

MODEL PROCEDURE / GUIDELINES FOR ACCREDITATION OF RENEWABLE ENERGY GENERATION PROJECT OR DISTRIBUTION LICENSEE, AS THE CASE MAY BE, UNDER REC MECHANISM BY STATE 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 and as amended from time to time, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘**Model Guidelines for Accreditation of a Renewable Energy Generation Project or Distribution Licensee, as the case may be under REC Mechanism**’.
- 1.2. This procedure is prepared in order to implement the CERC REC Regulations exercising its powers conferred under sub-section (1) of Section 178 and Section 66 read with clause (y) of sub-section (2) of Section 178 of the Electricity Act, 2003 and all other powers enabling it in this behalf, 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 the grid connected projects of the generating companies including Captive Generating Plant (CGP) based on renewable energy sources (herein after called Generating Company) engaged in generation of electricity from renewable energy sources such as small hydro, wind, solar including its integration with combined cycle, biomass, bio fuel cogeneration, urban or municipal waste and such other sources as recognised or approved by Ministry of New and Renewable Energy for their Renewable Energy Power Projects or Distribution Licensee , as the case may be subject to fulfilment of eligibility conditions for participating in REC mechanism.
- 2.2. The State Agencies, as may be designated by the respective State Electricity Regulatory Commission to act as agency for accreditation and recommending the renewable energy projects or Distribution Licensee , as the case may be for registration, shall follow this procedure for accreditation of Renewable Energy Generating Company for their Renewable Energy Power Projects or Distribution Licensee , as the case may be subject to fulfilment of eligibility conditions for participating in REC mechanism.

2.3. The State Agency shall undertake the accreditation of any renewable energy generation project of the generating company not earlier than six months prior to the proposed date of commissioning of such RE generation project.

2.4. In case of renewable energy sources based co-generation plants, the connected load capacity as assessed or sanctioned by the concerned distribution licensee, shall be considered as the capacity for captive consumption for the purpose of issue of certificates, irrespective of the capacity of such plants covered under the power purchase agreement. The RE generator shall obtain a certificate from the concerned distribution Licensee for the connected load. The Distribution Licensee shall issue such certificate within 15 days from the date of application by the RE Generator and the RE Generator shall submit it to State Agency along with application for accreditation. The State Agency shall undertake the accreditation of the RE Generation Project as and when the RE Generating Company makes an application for accreditation. The State Agency may also undertake the accreditation for existing RE Generation Projects whose PPA will expire within 6 months with the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation.

2.5. The State Agency shall undertake the accreditation of a Distribution Licensee under REC Mechanism which fulfills the following conditions:

It has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.

Provided that the renewable purchase obligation as may be specified for a year, by the Appropriate Commission should not be lower than that for the previous financial year.

Provided further that any shortfall in procurement against the non-solar or solar power procurement obligation set by the Appropriate Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, shall be adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation-being that specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher – shall be considered for issuance of RECs to the distribution licensees.

2.6. The permission granted by the State Agency in the form of accreditation certificate to the Generating Company for the accredited RE

Generation Project or Distribution Licensee, as the case may be shall be valid for a period of five years from the date of accreditation 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 accreditation of the RE generation project or Distribution Licensee, as the case may be, shall cover following steps:

3.1. STEP 1: An application for availing accreditation shall be made by the applicant to the host State Agency, as defined under Clause 2(1) (n) of the CERC REC Regulations. The applicant shall apply for Accreditation on the Web Based Application and shall also submit the same information in physical form to the State Agency.

For RE Projects

The application for accreditation by the generating company shall contain (i) owners details, (ii) operator details (in case the owner and operator are different legal entities), (iii) Generating Station details, (iv) Connectivity details with concerned licensee (STU/DISCOM), (v) metering details, (vi) Statutory Clearance details, (vii) Undertaking of not having entered into any power purchase agreement for the capacity related to such generation to sell electricity, with the obligated entity for the purpose of meeting its renewable purchase obligation, at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission for which participation in REC scheme is sought as per the CERC REC Regulations, (viii) 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. Accreditation of each RE generation project shall be carried out separately. In case, the applicant has single unit, break up in capacity for application of Accreditation will not be allowed. The RE Generation Project shall comply with the requirements of Connectivity standards for Grid Connectivity at particular injection voltage/grid interface point as specified by State Transmission Utility or concerned Distribution Licensee, as the case may be. The Application made for accreditation of RE generation shall be accompanied by a non-refundable processing fee and accreditation charges (one time and annual, if any) as determined by the Appropriate State Electricity Regulatory Commission from time to time, and (ix) any other relevant information as per the enclosed format (FORMAT- 1.1 : Application for Accreditation of RE Generation Project).

For Distribution Licensee:

The application for accreditation by the distribution licensee shall contain the details as per format 1.1.1. The applicant shall also submit the physical copy of declaration with applicable clauses as per section D of the format 1.1.1. The Application made for accreditation shall be accompanied by a non-refundable processing fee and accreditation

charges (one time and annual, if any) as determined by the Appropriate State Electricity Regulatory Commission from time to time.

- 3.2. STEP 2:** The applicant shall be assigned a unique acknowledgement number¹ for accreditation of its RE generation project or Distribution Licensee, as the case may be, for any future correspondence and after accreditation, Accreditation Number shall be used for the same.
- 3.3. STEP 3:** After receipt of physical application for accreditation, the State Agency shall conduct a preliminary scrutiny to ensure Application Form is complete in all respect along with necessary documents and applicable processing fees. The State Agency shall undertake preliminary scrutiny of the Application within 7 working days from date of receipt of such Application.
- 3.4. STEP 4:** After conducting the preliminary scrutiny, the State Agency shall intimate in writing to the Applicant within 7 days for submission of any further information, if necessary, to consider the application for accreditation or reject application.
- 3.5. STEP 5:** While considering any application for accreditation, the State Agency shall verify and ascertain availability of following information:

For RE Generation Projects

- a) Undertaking of 'Availability of Land' in possession for setting up generating station,
- b) Power Evacuation Arrangement permission letter from the host State Transmission Utility or the concerned Distribution Licensee, as the case may be,
- c) Metering specifications and metering Location on single line diagram,
- d) Date of Commissioning of RE project for existing eligible RE Project or Proposed Date of Commissioning for new RE for accreditation
- e) Copy of Off-take/Power Purchase Agreement. Copy of Off-take/Power Purchase Agreement. In case PPA is yet to be signed, the generator can submit an undertaking that it will enter PPA with Discom in near future and will submit the same on later date before commissioning of the project.
- f) Proposed Model and Make for critical equipment (say, WTG, STG, PV Module) for the RE Project. Confirmation of compliance of critical equipment with relevant applicable IEC or CEA Standards
- g) Undertaking for compliance with the usage of fossil fuel criteria as specified by MNRE/Competent Authority.
- h) Details of application processing fees.

¹ The applicant shall be given a User ID and a password, for the purpose of submitting the information in a web based application system, which shall be valid for 15 days.

- i) Energy sold by RE Generator should not be used by the buyer to offset its RPO obligations.

For Distribution Licensee

- j) In case of Distribution Licensee, a Certification from the Appropriate Commission, towards procurement of renewable energy as per format 1.4.
- k) A declaration as per Section D of format 1.1.1 to be submitted by the applicant.
- l) Details of application processing fees.

3.6. STEP 6: The State Agency, after duly inspecting/verifying conditions elaborated in Step 5, shall intimate the applicant regarding its eligibility and thereafter, the applicant shall pay One Time Accreditation fee and Annual fee for that financial year and submit the required documentary proof to the State Agency. In case the applicant is not eligible and accreditation is not granted then the reasons for rejecting the application for accreditation shall be recorded and intimated to Applicant in writing within 30 days.

3.7. STEP 7: After the receipt of one time Accreditation fees and Annual fees, State Agency shall grant 'Certificate of Accreditation' to the concerned Applicant and a specific Accreditation number shall be assigned to that effect which shall be used by such Applicant (Eligible Entities) for all future correspondence with the State Agency. The process of accreditation shall normally be completed within 30 days from date of receipt of complete information by State Agency.

3.8. STEP 8: If accreditation is granted, the State Agency shall also intimate accreditation of particular RE generation project *or Distribution Licensee , as the case may be* to the following entities:

- a. The Central Agency, as defined under Clause 2(1) (b)
- b. The host State Load Despatch Center
- c. The distribution company in whose area the proposed/existing RE generation project would be located (not applicable in case of distribution licensee).

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 or Distribution Licensee , as the case may be (Applicant)

- a. The Generating Company shall apply for the accreditation of its RE generation project facility as per **FORMAT-1.1: "Application for Accreditation of RE Generation Project under REC Mechanism"** enclosed to this Procedure. The distribution licensee shall apply for the

accreditation as per FORMAT-1.1.1" Application for Accreditation of distribution licensee under REC Mechanism" enclosed to procedure.

- b. The Generating Company or Distribution Licensee as the case may be shall coordinate with the State Agency and shall be responsible for submitting the information in a timely manner so as to enable State Agency to comply with requirements outlined under this Procedure for Accreditation.
- c. The Generating Company or Distribution Licensee, as the case may be shall pay one time non-refundable application processing fees towards Accreditation as determined by the Appropriate State Electricity Regulatory Commission from time to time.
- d. The Generating Company shall submit a declaration with applicable clauses as per Section I of Format 1.1.
- e. The Generating Company shall install special energy meters for the purpose of metering of energy injection into the electricity grid.
- f. In case of proposed project, Generating Company shall submit the commissioning certificate to State Agency after commissioning of project.
- g. The Distribution Licensee shall submit a declaration as per Section- D of format 1.1.1.
- h. The Generating Company or Distribution Licensee, as the case may be shall comply with the directions, duties and obligations specified by the Central Electricity Regulatory Commission and Appropriate State Electricity Regulatory Commission in this regard, from time to time.
- i. The Generating Company or Distribution Licensee, as the case may be shall apply for revalidation or extension of validity of existing accreditation at least three months in advance prior to expiry of existing Accreditation.
- j. Whenever there is a change in the legal status of the eligible entity (e.g. change from partnership to company), the eligible entity shall immediately intimate the concerned State Agency and the Central Agency about the said change and apply afresh for Accreditation by the concerned State Agency and Registration by the Central Agency. In all other cases involving a change in the name of the eligible entity, only the name of the entity shall be updated with the records of the State Agency and the Central Agency based on the intimation given by the eligible entity. In such cases eligible entity shall provide relevant documents in hard copy.

