



## NEPAL RENEWABLE ENERGY PROGRAMME



# SECF Portal Guide



1





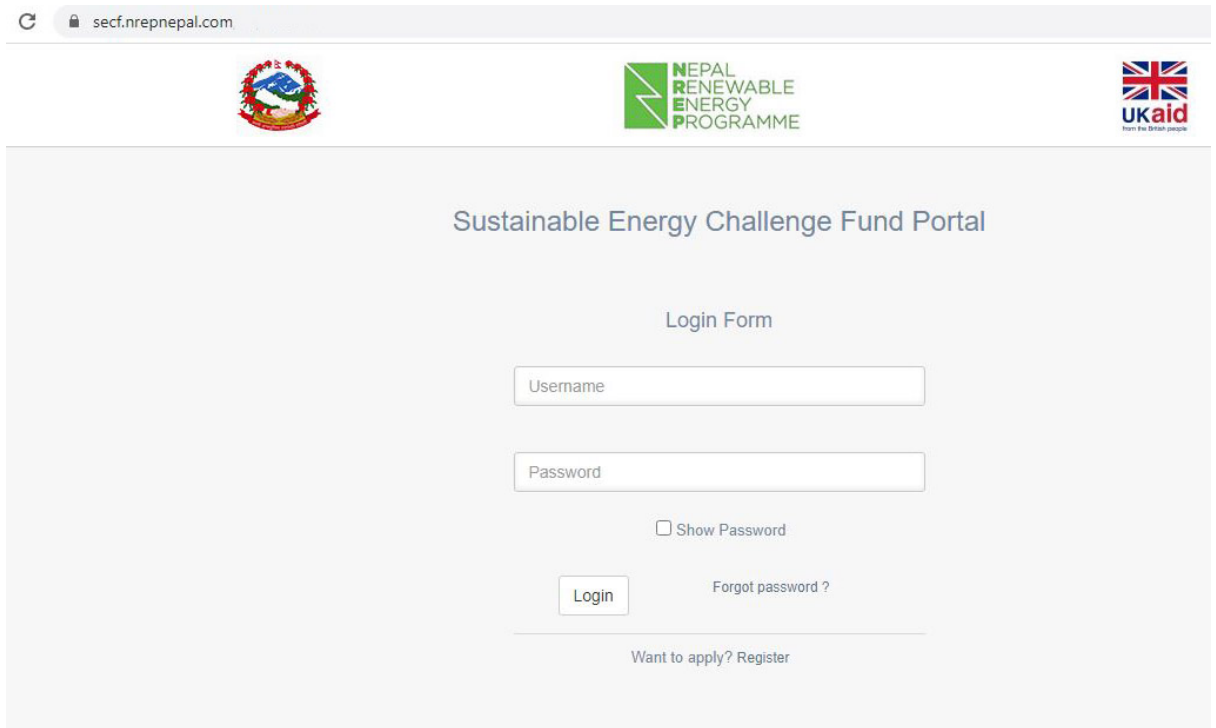
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## 1. Accessing the SECF Portal

