

Energy Efficiency Obligation Scheme

Guidance document for submitting Non Residential
Energy Credits (NREC) Applications

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2022

Sustainable Energy Authority of Ireland

SEAI is Ireland's national energy authority investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland's transition to a clean energy future. We work with the public, businesses, communities and the Government to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies.

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1. Introduction

Obligated Parties are required to submit their Energy Efficiency Obligation Scheme (EEOS) non-residential energy credits application documentation via the SEAI Project Evaluation Platform (PEP) Portal. This is required as part of the SEAI EEOS M&V requirement as per the Energy Efficiency Directive (EED). The works submitted should already have been subjected to the Obligated parties Quality assurance processes.

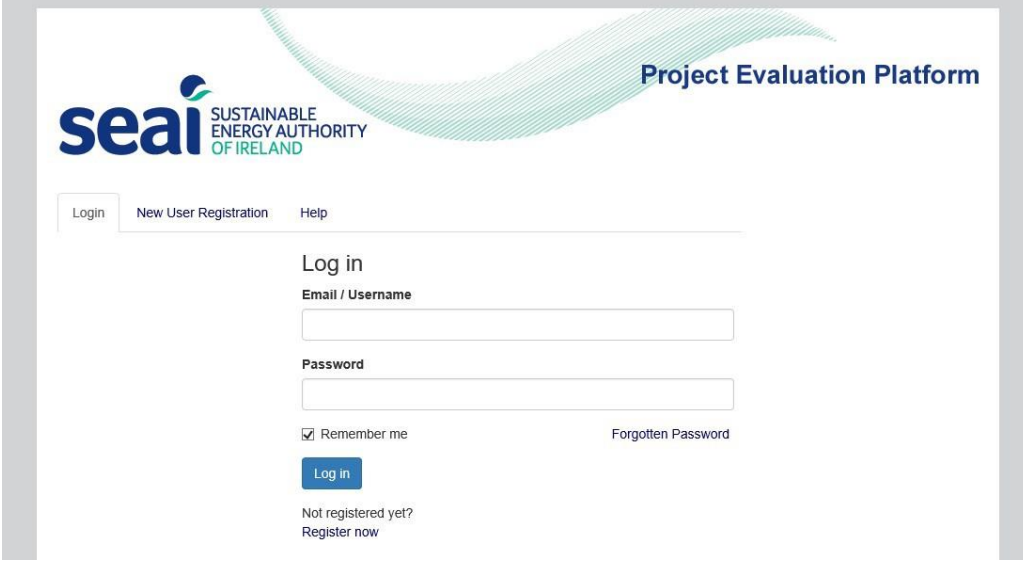

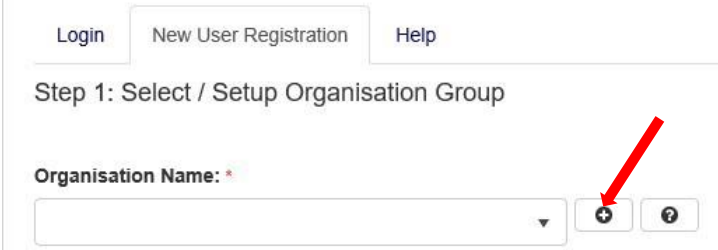
The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

In this document, please find further guidelines on how to submit your application via PEP.

The Application is completed online. *The Declaration of Client Organization and Contribution by Energy Supplier* should be completed offline and then uploaded to PEP portal along with the necessary supporting documentation (i.e. M&V Plan/Report, design specification and/or other relevant specification documents, calculation spreadsheets, engineering calculations, photos before and after the installation, invoices, site audit reports...). Please ensure declarations are uploaded in PEP as .pdf files and the engineering calculations and spreadsheets should be submitted as an Excel File.

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.sl

2. User registration

Instructions	PEP Portal Display
<p>To access the portal please go to: https://pepportal.seai.ie/</p>	
<p>First time users will need to create a login, please go to the New User Registration tab.</p>	
<p>If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the + button.</p>	

Create Organisation

The following pop-up will appear.

Complete all fields and click **Create**.

Create Organisation

Organisation Group Name

Organisation Group Address line 1 *

Organisation Group Address line 2

Organisation Group Town *

Organisation Group County

Eircode

<https://finder.eircode.ie/#/>

Once you have created your organisation you will return to the New User Registration page.

Step 1. Select your newly created Organisation Name.

Step 2. Under Selected User Type, select **Applicant**.

Login

New User Registration

Help

Step 1: Select / Setup Organisation Group

Organisation Name: *



Step 2: Selected User Type

User Type: *



Step 3. Complete new user information.

Step: 3 New User

First Name: *

Last Name: *

Email: *

Contact No.: *

Address line 1: *

Address line 2:

Town: *

County *

Eircode *

<https://finder.eircode.ie/#/>

Username: *

Password *

Confirm Password *

Register

Create a username and password.

Please remember these details, as you will need your username and password for future access to your PEP account.