4.2. State Agency

- a. State Agency shall comply with the directions issued by the State Electricity Regulatory Commission from time to time.
- b. State Agency shall submit one time information in the prescribed format to Central Agency to obtain login credentials in the REC Web application. Any change in the information shall immediately be intimated to the Central Agency.
- c. State Agency shall adopt the procedure contained herein for RE Generator or Distribution Licensee, as the case may be for Accreditation.
- d. State Agency shall scrutinise and verify the documents and all other steps as may be necessary prior to the Accreditation of RE generation project or Distribution Licensee, as the case may be. Prior to accreditation, the

activities to be undertaken by State Agency shall also include but not limited to following:

- Verification of Application
 - ❖ Review of information submitted in the application by the generating company or Distribution Licensee, as the case may be for its completeness and accuracy
 - ❖ Independent verification of the information submitted by the Applicant
- Review of information available with regards to the similar renewable energy projects for generating company, if necessary.
- e. State Agency shall submit recommendation for registration as per Formats 1.2 and 1.3 in case of RE generation projects, and as per Format 1.2.1 in case of Distribution Licensee to the Central agency.
- f. In case of proposed project, State Agency shall submit the Commissioning Certificate to Central Agency after commissioning of project.
- g. State Agency shall grant extension of validity of existing accreditation upon following due process.
- h. State Agency shall proceed with Revocation of accreditation, upon following due process for revocation.
- i. State Agency shall intimate accreditation of generating company or Distribution Licensee , as the case may be to the following,
 - Central Agency, (as defined under Clause 2(1) (b))
 - Concerned State Load Despatch Center
 - The distribution company in whose area the proposed RE generation project would be located (not applicable in case of accreditation of distribution licensee).

5. INFORMATION REQUIREMENT - APPLICATION FORM & CONTENT

For the purpose of accreditation of its RE Generation project, the generating company shall furnish information to the State Agency in the format as elaborated in **FORMAT-1.1** comprising following details.

- a) Section-A: Owner Details
- b) Section-B: Operator Details
- c) Section-C: RE Generating Station details
- d) Section-D: Connectivity Details with Concerned Licensee (STU/DISCOM)
- e) Section-E: Metering Details
- f) Section-F: Statutory Clearance Details
- g) Section-G: General Details
- h) Section-H : Details of Fee & Charges
- i) Section-I: Declaration

The distribution licensee shall furnish information to the State Agency in the format as elaborated in **FORMAT-1.1.1** comprising following details

- a) Section-A: Distribution Licensee details
- b) Section-B: General Details
- c) Section-C: Details of Fee & Charges
- d) Section-D: Declaration
- e) Section E: Details of RPO for last Four years

6. REPORT: FORMAT FOR ACCREDITATION CERTIFICATE

The State Agency shall grant 'Certificate of Accreditation' to the Applicant fulfilling all requirements of accreditation in the format as elaborated in the **FORMAT-1.2 for RE projects and as per format 1.2.1 for Distribution Licensee as the eligible entity**

7. TIMELINES

7.1. The State Agency shall grant/undertake accreditation of those generating facilities which are proposed to be commissioned within period not exceeding 6 months from the date of application for accreditation made by the applicant. The State Agency shall undertake the accreditation for existing RE Generation Projects whose PPA, with the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation, is going to expire during next 6 months.

The State Agency shall grant/undertake accreditation of those distribution licensees which have obtained a certification from the Appropriate Commission as per format 1.4 towards procurement of renewable energy.

7.2. Once received, the State Agency shall inform the applicant with regard to the incompleteness of the application within 7 working days.

7.3. The Applicant shall furnish the details as requested by the State Agency within 7 working days so as to enable State Agency to undertake the accreditation of the generating facility.

7.4. In case the applicant fails to furnish the information requested by the State Agency within the stipulated time frame, the State Agency may abandon the accreditation and retain the processing fees.

7.5. The process of accreditation by the State Agency shall normally be completed within 30 working days from the date of receipt of complete information by State Agency.

7.6. The Eligible Entity shall apply for revalidation or extension of validity of existing accreditation at least three months in advance prior to expiry of existing Accreditation.

8. FEES AND CHARGES

The fees and charges as determined by CERC or SERC from time to time towards processing of application and undertaking accreditation shall be as mentioned below:

- One time Application Processing Fees: Rs._____/ - per application shall be payable at the time of submitting application for accreditation to State Agency.
- One time Accreditation Charges: Rs._____/ - per application shall be payable to the State Agency upon grant of accreditation.

- Annual Charges for Accreditation: Rs._____/ - per annum per application shall be payable by April 10, for each fiscal year (or each anniversary date for date of initial accreditation).
- Accreditation Charges for Revalidation/extension of validity: Rs._____/ - per application shall be payable at the time of revalidation/extension of validity of existing accreditation at the end of five years.

All fees and charges shall be payable by way of Demand Draft or through Electronic Clearing System drawn in favour of _____(Name of State Agency) payable at _____(location).

9. EVENT OF DEFAULT AND CONSEQUENCES THEREOF

Event of Default

Following events shall constitute event of default by Eligible Entity and shall lead to revocation of Accreditation granted by State Agency:

- 9.1. Non-payment or delay in payment of annual Accreditation charges by Eligible Entity beyond 15 days from due date of payment of such annual accreditation charges shall constitute event of default by that Eligible Entity.
- 9.2. Non-compliance of any of the terms/conditions/rules outlined under this Procedure by Eligible Entity.
- 9.3. Non-compliance of any of the directives issued by State Agency, so long as such directives are not inconsistent with any of the provisions of CERC REC Regulations or State RPO/REC Regulations and in accordance with the Functions and within the Powers outlined for State Agency, shall constitute an event of default by that Eligible Entity.
- 9.4. In case Eligible entity has obtained accreditation and registration on the basis of false information or by suppressing material information and the accreditation of such entity is revoked at a later date, the Certificates already issued to such entity but not redeemed shall stand revoked from the date of issue of such Certificates and in respect of Certificates already redeemed, such entity shall deposit the amount realized from sale of such Certificates along with the interest with the Central Agency at the rate of two (2) percent in excess of the applicable State Bank of India Base rate per annum.

Consequences for Event of default:

- 9.5. Occurrence of any of the event of default by Eligible Entity shall result into revocation of Accreditation granted to such Eligible Entity for that RE Generation Project.
- 9.6. However, the State Agency shall provide adequate notice and chance to Eligible Entity to present its case before serving the Notice for Termination of Accreditation, which shall not be for period lower than 14 days.
- 9.7. In case Eligible Entity fails to address/rectify the default expressed by the State Agency in the Notice within stipulated time period of 14 days, the State Agency shall proceed with revocation of Accreditation granted to such Eligible Entity.

- 9.8. Upon revocation of accreditation, the State Agency shall inform the same to Central Agency, State Load Despatch Centre and concerned distribution licensee, within period of 7 days from date of such revocation.

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/ State Agency may make such provisions or propose amendments, not inconsistent with the provisions of CERC REC Regulations, upon seeking due approval from Appropriate/Central Commission, as may appear to be necessary for removing the difficulty.

FORMAT- 1.1

APPLICATION FOR ACCREDITATION OF RE GENERATION PROJECT

Section A: Owner Details

Name of Entity (5 digit Alphabet Code e.g. UPPCL for U P Power Corporation Ltd)	
Project Number (3 digit Numeric Code like 001 for 1 st Project)	
Name of the Applicant	
Type of the Applicant (Individual/HUF/Partnership/Ltd Co. /Pvt. Ltd. Co. /Public Ltd. Co./Cooperative Society)	
Postal Address of the Applicant	
City Town/Suburb	
State	
Postal Code	
Primary Contact Name (Name of Authorised Signatory)	
Position/Designation	
Phone	
Fax No.	
Mobile	
E-mail Address	
Website	

Are Owner and Operator of the Generating Facility the same legal entity?
(If yes, go to Section C else complete Section B)

Section B: Operator Details

Name of Entity (5 digit Alphabet Code e.g. UPPCL for U P Power Corporation Ltd)	
Project Number (3 digit Numeric Code like 001 for 1st Project)	
Name of the Applicant	
Type of the Applicant (<i>Individual/HUF/Partnership/Ltd Co./Pot. Ltd. Co./Public Ltd. Co./Cooperative Society</i>)	
Postal Address of the Applicant	
City/Town/Suburb	
State	
Postal Code	
Primary Contact Name (<i>Name of Authorised Signatory</i>)	
Position/Designation	
Phone	
Fax	
Mobile	
E-mail Address	
Website	

Section C: RE Generating Station Details

Name of Power Station	
Physical Address of the RE Generating Station	
City/Town/Suburb	
State	
Postal Code	
Station Latitude	
Station Longitude	
Category of Land ² (Govt. Land/Private Land)	
Land Lease ³ (Leased/Owned)	
Type of Applicant	IPP/CGP/Others(to be specified)
Total Installed Capacity of RE Generating Station (in kW)	
Total Number of Units	
Which Renewable Energy Resources is/are utilised by the RE Generating Station	
Number of units for which Accreditation is sought	
Unit Number, Corresponding Capacity and Date of Commissioning (dd-mm-yyyy)	
Planned usage of Fossil Fuel ⁴ (Provide Detail Description of type and amount of fossil fuel usage planned)	
Connectivity Diagram ⁵	(Diagram Enclosed)
Proposed Gross Generation by units proposed for Accreditation (kWh)	
Name of Pooling Station, if applicable	

² Enclose Necessary Documents

³ Enclose Certified Copy of the Registered Lease/Sale Deed

⁴Demonstrate Compliance with the Eligibility Conditions as prescribed by MNRE/Competent Authority

⁵ Enclose Connectivity Diagram/Single Line Diagram of the Station clearly Identifying the units to be considered for Accreditation and showing the Metering Arrangement

Section D: Connectivity Details with Concerned Licensee (STU/DISCOM)

Name of the Concerned Licensee under whose jurisdiction the entity is located	
Address of the Concerned Licensee	
State	
Postal Code	
Licensee email id	
Licensee Phone/ Fax	
Interconnection of Power ⁶ Station with the network	S No. Line From _____ to _____ Voltage Level:

⁶ Enclose details of Power Evacuation Arrangement/ Licensee Permission Letter to Interconnect with the network

Section E: Metering Details

Whether metering complied with the standards issued by Central Electricity Authority / State Grid Code

Are the following metered separately

- 1) Gross Energy Generated
- 2) Auxiliary Consumption
- 3) Net Energy Injection to Grid
- 4) Self Consumption in case of CGP

Describe the Meter Details⁷

Describe the Metering Points⁸

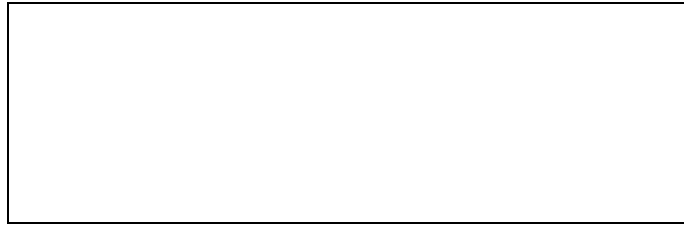
What is the voltage at which electricity is generated and how the voltage is stepped up or down before use

⁷ Enclose Meter Type, Manufacturer, Model, Serial Number, Class and Accuracy etc.

⁸ Describe the location of meters with single line diagram

Section F: Statutory Clearance Details

Statutory Clearances obtained
by the RE Generating Station
including Environmental
Clearances⁹



⁹ *Attach the Copy of Clearances/Approvals*

Section G: General Details

Nature and Activities of the Applicant	
Furnish list of Directors/Partners of the Organisation	
Income Tax PAN Details of the Applicant	
Details of the Earlier RE Project setup by the Applicant	
Basic Documents of the Company ¹⁰	
Net Worth of the Company <i>(Enclose Certified true copies of financial statements)</i>	
Estimated cost of the proposed project (in Rs Lakh)	

¹⁰ Enclose Memorandum of Association & Articles of Association of a Company/ Certificate of Incorporation, in case of Pvt. Ltd. Company/Certificate of Incorporation & Certificate of Business Commencement, in case of Public Ltd. Company and similar relevant document as applicable in other cases/ Appointment of Statutory Auditor

Section H: Details of Fee& Charges

Name of the Bank:

Payment Mode: Draft No. /ECS reference No. (Please tick whichever is applicable):

Date of Transaction:

Details of Amount Paid:

Processing Fees: Rs.