### Accessing the portal from a web browser

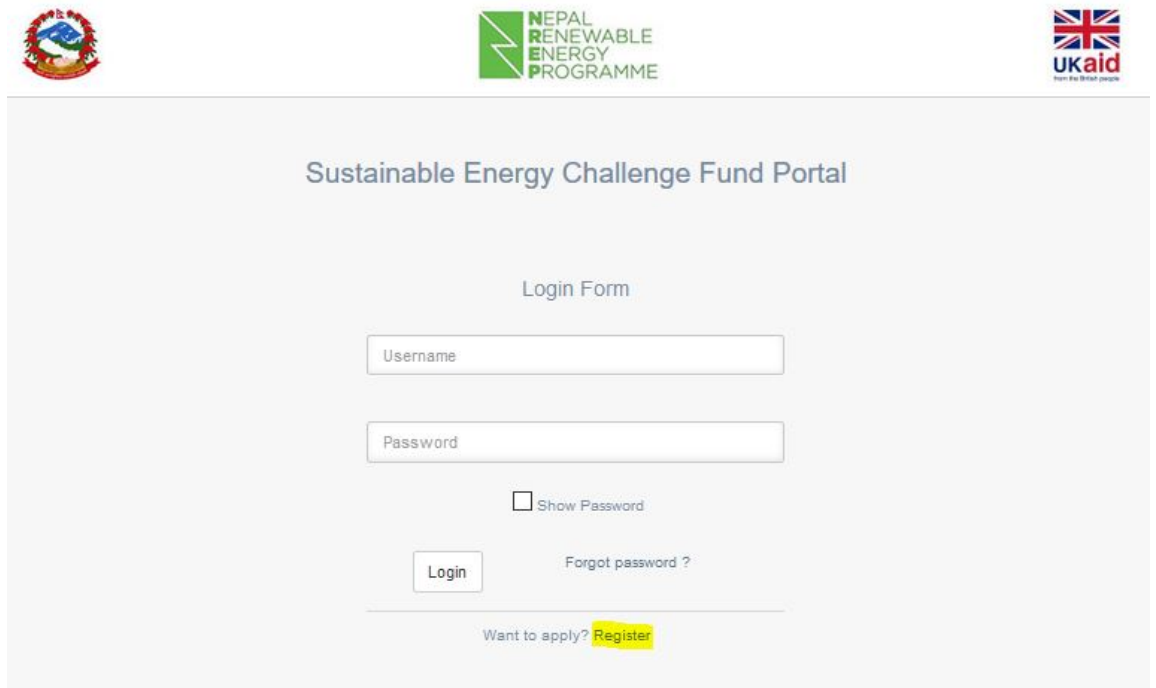
1. Open a web browser in your computer, and access the URL <https://secf.nrepnepal.com>



The screenshot shows a web browser window with the address bar displaying 'secf.nrepnepal.com'. The page features three logos at the top: the Government of Nepal emblem, the Nepal Renewable Energy Programme logo, and the UKaid logo. The main heading is 'Sustainable Energy Challenge Fund Portal'. Below this is a 'Login Form' containing a 'Username' input field, a 'Password' input field, a 'Show Password' checkbox, a 'Login' button, and a 'Forgot password?' link. At the bottom of the form area, there is a link that says 'Want to apply? Register'.

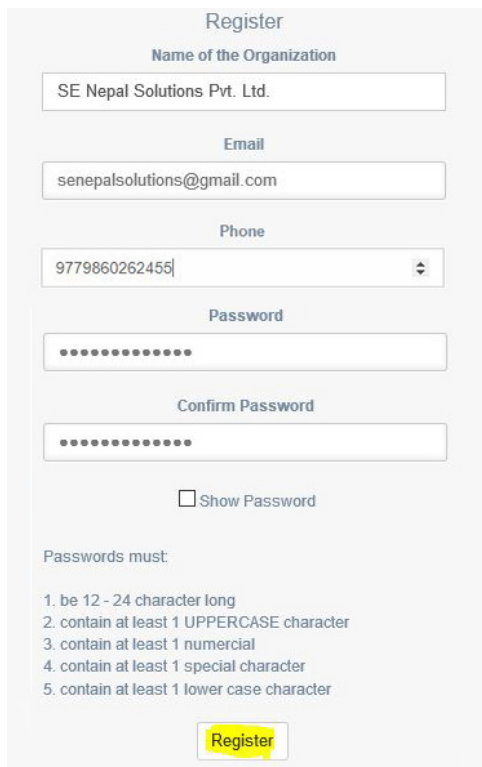
## Registration of the applicant organization and logging on to the portal

1. Click on the **Register** link.



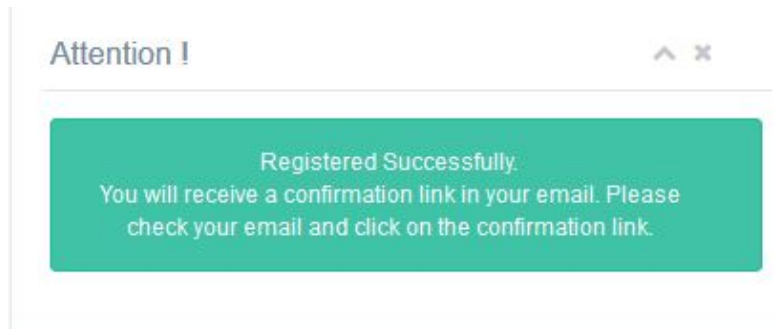
The screenshot shows the top of the Sustainable Energy Challenge Fund Portal. At the top, there are three logos: the Government of Nepal emblem, the Nepal Renewable Energy Programme logo, and the UKaid logo. Below the logos, the title "Sustainable Energy Challenge Fund Portal" is centered. Underneath the title is a "Login Form" section with input fields for "Username" and "Password". There is a "Show Password" checkbox and a "Login" button. A link "Forgot password ?" is also present. At the bottom of the login form, there is a link "Want to apply? Register" which is highlighted in yellow.