Click **Register**.

You will receive the following message:

[Login](#) [New User Registration](#) [Help](#)

Success! Thanks for filling out our form!

[Login](#) [New User Registration](#) [Help](#)

Log in

Email / Username

joeblogs

Password

••••••••

Remember me

[Forgotten Password](#)

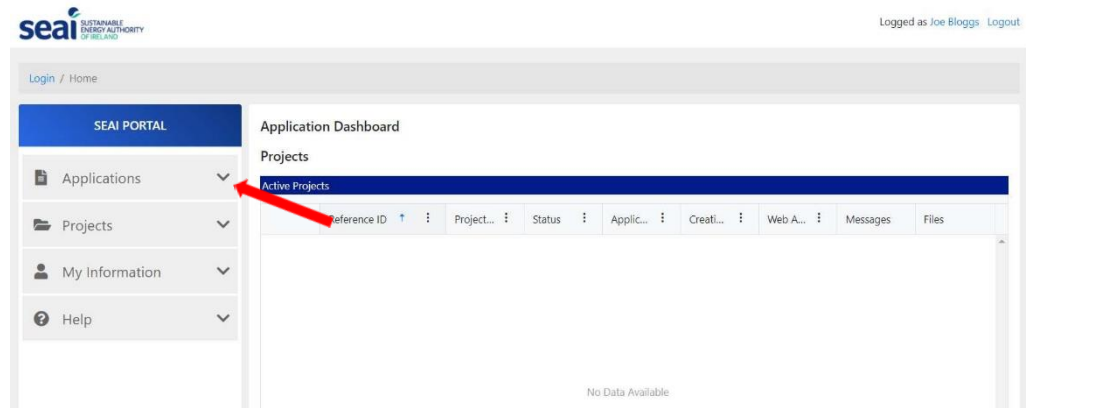
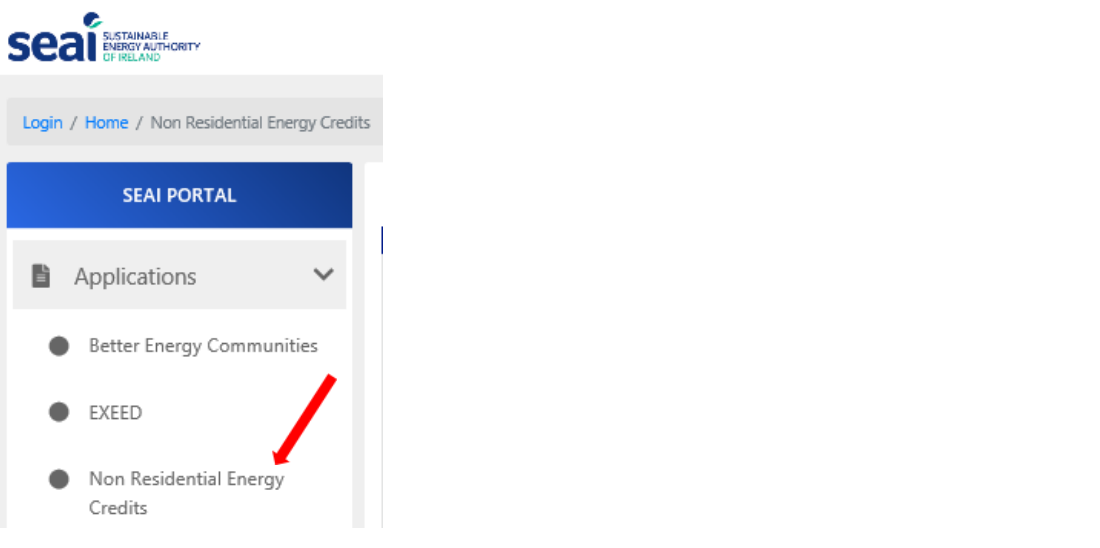
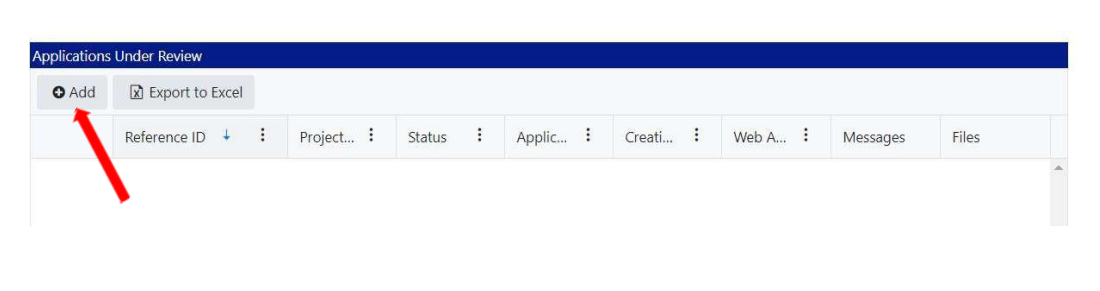
Log in

Not registered yet?
[Register now](#)

Return to the login tab and enter your newly created username and password.