Section I: Declaration (On the letter head of the Applicant)

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 confirm the availability/ possession of land as per the details mentioned below,

- (1) Project Site (Physical Address of the Site)
- (2) Location (Town/Suburb)
- (3) Category of Land (Govt Land/ Private Land)
- (4) Land Lease (Leased/ Owned)

I/We hereby also confirm that:

i. I/We have not any power purchase agreement with the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation for _____MW of the capacity, with installed capacity _____MW, for which participation in REC scheme is availed.

ii. I/ We shall immediately notify the State Agency if any power purchase agreement to the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation, executed for the capacity proposed under REC Mechanism.

iii. A period of three years / the period up to scheduled date of expiry of power purchase agreement (PPA) (in case of scheduled date of expiry of PPA is earlier than three years, the hard copy of said PPA is also to be submitted to State Agency), has elapsed from the date of pre-mature termination of PPA i.e. _____dd / mm/ yyyy (termination date)) due to material breach of terms and conditions of said PPA by me/us.

OR

I/ We have prematurely terminated our PPA with obligated entity on mutual consent/ due to material breach of terms and condition of said PPA by the obligated entity for which necessary documentary evidence are also submitted by me/us in hard copy to the State Agency.

v. I/ We have not availed or do not propose to avail any benefit in the form of concessional/promotional transmission or wheeling charges or banking facility benefit or any combination of them.

OR

A period of three years has elapsed from the date of forgoing the benefits of concessional transmission or wheeling charges or banking facility benefit or any combination of them.

OR

The benefits of concessional transmission or wheeling charges or banking facility benefit or any combination of them, has been withdrawn by the State Electricity Regulatory Commission and/or the State Government.

I/We hereby also confirm that the electricity generated from the proposed renewable energy generating station shall be sold either to the distribution licensee at the pooled cost of power purchase of such distribution licensee as determined by the Appropriate Commission or to any other trading licensee or to an open access consumer at a mutually agreed price, or through power exchange. Further, the Power sold shall not be utilised by the buyer to offset its RPO.

OR

The proposed renewable energy generating station is a CGP and the energy generated from the renewable energy generating station is utilized for self-consumption or wheeling the power for captive/group captive use.

INDEMNIFICATION

The Renewable Energy generator shall keep each of the NLDC/SLDC/State Agency indemnified at all times and shall undertake to indemnify, defend and save the NLDC/SLDC/State Agency harmless from any and all damages, losses, claims and actions, including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the Accreditation/Registration/Issuance /Trading under REC mechanism.

The Renewable Energy generator shall keep State Agency indemnified at all times and shall undertake to indemnify, defend and save the State Agency harmless from any and all damages, losses, claims and actions, arising out of disputes with Central Agency and SLDC, as well as with Power Exchange(s), inclusive of confidentiality issues.

Signature of the applicant
(Seal of the Company)

Date:
Place:

FORMAT- 1.1.1

APPLICATION FOR ACCREDITATION OF DISTRIBUTION LICENSEE

Section A: Applicant Details

Name of Entity (5 digit Alphabet Code e.g. UTTAR GUJARAT VIJ COMPANY LIMITED-UGVCL	
Name of the Applicant	
Type of the Applicant (Individual/HUF/Partnership/Ltd Co./Pvt. Ltd. Co./Public Ltd. Co./Cooperative Society)	
Postal Address of the Applicant	
City Town/Suburb	
State	
Postal Code	
Primary Contact Name (Name of Authorised Signatory)	
Position/Designation	
Phone	
Fax No.	
Mobile	
E-mail Address	
Website	

Section B: General Details

Nature and Activities of the Applicant	
Furnish list of Directors/Partners of the Organisation	
Income Tax PAN Details of the Applicant	
Basic Documents of the Company ¹¹	

¹¹ Enclose Memorandum of Association & Articles of Association of a Company/ Certificate of Incorporation, in case of Pvt. Ltd. Company/Certificate of Incorporation & Certificate of Business Commencement, in case of Public Ltd. Company and similar relevant document as applicable in other cases/ Appointment of Statutory Auditor

Section C: Details of Fee& Charges

Name of the Bank:

Payment Mode: Draft No. / ECS Reference No. (Please tick whichever is applicable):

Date of Transaction:

Processing Fees : Rs.

Section D: Declaration (On the letter head of the Applicant)

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

I/We certify that all information furnished below 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 confirm the following details:

Registered office of Distribution Licensee:

I/We hereby also confirm that:

- i. We have procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
- ii. The renewable purchase obligation as specified for this financial year, by the Appropriate Commission is not lower than previous financial year.
- iii. Any shortfall in procurement against the non-solar or solar power procurement obligation set by the (name of the State) Electricity Regulatory Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, shall be adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher shall be applied for issuance of RECs.

INDEMNIFICATION

The Distribution Licensee shall keep each of the NLDC/SLDC/SA indemnified at all times and shall undertake to indemnify , defend and save the NLDC/SLDC/SA harmless from any and all damages, losses, claims and actions , including those relating to injury to or death of any person or damage to property , demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations

by or to third parties, arising out of or resulting from the Accreditation/Registration/Issuance/Trading under REC mechanism. The Distribution Licensee shall keep NLDC indemnified at all times and shall undertake to indemnify, defend and save the NLDC harmless from any and all damages, losses, claims and actions, arising out of disputes with SAs and SLDC, as well as with Power Exchange(s), inclusive of confidentiality issues.

Signature of the applicant
(Seal of the Company)

Date:
Place:

Section E: RPO compliance details for last 4 years

	Energy Procurement Period (Financial Year)	Energy Procurement Period (Financial Year)	Energy Procurement Period (Financial Year-)	Energy Procurement Period (Financial Year-)
Total Consumption (in MWh) (A)				
RPO as specified by SERC or NAPCC or Tariff Policy whichever is higher in % (B)				
RPO as specified by SERC or NAPCC or Tariff Policy whichever is higher in MWh (C)=A*B/100				
<u>Total Quantity of Renewable Energy including RECs, if any Procured in MWh during the FY</u> (D)				
<u>(VI) Shortfall/Surplus in procurement against the RPO set by SERC</u> (E)= C-D				

FORMAT - 1.2

On the letter head of the State Agency

CERTIFICATE OF ACCREDITATION for RE generating station

This is to certify that _____ (Name of the Applicant) having/proposing to install its RE generating station at _____ (Proposed Location, Physical Address) with installed Capacity ___MW and availing ____ MW under REC Mechanism, 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 State Agency from time to time.

Certificate Number

Issue Date

Expiration Date

Date

Authorised Signatory of the Accreditation Agency

Place

(Name and Address of the State Agency)

FORMAT - 1.2.1

On the letter head of State Agency

CERTIFICATE OF ACCREDITATION for Distribution Licensee

This is to certify that _____ (*Name of the Applicant*) has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher, having office at _____ (*Office Location, Physical Address*) has been granted Accreditation with effect from _____

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

The validity of this certificate is mandated through ongoing surveillance.

Certificate Number

**Issue Date Expiration
Date**

Authorised Signatory of the Accreditation Agency

(Name and Address of the State Agency)

FORMAT-1.3

On the letter head of State Agency

Recommendation by State Agency to Central Agency for Registration
of RE Project under REC Mechanism

Name of RE Generator:

Accreditation Number:

Source:

Total Capacity of Project (MW)	Accredited Capacity (MW)	Accredited Capacity under third party/ APPC sale (MW), if applicable	Accredited Capacity utilized for self-consumption (MW), if applicable

S. N.	Checklist	Yes (Please tick, if applicable)	No (Please tick, if correct)	Remark / Any other information
1.	Is RE Generator opting for third party sale			
2	Is RE Generator selling power to discom at APPC			
3.	Is RE Generator a Captive Generating Plant (CGP) opting for self-consumption			
4	Is RE Generator a Captive Generating Plant (CGP) wheeling to their captive/ Group Captive Consumers			
5.	Whether all procedures for accreditation* according to CERC/SERC REC Regulations and approved REC Procedures have been followed			

In case RE Generator is CGP/RE Generator opting for REC Scheme for self-consumption then please provide following details:

a.	Whether benefits of concessional/promotional transmission or wheeling charges are availed			
b.	Whether banking facility benefit is availed			
c	Connected Load Capacity in MW			

*Please provide details if there is any deviation from the accreditation of eligible entities as per CERC REC Regulations (including amendment thereof) and approved REC procedures.

Place:

Name of Authorised Signatory

Date:

Name of State Agency

FORMAT-1.4

On the letter head of State Electricity Regulatory Commission

Recommendation by State Electricity Regulatory Commission for issuance of RECs for Financial Year.....

Name of Distribution Licensee:

It is hereby certified that:

1. Distribution Company has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
2. The renewable purchase obligation as specified for a year by the State Electricity Regulatory Commission is not lower than that for the previous financial year.
3. Any shortfall in procurement against the non-solar or solar power procurement obligation set by the Appropriate Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, has been adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation-being that specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher – has been considered for recommending for the purpose of issuance of RECs to the distribution licensee.
4. The Distribution Licensee is eligible for Solar RECs/ Non-Solar RECs, as the case may be as per the following details:

S. No.	Year	RPO as specified by SERC/ NAPCC/ Tariff Policy whichever is higher (in % of total energy consumed) – Please tick whichever is applicable (A)		Total Consumption (in MWh) (B)			RPO in MWh (C=B*A/100)			RE Energy Procured in the previous financial year (D)		Shortfall in procurement against the RPO set by SERC in previous three years including the shortfall waived or carried forward by SERC in MWh, if applicable- then mention the year wise details by adding the separate row for each year (E)		Surplus in MWh (F=D-C-E)	
		Solar	Non-Solar	Solar	Non-Solar	Total	Solar	Non-Solar	Total	Solar	Non-Solar	Solar	Non-Solar	Solar	Non-Solar

Issue Date

Signature and Seal of the Authorized
Signatory of the (name of the State) Electricity Regulatory Commission

PROCEDURE FOR REGISTRATION OF RENEWABLE ENERGY GENERATION PROJECT OR *DISTRIBUTION LICENSEE*, AS THE CASE MAY BE 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 and as amended from time to time, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘*Procedure for Registration of a Renewable Energy Generator or Distribution Licensee, as the case may be by Central Agency*’.
- 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 Grid connected projects of the RE Generating Companies including Captive Generating Plants (CGP) based on renewable energy sources/ Distribution Licensee (herein after called the applicants) 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’¹ for its RE generation project not earlier than three

¹ The Eligible Entity shall have the same meaning as defined under clause 2 (1) (e) of the CERC REC Regulations

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 Commissioning Certificate issued by the concerned State authorities.

