the entire application form for your own reference?