



# Initial application form to join NAPIT Microgeneration Certification Scheme

This application form is for companies wishing to receive UKAS accredited certification for installing microgeneration systems. You can apply to this scheme if you install any or all of the installation technologies listed below.

Please fill out this application form in **CAPITAL LETTERS** and using black ink and return with all required documents to:

**NAPIT Administration Centre, 4th Floor Mill 3, Pleasley Vale Business Park, Mansfield, Nottinghamshire NG19 8RL**

If you have any problems filling in this form please contact us on 0845 543 0330

## Your company's details

Sole trader     Partnership     Limited company     Plc, Govt/Public body

Company registered name (if applicable)

Company trading name (if applicable)

Registration number (if applicable)

Building number or name

Road name

District

Town

County  Post code

Office telephone number

Email address

Web site

Number of employees/subcontractors involved in microgeneration installations\*

If you operate from multiple offices, please indicate here how many locations\*

*\*Standard pricing may not apply for large workforces or multiple locations, where this is the case an individual quote will be provided.*

## Your company's nominated representative's details

Title (Mr/Mrs/Miss/Ms/other)

Position Held

Surname

Forename(s)

Telephone number (if different)

Email address

## Your installation technologies

Please tick the relevant microgeneration technologies for which you wish to apply to become certificated for:

Wind Turbines     Solar Heating     Solar Photovoltaic     Biomass     Heat Pumps     Hydro     Micro CHP

## Your geographical regions of work

North West     North East     Yorkshire/Humberside     West Midlands     East Midlands     East Anglia  
 South West     South East     London     Northern Ireland     Wales     Scotland

## Current or previous NAPIT registrations

Are you currently a member of any other NAPIT scheme?

<input type="checkbox"/> Yes	Area of work (e.g. electrical)	<input type="text"/>
<input type="checkbox"/> No	Membership number	<input type="text"/>

## Enquiry for Competent Persons Scheme membership

If you are not currently a member of NAPIT Competent Persons Schemes but wish to apply for this in combination with the Microgeneration Certification Scheme, please indicate the areas to be covered and **we will issue a separate application form** (alternatively, the form is available at [www.napit.org.uk](http://www.napit.org.uk) in the "joining NAPIT" section and can be submitted together with this form)

ELECTRICAL:	<input type="checkbox"/> Electrical (full scope)	<input type="checkbox"/> Electrical (defined scope)		
HEATING:	<input type="checkbox"/> Hot water & heating	<input type="checkbox"/> Unvented hot water storage	<input type="checkbox"/> Solid Fuel Heating	<input type="checkbox"/> Oil Heating
TRUSTMARK:	<input type="checkbox"/>			

## Previous Microgeneration Scheme(s)

Have you ever applied to be or have been accepted as a member of a different Microgeneration Certification Scheme?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## OFT Approved Consumer Code Scheme

Are you currently a member of an OFT approved consumer code scheme? (this will be required prior to certification)

Note that application and other fees paid to NAPIT do not include membership of a required Consumer Code Scheme. Details of applicants (in progress and successful) may be shared with OFT scheme operators for the purposes of complaint handling.

<input type="checkbox"/> Yes	Scheme Name (e.g. REAL)	<input type="text"/>
<input type="checkbox"/> No	Membership number	<input type="text"/>

## Public registers

Your company name, scheme membership number and the status of your membership (live, suspended, withdrawn, or inactive) will be automatically made public. Successful applicants will be listed on [www.microgenerationcertification.org](http://www.microgenerationcertification.org) and details will be shared with the administrator of the site.

## Declaration by an authorised representative of the company:

I confirm that the information provided in this application is correct. Any changes will be notified to NAPIT in writing. I have read, understood and agree on behalf of the company named in this application to abide by the following documents and any other documents referred to within them:

- NAPIT Scheme Rules (NAPIT form MCS/SCH/0010)
- The Scheme Standard MCS 001

Name	<input type="text"/>		
Position	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

## Payment

To register with NAPIT under the Microgeneration Certification Scheme payment must be provided in full with this application. Payment to be made by cheque or by credit/debit card.

Refer to the document "Fees for Certification of Microgeneration Installers" (form MCS/SCH/0020) to determine the total amount due (remember to add VAT at the current rate). Remember to include the Gemserv annual fee (in the "Other Related Fees" table), as NAPIT is required to collect this and pass it on to Gemserv (the Government MCS Licence Holder), this fee will be refunded if your application/assessment is unsuccessful.

**Either** I enclose a cheque made payable to **NAPIT REGISTRATION LIMITED** (note that NAPIT Registration Ltd collects payment on behalf of NAPIT Certification Ltd) for: £

**Or** Please debit my MasterCard / Visa Card / Switch, Delta or Solo the sum of: £

Card number	<input type="text"/>		
Expiry date	<input type="text"/>	Start date (if shown)	<input type="text"/>
Security code (3 digits on back)	<input type="text"/>	Issue number	<input type="text"/>
Card holder's signature	<input type="text"/>	Date	<input type="text"/>

You can also make a payment by credit/debit card by calling NAPIT offices on 0845 543 0330