Click **Log in**.

3. Creating an application

Instructions	PEP Portal Display
<p>After you log in, you will see the following home page.</p> <p>Please select the Applications tab from the sidebar menu.</p>	 <p>The screenshot shows the SEAI Portal Application Dashboard. The top left corner has the SEAI logo and 'Sustainable Energy Authority of Ireland'. The top right corner shows 'Logged as Joe Bloggs Logout'. The main content area is titled 'Application Dashboard' and 'Projects'. The 'Active Projects' tab is selected, and a red arrow points to it. Below the tab is a table with columns: Reference ID, Project..., Status, Applic..., Creati..., Web A..., Messages, and Files. The table is currently empty, showing 'No Data Available'.</p>
<p>And select Non Residential Energy Credits from the dropdown menu.</p>	 <p>The screenshot shows the SEAI Portal Applications dropdown menu. The 'Applications' dropdown is open, showing three options: 'Better Energy Communities', 'EXEED', and 'Non Residential Energy Credits'. A red arrow points to the 'Non Residential Energy Credits' option. The breadcrumb navigation shows 'Login / Home / Non Residential Energy Credits'.</p>
<p>Under the 'Applications Under Review' heading.</p> <p>Click the + Add button to create a new application.</p>	 <p>The screenshot shows the 'Applications Under Review' section. At the top, there is a '+ Add' button and an 'Export to Excel' button. Below these buttons is a table with columns: Reference ID, Project..., Status, Applic..., Creati..., Web A..., Messages, and Files. A red arrow points to the '+ Add' button.</p>

Section A of the PEP Application Form should open in a new window.

Section 1a
Autofill from Registration.

Section 1b
Please complete all fields in 1b Client Organisation Details. If a Client Organisation is a **LIEN Company**, then a **LIEN License Number** must be provided

Section 1c
If Client Organisation or Energy Supplier is different to above, please complete section 1c. **External Project Coordinator**

Note:
The * indicates a mandatory field.

Click Next to move to **Section B**.

Section A - Administration (NREC)

This form is to be completed by Energy Suppliers and their clients seeking to claim credits for energy savings initiatives in the non-residential sector in fulfilment of energy savings targets as envisioned under Directive (EU) 2018/2002 of the European Parliament and of the Council amending Directive 2012/27/EU on energy efficiency and S.I. No. 131/2014 European Union (Energy Efficiency Obligation Scheme) Regulations 2014, as amended by S.I. No. 634/2016 European Union (Energy Efficiency Obligation Scheme) (Amendment) Regulations 2016.

1a Energy Supplier Details

Energy Supplier:*	Autofilled from Registration	Position	Autofilled from Registration
Contact First Name	Autofilled from Registration	Contact Last Name	Autofilled from Registration
Address Line 1	Autofilled from Registration	Address Line 2	Autofilled from Registration
City/Town*	Autofilled from Registration	County*	Autofilled from Registration
Eircode	Autofilled from Registration	Email Address	Autofilled from Registration
Contact Number	Autofilled from Registration		

The Client Organisation (1b) is the party having energy saving measures installed, while the energy savings credits are awarded to the Energy Supplier.

1b Client Organisation Details

Client Organisation*		Is it a LIEN Company?*	<input type="button" value="Please Select"/>
LIEN License #:			<input type="button" value="Please Select"/>
First Name:*		Yes	
Address Line 1:*		No	
City/Town:*		Last Name:*	
Eircode:*		Address Line 2:	
https://finder.eircode.ie/#/		County:*	
Contact Number*		Email:*	

Please indicate who the project coordinator is on the project*

Client Organisation
Energy Supplier
Other

If Client Organisation or Energy Supplier is different than above, please provide the details in Section 1c below.

1c External Project Coordinator (where applicable)

Project Coordinating Company		Principal Business Activity	
First Name:*		Last Name:*	
Address Line 1:*		Address Line 2:	
City/Town*		County:*	
Eircode:*		Email:*	
https://finder.eircode.ie/#/			
Mobile:*		Position:*	
Telephone:*			

Please note you cannot proceed to Section B until Section A is complete

Cancel

Save

Next

Click **Save** if you wish to leave the portal and return at a later stage to complete your application.

Your saved application will appear under the Non Residential Energy Credits Applications Under Review section.

Click the edit button to return to your application.



SEAI PORTAL

Non Residential Energy Credits

Applications Under Review

Add Export to Excel

Reference ID	Created On	Project Title	Status	Messages	Files
NREC/03050	23/03/2022 10:45	Test NREC	Submit	View Messages	View Files

1 - 1 of 1 items

Reviewed Applications

Export to Excel

Section B

Please complete Project Details in Section B (all fields).

2a If the project is receiving financial assistance please state here and select the programme from the dropdown list;

2b Complete partner and collaborator details, if applicable

2c Provide main project details and select the Project Type from the dropdown list; If 'Other' is selected a description must be provided

2d List all buildings that received works here as part of this project with the associated energy credits (kWh) for each building

Click the + Add button to create more rows

Click the edit button to update your application.