2. On the ensuing form, fill up the **Name of the Organization**, **Email**, **Phone**, **Password** and **Confirm Password** fields and click on **Register**.



The screenshot shows the "Register" form. It has a title "Register" and a subtitle "Name of the Organization". The form contains several input fields: "Name of the Organization" (filled with "SE Nepal Solutions Pvt. Ltd."), "Email" (filled with "senepalsolutions@gmail.com"), "Phone" (filled with "9779860262455"), "Password" (filled with dots), and "Confirm Password" (filled with dots). There is a "Show Password" checkbox. Below the form, there is a section titled "Passwords must:" followed by a list of requirements: 1. be 12 - 24 character long, 2. contain at least 1 UPPERCASE character, 3. contain at least 1 numeral, 4. contain at least 1 special character, and 5. contain at least 1 lower case character. At the bottom of the form, there is a "Register" button highlighted in yellow.

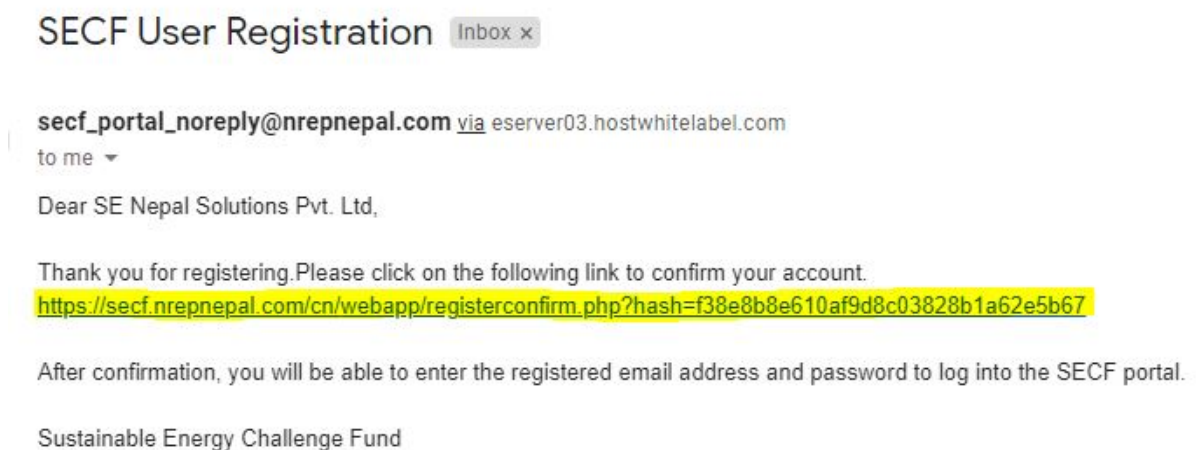
3. You will see the following notification box.



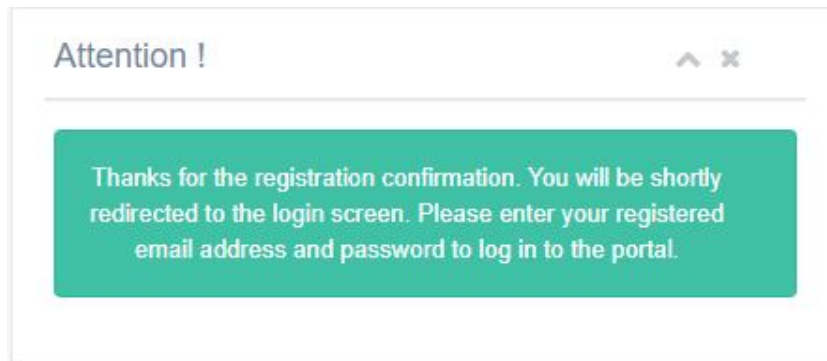
4. When you open the inbox of the **registered email address**, you should receive an email from the SECF Portal with the subject **SECF User Registration**