- 2.3** The State Agency shall undertake the accreditation of a Distribution Licensee under REC Mechanism which fulfills the following conditions:
- a) It has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
 - b) The renewable purchase obligation as may be specified for a year, by the Appropriate Commission should not be lower than that for the previous financial year.
 - c) Any shortfall in procurement against the non-solar or solar power procurement obligation set by the Appropriate Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, shall be adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation-being that specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher - shall be considered for issuance of RECs to the distribution licensees.
- 2.4** The registration granted by the Central Agency to the Generating Company/ Distribution Licensee as Eligible Entity shall remain valid for a period of five years from the date of registration 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 or Distribution Licensee, as the case may be, as eligible entity with the Central Agency for receiving the renewable energy certificates, 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 or Distribution Licensee, as the case may be to the Central Agency, as defined under Clause 2(1) (b) of the CERC REC Regulations. The applicant shall apply for Registration on the Web Based Application and shall

also submit the same information in physical form with the Central agency. The application for registration shall contain the following information as submitted for Accreditation of the RE Generation project or Distribution Licensee, as the case may be : (i) Owner details (ii) RE Generating Station details, (iii) certificate of accreditation by the State Agency, (iv) Commissioning/ Synchronization Certificate or commissioning schedule, as applicable (v) Declaration as per Section F, (vi) 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 with the Central Agency as Eligible Entity shall be accompanied by a non-refundable registration processing fees 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. Further, Distribution Licensee shall submit the application as per Format 2.1.1.

- 3.2 STEP 2:** 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 6 working days from date of receipt of such Application.
- 3.3 STEP 3:** 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 15 working days from date of receipt of the application by Central Agency.
- 3.4 STEP 4:** While considering any application for Registration, the Central Agency shall verify and ascertain availability of following information:

For RE Generation Project

- a. A Valid Certification of Accreditation by State Agency
- b. Commissioning Certificate/ Synchronization Certificate for existing projects or Commissioning Schedule for new projects, whichever is applicable.
- c. Declaration as per sub-section F of FORMAT 2.1.
- d. Details of payment of registration fees/charges

e. Power of Attorney/ Letter of Authority in favor of Authorized signatory from MD/CEO/Board Resolution. The following convention shall be followed for designating the 'Authorised Signatory':

Type of Organization	Designating Authority
Public Ltd.	Board Resolution/MD/CEO
Pvt Ltd.	Director/ MD
Partnership	Partner/Director/ MD
Individual/Proprietorship	Owner
Cooperative/ Govt Department	Head of the Organization /Authorized representative

f. Hard Copy of Application signed and stamped on each page. Declaration of Applicable Clauses given in online application on letter head of the concerned RE Generator.

For Distribution Licensee

- a) A Valid Certification of Accreditation by State Agency
- b) In case of Distribution Licensee, a Certification from the Appropriate Commission, towards procurement of renewable energy as per model format 2.4
- c) In case of Distribution Licensee, A declaration of Applicable Clauses as per given sub-section E of format 2.1.1 to be submitted by the eligible entity.
- d) Details of payment of registration fees/charges
- e) Power of Attorney/ Letter of Authority in favor of Authorized signatory from MD/CEO/Board Resolution. The following convention shall be followed for designating the 'Authorised Signatory':

Type of Organization	Designating Authority
Public Ltd.	Board Resolution/MD/CEO
Pvt Ltd.	Director/ MD
Partnership	Partner/Director/ MD
Individual/Proprietorship	Owner
Cooperative/ Govt Department	Head of the Organization /Authorized representative

f) Ha
rd
Co
py

of Application signed and stamped on each page.

3.5 STEP 5: The Central Agency, after duly inspecting/verifying conditions elaborated in Step 4, shall verify the application. Once the application is verified, an automated e-mail regarding payment of Registration fee and annual fee sent to the applicant, accordingly applicant shall pay One Time Registration fee and Annual fee for that financial year and submit the required documentary proof to the Central Agency.

3.6 STEP 6: After the receipt of One time Registration fees and Annual fees, Central Agency 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 or Distribution Licensee, as the case may be and assign a specific Registration Number 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 including the details of fee paid by the applicant to 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: Central Agency reserves its right to seek clarification/ information/ documents at any stage. On failure to provide the required information by the RE Generator or Distribution Licensee, as the case may be, the Registration shall be liable to be rejected/ revoked.

3.8 STEP 8: 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 or Distribution Licensee, as the case may be

- 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. The distribution licensee shall apply for the registration as per **FORMAT-2.1.1 "Application for Registration of distribution licensee"** enclosed to this procedure.
- b. The generating company or Distribution Licensee, as the case may be 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. The generating company or Distribution Licensee, as the case may be shall pay onetime non-refundable registration fee and annual charges as determined by the CERC from time to time.
- d. The generating company or Distribution Licensee, as the case may be shall comply with the duties and obligations specified by the Central Agency.
- e. The generating company or Distribution Licensee, as the case may be shall follow directions given by any other competent authority from time to time.
- f. The generating company or Distribution Licensee, as the case may be shall apply for revalidation or extension of validity of existing Registration at least three months in advance prior to expiry of existing Registration.
- g. A project 'Registered' prior to commissioning shall be required to furnish commissioning certificate to Central Agency and is routed through concerned State Agency. Also any incomplete information in the online application form, if any, sought by Central Agency shall be routed through State Agency, if required.
- h. Whenever there is a change in the legal status of the eligible entity (e.g. change from partnership to company), the eligible entity shall immediately intimate the concerned State Agency and the Central Agency about the said change and apply afresh for Accreditation by the concerned State Agency and Registration by the Central Agency. In all other cases involving a change in the name of the eligible entity, only the name of the entity shall be updated with the records of the State Agency and the Central Agency based on the intimation given by the eligible entity. In such cases, eligible entity shall provide the relevant documents like Board Resolution regarding name

change, certificate of name change from Registrar of Companies, approval of concerned authorities, State Agency, etc. in hard copy.

i. After applying online for Registration, eligible entity shall furnish following details in physical form to Central Agency:

1. Hard copy of online Registration application signed and stamped on each page.
2. Copy of Accreditation Certificate issued by State Agency.
3. Commissioning Certificate/ Commissioning Schedule(in case of RE Projects).
4. Only Applicable clauses of the declaration given in online application shall be mentioned on the letter head of the company. Fees and Charges along with Service Tax details
5. Document(s) for Authorized Signatory
6. Recommendation by State Agency to Central Agency for Registration of Project under REC Mechanism(in case of RE Projects).
7. In case of Distribution Licensee, a Certification from the Appropriate Commission, towards procurement of renewable energy as per model format 2.4.

4.2. Central Agency

a. Central Agency shall 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:

- i. Verification of Application including review of information submitted in the application by the Generating Company or Distribution Licensee , as the case may be for its completeness and accuracy
- ii. 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. Central Agency shall confirm registration of generating company as Eligible Entity in a timely manner upon due processing of application for registration.
- d. In case of rejection, Central Agency shall indicate reasons of rejection for undertaking registration, in a timely manner.
- e. Central Agency shall intimate registration of generating company or Distribution Licensee, as the case may be as eligible entity to the following:
 - i. Concerned State Agency
 - ii. Concerned State Load Despatch Centre
 - iii. Power Exchanges, as defined under Clause 2(1) j of the CERC REC Regulations
- f. Central Agency shall 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

5.1. 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

In case of distribution licensee, the eligible entity shall furnish information to the Central Agency in the format as elaborated in **FORMAT-2.1.1** comprising following details:

- a) Section-A: Distribution Licensee details
- b) Section-B: General Details
- c) Section-C: Certificate of Accreditation
- d) Section-D: Details of Fee & Charges
- e) Section-E: Declaration
- f) Details of RPO of last Four years
- g) A Certification from the Appropriate Commission, towards procurement of renewable energy as per model format 2.4.

6. REPORT: FORMAT FOR REGISTRATION CERTIFICATE

6.1. 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. The Central Agency shall undertake the Registration for existing RE Generation Projects whose PPA, with the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation, shall expire within 3 months from the date of 'Application for Registration' made by the applicant.

The Central Agency shall grant registration of those distribution licensees which have obtained a certification from the Appropriate Commission as per model format 2.4 towards procurement of renewable energy as provided by the CERC REC Regulation and amendment thereof within 15 days from the receipt of complete documents as provided by this procedure.

7.2. Once received, the Central Agency shall inform the applicant with regard to the incompleteness of the application within 7 working days.

7.3. The applicant shall furnish the details as requested by the Central Agency within 10 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 may 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 charges² towards processing of application and undertaking registration shall be as mentioned below:

8.1 One time Registration Processing Fees: Rs._____/ - per application shall be payable at the time of submitting application for registration to Central Agency.

8.2 One time Registration Charges: Rs._____/ - per application shall be payable upon grant of registration.

8.3 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).

8.4 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.

8.5 All fees and charges plus service tax as applicable shall be payable by way of Electronic Clearing System/online payment facility as specified by Central Agency and transaction charges for payment through online payment facility for Registration shall be borne by the applicant.

8.6 Payments against Registration charges under REC Mechanism shall be made through the account of eligible entity or through their authorised signatory / authorised entity.

8.7 Application Processing Fees shall be paid by the concerned applicant. 'One time Registration Charges and Annual Charges' required during 'Registration' shall be paid only after application is verified by Central Agency.

8.8 Any extra payment made from the account of the RE Generator or Distribution Licensee, as the case may be shall be claimed for refund from Central Agency within 15 days from the date of payment. The claim for the refund should include the transaction details, amount of refund etc. on the letter head of the company and the letter should be signed by authorised signatory.

² As notified by the Central Electricity Regulatory Commission from time to time

8.9 Annual Charges for Registration shall be payable by the eligible entity as per the timeline prescribed in CERC fees and charges order dated 21.09.2010 in Suo-Motu Petition No. 230/2010 or any subsequent order notified from time to time, within one month or such other period as may be prescribed by the Commission. If annual charges are not paid within time limit, eligible entity shall not be allowed to apply for issuance of RECs till the payments for annual registration and accreditation charges are made and details are updated in to the REC web application. Delay in payments beyond three months from the due date may lead to revocation of Registration.

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,

- (i) 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;
- (ii) 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;
- (iii) Where the Eligible Entity fails within the period required in this behalf by the Central Agency -
 - (a) 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
 - (b) to pay the fees or other charges required by its accreditation or registration.

9.2. In case Eligible entity has obtained accreditation and registration on the basis of false information or by suppressing material information and the accreditation of such entity is revoked at a later date, the Certificates already issued to such entity but not redeemed shall stand revoked from the date of issue of such Certificates and in respect of Certificates already redeemed, such entity shall deposit the amount realized from sale of such Certificates along with

the interest with the Central Agency at the rate of two (2) percent in excess of the applicable State Bank of India Base rate per annum.

Consequences for Event of default:

9.3. 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.

9.4. 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.

9.5. 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.

9.6. 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.

9.7. 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. De-registration of Projects and Reduction of the capacity registered under REC Mechanism

10.1 If the eligible entity wants to de-register the project from REC Mechanism then the eligible entity shall route the application for de-registration through State Agency. Further, the RECs issued to the concerned project shall remain valid as per CERC REC Regulations and shall be available for trade in the power Exchanges till valid RECs are available in respective accounts.

10.2 If the registered RE project wants to reduce the registered capacity then application for the same shall be routed through the concerned SLDC and State Nodal Agency. Subsequent to receiving of the approval of the SLDC and State Nodal Agency, Central Agency will reduce the capacity registered under REC Mechanism.

11. POWERS TO REMOVE DIFFICULTIES

11.1. 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 Entity
(5 digit Alphabet Code e.g.
UPPCL for U P Power
Corporation Ltd)

Project Number
(3 digit Numeric Code like 001
for 1st Project)

Name of the Applicant

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

Postal Address of the Applicant

City/Town/Suburb

State

Postal Code

Primary Contact Name
(*Name of Authorised Signatory*)

Position

Phone

Fax

Mobile

E-mail Address

Website

(This is generated automatically by the Online Application System based on
information furnished during Accreditation)

Section B: RE Generating Station Details

Name of Entity
(5 digit Alphabet Code e.g.
UPPCL for U P Power
Corporation Ltd)

Project Number
(3 digit Numeric Code like 001
for 1st Project)
Name of the Applicant

Proposed Name of
Power Station (Unique Number)

Location of Power Station

Physical Address of the RE
Generating Station

City/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 ³
(Provide Detail Description of type
and amount of fossil fuel usage
planned)

(This is generated automatically by the Online Application System based on
information furnished during Accreditation)

³ Demonstrate Compliance with the Eligibility Conditions as prescribed by MNRE/Competent Authority
Procedure For Registration of Renewable Energy Generation Project By Central Agency

Section C: Copy of Certificate of Accreditation from State Agency

On the letter head of 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 installed Capacity ___MW, availing _____ MW under REC Mechanism, 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 State Agency from time to time.

The validity of this certificate is mandated through ongoing surveillance.

Issue Date

Expiration Date

Certificate Number

Date

Authorised Signatory of the Accreditation Agency

Place

(Name and Address of the State Agency)

On the letter head of State Agency

Recommendation by State Agency to Central Agency for Registration of Project
under REC Mechanism

Name of RE Generator:

Accreditation Number:

Source:

Total Capacity of Project (MW)	Accredited Capacity (MW)	Accredited Capacity under third party/ APPC sale (MW), if applicable	Accredited Capacity utilized for self-consumption (MW), if applicable

S. N.	Checklist	Yes (Please tick, if applicable)	No (Please tick, if correct)	Remark / Any other information
1.	Is RE Generator opting for third party sale			
2	Is RE Generator selling power to discom at APPC			
3.	Is RE Generator a Captive Generating Plant (CGP) opting for self consumption			
4	Is RE Generator a Captive Generating Plant (CGP) wheeling to their captive/ Group Captive Consumers			
5	Whether all procedures for accreditation* according to CERC/SERC REC Regulations and approved REC Procedures have been followed			

In case RE Generator is CGP/RE Generator opting for REC Scheme for self-consumption then please provide following details:

a.	Whether benefits of concessional/promotional transmission or wheeling charges are availed			
b.	Whether banking facility benefit is availed			
c	Connected Load Capacity in MW			

*Please provide details if there is any deviation from the accreditation of eligible entities as per CERC REC Regulations (including amendment thereof) and approved REC procedures.

Place:
Signatory
Date:

Name of Authorised

Name of State Agency

Section D: Commissioning Schedule

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

Section E: Details of Fee& Charges

Name of the Bank:

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 from time to time, to participate in the Renewable Energy Certificate Mechanism from time to time.

I/We hereby confirm the availability/ possession of land as per the details mentioned below:

- (1) Project Site (Physical Address of the Site)
- (2) Location (Town/Suburb)
- (3) Category of Land (Govt Land/ Private Land)
- (4) Land Lease (Leased/ Owned)

I/We hereby also confirm that:

- I. I/We have not any power purchase agreement with the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation for ____MW of the capacity, with installed capacity ____MW, for which participation in REC scheme is availed.
- II. I/ We shall immediately notify the State Agency and Central Agency if any power purchase agreement to the obligated entity, either directly or through traders, for the capacity related to such generation to sell electricity at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission, for the purpose of meeting its renewable purchase obligation, executed for the capacity proposed under REC Mechanism.
- III. A period of three years / the period up to scheduled date of expiry of power purchase agreement (PPA) (in case of scheduled date of expiry of PPA is earlier than three years, the hard copy of said PPA is also to be submitted to Central Agency), has been elapsed from the date of pre- mature termination of PPA i.e. ____dd/mm/yyyy_(termination date)) due to material breach of terms and condition of said PPA by us.

- IV. I/ We have prematurely terminated our PPA with obligated entity with mutual consent/ due to material breach of terms and condition of said PPA by the obligated entity for which necessary documentary evidence are also submitted by us in hard copy to Central Agency.
- V. I/ We have not availed or do not propose to avail any benefit in the form of concessional/promotional transmission or wheeling charges or banking facility benefit or any combination of them.
- VI. A period of three years has elapsed from the date of forgoing the benefits of concessional transmission or wheeling charges or banking facility benefit or any combination of them.
- VII. The benefits of concessional transmission or wheeling charges or banking facility benefit or any combination of them has been withdrawn by the State Electricity Regulatory Commission and/or the State Government.
- VIII. I/We hereby also confirm that the electricity generated from the proposed renewable energy generating station shall be sold either to the distribution licensee at the pooled cost of power purchase of such distribution licensee as determined by the Appropriate Commission or to any other trading licensee or to an open access consumer at a mutually agreed price, or through power exchange. Further, the Power sold shall not be utilised by the buyer to offset its RPO.
- IX. The proposed renewable energy generating station is a CGP and the energy generated from the renewable energy generating station is utilised for self-consumption or wheeling the power for captive/group captive use.

I/We hereby also confirm that the electricity generated from the registered capacity under REC Mechanism shall not be utilized to offset RPO by any entity.

INDEMNIFICATION

The Renewable Energy generator shall keep each of the NLDC/SLDC/SA indemnified at all times and shall undertake to indemnify, defend and save the NLDC/SLDC/SA harmless from any and all damages, losses, claims and actions, including those relating to injury to or death of any person or damage to property, demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third

parties, arising out of or resulting from the Accreditation/Registration/Issuance /Trading under REC mechanism.

The Renewable Energy generator shall keep NLDC indemnified at all times and shall undertake to indemnify, defend and save the NLDC harmless from any and all damages, losses, claims and actions, arising out of disputes with SAs and SLDC, as well as with Power Exchange(s), inclusive of confidentiality issues.

Signature of the applicant
(Seal of the Company)

Date:

Place:

FORMAT- 2.1.1

APPLICATION FOR REGISTRATION OF DISTRIBUTION LICENSEE,

Section A: Applicant Details

Name of Entity (5 digit Alphabet Code)	
Name of the Applicant	
Type of the Applicant (Individual/HUF/Partnership/Ltd Co./Pvt. Ltd. Co./Public Ltd. Co./Cooperative Society)	
Postal Address of the Applicant	
CityTown/Suburb	
State	
Postal Code	
Primary Contact Name (Name of Authorised Signatory)	
Position/Designation	
Phone	
Fax No.	
Mobile	
E-mail Address	
Website	

Section B: General Details

Nature and Activities of the Applicant	
Furnish list of Directors/Partners of the Organisation	
Income Tax PAN Details of the Applicant	

Section C: Copy of Certificate of Accreditation from State Agency

On the letter head of State Agency

CERTIFICATE OF ACCREDITATION

This is to certify that _____ (*Name of the Applicant*) have procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the tariff Tariff Policy, whichever is higher, having office at _____ (*Office Location, Physical Address*) has been granted Accreditation with effect from _____

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

The validity of this certificate is mandated through ongoing surveillance.

Certificate Number

Expiration Date

Issue Date

Authorised Signatory of the Accreditation Agency

(Name and Address of the State Agency)

Section D: Details of Fee& Charges

Name of the Bank:

ECS Reference Number/Transaction ref. No. :

Date of Transaction:

Processing Fees: Rs.

TDS Details:

Section E: Declaration(On the letter head of the Applicant)

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

I/We certify that all information furnished below 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 confirm the following details:

Registered office of Distribution Licensee:

I/We hereby also confirm that:

- i. We have procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
- ii. The renewable purchase obligation as specified for this financial year, by the Appropriate Commission is not lower than previous financial year.
- iii. Any shortfall in procurement against the non-solar or solar power procurement obligation set by the (name of the State) Electricity Regulatory Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, shall be adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher shall be applied for issuance of RECs.

INDEMNIFICATION

The Distribution Licensee shall keep each of the NLDC/SLDC/SA indemnified at all times and shall undertake to indemnify , defend and save the NLDC/SLDC/SA harmless from any and all damages, losses, claims and actions , including those relating to injury to or death of any person or damage to property , demands, suits, recoveries, costs and expenses, court costs, attorney fees, and all other obligations by or to third parties, arising out of or resulting from the Accreditation/Registration/Issuance/Trading under REC mechanism. The Distribution Licensee shall keep NLDC indemnified at all times and shall undertake to indemnify, defend and save the NLDC harmless from any and all damages, losses, claims and actions, arising out of disputes with SAs and SLDC, as well as with Power Exchange(s) , inclusive of confidentially issues.

Signature of the applicant
(Seal of the Company)

Date:

Place:

Section F: RPO compliance details for last 4 years

	Energy Procurement Period (Financial Year)	Energy Procurement Period (Financial Year)	Energy Procurement Period (Financial Year-)	Energy Procurement Period (Financial Year-)
Total Consumption (in MWh) (A)				
RPO as specified by SERC or NAPCC or Tariff Policy whichever is higher in % (B)				
RPO as specified by SERC or NAPCC or Tariff Policy whichever is higher in MWh (C)=A*B/100				
<u>Total Quantity of Renewable Energy including RECs,if any Procured in MWh during the FY</u> (D)				
<u>(VI) Shortfall/Surplus in procurement against the RPO set by SERC</u> (E)= C-D				

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 availing **MW** under REC Mechanisim, 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

Date

Authorised Signatory of Central Agency

Place

(Address of the Central Agency)

FORMAT - 2.3

CERTIFICATE OF REGISTRATION

This is to certify that _____ (*Name of the Applicant*) has been registered with Central Agency as 'Eligible Entity' 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

FORMAT-2.4

**On the letter head of State Electricity Regulatory Commission
Recommendation by State Electricity Regulatory Commission for issuance of RECs
for Financial Year.....**

Name of Distribution Licensee:

It is hereby certified that:

1. Distribution Company has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
2. The renewable purchase obligation as specified for a year by the State Electricity Regulatory Commission is not lower than that for the previous financial year.
3. Any shortfall in procurement against the non-solar or solar power procurement obligation set by the Appropriate Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, has been adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation-being that specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher - has been considered for issuance of RECs to the distribution licensees.
4. The Distribution Licensee is eligible for Solar RECs or Non-Solar RECs, as the case may be, as per the following details:

S. No.	Year	RPO as specified by SERC/ NAPCC/ Tariff Policy whichever is higher (in % of total energy consumed) – Please tick whichever is applicable (A)		Total Consumption (in MWh) (B)			RPO in MWh (C=B*A/100)			RE Energy Procured in the previous financial year (D)		Shortfall in procurement against the RPO set by SERC in previous three years including the shortfall waived or carried forward by SERC in MWh, if applicable- then mention the year wise details by adding the separate row for each year (E)		Surplus in MWh (F=D-C-E)	
		Solar	Non-Solar	Solar	Non-Solar	Total	Solar	Non-Solar	Total	Solar	Non-Solar	Solar	Non-Solar	Solar	Non-Solar

Issue Date

Signature and Seal of the Authorized
Signatory of the (name of the State) Electricity Regulatory Commission

PROCEDURE FOR ISSUANCE OF RENEWABLE ENERGY CERTIFICATE TO THE ELIGIBLE ENTITY 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 and amendments thereof, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘*Procedure for Issuance of Renewable Energy Certificates to the Eligible Entities*’.
- 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 RE projects, who have received ‘Certificate of Registration’ from the Central Agency, and shall be eligible to avail Renewable Energy Certificates from the date of commercial operation or from the 00:00 hrs of next day of Registration date of such plant by the Central Agency whichever is later.
- 2.2. This procedure shall also be applicable to Distribution Licensees who have received ‘Certificate of Registration’ from the Central Agency, and shall be eligible to avail Renewable Energy Certificates as per provisions of the CERC REC Regulations and this procedure.
- 2.3. This procedure shall be applicable to the Central Agency and all other concerned stake holders while issuing the Renewable Energy Certificates to the Eligible Entities.