Section B - Project Details

In this section enough information on the project should be provided to allow appropriate assessment of the project and projected savings. **Note: If the project is receiving financial assistance from SEAI in the form of grant or funding only section 2a needs to be completed.**

2a Is the project receiving financial assistance from SEAI?

Is it linked to an SEAI programme or "other" State? If so, please select the programme
Please provide Application reference for the selected programme

Yes / No Dropdown
Dropdown
code validation

2b Partnership

Is this a cluster/group project in partnership with other Client Organisations?
If Yes, state the number of other Client Organisations and complete Appendix A
Please attach completed Appendix A here
How many sites will receive upgrade works?

Yes / No Dropdown
If Yes
Attach

If it's a cluster/group project in partnership with other Client Organisations please contact SEAI for further guidance

2c Project Description

Project Title*	<input type="text"/>
Main Project Location	
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
City/Town*	<input type="text"/>
County*	<input type="text"/>
Eircode*	<input type="text"/>

Select Project Type*
(Description of Energy Saving Initiative)

<https://finder.eircode.ie/#/>

Dropdown	Other
	Fabric
	Heat
	Controls
	Ventilation and cooling
	Lighting
	Behaviour change
	Refrigeration
	Transport
	Process
	Other

Other (Please Describe the Energy Saving Initiative(s) and refer to the Energy Conservation Measure (ECM))

2d. Building Details

Please provide the full address and Eircode for all buildings that received works as part of this project. If the energy efficiency improvement works relate to public lighting, provide the location address; for fleet upgrades, provide the address for each company that received works. The associated energy credits must be provided for each row.

		Building/Facilit...	Address Line 1	Address Line 2	City/Town	County	Eircode	Energy Credits	
		test1	test		dulin	Dublin	d02fx65	5,000.00	



Click the delete button to if you would like to delete a row.



Message will be displayed if you would like to delete a row. Select OK to confirm or Cancel to go back.

Total energy credits (kWh) are calculated automatically.

2d. Building Details

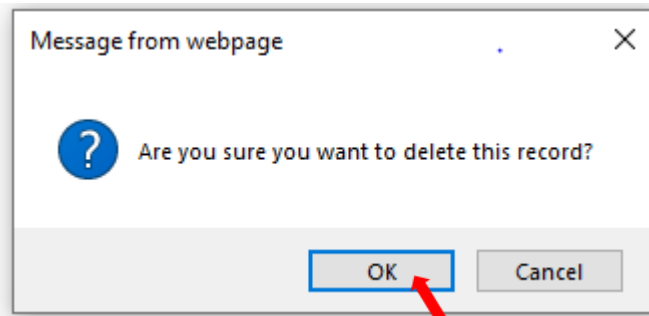
Please provide the full address and Eircode for all buildings that received works as part of this project. If the energy efficiency improvement works relate to public lighting, provide the location address; for fleet upgrades, provide the address for each company that received works. The associated energy credits must be provided for each row.

<input type="button" value="Add"/> <input type="button" value="Export to Excel"/>		Building/Facilit...	Address Line 1	Address Line 2	City/Town	County	Eircode	Energy Credits
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	test1	test		dulin	Dublin	d02fx65	5,000.00

2d. Building Details

Please provide the full address and Eircode for all buildings that received works as part of this project. If the energy efficiency improvement works relate to public lighting, provide the location address; for fleet upgrades, provide the address for each company that received works. The associated energy credits must be provided for each row.

<input type="button" value="Add"/> <input type="button" value="Export to Excel"/>		Building/Facilit...	Address Line 1	Address Line 2	City/Town	County	Eircode	Energy Credits
<input type="button" value="Delete"/>	<input type="button" value="Edit"/>	test1	test		dulin	Dublin	d02fx65	5,000.00



1 items per page 1 - 1 of 1 items

Energy Credits (kWh)
5000

2e Please provide an overview of proposed measures to be put in place and how these will contribute to reduce energy use (free text, Maximum 3000 characters)

2f Describe in detail how the project was implemented including current technology specification and proposed specifications. Outline the basis for any savings projection and supporting calculations.

*Please attach any relevant, additional details in **Section 5 Supporting Documentation.***

2g All dates must be in the past and in sequence, beginning with the project start date. The application is only eligible if all energy measures are implemented and savings verified. (If a project is ongoing, please provide the status of the project. Please be as descriptive as possible.)

2h Please provide details on the calculation methodology used to determine energy savings from the project and how you

2e. Summary of Project

Project Summary (Please provide overview of project. Include building/facility/service description, its scale or dimensions and key energy features and performance improvement projections for the project. Please include details on current energy use. Please provide overview on proposed measures to be put in place and how these will contribute to reduce energy use.)

Summary of Project Proposal *

free text,
Maximum 3000 characters

2f. Technical Description of Project

Describe in detail how the project was implemented including current technology specification and proposed specifications. Outline the basis for estimated savings and supporting calculations. Please attach any relevant additional details in an Appendix.