5. Open the email and click on the **confirmation link**.



6. You will see the following notification box.



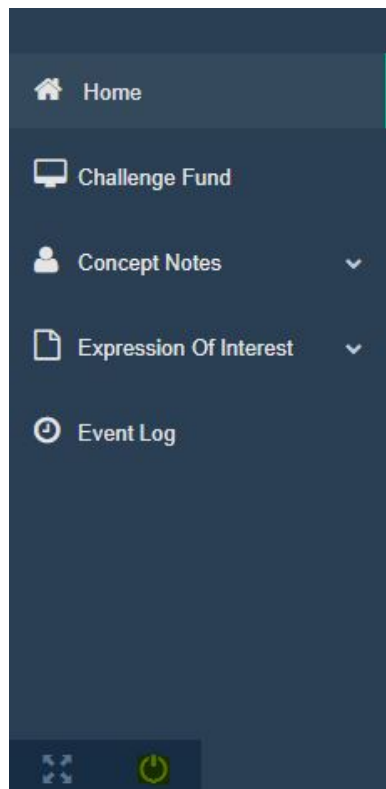
7. You can now log on with the registered username and password.

The image shows the login page of the Sustainable Energy Challenge Fund Portal. At the top, the title "Sustainable Energy Challenge Fund Portal" is displayed in a dark blue font. Below the title is the heading "Login Form". There are two input fields: the first contains the email address "senepalsolutions@gmail.com", and the second contains a password represented by ten dots. Below the password field is a checkbox labeled "Show Password". To the left of the checkbox is a yellow "Login" button. To the right of the checkbox is a link that says "Forgot password ?". At the bottom of the form, there is a link that says "Want to apply? Register".