3. STEP-WISE DESCRIPTION OF THE PROCEDURE

The basic procedure for issuance of Renewable Energy Certificates to the Eligible Entities includes the following steps:

- 3.1. **Step-1:** An application for issuance of Renewable Energy Certificate shall be made by the Eligible Entity to the Central Agency. The eligible entity shall apply for Issuance of REC on the Web Based Application as per the details given in the Energy Injection Report (EIR issued by the SLDC / Recommendation of SERC for issuance of RECs) and shall also submit the

same information in physical form with the Central Agency. The online application shall be acceptable by the Central Agency only if complete in all respect. The physical application for issuance of certificate shall include (i) Energy Injection Report (EIR) for RE projects /Recommendation of SERC for issuance of RECs for distribution licensee, and shall be made in the specified format (FORMAT-3.1: "Application for Issuance of Renewable Energy Certificates to the Eligible Entities"/FORMAT-3.1.1 for distribution licensee) (ii) Print out of online application duly signed and stamped by Authorised Signatory (iii) Commissioning Certificate for RE Generator, only for issuance for the first month after registration. The application shall be accompanied with the details of payment of the applicable fee & charges towards issuance of certificates as determined by CERC from time to time. While making application for issuance of RECs, the Applicant (Eligible Entity) shall quote the unique Registration Number assigned to it by Central Agency at the time of registration.

3.2. Step - 2: After receipt of physical application for issuance of renewable energy certificates from the Eligible Entity, the Central Agency shall undertake a preliminary scrutiny within 6 working days to ensure that the Application Form is complete in all respect along with necessary documents and applicable fees and charges. As part of preliminary scrutiny, the Central Agency shall satisfy that the following conditions are fulfilled by the RE generators or distribution licensee, as the case may be:

- a) The application is made in the format specified by the Central Agency from time to time.
- b) The status of Accreditation of the Eligible Entity with the State Agency has not expired. The status of Registration of the Eligible Entity with the Central Agency has not expired.
- c) The duly certified EIR/ Recommendation of SERC for issuance of RECs is attached for the same period for which application is made towards issuance of Renewable Energy Certificate by the Eligible Entity.
- d) The application is accompanied with fees & charges.

3.3. Step - 3: After conducting the preliminary scrutiny, the Central Agency shall intimate in writing to the Applicant for submission of any further information or clarification, if necessary, to further consider the application for issuance of Renewable Energy Certificates or reject the application.

3.4. Step - 4: While considering any application for issuance of Renewable Energy Certificate, the Central Agency shall verify and ascertain availability of following information:

- a) Verification of the time period for which the Central Agency may have already issued Renewable Energy Certificates to the concerned Eligible Entity.
- b) Verification of Renewable Energy Certificates claimed by the Eligible Entity from the duly certified Energy Injection Reports by the concerned State Load Despatch Centre in respect of concerned Eligible Entity.
- c) Details of fee & charges made for issuance of certificates.
- d) Confirmation of Compliance Auditor report, if any.

3.5. Step - 5: The Central Agency shall issue Renewable Energy Certificates to the Eligible Entity only after confirming, the claims made by the Eligible Entity, with the duly certified EIR forwarded by the SLDC/ Recommendation of SERC for issuance of RECs . In case of any discrepancy, in the EIR enclosed by the Eligible Entity along with Application and regular EIR received by Central Agency from concerned State Load Despatch Centre, the information contained in regular EIR furnished by concerned State Load Despatch Centre shall be considered as final and binding for the purpose of issuance of Renewable Energy Certificates. However, in case energy units reported under EIR by concerned State Load Despatch Centre exceed that claimed by Eligible Entity for same period then, Central Agency shall seek necessary clarification from concerned State Load Despatch Centre before issuance of the Renewable Energy Certificates. The denomination of each REC issued would be as per the CERC REC Regulations and amendments thereof, and 1 REC would be taken as equivalent to 1 MWh of electricity generated from renewable energy source and injected or deemed to be injected (in case of self-consumption by eligible captive power producer) into the grid. It is clarified that any fractional component of energy as per the Energy Injection Report can be accumulated and would be considered for issuance of RECs as per the CERC REC Regulations.

3.6. Step-6: The Central Agency shall issue the Renewable Energy Certificates to the Eligible Entity within fifteen (15) working days from the date of receipt of physical application form along with complete information necessary for processing of application for issuance of RECs.

3.7. Step-7: In case the Eligible Entity is not fulfilling any of the conditions mentioned under Step-5 and fails to provide necessary information/clarification in the matter within stipulated timeframe, the Central Agency may reject the application and shall intimate to the Eligible Entity, in writing, the reasons for rejecting the application for issuance of RE certificates.

3.8. Step-8: Upon issuance of RE Certificates to Eligible Entity, the Central Agency shall make available details about such issuance to the concerned State Agency.

4. FUNCTIONS, ROLES AND RESPONSIBILITIES OF ENTITIES INVOLVED

The roles and responsibilities of the entities involved are elaborated in the following paragraphs:

4.1. Eligible Entity

- a. The Eligible Entity shall apply for issuance of Renewable Energy Certificates in the format specified by the Central Agency.
- b. In case the RE Generator, as an Eligible Entity is connected with the transmission network, it shall coordinate with the concerned State Transmission Utility/State Load Despatch Centre for record of meter readings and energy injection report corresponding to electricity generated by the said renewable energy project.

-
- c. In case the RE Generator, as an Eligible Entity is connected with the distribution network of Distribution Utility, it shall coordinate with the concerned Distribution Licensee for record of meter readings and energy injection report corresponding to electricity generated by the said renewable energy project.
 - d. The Eligible Entity shall comply with the duties and obligations specified by the Central Agency.
 - e. The Eligible Entity shall pay fee and charges, as determined by the CERC from time to time, to Central Agency for issuing renewable energy certificates.
 - f. Whenever there is a change in the legal status of the eligible entity (e.g. change from partnership to company), the eligible entity shall immediately intimate the concerned State Agency and the Central Agency about the said change and apply afresh for Accreditation by the concerned State Agency and Registration by the Central Agency. In all other cases involving a change in the name of the eligible entity, only the name of the entity shall be updated with the records of the State Agency and the Central Agency based on the intimation given by the eligible entity. In such cases eligible entity shall provide relevant documents in hard copy.
 - g. RE generator as an eligible entity shall maintain the records of the meter reading like opening meter reading, closing meter reading, auxiliary consumption, export, import, etc. and the same shall be made available to Compliance Auditor as and when required.

4.2. State Load Despatch Centre (SLDC)

- a. SLDC shall follow Indian Electricity Grid Code and State Grid Code for the purpose of accounting renewable energy injected into the grid.
- b. The energy injection by Registered RE Generator for the first month, for issuance of REC, shall be applicable from the date of commercial operation or from the 00:00 hrs of next day of registration of such plant by the Central Agency, whichever is later till last day of the same month. However for the subsequent months, period of energy injection shall be from the first day of the month to last day of the same month. For different billing cycles of RE Generators, Energy Injection Report submitted by SLDC to Central Agency shall be for the complete calendar month. In order to do accounting for the calendar month, SLDCs may calculate on pro-rata basis or any other method deemed suitable by the SLDC. 'Auxiliary Consumption' shall not to be considered for issuance of REC.
- c. In case the Eligible Entity is connected to the state transmission network, SLDC shall maintain the record of meter readings and communicate the unconditional certified energy injection report for each accredited RE project of the registered Eligible Entity within State to the Central Agency with a copy to the concerned RE Generator on monthly basis.

-
- d. In case the Eligible Entity is connected to the distribution network of Distribution Utility, SLDC shall establish protocol for receipt of information and maintenance of the record of meter readings for such RE projects. Further, SLDC shall arrange to communicate unconditional certified energy injection report for each accredited RE project of the registered Eligible Entity within the State to the Central Agency on monthly basis.
 - e. In case the Eligible Entity is CGP and is connected to the transmission/distribution network of Transmission/Distribution Utility, SLDC shall establish protocol for receipt of information and maintenance of the record of meter readings including self consumption for such RE projects. Further, SLDC shall arrange to communicate injection report for each accredited RE project of the registered Eligible Entity within the State to the Central Agency with a copy to the concerned RE Generator on monthly basis.
 - f. SLDC shall communicate renewable energy injected into the grid for each accredited RE project of the registered Eligible Entity within State to the State Agency.
 - g. In case eligible entity is availing banking facilities in line with the provisions of CERC REC Regulations, the eligible entity shall provide the data of generation, consumption and banked energy to the concerned SLDC based on which SLDC shall certify monthly energy injection report such that accounting of energy remain intact.
 - h. SLDC shall maintain the records of the meter reading like opening meter reading, closing meter reading, auxiliary consumption, export, import, etc. and the same shall be made available to Compliance Auditor as and when required.

4.3. Distribution Licensee

- a. In case of RE projects connected to the distribution network, the concerned distribution licensee shall undertake joint meter reading (along with concerned RE Generator) and maintain energy accounting information of such Renewable Energy Generator on monthly basis.
- b. In case renewable energy generator is connected with the network of the distribution licensee, it shall submit energy injection report to the concerned SLDC on monthly basis.
- c. In case, Distribution licensee is itself an eligible entity under REC Regulations, then Distribution licensee shall submit the application to Central Agency for issuance of RECs within three months from the date of obtaining the certification as per CERC REC Regulations from the concerned State Electricity Regulatory Commission.

4.4. Central Agency

- a. Central Agency shall comply with the directions issued by the Central Electricity Regulatory Commission from time to time.

-
- b. Central Agency shall verify the claim made by the Eligible Entity in its application with the energy injection report submitted by the concerned SLDC.
 - c. Central Agency shall not issue RECs during the trading session at the Power Exchange.

4.5. Compliance Auditors

- a. Compliance Auditors shall comply with the duties and obligations specified by the CERC.
- b. Upon undertaking detailed investigation/audit, Compliance Auditors shall submit the report on revocation of Registration of the Eligible Entity, if necessary, to the Central Agency/Central Commission.

