

ONLINE EMPANELMENT OF AGENCIES Help Document

This time there is no user id and password is required to register the agencies instead one can register through OTP (One Time Password) generated by the SPIN. Please read the step by step procedure before procedure.

Read the guide lines

Read Help

General

- **Read the guidelines and help document**
- **Remember Mobile / Email till your agency got approved**
- **Do not use special characters in name or address fields**
- **Do not use Ms. or M/s before the name or address ie. Please do not prefix salutation / title**

If you are not an intended user for this application please do not proceed as unauthorised use of the SPIN will be punishable.

Proceed YES/ NO



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Agency Registration

Agency Type* :

Agency Name* : [?]

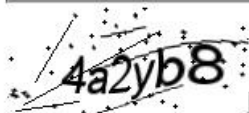
PAN Number of Agency* :

Send OTP

OTP option : Mobile Email

Mobile :

Enter Mobile OTP :



Agency Name: Enter the full agency name as it is registered. Please do not use M/s before the name. Try to avoid special characters in the name

PAN (Permanent Account Number): Enter the 10 digit PAN

If the name or PAN exists then it is assumed the entry is there in the SPIN and in that case you have to use the edit option. Here also you can opt OTP in either mobile or an email. Based on your option OTP will be send. Once you get the OTP you may enter the OTP and images as displayed. It may be noted that this OTP will be valid only for the next one hour.(60 minutes).

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Agency Registration for Empanelment

1 Application Form >> 2 [Upload Documents](#) >> 3 Final Submission to MNRE

General Info			
Agency Type :	Channel Partner		
Name of the Agency* :	<input type="text"/>		
Agency Contact Info			
Name of Owner / Proprietor / Director* : (for officially contact)	<input type="text"/>	Public Contact Name :	<input type="text"/>
Registered Address of the organization* :	<input type="text"/>		
State* :	HARYANA ▾	District* :	Select District ▾
Email* : (This email will be used for official communication.)	<input type="text" value="you@domain.com"/>	Public Email :	<input type="text" value="you@domain.com"/>
Mobile* : (for officially contact)	<input type="text"/>	Public Contact Mobile No. :	<input type="text"/>
Landline phone :	STD code <input type="text"/> - <input type="text"/>	Fax :	STD code <input type="text"/> - <input type="text"/>
Agency Rating Info			
Rating Agency* :	Select Rating Agency ▾	Solar Power(SP) Rating Received* :	Select Rating ▾
Date of Issue of Solar Power Rating* :	<input type="text" value="dd-mm-YYYY"/>	Rating Valid upto* :	<input type="text" value="dd-mm-YYYY"/>
Agency Classification Info			
Category of Agency* :	Select Category of Agency ▾		
Agency Registration Info			
PAN No.* :	JKLEL3490D		
State of Registration :	Select State ▾		
Registration No.* :	<input type="text"/>		
Select any one Tax type ▾* :	TIN / VAT / GST / CST No. <input type="text"/>		
Services			
<input type="checkbox"/> Renewable Energy Service Providing Companies (RESCOs)	<input type="checkbox"/> System Integrators	<input type="checkbox"/> Solar Project Developers	<input type="checkbox"/> Govt. Department/PSU
<input type="checkbox"/> Startup firm or New Entrepreneurs	<input type="checkbox"/> Reputed NGOs of national level	<input type="checkbox"/> Manufactures of major component of the Solar Plants	<input type="checkbox"/> Solar Rooftop Ambassador



Image Value

[Save & Next](#)

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New Application

Agency Contact Info

All the information should be entered correctly. Name and Mobile number of the authorized person should be entered. Please note that you cannot change this name and mobile until your agency got approved from MNRE. So make sure to enter the details of the authorised person who will not resign till the company is approved. MNRE will not entertain of any change in this before it got approved.

Agency Details

- Name of the Owner /Proprietor / Director: Will be contact point from MNRE
- Pubic Contact Name: For the public
- Registered Address of the Agency
- State
- District
- Email
- Public Contact Email
- Mobile
- Public Contact Mobile
- Land Phone
- Fax

Agency Rating Information

- Select the rating Agency
- Solar Power Rating Received
- Date of issue of rating
- Validity up to of rating

Agency Classification:

Select your type of agency from the drop down

- Agency registered in Companies Act in respective state
- Limited Liability Partnerships (LLPs) under Companies Act 2013
- Partnership firm registered (under partnership Act. 1932)
- Companies Registered as MSME or SSI
- Reputed National Level NGO working in the field of renewable energy registered under society Act. 1860. Or Repective State Society Act
- Agencies registered under Indian Trust Act 1882 or Indian Trust (Amendment) Act 2015
- Proprietorship Firms (Registered with state or central government)

Agency Registration

State where company is registered:

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The registration number according the classification of company registered (&&)
If it is proprietorship firm then Aadhaar number of the proprietor to be entered.