8. Bookmark the URL of the log on page of the portal for future ease of access.

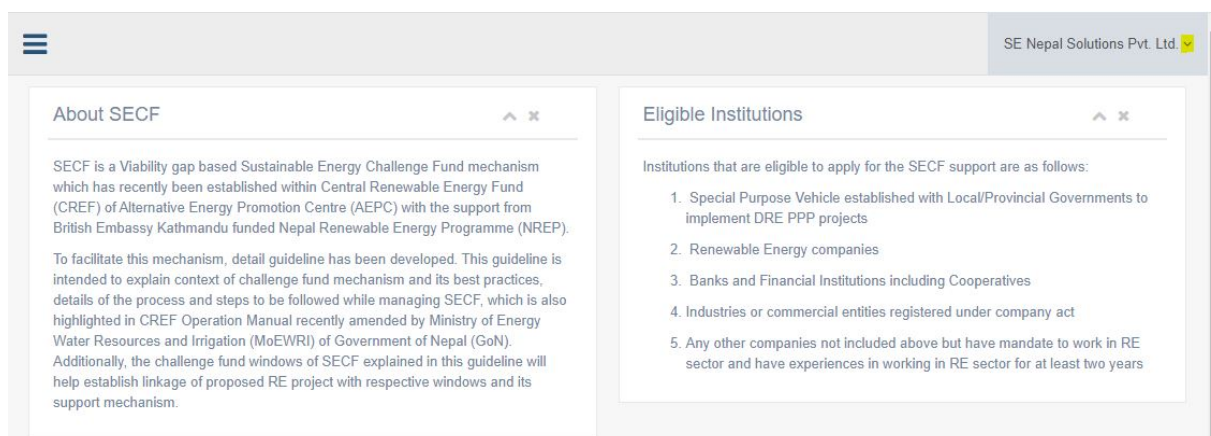
### Logging out of the portal

1. Once logged on, click on the logout button at the bottom left of the portal's navigation tabs section.

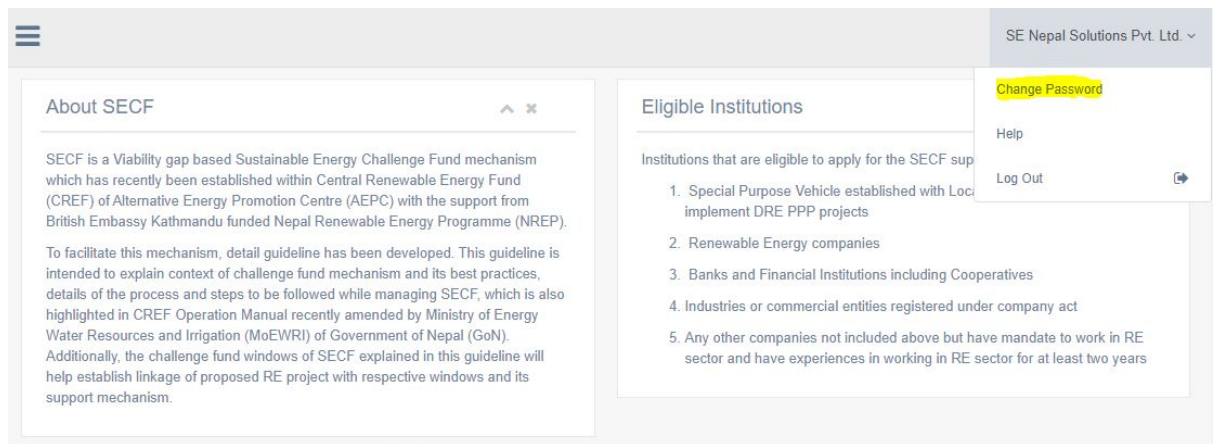


### Changing portal user password

1. Once logged on, click on the down pointed button on the top right.



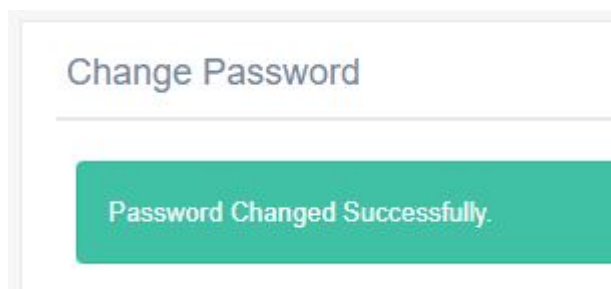
- Click on the **Change Password** button.



- Enter your **current password** once and **new password** twice and click on **Submit** button.

The screenshot shows the 'Change Password' form. It has three input fields: 'Current Password\*', 'New Password\*', and 'Confirm New Password\*'. Each field is masked with dots. Below the fields are two buttons: 'Cancel' and 'Submit'.

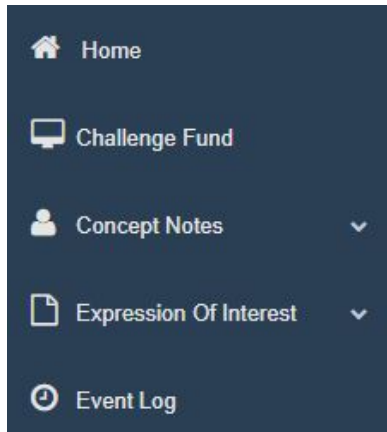
- You should then receive the password changed successfully notification.



## 2. Understanding the sections of the portal

### The different sections of the portal

The SECF portal consists of 5 sections all of which serve specific purposes:



1. **Home:** This section provides a brief overview about Sustainable Energy Challenge Fund, institutions eligible to apply, the SECF process and information on application resources and support.

**About SECF**

SECF is a Viability gap based Sustainable Energy Challenge Fund mechanism which has recently been established within Central Renewable Energy Fund (CREF) of Alternative Energy Promotion Centre (AEPCC) with the support from British Embassy Kathmandu funded Nepal Renewable Energy Programme (NREP).

To facilitate this mechanism, detail guideline has been developed. This guideline is intended to explain context of challenge fund mechanism and its best practices, details of the process and steps to be followed while managing SECF, which is also highlighted in CREF Operation Manual recently amended by Ministry of Energy Water Resources and Irrigation (MoEWRI) of Government of Nepal (GoN). Additionally, the challenge fund windows of SECF explained in this guideline will help establish linkage of proposed RE project with respective windows and its support mechanism.

