



**MINISTRY OF UTILITY AND TELECOMMUNICATION SARAWAK
ELECTRICAL INSPECTORATE UNIT (EIU)**

**GUIDELINES ON APPLICATION FOR AUTHORISATION LETTER
TO CARRY OUT TASKS AS SOLAR PHOTOVOLTAIC (PV) DESIGNER IN SARAWAK**

1. OBJECTIVES

- 1.1 This Guidelines is issued to prescribe the requirements, eligibility criteria, and application procedure for individuals applying for an Authorisation Letter to carry out tasks as a Solar Photovoltaic (PV) Designer in Sarawak.
- 1.2 The issuance of this Authorisation Letter is intended to ensure that Solar PV system designs submitted for installation in Sarawak comply with applicable electrical safety requirements, technical standards, and regulatory provisions enforced by the Electrical Inspectorate Unit (EIU), Ministry of Utility and Telecommunication Sarawak.

2. SCOPE

- 2.1 This Guidelines shall apply to all individuals intending to undertake Solar PV system design works for projects in Sarawak, including but not limited to projects under:
 - i. Net Energy Metering (NEM); and
 - ii. Self-Consumption Scheme (SELCO), or
 - iii. other applicable solar PV projects/schemes in Sarawak

3. ELIGIBILITY REQUIREMENTS

Applicants shall satisfy all the following requirements:

3.1. Solar PV Designer Certification

Applicants must hold a valid Solar PV Designer Certificate issued by a recognised institution.

3.2. Educational Qualification

Applicants must possess a **minimum academic qualification of Diploma** from a recognised institution of higher learning in:

- Electrical Engineering; and/or
- Electronic Engineering

3.3. Proof of Employment of PV Designer

The applicant shall submit documentary evidence confirming the employment of the appointed PV Designer. For this purpose, the employer must provide any one of the following supporting documents:

- i. A valid **Employees Provident Fund (EPF)** contribution statement issued under the name of the applicant company; or
- ii. A valid **Social Security Organisation (SOCSO)** contribution statement issued under the name of the applicant company.

4. ADDITIONAL REQUIREMENTS

4.1 Project Submission

- i. Applicants are required to submit evidence of involvement in Solar PV projects submitted to Sarawak Energy Berhad, under one or more of the following schemes:
 - Net Energy Metering (NEM); and/or
 - Self-Consumption Scheme (SELCO) or other applicable Sarawak Energy programmes.
- ii. Supporting documents shall include, where applicable:
 - Project title and location;
 - Installed or proposed system capacity;
 - Proof of submission to Sarawak Energy Berhad.

5. APPLICATION PROCEDURE

5.1 Applicants shall submit a complete application to the Electrical Inspectorate Unit (EIU), comprising the following:

- i. Application letter addressed to the Director of Electricity Supply;
- ii. Copy of a valid Solar PV Designer Certificate;

- iii. Copy of academic qualification certificates;
- iv. Supporting documents for Solar PV projects submitted to Sarawak Energy Berhad; and
- v. Any other documents as may be required by the Electrical Inspectorate Unit Sarawak from time to time.

5.2 Incomplete applications shall not be considered.

6. ISSUANCE AND VALIDITY OF AUTHORISATION

6.1 Upon satisfactory assessment and approval, an Authorisation Letter shall be issued to the applicant, permitting the holder to carry out tasks as a Solar PV Designer in Sarawak.

6.2 The Authorisation Letter shall be subject to:

- i. Compliance with all applicable laws, rules, regulations, standards, and guidelines; and
- ii. Any conditions imposed by the Electrical Inspectorate Unit Sarawak.

6.3 The validity period of the Authorisation Letter shall be determined by the Electrical Inspectorate Unit.

7. SUSPENSION OR REVOCATION

7.1 The Electrical Inspectorate Unit Sarawak reserves the right to suspend or revoke the Authorisation Letter if the holder:

- i. Submits false, misleading, or inaccurate information;
- ii. Fails to comply with applicable regulatory or safety requirements; or
- iii. Engages in misconduct or negligence in relation to Solar PV design works.

8. EFFECTIVE DATE

8.1 This Circular shall come into force on **09 January 2026**.

9. TRANSITIONAL PROVISIONS

9.1 Any application submitted prior to **09 January 2026** shall be processed in accordance with the requirements in force at the time of submission.

9.2 Notwithstanding paragraph 9.1, the Electrical Inspectorate Unit may require the applicant to comply with the provisions of this Circular where it is deemed necessary in the interest of safety, regulatory compliance, or public interest.

9.3 All new applications submitted on or after 09 January 2026 shall comply fully with the provisions of this Circular.

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