Technical Description of Project *

free text,
Maximum 3000 characters

2g. Project Timescale

Project Start Date *

05/01/2021



Project Completion Date *

10/03/2021



M&V Completion Date *

10/03/2022



What Stage is the Project at? (If ongoing, please provide status of the project. Please be as descriptive as possible.) *

complete

have calculated the impact of the improvements and savings.
(free text, Maximum 3000 characters)

2i Outline the proposed approach to measurement and verification (M&V) of the impact of the project.

Monitoring should include a robust system and methodology and should be capable of providing verifiable measurement either at the whole building/ service level or by individual technology

2h. Calculation Methodology

Performance gains relative to appropriate reference, regulatory standards or other relevant norms

Please provide details on how you have calculated the impact of the improvements and savings. Quantify the project energy savings and benefits, in absolute or percentage terms, for the overall project and for each significant element of the project. Please express improvement relative to relevant norms – such as improvement in BER or DEC rating, energy consumption/unit of production or service activity, improvement in pump performance, etc ..

Calculation Methodology *

free text,
Maximum 3000 characters

2i. Measurement and Verification

Outline the proposed approach to measurement and verification (M&V) of the impact of the proposed project. Where applicable, include details of any current or proposed data logging capability (e.g. BMS) either on an individual building, facility or service basis or on the installed technology, the M&V methodology used (e.g. International Performance Measurement & Verification Protocol - IPMVP) and of the plans for the ongoing monitoring of the projects to verify performance and communicate the results to SEAI. Note: SEAI reserves the right to revoke all energy savings credits issued in the event of failure to cooperate with this element.

Measurement and Verification * ¹

free text,
Maximum 3000 characters

Section 3
Please complete **Annual Energy Savings from Project** in Section 3 (all fields).

3a Enter the Annual Energy Consumption prior to the project (i.e. the baseline year) in kWh and € and Annual Energy Savings (in kWh, € and kg of CO₂) for different energy forms.

Note: Where there is more than one building, facility or service involved in the application, please enter the aggregate figures. All fields in a row have to be filled to avoid an error.

Energy savings credits are calculated on the basis of final energy saving.

Note: PEE factor is there for backwards compatibility and it should always be left at "1"

Section 3: Annual Savings from Project
3a. Annual Energy Savings

Enter the current annual energy consumption at the project location/s (in kWh and in €) and estimate the annual energy savings benefits (in kWh, € and kg of CO₂) directly attributable to the project. Where there is more than one building, facility or service involved in the application, please enter the aggregate figures. Present the consumption and savings figures for the different energy forms shown below. Energy Savings Credits are calculated on the basis of Final Energy Saving.

Energy Form	Current Annual Consumption at Project Address(es)		Annual Energy Savings Directly Attributable to the Project			kWh (Final Energy Saving)*	PEE Factor*
	kWh*	Euro (excl. VAT)*	kWh*	Euro (excl. VAT)*	kg CO ₂ *		
Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Thermal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Fleet (vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼

Enter the annual energy consumption prior to the project (i.e. the baseline year) at the project location/s (in kWh and in €)

Energy Form	Current Annual Consumption at Project Address(es)		Annual Energy Savings Directly Attributable to the Project			kWh (Final Energy Saving)*	PEE Factor*
	kWh*	Euro (excl. VAT)*	kWh*	Euro (excl. VAT)*	kg CO ₂ *		
Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Thermal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Fleet (vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼

State the annual energy savings benefits (M&V data) (in kWh, € and kg of CO₂) directly attributable to the project.

Energy Form	Current Annual Consumption at Project Address(es)		Annual Energy Savings Directly Attributable to the Project			kWh (Final Energy Saving)*	PEE Factor*
	kWh*	Euro (excl. VAT)*	kWh*	Euro (excl. VAT)*	kg CO ₂ *		
Electricity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Thermal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼
Fleet (vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 ▼

Present the consumption and savings figures for the different energy forms shown above.

kWh (Final Energy Saving)*	PEE Factor*
<input type="text"/>	1 ▼
<input type="text"/>	1 ▼
<input type="text"/>	1 ▼
<input type="text"/>	1 ▼

Primary Energy Equivalent (PEE factor) is set to 1 by default.

3b Provide Energy Savings Allocation by Energy Supplier(s) here (i.e. who supported the works as part of this project)

Click the **+ Add** button and select in the energy supplier from the dropdown list in the new window and provide the percentage (%) of energy credits to be allocated.

Energy credits assigned (kWh) will be calculated automatically based on the percentage (%) entered for each energy supplier from the total energy savings credits in section 3a.

Click **Save** to record the information provided.

Click the edit button to update your application.



Click the delete button to if you would like to delete a row.



