Uttar Pradesh New & Renewable Energy Development Agency
Department of Additional Sources of Energy, Government of Uttar Pradesh
Portal for Solar Energy

Guidelines to Submit Application for Establishment of Solar Energy Project in UP through Portal for Solar Energy Plant

Step 1 – Register on Portal

- To Register on UPNEDA Solar Energy Portal as an Investor, fill User Type (Organization/Individual), Organization/Company/Firm Name, Authorized Person's Name, Legal Status (in case of Organization), Mobile Number, Email ID, Have you signed MoU through Nivesh Sarathi Portal? (Yes/No), MoU No. (**if Yes**) and Captcha in the respective fields and click on **Register** button.
- Thereafter, entered Email ID & Mobile No. will be verified through One Time Password (OTP). After verification, registration will be completed and Login Credentials will be sent on the registered Email ID & Mobile No.

Step 2- Login

- Fill your registered Email ID, Password & Captcha in the respective fields and click on **Login** button. After login, user will be redirected to the dashboard.

***** Create Password, if forgotten***

- *If investor has forgotten the password then click on **Forgot Password?** link available on the Login page.*
- *Thereafter, fill registered Email ID in respective field for OTP based verification of Mobile No./Email ID.*
- *Once the verification is done, applicant will be enabled to create their new password.*

Step 3 – Create Profile

- Once the applicant is Logged In, they will have to create their Profile by submitting following details in respective fields, as applicable:
  - GST No.
  - PAN Card No.
  - Country
  - State
  - District
  - Address
  - Upload PAN Card (File Format: PDF; Max File Size: 1 MB)
  - Upload GST Registration Certificate (File Format: PDF; Max File Size: 1 MB)

- Upload Certified copy of bye-laws of Company Memorandum and Articles of Association/Registered Society (File Format: PDF; Max File Size: 1 MB)
- Upload Certified copy of Partnership Deed (if applicable) (File Format: PDF; Max File Size: 1 MB)

- After filling the above details, click on **Create** button.
- Profile will be created and applicant will be redirected to next step to submit application.

Step 4 – Submit Application for Establishment of Project

- To submit project details, user will have to click on **New Application** button and thereafter select the Project Plant which they want to establish in the state.

  User can submit application for establishment of following Solar Projects:
  - *Solar Power Project PPA with UPPCL*
  - *Solar Power Project under Open Access*
  - *Solar Power Park Public Sector*
  - *Solar Power Park Private Sector*
  - *Solar Project with Storage*
  - *Solar Rooftop Installation for Government Building*
  - *Floating Solar Power Project*
- After selecting the Project Plant, submit relevant information in the Application Form, pay the predefined Project Registration Fee through Online/Offline Mode and do the final submission of the Application.
  - ❖ *Please be informed that no changes will be allowed in the application after its final submission. Hence, be attentive while doing the final submission of the application.*
  - ❖ *Further, if UPNEDA raises any queries in relation to the submitted application, the Investor has to address it at the earliest, through their respective login.*

- After submission, the application will be forwarded to the concerned Authority of UPNEDA, and to UPPTCL also (if the Electricity Connectivity is required), for further processing.
- The decision taken by UPNEDA/UPPTCL will be intimated to the Investor through SMS, Email and Dashboard Notification.