5. INFORMATION REQUIREMENT - APPLICATION FORM & CONTENT

- 5.1.** For the purpose of issuance of renewable energy certificates, the Central Agency shall take into account following information:
- a. Renewable EIR submitted by the concerned SLDC/ Recommendation of SERC for issuance of RECs.
 - b. The Registration Number issued by Central Agency to the Eligible Entity, to be submitted by the eligible entity along with the application, describing validity of 'Registration'.
 - c. Details of Fee and Charges
 - d. Compliance Auditor report, if any.
 - e. Commissioning Certificate shall be submitted to the concerned state agency within one month from the date of issuance of RECs, in case commissioning Certificate was not submitted to the State Agency at the time of the Accreditation of the project.
 - f. Complete Application as per para 3.1 of this procedure.

6. REPORTING REQUIREMENT: FORMAT FOR RE CERTIFICATE

- 6.1.** The Central Agency shall issue the electronic renewable energy certificates to the Eligible Entity in the format as elaborated in the FORMAT 3.2.

7. TIMELINES

- 7.1.** The RE Generator as an Eligible Entity shall apply for issuance of renewable energy certificates within six (6) months from the month in which renewable energy was generated and injected into the electricity grid. Thereafter, the eligible entity shall not be eligible to apply for issuance of RECs against the said generation. However, the eligible entity shall apply for issuance of RECs for the complete month in sequential manner.

For example, in the month of July, the applicant may apply for issuance of RECs for the months of January, February, March, April, May and June of that

calendar year. Further in the month of July, the eligible entity shall also ensure that while submitting the physical application along with the complete documents for issuance of RECs corresponding to generation in the month of January, the application should reach to Central Agency latest by 31st July for considering the application. Thereafter, application for injection corresponding to January shall not be considered.

However, since the monthly injection report for January would not be available with the Central Agency before month end, application for issuance of RECs against energy injected during January can be made on 10th, 20th and last day in the subsequent six months. However, the eligible entity shall ensure that it should apply first for January before applying for February.

- 7.2. The distribution licensee as an eligible entity shall apply to the Central Agency for Certificates within three months from the date of obtaining the renewable energy procurement certificate from the concerned SERC as per the provisions of the clause 7(1) of the REC Regulations.
- 7.3. The application for issuance of Renewable Energy Certificates may be made on 10th, 20th and last day of the month.
- 7.4. The Central Agency shall issue the renewable energy certificates to the Eligible Entities within fifteen (15) working days from the date of physical receipt of 'application for issuance' made by the Eligible Entity along with requisite information complete in all respect.
- 7.5. The Central Agency shall inform the applicant with regard to the incompleteness of the application within 6 working days.
- 7.6. The Eligible Entity shall furnish the additional information or respond to clarification as sought by the Central Agency within 6 working days so as to enable Central Agency to issue certificates in timely manner.
- 7.7. In case the Eligible Entity fails to furnish the information requested within the stipulated time frame, the Central Agency may abandon the process of issuance of RECs to the Eligible Entity and retain the Processing Fees paid for application for issuance. However, the Eligible Entity may re-apply as a fresh application for the issuance of RECs.

8. FEES AND CHARGES

- 8.1. The fees and charges¹ towards issuance of RECs shall be as mentioned below:
 - a. Issuance Fees per certificate: Rs. _____/- shall be payable at the time of submitting application for issuance of RECs to Central Agency.
 - b. All fees and charges plus applicable service tax shall be payable by way of through Electronic Clearing System/online payment facility as

¹ As notified by the Central Electricity Regulatory Commission from time to time

specified by Central Agency and transaction charges shall be borne by eligible entity.

- 8.2. In case of difference between the number of RECs requested by eligible entity and the number of RECs issued by Central agency on account of variation with SLDC Report, then any difference from the amount paid at the time of submitting application shall be settled at the end of the financial year. Therefore, due care may be taken during the submission of online application for issuance of RECs. Further, payments against Issuance charges under REC Mechanism shall be made through the account of eligible entity or through their authorised signatory / authorised party.
- 8.3. The payment of Fee for the issuance of RECs shall be deposited in the account of Central Agency. Any extra payment made by the concerned eligible entity shall not be considered for issuance of RECs for the following months; however, the refund of such payment shall be done as per the details provided by the eligible entity. The claim for the refund should include the transaction details, amount of refund etc. on the letter head of the company and the letter should be signed by authorised signatory. Further, the fee for the issuance of REC(s) shall be paid for each month separately and shall not be clubbed with another month. Further, the set of documents for the Issuance of REC(s) for a particular month shall be submitted to the Central Agency within 15 days from the date of payment of fee deposited in the account of Central Agency.
- 8.4. The eligible entity shall submit the TDS certificates to the Central Agency along with the updation of details on REC web site within 1(one) month from the date of closure of each quarter. In case of default in submission of the TDS and / or updation of information in prescribed format, the issuance of RECs to such eligible entities shall be put on hold till the submission/updation of details.

9. EVENT OF DEFAULT AND CONSEQUENCES THEREOF

- 9.1. It will be the responsibility of the State Agency/Central Agency to ensure that the Renewable Energy Generator or distribution licensee, as the case may be, accredited/registered under the REC Scheme, is abiding with the directions given to it from time to time.
- 9.2. Necessary penal actions or measures may be initiated by State Agency/Central Agency for revocation of accreditation/registration in such cases through separate process.
- 9.3. In case Eligible entity has obtained accreditation and registration on the basis of false information or by suppressing material information and the

accreditation of such entity is revoked at a later date, the Certificates already issued to such entity but not redeemed shall stand revoked from the date of issue of such Certificates and in respect of Certificates already redeemed, such entity shall deposit the amount realized from sale of such Certificates along with the interest with the Central Agency at the rate of two (2) percent in excess of the applicable State Bank of India Base rate per annum.

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 3.1

On letter head of SLDC

APPLICATION FOR ISSUANCE OF RENEWABLE ENERGY CERTIFICATE

Section A: Energy Injection Report

Energy Injection Report No. _____ *Date of Energy Injection Report* _____

Registration Number of the Applicant	
Name of the Applicant	
Energy Injection Period* (Month ¹ & Year)	
Name of the concerned Licensee	
A. Total Quantity of Energy Injection and/or deemed injection (MWh) during the Month ¹	
B. Quantum of Energy sold at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission during the month ¹	
C. Quantum of Energy eligible for issuance of RECs [(A - B)]	

¹month means entire month i.e. from first day to last day of the concerned month.

Unconditional Certified Energy injection Report by SLDC shall be communicated to Central Agency

Date:

(Sign and Seal)

Name of the Signatory Authority:

*If RE Generating Station, has no separate metering, but has part generation tied up at a tariff determined under section 62 or adopted under section 63 of the Act by the Appropriate Commission & remaining generation under REC Mechanism then the entire RE generation shall be treated on pro-rata basis.

FORMAT- 3.1.1

**On the letter head of State Electricity Regulatory Commission
Recommendation by State Electricity Regulatory Commission for issuance of
RECs for Financial Year.....**

Name of Distribution Licensee:

It is hereby certified that:

1. Distribution Company has procured renewable energy, in the previous financial year, at a tariff determined under Section 62 or adopted under Section 63 of the Act, in excess of the renewable purchase obligation as may be specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever is higher.
2. The renewable purchase obligation as specified for a year by the State Electricity Regulatory Commission is not lower than that for the previous financial year.
3. Any shortfall in procurement against the non-solar or solar power procurement obligation set by the Appropriate Commission in the previous three years, including the shortfall waived or carried forward by the said Commission, has been adjusted first and only the remaining additional procurement beyond the threshold renewable purchase obligation-being that specified by the Appropriate Commission or in the National Action Plan on Climate Change or in the Tariff Policy, whichever higher - has been considered for issuance of RECs to the distribution licensees.
4. The Distribution Licensee is eligible for Solar RECs or Non-Solar RECs, as the case may be, as per the following details:

S. No.	Year	RPO as specified by SERC/ NAPCC/ Tariff Policy whichever is higher (in % of total energy consumed) – Please tick whichever is applicable (A)		Total Consumption (in MWh) (B)			RPO in MWh (C=B*A/100)			RE Energy Procured in the previous financial year (D)		Shortfall in procurement against the RPO set by SERC in previous three years including the shortfall waived or carried forward by SERC in MWh, if applicable-then mention the year wise details by adding the separate row for each year (E)		Surplus in MWh (F=D-C-E)	
		Solar	Non-Solar	Solar	Non-Solar	Total	Solar	Non-Solar	Total	Solar	Non-Solar	Solar	Non-Solar	Solar	Non-Solar

Issue Date

Signature and Seal of the Authorized
Signatory of the (name of the State) Electricity Regulatory Commission

Section B: Registration Certificate

CERTIFICATE OF REGISTRATION (To ascertain validity for RE projects)

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)

CERTIFICATE OF REGISTRATION (To ascertain validity for Distribution Licensee)

This is to certify that _____ (*Name of the Applicant*) has been registered with Central Agency as 'Eligible Entity' 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)

Section C: Details of Fee& Charges

Name of the Bank:

Bank /ECS Reference Number/transaction no.:

Date of Transaction:

Amount Paid:

TDS Details:

Section D: Compliance Auditor Report (if applicable)

This is to certify that _____ (*Name and Registration Number of the Applicant, if applicable*) having its RE generating station at _____ (*Location, Address*) with Capacity ___MW, utilising _____ (*Name of the RE Resource*) is Complying/Not Complying with its duties and obligation as specified by the Central Electricity Regulatory Commission (Terms and Conditions for Recognition and Issuance of Renewable Energy Certificate for Renewable Energy Generation) Regulations, 2010 And its amendments thereof.

(This section is applicable in case the Eligible Entity is not complying with the Regulations)

The Applicant was found not to be eligible to receive Renewable Energy Certificates on following grounds,

1. The Applicant has made wilful and prolonged default in activities required to be carried out by it as per CERC REC Regulations.
2. The Applicant has not complied with following term/condition_____ (please specify condition) of accreditation or registration.
3. The Applicant is using excess fossil fuel than permissible as per Regulations.
4. The Applicant has submitted false information to avail Accreditation/Registration.
5. The Applicant has failed to make deposit or furnish the security or pay fees or other charges, as required by its accreditation or registration.
6. Any other reason, as specified below:_____

Date:

(Sign and Seal)

Name of the Compliance Auditor:

FORMAT 3.2

RENEWABLE ENERGY CERTIFICATE (SAMPLE)

This certifies the issuance of One Renewable Energy Certificate
to _____ (*Name of the Eligible Entity*)

Representing One MWh Green Power Generated from _____ (*Location of the Plant*)

Certificate Number (MH0-NS-APMXS-001-C-DDMMYY-NNNNNNNN)



(National Load Despatch Centre)

Date of Issue : _____

Expiration Date: _____

Authorised Signatory of the Central Agency
National Load Despatch Centre, B -9, Qutab
Institutional Area, Katwaria Sarai New Delhi -110016

This is a computer generated Certificate and needs no signature.

PROCEDURE FOR REDEMPTION OF RENEWABLE ENERGY CERTIFICATE

1. INTRODUCTION

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 and its amendments thereof, (hereinafter referred to as “**the CERC REC Regulations**”). This procedure shall be called ‘*Procedure for Redemption of Renewable Energy Certificates*’.

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 the Eligible Entity that chooses to place the RECs for dealing in any of the Power Exchanges as the Certificate holder may consider appropriate and the eligible entity that chooses for self-retention of RECs through State Agencies.

2.2. This procedure shall be followed by the State Agencies, Central Agency, eligible entity and Power Exchange(s) while facilitating redemption of the renewable energy certificates.

