Checklist for Application of Product Enlistment under Net Metering Program

Submission Location: National Solar Help Desk (NSHD), IEB Bhaban, Level-9, Romna, Dhaka-1000
Submission Time: 10:00 AM – 4:00 PM (On official working days)
Applicable Guideline: Net Metering Guideline-2025

Application ID : Application Date : Company Name:

Guidance for Submission

The applicant must bring the following at the time of submission:

- ☐ **One complete hard copy** of the application and all required annex documents.
- ☐ Soft copies of all required documents shall be saved in a **single ZIP file**, and a download link to the file shall be shared with NSHD, following the prescribed file-naming convention.
- ☐ **Verification:** The applicant must ensure that **soft and hard copies are identical** in content, order, and version. Any discrepancy may result in rejection or processing delays.

Note: *If fake or fraudulent documents are submitted and proven during verification, the applicant will be blacklisted.*

A. List of Mandatory Documents

#	Document	Hard copy	Soft copy
1	Application	Hard copy application **with a receive copy**	—
2	Index of All Attachments (Annex 1)	Hard copy, **complete index** covering all submitted documents	**Full document**
3	Proof of Status as Importer/Manufacturer (Annex 2)	**Intro/title page + relevant page(s)** mentioning product and importer/manufacturer	**Full document**
4	Full Compliance Test Report (Annex 3)	**Title pages ensuring identity + all compliance-parameter test result pages** for the applied product	**Full report**
5	Accreditation Certificate & Scope of Test Laboratory (Annex 4)[1]	**Certificate (full)** + Scope: **title page + only relevant compliance- standard/parameter pages** for the applied product	**Full document**
6	Full Compliance Certificate (Annex 5)	**Full certificate**	**Full certificate**
7	Accreditation Certificate & Scope of Certification Body (Annex 6)[1]	**Certificate (full)** + Scope: **title page + only relevant compliance-standard/product type pages** for the applied product	**Full document**
8	Local Laboratory Compliance Test Report (Annex 7)	**Required**	—
9	Proof of Model and it's datasheet Availability on Manufacturer's Website (Annex 8)	**Relevant pages only**	**Full set**

B. Soft Copy File Naming Convention

☐ All soft copy files must in **pdf file** and must strictly follow the naming format below:

AnnexSerial_ApplicationNumber_DocumentTitle

Examples:

- 1.1._481318_ Check List
- 1.2._481318_ Index of All Attachments
- 2._481318_Proof of Status as Importer **Or**
  2._481318_Proof of Status as Manufacturer
- 3._481318_Full Compliance Test Report
- 4._481318_Accreditation Certificate-Scope of Laboratory **Or**
  4._481318_Accreditation proof of Laboratory on SREDA Website

[1] If the laboratory or certification body is listed as verified on the SREDA website, and its validity covers the testing period and the required standards, there is no need to submit the accreditation certificate and scope. Instead, the applicant must submit a printout of the SREDA list page, with the laboratory or certification body name and applicable standards clearly highlighted, attached as an Annex.

- 5._481318_Full Compliance Certificate
- 5._481318_Accreditation Certificate-Scope of Certification Body **Or**
  5._481318_Accreditation proof of Certification Body on SREDA Website
- 7.1._481318_Guidance to Locate Model-datasheet Availability on Manufacturer Website
- 7.2._481318_Print to PDF of Product Page
- 7.3._481318_Datasheet of the Applied Product

☐ Create a ZIP file containing the above files. Rename the ZIP file using the following format:

YYYY-MM-DD_XXXXXX

Where, YYYY-MM-DD is the application submission date and XXXXXX is the six-digit application number. The download link of the uploaded ZIP file shall be shared with NSHD at the time of application submission.

1. Application

☐ Application form downloaded from SREDA website:
https://solar.sreda.gov.bd/doc/Application%20Form.docm

☐ Application is for **single product only**

☐ Application submitted **only by manufacturer or importer**

☐ Application issued by **Executive Head of the Company**

☐ **Focal Point** clearly assigned from applicant organization

☐ Printed on **official company letterhead**

☐ **Unique application number** (auto-generated by the DOC file) printed at the **bottom of the application**

☐ Signed, sealed, and ready for physical submission

☐ Receive copy of the application is brought

2. Index of Enclosures (Annex 1)

☐ Index table included immediately after the application

☐ Index table contains the following columns:

- Serial No.
- Attachment Name
- Issuer Name
- Identification Number(s)
- Page No.
- Is it Online Verifiable? (Yes/No[2])
- Remark

☐ **All attachments manually page-numbered**

☐ **Each page initialed by the focal point**

☐ Page number written beside focal point's initials

☐ Every page of every document included in the index

3. Proof of Status as Importer or Manufacturer (Annex 2)

Submittable Documents:

A. For Importer[3]

☐ Bill of Entry

☐ Commercial Invoice ☐ Packing List

☐ Others _____

[2] If online verification is not available, the evaluation process may take longer.

