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)

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

Portal for Solar Energy

- o Upload Certified copy of bye-laws of Company Memorandum and Articles of Association/Registered Society (File Format: PDF; Max File Size: 1 MB)
- o 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:
  - o *Solar Power Project PPA with UPPCL*
  - o *Solar Power Project under Open Access*
  - o *Solar Power Park Public Sector*
  - o *Solar Power Park Private Sector*
  - o *Solar Project with Storage*
  - o *Solar Rooftop Power Plant Installation*

- 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.