If there's more than one energy supplier please provide the percentage (%) of energy savings to

3b. Energy Savings Allocation by Energy Supplier *

	Number	Energy Supplier	% Energy Savings to be allocated t...	Energy Credits Assigned (kWh)
<input type="button" value="+"/>				

Energy Supplier *

% Energy Savings to be allocated to the Energy Supplier *

Energy Credits Assigned (kWh) *

% Energy Savings to be allocated to the Energy Supplier *

100

Energy Credits Assigned (kWh) *

100

	Number	Energy Supplier	% Energy Savings to be allocated t...	Energy Credits Assigned (kWh)
<input type="button" value="+"/>	1		100.00	100.00

	Number	Energy Supplier	% Energy Savings to be allocated t...	Energy Credits Assigned (kWh)
<input type="button" value="+"/>	1		100.00	100.00

be allocated for each and the energy credits assigned will be calculated automatically (max 5 Energy Suppliers)

3c Provide Energy Credits Milestones here. In the majority of cases, there will only be 1 milestone – the completion of the project. Only when a project spans a number of years and energy supplier are claiming energy credits in phase will this be applicable.

Click the **+ Add** button and in the new window outline if the project is 'Complete' with **Date Completed** and percentage (%) of associated energy credits.

Energy credits assigned (kWh) will be calculated automatically based on the % entered for each phase of the project from the total energy savings credits in section 3a.

Click **Save** to record the information provided. Click the edit button to update your application.



If the project is multi-annual, please indicate the percentage (%) of energy credits in each year. Energy Credits Assigned will be calculated automatically

3b. Energy Savings Allocation by Energy Supplier *

	Number	Energy Supplier	% Energy Savings to be allocated t...	Energy Credits Assigned (kWh)
<input type="checkbox"/>	1		40.00	40.00
<input type="checkbox"/>	2		60.00	60.00

1 - 2 of 2 items

Total Energy Credits Assigned (kWh)
 Total % Energy Savings to be allocated to the Energy Supplier

Calculated automatically

3c. Energy Credit Milestones *

If project crosses year end, please indicate the percentage of energy credit in each year. Maximum of four milestones

Number	Energy Credit Milestones	Date Completed	% Energy Savings	Energy Credits Assigned (...)
	complete	30/12/2021	100	100

Energy Credit Milestones

Number

Energy Credit Milestone *

Date Completed

% Energy Savings *

Energy Credits assigned (kWh) *

Energy Credit Milestone *

Date Completed *

% Energy Savings *

Energy Credits Assigned (kWh) *

(max 4 milestones)

3d Enter the estimated energy savings benefits of each technology/ energy savings measure being utilised in the project

Click the + Add button and provide in the new window Technology Type, kWh (Final Energy Savings), cost in Euro (€) and Kg of CO₂

Click Save to record the information provided.

Click the edit button to update your application.

Click the delete button to if you would like to delete a row.

Note: Technology Type is a free text, but it's suggested to be reasonably generic (e.g. "VSD upgrade" instead of "changed out the

3c. Energy Credit Milestones *

If project crosses year end, please indicate the percentage of energy credit in each year. Maximum of four milestones

Add		Number	Energy Credit Milestones	Date Completed	% Energy Savings	Energy Credits Assigned (...)
		1	complete	30/12/2021 00:00	100.00	100.00

3c. Energy Credit Milestones *

If project crosses year end, please indicate the percentage of energy credit in each year. Maximum of four milestones

Add		Number	Energy Credit Milestones	Date Completed	% Energy Savings	Energy Credits Assigned (...)
		1	Phase 1	30/12/2021 00:00	70.00	70.00
		2	Phase 2	30/03/2022 00:00	30.00	30.00

1 items per page 1 - 2 of 2 items

Total Energy Credits Assigned (kWh) 100 Total % Energy Savings 100

Calculated automatically

3d. Savings Attributable by Technology *

Enter the estimated energy savings benefits of each technology/ energy saving measure being utilized in the project.

Add		Technology Type	kWh (Final Energy Saving)	Euro (€)	Kg CO ₂
-----	--	-----------------	---------------------------	----------	--------------------

Savings Attributable by Technology

Technology Type *

kWh (Final Energy Saving) *

Euro (€) *

Kg CO₂ *

Cancel Save

3d. Savings Attributable by Technology *

Enter the estimated energy savings benefits of each technology/ energy saving measure being utilized in the project.



Add		Technology Type	kWh (Final Energy Saving)	Euro (€)	Kg CO ₂
		Compressed Air Dryer Upgrade	100.00	100.00	50.00

motors at mcoo3 and np213".
A list of common technologies is available in Appendix A of this document

Total kWh, Total Euro and Total Kg of CO₂ will be calculated automatically

3d. Savings Attributable by Technology *

Enter the estimated energy savings benefits of each technology/ energy saving measure being utilized in the project.

	Technology Type	kWh (Final Energy Saving)	Euro (€)	Kg CO ₂
	 Compressed Air Dryer Upgrade	100.00	100.00	50.00



Savings Attributable by Technology

Technology Type *



kWh (Final Energy Saving) *

Euro (€) *

Kg CO₂ *

3d. Savings Attributable by Technology *

Enter the estimated energy savings benefits of each technology/ energy saving measure being utilized in the project.

