



**REGISTRATION CRITERIA
FOR ENLISTING/EMPANELMENT**

AS

**ENERGY AUDITING FIRM
/ENERGY CONSERVATION SOLUTION PROVIDERS/ENERGY
SERVICES COMPANY**

REGISTRATION CRITERIA FOR ENLISTMENT/EMPANELMENT

The graphical representation of the enlistment process is provided in the enclosed flow chart-I. Upon receiving an application, ECF/NEECA will evaluate the application against the defined criteria which may include competencies such as institutional capacity, technical/financial capability, and modalities of providing performance guarantee. The applicant can be provided an option to appeal for reassessment, if the respective company can provide valid reasons/justifications for any shortcoming identified.

I. Enlistment/registration Requirements

The enlistment of firms/ESCOs providing energy auditing services is going to be differentiated according to the level of experience of firm/ESCO and the types of system expertise the company possesses. To qualify for enlistment, ESCO/Energy Auditing Firms must satisfy the following requirements:

a) Existing ESCO/Energy Auditing Firm (In operation for 3 or more years)

- Have under its full-time employment a minimum of one Key Qualified Person (KQP) to carry out and oversee energy audits and implementation of projects.
- Have undertaken a minimum of nine energy audits within the past three years; and
- Have in place relevant calibrated equipment/ instruments to carry out energy audit works.

b) Newly Formed ESCO/ Energy Auditing Firm (In operation for less than 3 years)

A newly formed Energy Auditing firm/ESCO may be provisional enlisted for a period of two year, whereupon full or energy auditing enlistment shall be sought. The requirements for provisional accreditation are:

- Have under its full-time employment a minimum of one Key Qualified Person (KQP) to carry out and oversee energy audit and implementation of projects.
- Have available relevant calibrated equipment/ instruments to carry out energy audits.

c) Key Qualified Person (KQP)

To qualify as a KQP, the applicant must satisfy the following criteria:

- **For Existing Companies:**
 - a. Engineering/management/science or relevant degree and completion of minimum nine energy audits/assessments/surveys within the last three year either detailed or technology or process specific. KQP must have at least 5 year of experience in energy sector.
- **For Newly formed Companies:**
 - a. Engineering/management/science or relevant degree and completion of minimum three energy audits/assessments/surveys within the last one year either detailed or technology or process specific. KQP must have at least 5 year of experience in energy sector.

d) Other Mandatory Requirements

- Valid registration certificate of Pakistan Engineering Council under relevant category. (Newly formed companies are exempted during provisional enlistment period)
- Must have certificate of corporation with Securities and Exchange Commission of Pakistan
- Must have NTN number /taxpayer registration certificate of FBR

- Existing Companies are required to provide audited accounts of last three years whereas newly formed companies are required to submit last one-year audited accounts.

II. **Registration and Renewal**

The enlistment/registration shall be valid for a period of one (1) year, whereupon a renewal application shall be submitted with the relevant documentation and renewal fee, otherwise the enlistment shall deem to have lapsed.

Newly formed companies will be enlisted provisionally for the period of (2) years. Upon satisfactory evaluation report from ECF/NEECA, full or energy auditing enlistment could be sought after the submission of renewal form and prescribed fee. The fee schedule for enlistment shall be;

- **Registration Fee:** Fifty Thousand Pak Rupees
- **Renewal Fee:** Twenty-Five Thousand Pak Rupees

III. **Confidentiality**

All materials and information submitted with the application will be held in strict confidence and will be used for assessment purposes only.

Registration Process Flow Chart:

