



# V A N U A T U

## ELECTRONIC SINGLE WINDOW SYSTEM PROJECT

### APPLIANCE REGISTRATION CERTIFICATE MODULE TERMS AND REFERENCE

#### Applicant – Submission of Registration Certificate Applications (RCA)

<b>Job Summary</b>	<ul style="list-style-type: none"><li>• Prepare and submit applications for Appliance Import Certificates prior to the shipment of the appliance from the Country of export.</li><li>• Respond to any queries from the Energy Appliance Officer regarding the applications.</li><li>• To meet all Energy regulations and requirements with regards to the submission of Registration Certificate Applications.</li><li>• Make payments for the approved Registration Certificates.</li><li>• To comply with the signed Memorandum of Agreement “Relating to the Security and Use of the Vanuatu Electronic Single Window (VeSW) System”.</li></ul>
<b>Location</b>	Anywhere on the Internet.
<b>Reference Docs</b>	<ul style="list-style-type: none"><li>• Flowchart: Process for the VeSW e-Registration forms</li><li>• Flowchart: Procedure to request a company code for Customs</li><li>• SOP Import Certificates MEPSL Products</li><li>• RCA Module “How To” Notes</li></ul>
<b>Other specific Energy Guidelines</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Procedure</b>	<p>The Authorized VeSW User should log into the VeSW system using their dedicated username and password to conduct any system procedure. <b>(S)</b></p> <p><b>Note: Failure to provide all the required and correct information, with required documents, is not only in breach of the law, but may result in a delay in the processing of the application.</b></p> <p><b>1. <u>Submission of RCA applications</u></b></p> <p>1.1 Fill out the RCA application, capturing as much information as possible. <b>(S)</b></p> <p>1.2 Make sure to observe the “Form A” or “Form B” scenarios.</p> <p>1.3 Attach required documents to the application. <b>(S)</b></p> <p>1.4 Submit application. <b>(S)</b></p>

	<p><b>2. <u>Responding to queries from Energy</u></b> Should there be a query from Energy, the Applicant will receive an email to check the application in the system and respond to query from Energy. <b>(S)(M)</b></p> <p><b>3. <u>Payment of application fees</u></b> <u>In Person</u></p> <p>3.1 Tender correct payment amount to Energy equivalent to the amount shown on the approved application. <b>(M)</b><sup>1</sup></p> <p>3.2 Ensure that any cheque payments are made out to the “Vanuatu Government” as the payee, dated and signed <b>(M)</b><sup>2</sup>.</p> <p>3.3 Present the application registration number and payment to the Energy Cashier at the Energy Office in Port Vila. <b>(M)</b></p> <p>Note: It is possible to make one remittance of multiple applications using a multiple mean of payment – either cash or cheque.</p> <p><u>Using Deferred Payments</u></p> <p>3.4 To facilitate payments and receiving Certificates, it is highly recommended for Importers to maintain Prepayment or Credit accounts with Energy.</p> <p>3.5 If the accounts are used in the applications, the Certificates and Receipts will be automatically be available once the applications are approved by the Regulator.</p> <p>3.6 Prepayments will have to be topped up when required, while Credit accounts can be settled when the account statement is issued by Energy.</p> <p>3.7 Should the Trader opt for deferred payments, Energy will discuss with the Trader on the best payment account option for the Importer to use for their RCA applications.</p> <p><b>4. <u>Receiving Certificate</u></b></p> <p>4.1 Once the application fees have been paid, the Energy Cashier can print the Certificate and Receipt for the Importer. <b>(S)</b></p> <p>4.2 Otherwise, the Applicant can print the Certificate and Receipt themselves from the VeSW system. <b>(S)</b></p> <p><b>5. <u>Application amendment</u></b> Should, at any stage after the application is submitted, but is yet to be accepted, and the Applicant identifies an error in the application, they should contact Energy immediately requesting the amendment on the application. <b>(M)</b></p>
<b>Legend</b>	<b>(M)</b> = Manual action <b>(S)</b> = System action

<sup>1</sup> For security purpose, the maximum authorized cash payment is 25,000vt.

<sup>2</sup> Energy may accept bank cheques from Applicants or from authorized Traders only, others may have to pay by cash only.