TIN/VAT/CST/GST:

Services: Click the services provided by you

Renewable Energy Service Providing Company (RESCO), System Integrators, Start-up firm or New Entrepreneur, Reputed NGOs National Level, Solar Project Developers, Govt. Dept. / PSU, Manufactures of major components of the solar plants, Solar Rooftop Ambassador

After filling it carefully click SAVE & Next

Next is to upload the Rating Reports – full reports

Upload Documents of Agency Registration for Empanelment

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Agency Name : cp fifth
Files Upload

- [Upload Documents Guidelines](#)
- Re-upload file will update old uploaded file.

Document Name	File Status
Rating Report * : (File Format accepts only : pdf And Maximum Size : 10Mb) <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	Uploaded View Uploaded File

This is to certify that all informations entered by me are true and correct to the best of my knowledge.



Image Value

[<< Back to Application Form](#)

Before uploading you have to go to the email and click on the link received from SPIN for verifying your email. If you collected the OTP through email then you need not verify the email again.

The file to be uploaded in pdf format. The maximum allowed size for entire report is 10MB. If you found that SPIN is showing errors while uploading you must check the type of file and size of the file. After scanning if you found that the extension of the scanned document is PDF (Upper Case) then if it gives some

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error while uploading, then you have to rename the file XX.pdf and upload or scan it in a different scanner. Please make sure all this and then if necessary only you need to call for help to MNRE.

If you upload the file second time then the existing file will be re write and there will not be any issue.

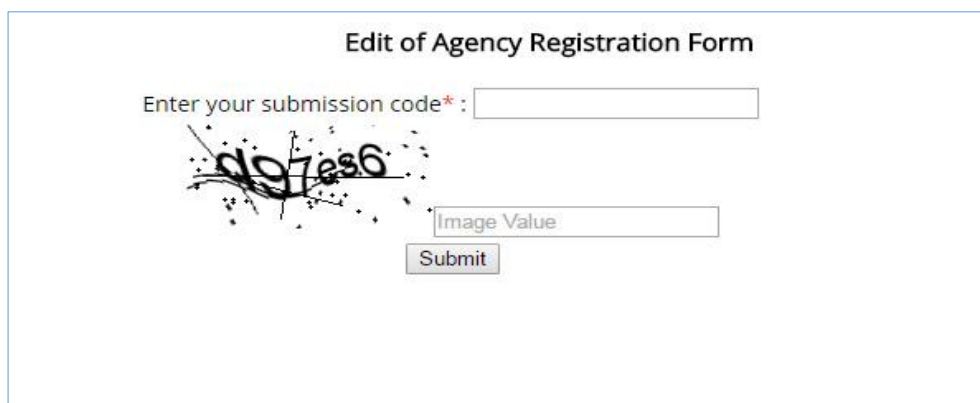
After uploading also you can go back to the application form and correct any entries if you wish.

Once you clicked the final submission then you cannot do any correction or modification. So make sure that you have completed the entry correctly and click final submission. Please note that you have to enter the CAPTCHA image correctly wherever it is asked

Correct entry will save time of you and us. So before start to fill the form, first read the help document and then start to submit the form. ***It may be noted that you can resubmit this form if you enter wrongly, only in the next quarter.***

Once everything is completed you will get a message in your mobile. You may relax and will get further intimation once your application is processed in MNRE. Similarly you can also know the status of your registration from the site www.solarrooftop.gov.in. No need to call MNRE for enquiring the status.

II Already applied but not approved from MNRE



Here you have to select the edit option and proceed. You need the submission code for proceeding further. If you forget the submission code then go to the link **forget submission code**.

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Forget Registration Submission Code

Enter PAN of registered Agency* :



Enter your **PAN** then submission code will get in the registered email and mobile. Once you succeeded then whatever you entered previously will be displayed in the new form and you can do the necessary correction if any required. After that proceed to the next page SAVE & Next. Upload document as mentioned above.

The file to be uploaded in PDF format. The maximum allowed size for entire report is 10MB. If you found that SPIN is showing errors while uploading you must check the type of file and size of the file. Also some cases, old scanners, the extension of the pdf file is created as .PDF and we found that this file could create problem while uploading. So better to scan in another scanner and upload. Please make sure all this and then if necessary only you need to call for help to MNRE.

If you upload the file second time then the existing file will be re write and there will not be any issue.

After uploading also you can go back to the application form and correct any entries if you wish.

Once you clicked the final submission then you cannot do any correction or modification. So make sure that you have complete the entry correctly and click final submission. Please note that you have to enter the CAPTCHA image correctly wherever it is asked

Correct entry will save time of you and us. So before start to fill the form, first read the help document and then start to submit the form. ***It may be noted that you can resubmit this form if you enter wrongly only in the next quarter***

Once everything is completed you will get a message in your mobile. You may relax and will get further intimation once your application is processed in MNRE. Similarly you can also know the status of your registration from the site www.solarrooftop.gov.in > Agencies Empanelment Status. No need to call MNRE for enquiring the status.