[3] Submission of a Bill of Entry verified and approved by Bangladesh Customs is mandatory, and the applicant must be the importer named in the Bill of Entry. The product model name must be clearly identifiable, either directly from the Bill of Entry or from the Bill of Entry together with one supporting document—Commercial Invoice, Packing List, or any other relevant document—each duly verified and approved by Bangladesh Customs. Where the legal import of the applied product model by the applicant is fully traceable from the Bill of Entry alone, no additional documents are required.

B. For Manufacturer[4]

☐ Brand trademark registration from **DPDT**

☐ Product model trademark from DPDT or License from **BSTI**

Mandatory compliance:

☐ Applicant organization name and exact model name clearly mentioned in submitted documents

4. Full Compliance Test Report (Annex 3)

☐ Exact **brand name and model name** clearly mentioned

☐ Full **type test report** as per mandatory IEC standards[i]

☐ All required test parameters for Solar Module[ii]/Inverters[iii] included

☐ Product **passes all test criteria**

☐ The following clearly highlighted in the report:

- Laboratory name
- Applied IEC Standard(s)
- Test report number
- Issue date

☐ Report issued **within valid accreditation period**

Verification type: ☐ Email[5] ☐ Online

5. Accreditation of Test Laboratory (Annex 4)

☐ Accreditation issued by **ILAC MRA signatory accreditation body**

☐ Is laboratory **listed as verified on SREDA website** (https://solar.sreda.gov.bd/intllab/) **with validity for testing period?**

- **If Yes:**
  - ☐ Print of webpage with Lab name highlighted attached as Annex
- **If No:**
  - ☐ ISO/IEC **17025 Accreditation Certificate**
  - ☐ **Scope of Accreditation** covering required IEC standards
  - ☐ Accreditation validity covers **test report issue date (Annex 3)**
  - ☐ Page no. of required Standards[i]/Test Parameters[ii,iii] mentioned in the scope_____

6. Compliance Certificate (Annex 5)

☐ Exact **brand name and model name** mentioned

☐ Certificate valid at the time of application

☐ Issued based on **type test report (Annex 2): Consistency between the Type Test Report and the Full Compliance Certificate:**

- ☐ Test Report Number
- ☐ Model Number
- ☐ Applicable IEC Standards
- ☐ Product Rating / Capacity
- ☐ Manufacturer Name

☐ Issue Date / Validity

☐ Mentions all required **IEC standards**

☐ Issued by a **certification body accredited by IAF MLA signatory**

☐ Accreditation valid during **certificate issuing period**

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[4] Submission of valid Brand Trademark Registration from DPDT and Product Model Trademark Registration from DPDT or a valid License from BSTI shall be considered sufficient proof. Other documents, if any, are optional.

[5] If online verification is not available, the evaluation process may take longer.

Verification type: ☐ Email[6] ☐ Online

7. Accreditation of Certification Body (Annex 6)

☐ Certification body accredited by **IAF MLA signatory accreditation body**

☐ Is laboratory **listed as verified on SREDA website** (https://solar.sreda.gov.bd/intllab/) **with validity for testing period?**

- **If Yes:**
  - ☐ Print of webpage with Lab name highlighted attached as Annex
- **If No:**
  - ☐ ISO/IEC **17065 Accreditation Certificate**
  - ☐ **Scope of Accreditation** covering required IEC standards or Product type
  - ☐ Accreditation validity covers **compliance certificate issue date (Annex 5)**
  - ☐ Page no. of required standard mentioned in the scope_____

8. Local Laboratory Compliance Test Report (Annex 7)

Sample Test conducted from **local laboratory:**

- ☐ EEE, KUET
- ☐ BRTC Testing Lab, CUET
- ☐ PV Testing Lab, EEE, BUET
- ☐ Physical Testing Wing, BSTI

☐ Test report provided by applicant matched the official report sent from the Local lab to SREDA[7]

☐ Name of file officially sent by Local Lab[7] [8]_____

☐ Report clearly mentions:

- Brand name
- Model name
- Capacity
- Importer/Manufacturer name

☐ Testing was done as per the testing parameters set by SREDA [9]

☐ Product passes all required test parameters

9. Proof of Model Availability on Manufacturer's Website (Annex 8)

☐ Manufacturer's official domain provided

☐ Clear guidance included on **how to locate the product and it's datasheet from home page of official domain**

☐ Product datasheet available on official website

☐ Print of Product Page attached in this annex

☐ Datasheet attached in this annex

☐ Product identity consistent and highlighted across:

- Website product page
- Datasheet
- Application documents

[6] If online verification is not available, the evaluation process may take longer.