	Technology Type	kWh (Final Energy Saving)	Euro (€)	Kg CO ₂
	 Compressed Air Dryer Upgrade	100.00	100.00	50.00

1 items per page 1 - 1 of 1 items

Total kWh 100	Total Euro €100.00	Total Kg CO₂ 50
-------------------------	------------------------------	--------------------------------------

3e Overview of contribution by the Energy Supplier and why it is deemed to be material to the project.
(Description of the contribution by the energy supplier which has enabled the project to proceed. Please note that unless the energy supplier clearly explains how they are material to the energy savings achieved, no energy credits can be awarded. It is therefore imperative that appropriate information is given to substantiate the materiality of their contribution.)

4 Declaration of Client Organisation
(Client organisation statement regarding the materiality of the energy supplier's contribution. Please provide details describing how the energy supplier's contribution enabled the project to proceed)

Provide Name (in capitals) of the client organisation's representative, Position, Date form completed, Email and Phone Number.

*Please attach signed hard copy (.pdf) in **Section 5 Supporting Documentation.** A .pdf of the declaration can be downloaded from Section 4*

3e. Materiality of contribution by Energy Supplier to savings achieved

Overview of Contribution by the Energy Supplier and why it is deemed to be material to the project. (Description of the contribution by the Energy Supplier which has enabled the project to proceed. Please note that unless Energy Suppliers clearly explains how they are material to energy savings achieved, no energy credits can be awarded. It is therefore imperative that appropriate information is given to substantiate the materiality of their contribution.)

Materiality of Contribution *

free text,
Max 3000 characters

4. Declaration of Client Organisation

Client organisation statement of materiality of Energy Supplier's Contribution. Please provide details of how the Energy Supplier's contribution enabled the project to proceed. *

free text,
Max 3000 characters

I hereby declare that the information provided in respect of this application is to the best of my knowledge correct. I am duly authorized to sign on behalf of the client organisation(s). *

I agree to allow SEAI, the Energy Supplier (named at section 1a of this form) or their delegated agent(s) to verify any of the technical information contained herein which is reasonably available. I understand that this verification may entail being contacted to allow access to information about the project and/or to arrange access for an inspection of the completed works. *

I confirm that the Energy Supplier indicated in this form has been involved in the execution of this project and has been material to the achievement of the claimed savings. *

I confirm that the Energy Supplier should be awarded the indicated energy credits from this project. *

The contact details I provide on this form will only be used in relation to this project and the operation of the Energy Efficiency Obligation Scheme. *



Select and agree to all

Signature on behalf of Client Organisation *

Position *

Date *

Email *

Phone Number *

Section 5 Supporting Documentation

Please attach all relevant supporting documentation under the appropriate heading.

Click the **Add** button and upload supporting document.

A checklist of required supporting documents is available in Section 5 of this document.

Additional documents (Invoices, photos before & after the installation, etc...) or declarations not listed under these headings should be submitted under the last field 'Other Requested Documents'

IMPORTANT: If uploading multiple files in any of the Upload fields, please either merge these as one single .pdf or .zip file, to accommodate a single upload per field.

Note: Please ensure attachments are correct prior to uploading. If a file needs to be deleted after it has been added click the cancel button



5. Supporting Documentation

Please attach any supporting document in relation to your application in the specified section, below

Application Form

Add

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

Financial Documents

Add

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

Technical Documents

Add

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

Other Requested Documents (if applicable)

Add

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

Uploaded files will appear beside the heading they were uploaded under.

When all files are uploaded click **Save** to record the information provided. The full list of uploaded files will be visible under File Name.

If you wish to save your application and return later to edit it, prior to submission, please press the **Save** button and the message will appear to confirm if you wish to save your application partially. Select OK to confirm or Cancel to go back.

Your application will be saved, and the Status will indicate *Draft*

If you wish to complete your application at a later stage click the edit button to update your application.



Before submitting your application, please ensure all details provided are correct, and all required documentation has been added.

	File Name	File Size	Created On	Download
	Declaration of Client Organisation-10.pdf	325,986.00	29/03/2022 11:54	Download
	Contribution by Energy Supplier.pdf	479,178.00	29/03/2022 11:54	Download
	Project Name xxx - M&V Report.pdf	1,093,959.00	29/03/2022 11:54	Download
	Photo After the installation.jpg	3,750,855.00	29/03/2022 11:54	Download
	Photo Before the installation.jpg	3,750,855.00	29/03/2022 15:15	Download

Other Requested Documents (if applicable)

Invoice xxx.pdf

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;.xlsx;.xls;.slsx

	File Name	File Size	Created On	Download
	Declaration of Client Organisation-10.pdf	325,986.00	29/03/2022 11:54	Download
	Contribution by Energy Supplier.pdf	479,178.00	29/03/2022 11:54	Download
	Project Name xxx - M&V Report.pdf	1,093,959.00	29/03/2022 11:54	Download
	Photo After the installation.jpg	3,750,855.00	29/03/2022 11:54	Download
	Photo Before the installation.jpg	3,750,855.00	29/03/2022 15:15	Download

Navigation controls: 1 items per page

Message from webpage

Are you okay to save partially?