3. STEP-WISE DESCRIPTION OF THE PROCEDURE

The basic procedure for redemption of renewable energy certificate(s) shall include following steps:

- 3.1. STEP 1:** The Eligible Entity shall place for dealing of renewable energy certificates, both 'Solar' and 'Non-Solar' Certificates, on any Power Exchange authorised to deal in renewable energy certificates as per CERC Regulation & amendment thereof. The total quantity of Certificates ('Solar' and 'Non-Solar' separately) placed for dealing on the Power Exchange(s) by the eligible entity shall be less than or equal to the total quantity of valid Certificates held by the eligible entity as per the records of the Central Agency. The renewable energy certificates shall be dealt in the Power Exchange within the price band as specified by CERC from time to time.
- 3.2. STEP 2:** During the time the bidding window opens in the Power Exchange(s), the eligible entities shall place their offers and the buyers¹ shall place their bids through the trading platform of the respective Power Exchange.
- 3.3. STEP 3:** On closure of the trading window, the Power Exchange(s) shall send the maximum bid volumes for each of the eligible entity, which has placed offers on that Power Exchange, to the Central Agency for verification of the quantity of valid RECs available with the concerned eligible entity for dealing on the Power Exchange(s).
- 3.4. STEP 4:** The Central Agency shall check the combined maximum bid volume in the Power Exchange(s) for each eligible entity against the quantity of valid RECs for that entity for both 'Solar' and 'Non-Solar' Certificates. The Central Agency shall send a report to Power Exchange(s) confirming the availability of the valid RECs with the eligible entity. In case the combined maximum bid volume placed for dealing in the Power Exchange(s) exceeds the quantity of valid RECs held by the eligible entity as per the records of the Central Agency, then, the Central Agency shall advise the Power Exchange(s) to exclude such bid(s) while working out the Market Clearing Price and the Market Clearing Volume.
- 3.5. STEP 5:** The Power Exchange(s) shall work out the Market Clearing Price and the Market Clearing Volume taking into account the advice received

¹ Buyers mean Obligated Entities as well as Voluntary buyers.

from the Central Agency and send the final cleared trades to the Central Agency for extinguishing of the RECs sold in the records of the Central Agency. The certificates will be extinguished by the Central Agency in the 'First-in-First-out' order.

4. FUNCTIONS, ROLES AND RESPONSIBILITIES OF ENTITIES INVOLVED

The roles and responsibilities of the entities involved are elaborated in the following paragraphs:

4.1. Eligible Entity

- a. Eligible Entity shall comply with the duties and obligations specified by the Central Agency.
- b. Eligible Entity shall follow directions given by the Appropriate Commission from time to time.
- c. Eligible Entity shall place for dealing of renewable energy certificates to Power Exchange(s) & State Agency(ies) in timely manner.

4.2. Power Exchange

- a. Power Exchange(s) shall accept RE certificates for dealing on Power Exchange.
- b. Power Exchange(s) shall issue Rules & Byelaws for dealing of RECs on Power Exchange subject to due approval from CERC.
- c. Power Exchange(s) shall propose mechanism for price discovery for RECs on Power Exchange and seek approval of CERC for the same.
- d. Power Exchange(s) shall collect proceeds from the sale of certificates, if and as directed by CERC, for the purpose of capacity building of State Agency, and transfer to the CERC or any such agency as may be directed by the CERC.
- e. Power Exchange(s) shall issue 'Certificate for purchase' of REC to the buyers.
- f. Power Exchange(s) shall place request to Central Agency for Buyer Code giving details of the buyers to be registered. Request for Buyer Code shall be placed to Central Agency latest by 10:00 hrs of one working day prior

to REC trading day. Power Exchange(s) has to ensure correctness of the information, if a Buyer is already registered with other Power Exchange.

- g. Power Exchanges(s) shall place request to Central Agency for Seller Code giving Registration Number and Name of the entity to be registered. Request for Seller Code shall be placed to Central Agency latest by 10:00 hrs of one working day prior to trading day.
- h. Power Exchanges(s) shall inform the concerned RE Generator who is/ are intimated to Power Exchanges by Central Agency as defaulter (i.e. combined maximum bid volume placed for dealing in the Power Exchange(s) exceeds the quantity of valid RECs held by the eligible entity as per the records of the Central Agency) in writing with a copy to Central Agency.

4.3. Central Agency

- a. Central Agency shall formulate protocol for sharing of information related to renewable energy certificate transactions in 'electronic form' with Power Exchange(s) & State Agency(ies).
- b. Central Agency shall maintain records and settlement accounts with respect to renewable energy certificate transactions based on information received from Power Exchange(s).
- c. Central Agency shall maintain record of REC issuance, retained and sale for each registered Eligible Entity.
- d. Central Agency shall act as a depository for transactions of RE certificates.
- e. Central Agency shall issue Buyer Code and Seller Code to Power Exchanges based on information submitted by the Power Exchanges.
- f. In case of any deviation, Central Agency in consultation with Power Exchange(s) may formulate the timelines for exchange of information between Central Agency and Power Exchange(s).

4.4. State Agency

- a. State Agency(ies) shall accept application for self-retention of RECs.
- b. State Agency(ies) shall issue 'Certificate for purchase' of RECs to the buyers.

5. Self Retention of RECs

- 5.1. STEP 1: The Eligible Entity interested in retaining their Renewable Energy Certificates may apply to the host State Agency, where the eligible entity is located.
- 5.2. STEP 2: The eligible entities may apply online from 1st to 5th of every month and mention the quantity of RECs for which they want to retain and the name of their plant and the State for which the eligible entity wants to retain RECs. Subsequently, the eligible entity is required to submit the hard copy of the application signed and stamped to the host State Agency in such a way so that it shall reach the office of state host agency latest by 12th of every month.
- 5.3. STEP 3: The host State Agency shall check the proposed volume for each eligible entity against the quantity of valid RECs for that entity for both 'Solar' and 'Non-Solar' Certificates by 18th of the every month.
- 5.4. STEP 4: In case the retained volume placed exceeds the quantity of valid RECs held by the eligible entity as per the records of the REC Registry, then, the State Agency shall limit the RECs that can be retained by the eligible entity to the number of valid RECs as per the records of REC Registry.
- 5.5. STEP 5: The State Agency shall send the final list of certificates to be retained for eligible entities to the Central Agency for extinguishing of the RECs. The certificates will be extinguished by the Central Agency in the 'First-in-First-out' order by 22nd of the every month.
- 5.6. STEP 5: The State Agency shall issue the purchase certificate to the eligible entities.

6. INTERFACING AND INFORMATION EXCHANGE

- 6.1. Various activities outlined under this Procedure shall be undertaken on 'Electronic Form' to the extent feasible. Central Agency shall devise appropriate information sharing protocol for sharing/exchange of information with State Agency, Power Exchange(s), Eligible Entities, as may be necessary for implementation of this Procedure. Data exchange between

the Central Agency and the Power Exchange(s) would be electronic and the information would be exchanged using suitable coding methodology to be evolved by Central Agency for both buyers & sellers. The software used in the Central Agency and the Power Exchanges would ensure generation and preservation of electronic trail of all transactions.

- 6.2. Power Exchange(s) will issue a Certificate of purchase of REC except in case of self retention of RECs wherein Certificate of purchase shall be issued by respective State Agency.

7. TIMELINES

- 7.1. For the purpose of dealing of RECs on Exchanges, Power Exchanges shall consider all RE certificates issued by Central Agency and valid as notified by CERC from time to time.

- 7.2. In accordance with the Rules/Byelaws of Power exchange approved by the CERC, monthly trading of RECs shall be undertaken for discovery of Price on Power Exchange(s). All valid and eligible offers for RECs received for dealing on Power Exchange shall be considered for trading to be carried out on the last Wednesday of every month. In the event of a bank holiday on the last Wednesday of any month, trading shall take place on the next bank working day. If there are other exigencies warranting change in the day for trading, the Central Agency can make such change as considered necessary under intimation to all concerned. The bidding window would open simultaneously on all the Power Exchange(s) designated for dealing in the RECs by CERC from 13:00 Hrs to 15:00 Hrs on the day of trading.

- 7.3. The Power Exchange(s) shall intimate the details of maximum offer placed for dealing by each eligible entity to the Central Agency by 15:30 Hrs on the day of auction.

- 7.4. The Central Agency shall check the combined maximum bid volume in the Power Exchange(s) for each eligible entity against the quantity of valid RECs for that entity for both 'Solar' and 'Non-Solar' Certificates. The Central Agency shall send a report to Power Exchange(s) confirming the availability of the valid RECs with the eligible entity by 16:00 Hrs.

7.5. The Power Exchange(s) shall work out the Market Clearing Price and the Market Clearing Volume taking into account the advice received from the Central Agency and send the final cleared trades to the Central Agency for extinguishing of the RECs sold in the records of the Central Agency by 17:00 Hrs.

7.6. The Central Agency shall issue a report indicating the extinguishing of the RECs held in its records based on the final trades cleared on the Power Exchange(s) by 18:00 Hrs.

8. FEES AND CHARGES

8.1. The fees and charges towards transaction of RE certificate on the Power Exchange to be collected by Power Exchange(s).

8.2. All fees and charges shall be payable by way of ECS drawn in favour of _____(Name of Power Exchange), payable at _____(their respective address).

9. EVENT OF DEFAULT AND CONSEQUENCES THEREOF

9.1. An event of default would deem to have occurred if the combined maximum bid volume placed for dealing in the Power Exchange(s) exceeds the quantity of valid RECs held by the eligible entity as per the records of the Central Agency.

9.2. In case a default by an eligible entity occurs, then, the Central Agency shall advise the Power Exchange(s) to exclude such bid(s) while working out the Market Clearing Price and the Market Clearing Volume in the current auction. Further, the list of the defaulting eligible entities would be made available on the website of the Central Agency.

9.3. In case of three defaults in a financial year, the matter would be reported by the Central Agency to the CERC, which may take further action, as deemed fit.

9.4. Further, persistent occurrence of event of default as above, shall result into debarring of such Eligible Entity from further participating in REC mechanism and its registration with Central Agency may be revoked.

9.5. Buyers purchasing RECs through the Exchange's trading system may be required to place Margins equivalent in value to the full amount of purchase including other fees, levies and charges in the form of Cash or Cash equivalents. Eligible entities selling RECs through the Exchange's Trading system may be required to place Margins to cover the value of the required fees, levies and charges. In case of default in payment, Margins placed with the Exchange will be invoked to make good the default in payment.

10. MONITORING OF RECs PURCHASE

10.1. CERC and SERCs shall be provided login in ID for use of the REC Web application on the basis of information provided in specified format to the Central Agency.

10.2. Power Exchange(s)/State Agency(ies) shall issue a 'Certificate of purchase' having a unique purchase certificate number to each buyer as a record of RECs purchased during each REC trading session/ self-retention of RECs, as the case may be. Obligated Entities shall furnish the above 'purchase certificate' provided by the Power Exchanges to their respective SERC/State Agency/ designated agency for monitoring of REC Purchase. Each Purchase Certificate can be produced only once for establishment of record against REC purchase.

10.3. State Agencies can independently verify the records of purchase from the REC Web application through their respective logins and inform the concerned SERCs.

11. POWERS TO REMOVE DIFFICULTIES

11.1. 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.