[7] To be filled in by NSHD Executives.

[8] File naming and format are YYYY-MM-DD_XXXX.pdf

[9] The testing parameters for sample testing by SREDA-listed testing laboratories will be published soon.

Declaration of Applicant

I hereby declare that all information and documents submitted by me are true, complete, and correct to the best of my knowledge. I confirm that the soft copy and hard copy of my application are identical in content, order, and version. I understand that any discrepancy between the submitted copies will result in direct rejection of my application.

I further acknowledge that submission of any fake, forged, or fraudulent documents, if proven during verification, will lead to rejection of my application and blacklisting.

I accept full responsibility for the authenticity of all documents submitted.

- Signature of the nominated person: _____
- Name:
- Designation:
- Organization:

Evaluator Seal and Signature

[i] **Applicable Standards:**

Solar PV Modules:

IEC Standards	Equivalent BDS
IEC 61215-1:2021	BDS IEC 61215-1:2022
IEC 61215-2:2021	BDS IEC 61215-2:2022
IEC 61730-1:2023	BDS IEC 61730-1:2019
IEC 61730-2:2023	BDS IEC 61730-2:2019

Inverters:

IEC Standards	Equivalent BDS
IEC 61727:2004	BDS IEC 61727:2020
IEC 62116:2014	BDS IEC 62116:2020
IEC 62109-1:2010	BDS IEC 62109-1:2016
IEC 62109-2:2011	BDS IEC 62109-2:2016

[ii] **Solar Module — Full Compliance Type Test Report (PASS required)**

IEC 61215-1:2021 & IEC 61215-2:2021

Parameter	Ref. Page No. in hard copy
☐ 1. Visual inspection (4.1)	
☐ 2. Maximum power determination (4.2)	
☐ 3. Insulation test (4.3)	
☐ 4. Measurement of temperature coefficients (4.4)	
☐ 5. Placeholder section, formerly NMOT (4.5)	
☐ 6. Performance at STC (4.6)	
☐ 7. Performance at low irradiance (4.7)	
☐ 8. Outdoor exposure test (4.8)	
☐ 9. Hot-spot endurance test (4.9)	
☐ 10. UV preconditioning test (4.10)	
☐ 11. Thermal cycling test (4.11)	
☐ 12. Humidity-freeze test (4.12)	
☐ 13. Damp heat test (4.13)	
☐ 14. Robustness of terminations (4.14)	
☐ 15. Wet leakage current test (4.15)	
☐ 16. Static mechanical load test (4.16)	
☐ 17. Hail test (4.17)	
☐ 18. Bypass diode testing (4.18)	
☐ 19. Stabilization (4.19)	
☐ 20. Cyclic (dynamic) mechanical load test (4.20)	
☐ 21. Potential induced degradation test (4.21)	
☐ 22. Bending test (4.22)	

IEC 61730-1:2023

Parameter	Ref. Page No. in hard copy
☐ 1. General (6.1)	
☐ 2. Marking and documentation (6.2)	
☐ 3. Electrical components and insulation (6.3)	
☐ 4. Mechanical and electromechanical connections (6.4)	
☐ 5. Materials (6.5)	
☐ 6. Protection against electric shock (6.6)	

IEC 61730-2:2023

Parameter	Ref. Page No. in hard copy
☐ 1. General (10.1)	
☐ 2. Visual inspection MST 01 (10.2)	
☐ 3. Performance at STC MST 02 (10.3)	
☐ 4. Maximum power determination MST 03 (10.4)	
☐ 5. Insulation thickness test MST 04 (10.5)	
☐ 6. Durability of markings MST 05 (10.6)	
☐ 7. Sharp edge test MST 06 (10.7)	
☐ 8. Bypass diode functionality test MST 07 (10.8)	
☐ 9. Accessibility test MST 11 (10.9)	
☐ 10. Cut susceptibility test MST 12 (10.10)	
☐ 11. Continuity test of equipotential bonding MST 13 (10.11)	
☐ 12. Impulse voltage test MST 14 (10.12)	
☐ 13. Insulation test MST 16 (10.13)	
☐ 14. Wet leakage current test MST 17 (10.14)	
☐ 15. Placeholder section, formerly Temperature test MST 21 (10.15)	
☐ 16. Hot-spot endurance test MST 22 (10.16)	
☐ 17. Fire test MST 23 (10.17)	
☐ 18. Ignitability test MST 24 (10.18)	
☐ 19. Bypass diode thermal test MST 25 (10.19)	
☐ 20. Reverse current overload test MST 26 (10.20)	
☐ 21. Module breakage test MST 32 (10.21)	
☐ 22. Screw connections test MST 33 (10.22)	
☐ 23. Static mechanical load test MST 34 (10.23)	
☐ 24. Peel test MST 35 (10.24)	
☐ 25. Lap shear strength test MST 36 (10.25)	
☐ 26. Materials creep test MST 37 (10.26)	
☐ 27. Robustness of terminations test MST 42 (10.27)	
☐ 28. Thermal cycling test MST 51 (10.28)	
☐ 29. Humidity freeze test MST 52 (10.29)	
☐ 30. Damp heat test MST 53 (10.30)	
☐ 31. UV test MST 54 (10.31)	
☐ 32. Cold conditioning test MST 55 (10.32)	
☐ 33. Dry heat conditioning test MST 56 (10.33)	