Non Residential Energy Credits

Applications Under Review						
	Reference ID	Created On	Project Title	Status	Messages	Files
	NREC/03058	27/04/2022 15:58	TEST	Draft	View Messages	View Files

Note: it is not possible to submit the application if all required fields are not filled in or if the information provided is not correct

Click **Submit** to submit your application.

Warning: Once you click submit you will **NOT** be able to edit your application.

Your application has now been submitted and will appear under the **'Applications Under Review'** heading with a Status of 'Submit'.

Non Residential Energy Credits

Applications Under Review						
	Reference ID	Created On	Project Title	Status	Messages	Files
	NREC/03058	27/04/2022 15:58	TEST	Draft	View Messages	View Files

Message from webpage

Total kWh (Primary Energy Saving) in Section 3a must match the Total of Energy Credits in Section 2d. You should change the Energy Credits value in Section 2d.
Total kg CO2 in Section 3d must not be greater that Total kg CO2 in Section 3a.
Total Euro in Section 3d must not be greater that Total Euro in Section 3a.

OK

Example of error message if the application is submitted with incorrect data

Please check the tables calculation!

Navigation: 1 items per page

Buttons: Cancel, Back, Save, **Submit**



Non Residential Energy Credits

Applications Under Review						
	Reference ID	Created On	Project Title	Status	Messages	Files
	NREC/03058	27/04/2022 15:58	TEST	Submit	View Messages	View Files

4. Further information and troubleshooting

Please find below the recommended file types for each field in the Supporting Documentation section:

Required documents when submitting NREC application

Document title	Format	Template	Upload Field
<u>Completed Application Form</u> : Section A and section B of the online application	online	N/A	N/A
<u>Signed Declaration of Client Organisation Template</u> : Title as follows 'Declaration of Client Organisation – name of the project' and upload.	PDF	 Declaration of Client Organisation	Application Form
<u>Signed Contribution by Energy Supplier Template</u> : Title as follows 'Contribution by Energy Supplier – name of the project – Energy Supplier' and upload.	PDF	 Contribution by Energy Supplier.pdf	Financial Documents
<u>M&V Report (M&V Plan where applicable); Calculation spreadsheets and tools; Design documents etc.</u> If submitting a single document, please make sure correct the format is used. If uploading multiple documents, please submit these by either merging all into a single .pdf file before uploading or upload as a .zip file.	PDF, excel	M&V Report, Technical tools	Technical Documents
<u>Photographs before and after the installation; Invoices; Site Audit Report etc.</u> If submitting a single document in any of the remaining fields, please make sure the correct format is used. If uploading multiple declarations. Please submit these by either merging all declarations into a single .pdf before uploading or upload as a .zip file.	PDF, jpeg		Other Requested Documents (if applicable)

Please note: if your session times out on PEP you may need to log out and log in again.

Applicants experiencing issues with the PEP Portal, should first contact their own IT support for assistance. Following this, for technical assistance relating to the PEP system email: Dolan PJ PJ.Dolan@seai.ie SEAI cannot guarantee availability of technical support in the lead up to application deadlines and therefore it is recommended that applicants familiarise themselves with the PEP system well in advance of deadline.

Please note that it is the responsibility of the applicant to ensure that all of the necessary documentation associated with project reporting has been correctly uploaded to the PEP system and submitted to SEAI in advance of the application deadline.

5. Checklist

Non-Residential Energy Credits

Application form (filled online)	<input type="checkbox"/>
Signed Declaration of Client Organisation (.pdf)	<input type="checkbox"/>
Contribution by Energy Supplier (.pdf)	<input type="checkbox"/>
M&V Plan, M&V Report (.pdf)	<input type="checkbox"/>
Technical spreadsheets, calculation tools (excel)	<input type="checkbox"/>
Photos before & after the installation (.jpeg)	<input type="checkbox"/>
Invoices (.pdf)	<input type="checkbox"/>
Site Audit Report (.pdf)	<input type="checkbox"/>
Other relevant documents	<input type="checkbox"/>

6. Appendix

Appendix A – List of common technologies

Technology Type is a free text in section 3d. but it's suggested to be reasonably generic (e.g. "VSD upgrade" instead of "changed out the motors at mco03 and np213").

A list of common technologies is available below:

- AHU control upgrade
- Boiler load optimisation controls
- Chiller pump control upgrade
- Compressed Air dryer upgrade
- Evaporator optimisation
- Heat pump upgrade
- Heat recovery
- Implemented an Energy Management Programme
- LED upgrade
- Process upgrade
- Refrigeration
- Transport
- VSD upgrade

w: www.seai.ie
e: info@seai.ie
t: 01 8082100



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