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III Govt. Agencies

Government Agency Registration for Empanelment

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General Info

Agency Type : Government
 Name of the Agency* :

Agency Contact Info

Contact Person's Name* : Public Contact Name :
 (for official contact)
 Registered Address of the organization* :
 State* : HARYANA District* : Select district
 Email* : Public Email : you@domain.com
 (This email will be used for official communication.)
 Mobile* : Public Contact Mobile No. :
 (for official contact)
 Landline phone : STD code Fax Number : STD code

Agency Registration Info

PAN No.* : Company Registration No. / CIN / LLPIN No.* :
 Name of the Registering Authority : State of Registration : Select State
 Date of Company's Registration : dd-mm-YYYY

Experience

Experience in Solar PV (Off-Grid and Grid-Connected) :

1. Total capacity installed (kWp) : No. of projects :
 2. Total capacity under implementation (kWp) : No. of projects :

Any other Experience in the field of power :

Services

Renewable Energy Service Providing Companies (RESCOs) System Integrators Project Developers Govt. Department/PSU
 VENDORS/Suppliers of solar equipment's Reputed and relevant NGOs of national level Manufactures of any component of the Solar Plants



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The parameters in the forms are explained

Parameter	Explanation
Name of the Agency	Name of Agency will display which you have entered at the time of OTP verify
Contact Person Name	Authorized official who will deal with MNRE for all future correspondence
Public Contact Name	This is the contact person for the public. Both may be same.
Email	This is the official email and all communications from MNRE will send to this email. You cannot modify this email. Please Enter correct email otherwise you cannot get verification link in your email ID.
Public Contact Email	This is the email used for all communications from the public.
Mobile – Official	This is the mobile number of the official contact person. All SMS will be sending to this mobile from MNRE.
Mobile – Public	This is the mobile used for all communications from the public.
Address	Address of the Company
State	Select the State
District	Select the District
Website	Website of the company
Land Number	Land Number with STD code
Fax	Fax number with STD code
Name of the Registering Authority	The name of the Registering Authority where you registered your company
State Registering authority –	Here select the state where you registered your company
Date of Company's registration	Date on which company Registered
PAN	PAN will be display whatever you have entered at the time OTP verification.
Company Registration Number CIN/LLP No	If it is a company enters the registration number of the company issued by ROC. If it LLP (limited liability Partnership) enter that number.
Rating Agency	Here select the agency where you get the rating for the company
Rating received	Select the rating received for your company
Rating Received	This is the date when you get the rating or the validity of

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date	the rating starts
Experience in SPV (Off-grid and Grid-connected)	Small description (You have to upload details in a single page through upload option)
Total capacity of the project installed in kWp	Here your enter total kWp installed so far
No of projects	Total number of projects installed so far
Total capacity(kWp) under implementation	Total capacity of the project under implementation in kWp
No of projects	Number of projects under implementation
Any other experience in the field of power	Here also a briefing of other experience in power. You have to upload the details in a page through upload option
Services	Select any number from the options given

After completing the form if there is no correction Click **Save & Next.**

Upload Documents of Government Agency Registration for Empanelment

1 << [Application Form](#) 2 **Upload Documents** >> 3 [Final Submission to MNRE](#)

Agency Name : gov
Files Upload

- [Upload Documents Guidelines](#)
- Please upload files one by one
- Re-upload file will update old uploaded file.

Document Name	Upload	File Status	Verified Status by MNRE
1. Company Registration No. / CIN/ LLPIN No. * : <small>(File Format accepts only : pdf And Maximum Size : 500Kb)</small>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	---
2. PAN* : <small>(File Format accepts only : pdf And Maximum Size : 500Kb)</small>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	---

Self Certificate *

- Step 1. Download Self Certificate.
- Step 2. Print on Letter Head.
- Step 3. Sign on it and upload scan copy.

Document Name	File Status	Verified Status by MNRE
<input type="button" value="Download Self Certificate"/> <input type="button" value="Choose File"/> No file chosen <small>(File Format accepts only : pdf And Maximum Size : 500Kb)</small>	<input type="button" value="Upload"/>	---



Image Value

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Here you have to upload PAN and Company Registration Number as PDF files.

Now download the self-certification, print it in the letter head, sign it and scan and then upload in pdf form. If everything is correct, now you can click final submission. Once you click on final submission you cannot do any more correction. Please note that you have enter to the CAPTCHA image correctly wherever it is asked.

Once everything is completed you will get a message in your mobile. You may relax and will get further intimation once your application is processed in MNRE. Similarly you can also know the status of your registration from the site www.solarrooftop.gov.in > Agencies Empanelment Status. No need to call MNRE for enquiring the status.

Help Numbers

- 1. Query related to guide lines or SPV or grid connected or any other queries related to the subject you may contact 011-24360707 – 1004, 1039 or 1054**
- 2. If your query is exclusively related to the problem faced during filing the application or SPIN web site related then you may call 011-24361891 or 011-24360707- 1015. You can also email saji@nic.in**