☐ 34. Evaluation of insulation coordination MST 57 (10.34)	

[iii] **Solar Inverter — Full Compliance Type Test Report (PASS required)**

IEC 61727:2004

Parameter	Ref. Page No. in hard copy
A. Utility compatibility (Clause 4)	
☐ 1. Voltage, current and frequency (4.1)	
☐ 2. Normal voltage operating range (4.2)	
☐ 3. Flicker (4.3)	
☐ 4. DC injection (4.4)	
☐ 5. Normal frequency operating range (4.5)	
☐ 6. Harmonics and waveform distortion (4.6)	
☐ 7. Power factor (4.7)	
B. Personnel safety and equipment protection (Clause 5)	
☐ 8. Loss of utility voltage (5.1)	
☐ 9. Over/under voltage and frequency (5.2)	
☐ 10. Islanding protection (5.3)	
☐ 11. Response to utility recovery (5.4)	
☐ 12. Earthing (5.5)	
☐ 13. Short circuit protection (5.6)	
☐ 14. Isolation and switching (5.7)	

IEC 62116:2014

Parameter	Ref. Page No. in hard copy
☐ Confirmation of anti-islanding	

IEC 62109-1:2010

Parameter	Ref. Page No. in hard copy
A. General testing requirements (Clause 4)	
☐ 1. General conditions for testing (4.2)	
☐ 2. Thermal testing (4.3)	
☐ 3. Testing in single fault condition (4.4)	
☐ 4. Humidity preconditioning (4.5)	
☐ 5. Backfeed voltage protection (4.6)	
☐ 6. Electrical ratings tests (4.7)	
B. Marking and documentation (Clause 5)	
☐ 7. Marking and documentation (5)	
C. Environmental requirements and conditions (Clause 6)	
☐ 8. Environmental categories and minimum environmental conditions (6.1)	
☐ 9. Pollution degree (6.2)	
☐ 10. Ingress protection (6.3)	
☐ 11. UV exposure (6.4)	

☐ 12. Temperature and humidity (6.5)	
D. Protection against electric shock and energy hazards (Clause 7)	
☐ 13. General (7.1)	
☐ 14. Fault conditions (7.2)	
☐ 15. Protection against electric shock (7.3)	
☐ 16. Protection against energy hazards (7.4)	
☐ 17. Electrical tests related to shock hazard (7.5)	
E. Protection against mechanical hazards (Clause 8)	
☐ 18. Protection against mechanical hazards (8)	
F. Protection against fire hazards (Clause 9)	
☐ 19. Resistance to fire (9.1)	
☐ 20. Limited power sources (9.2)	
☐ 21. Short-circuit and overcurrent protection (9.3)	
G. Protection against sonic pressure hazards (Clause 10)	
☐ 22. Protection against sonic pressure hazards (10)	
H. Protection against liquid hazards (Clause 11)	
☐ 23. Protection against liquid hazards (11)	
I. Chemical hazards (Clause 12)	
☐ 24. Chemical hazards (12)	
J. Physical requirements (Clause 13)	
☐ 25. Physical requirements (13)	
K. Components (Clause 14)	
☐ 26. Components (14)	

IEC 62109-2:2011

Parameter	Ref. Page No. in hard copy
A. General testing requirements (Clause 4)	
☐ 1. Testing in single fault condition (4.4)	
☐ 2. Electrical ratings tests (4.7)	
☐ 3. Measurement requirements for AC output ports for stand-alone inverters (4.7.3)	
☐ 4. Stand-alone inverter AC output voltage and frequency (4.7.4)	
☐ 5. Stand-alone inverter output voltage waveform (4.7.5)	
B. Additional tests for grid-interactive inverters (4.8)	
☐ 6. Requirements regarding inverter isolation and array grounding (4.8.1)	
☐ 7. Array insulation resistance detection (4.8.2)	
☐ 8. Array residual current detection (4.8.3)	