

APPLICATION FORM

APPLICATION FOR ACCREDITATION AND REGISTRATION OF ENERGY SERVICES COMPANY (AUDITING SERVICES)

General Information

Please read the Application Guidelines before completing this form. Forward the completed Application Form and other related documents with the appropriate fee in the form of a cheque to:

Energy Services Companies (Auditing Services) Accreditation
c/o Energy Sustainability Unit, Block SDE1 #03-05, Department of Building,
School of Design and Environment National University of Singapore,
4 Architecture Drive, Singapore 117566

The cheque should be made payable to the *National University of Singapore*.

Purpose of Application *: New Application Renewal

Type of Application* : Full Provisional

1. Name of Company:

2. Type of Company *: ESCO In-house Audit Team

3. Date of Incorporation: _____

4. Contact Details

a. Business address:

b. Telephone No: _____

c. Fax No: _____

d. Email Address: _____

e. Website (if any): _____

5. Contact for further information:

Management: _____

Tel: _____

Technical : _____

Tel: _____

[* Tick the appropriate box]

6. Level of accreditation applied for ⁺: Level II Level III

7. Accreditation for Facility Type ⁺ :

General Building Industrial System/Others

For System/Others , please give details:_____

[⁺ Applicant may tick either or both boxes where applicable]

Other information

Complete the Key Qualified Person Information Form as indicated in Annex 3 of the Application Guidelines.

Previous Energy Auditing Services Projects Form as indicated in Annex 4 of the Application Guidelines.

List of Equipment and Instruments Form as indicated in Annex 5 of the Application Guidelines.

Written information as indicated in Annex 6 of the Application Guidelines.

Declaration

1 I, the undersigned, hereby apply for the registration as an Accredited Energy Services Company (Auditing Services) with ESU and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/declarations are true and correct.

2 I hereby authorized the ESU to make direct enquiries and references to any person, firm, public officer or organization named in the application to verify the information submitted herein or relating to the competence and general reputation of my organization.

3 I will make my representative or myself available to be interviewed as and when required by ESU at a time agreed by both parties with respect to my application for accreditation.

4 I have clearly indicated that all information rendered is to be treated in the strictest confidence.

5 I further agree that in the event that my organisation is found to be in breach of any code of conduct/practice, the ESU reserves the right to either suspend or withdraw my accreditation from the Register for a period determined by the ESU.

_____ Signature of Authorized Person	_____ Authorized Person's Full Name
_____ Designation	_____ Name of Company and Stamp
_____ Date	
_____ Signature of Witness	_____ Witness' Full Name
_____ Designation	_____ Name of Company and Stamp
_____ Date	

FOR OFFICAL USE	
Remarks:	
Recommendation : Approved/Not Approved Type of Accreditation: Provisional/Full Level : Level II <input type="checkbox"/> Level III <input type="checkbox"/> Category : General: <input type="checkbox"/> Building: <input type="checkbox"/> Industry: <input type="checkbox"/> System/Others: <input type="checkbox"/> Specify : _____ Accreditation Period : _____ to _____ Date of Approval: _____	
Cheque No:	Date Received:
Amount (\$\$):	Received by:

KEY QUALIFIED PERSON INFORMATION FORM

The Applicant shall indicate the qualification of key person who will be responsible for a number or all the energy auditing projects for the Applicant.

The Applicant may submit information on any number of their key person they deemed necessary. Additional pages of this form may be prepared and submitted for evaluation if required.

Applicant shall note that certified true copy of the following documents are to be submitted with the Application (to provide translation if not in English) :

- Academic and other relevant certificates
- Professional membership/technical associations certificates
- 3 Client's reference letter from the list of completed projects (implemented) as indicated in your application.

The client's references should include information such as the actual savings achieved, payback period and whether they are satisfied with the services rendered by the KQP etc.

The references should be printed with the client's company letterhead and signed by the client's authorized person.

Note:

Each work/project should not be listed by more than one KQP from the same Applicant.

1. Name: _____

2. Age: _____

3. Nationality: _____

4. NRIC/EP No: _____

5. Designation: _____

6. Academic Qualification:

1. _____

2. _____

7. Other specific qualification on energy related subjects (If any)

8. Membership of Professional and/or Technical Associations

1. _____

2. _____

10. Previous and Current Project Works

Project Period From/Till	Project Title/Location	Name of Client/Address/Contact Info	Level of Audit	Scope of Works	Status of Project

Note:

For Items 9 and 10, Applicant may provide detailed information on separate sheets if the space provided is not adequate.

LIST OF ENERGY AUDITING PROJECTS COMPLETED BY THE APPLICANT

	Project Title/KQP Assigned	Name of Client/Address/ Contact Info	Project Cost \$\$	Type/Level of Audit	Outcome/Follow-up/ Saving Achieved (against guaranteed saving)	Documents/Report/ Attachment
1						
2						
3						
4						
5						
6						
7						

Note:
 Additional sheets may be attached if the space given is not adequate to insert the required data. The submitted form must have the essential information similar to the above form.

LIST OF EQUIPMENT AND INSTRUMENTS

Item No.	Description of Equipment	Model/Brand	Type	Accuracy	Year Purchased	Country of Origin	Status of Calibration (Year last Calibrated)	Documents/ Attachment
<i>(e.g.) 1.</i>	<i>Ultrasonic Flowmeter</i>	<i>ADM6725/EESIFLO</i>	<i>Portable, Clamp On, 2 Channel</i>	<i>± 5%</i>	<i>1999</i>	<i>UK</i>	<i>2003</i>	<i>Equipment Manual</i>

Note:

Additional sheets may be attached if the space given is not adequate to insert the required data. The submitted form must have the essential information similar to the above form.