**Eligible Institutions**

Institutions that are eligible to apply for the SECF support are as follows:

1. Special Purpose Vehicle established with Local/Provincial Governments to implement DRE PPP projects
2. Renewable Energy companies
3. Banks and Financial Institutions including Cooperatives
4. Industries or commercial entities registered under company act
5. Any other companies not included above but have mandate to work in RE sector and have experiences in working in RE sector for at least two years

**Resources & Support**

Applicants are suggested to read the following resources to familiarize themselves with the components of the portal and the procedure to complete the application process;

[SECF Information Package](#)

**Support**

Email: [secf\\_queries@nrepnepal.com](mailto:secf_queries@nrepnepal.com)  
Phone: 9802323318

**SECF Process**

- Phase 1** **Application Process**  
SECF has 2 stage application process. Firstly, the applicants are encouraged to submit the concept notes. Secondly, only shortlisted candidates are invited to submit their full applications.
- Phase 2** **Due Diligence Process**  
SECF Secretariate conducts the Due Diligence Assessment (DDA) of organizations who have submitted full applications.
- Phase 3** **Approval Process**  
SECF Secretariate forwards the applications with DDA to Independent Evaluation Panel (IEP). The applications recommended by IEP are submitted to Investment Committee (IC) for final approval.
- Phase 4** **Project Implementation**  
The applications awarded with SECF financial support will enter tri-party Performance Based Agreement (PBA) between AEPCC, Awardee and NREP for project implementation. This phase includes fund disbursement with Monitoring and Evaluation of the projects based on their progress.

2. **Challenge Fund:** This section provides further information about SECF.

| #  | SECF Windows                                                                                                                                                                 | Types of Financial Support                                             | Ceiling of financial support                                                                                                                                       | Potential eligible projects                                                                                                                                                                                                                                                                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Project/s to be implemented with the investment of Provincial and/or Local Government/s in the Public Private Partnership model                                              | Financial Support for Capital Investment                               | Up to 50% of the project cost or the financial support requested by the applicant -whichever is less competitive basis                                             | All energy related projects developed in PPP model with the investment of Local and/or Provincial governments                                                                                                                                                                                                                        |
| 2. | Project/s to be implemented by aggregating demands of SE technologies and projects                                                                                           | Financial support for market development and promotion based on result | Not exceeding 10 million rupees, maximum of 50% of the market development and promotion cost or the financial support requested by the applicant-whichever is less | Following type of projects: <ul style="list-style-type: none"> <li>Sustainable Energy projects prepared by Local or Provincial government in a public private partnership model</li> <li>Renewable projects for households,</li> <li>Renewable energy for irrigation</li> <li>Productive use of energy for MSME promotion</li> </ul> |
| 3. | Project proposed for the improvement of technical, financial and managerial aspects of the existing mini and micro-grid projects or other renewable energy mini-grid project | Financial Support for Capital Investment                               | Not exceeding 10 million Rupees, 50% of the total improvement cost or the financial support requested by the applicant -whichever is less                          | Technical, managerial and financial management of existing micro and mini hydro projects and other mini grid operated by renewable energy that have potential to improve energy access to vulnerable and remotely located households                                                                                                 |

3. **Concept Notes:** This section provides access to the new concept note application form, the ongoing, shortlisted and not shortlisted concept notes.
4. **Expression of Interest:** This section provides access to the new application forms for Expression of Interest for First Loss Guarantee and Reverse Auction as well as the previously submitted ones.
5. **Event Log:** This section provides access to the information about events like log on to the portal, logging out of the portal, section update of concept note forms etc. It also displays the date/time of the event and the IP Address of the portal user.

Event Log

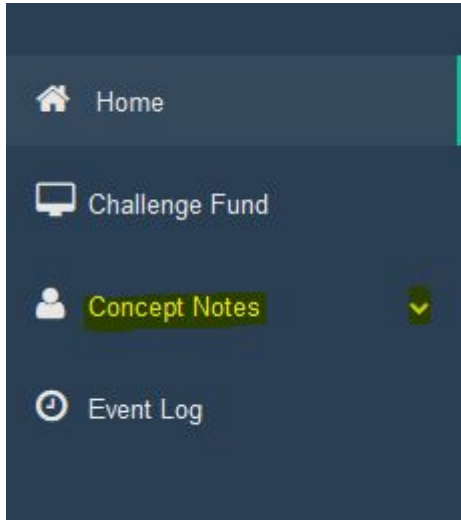
Show  entries

Search:

| SN | Date Time           | Events                 | IP             | Status  |
|----|---------------------|------------------------|----------------|---------|
| 1  | 2021-06-01 11:19:31 | Logged On              | 110.44.124.143 | SUCCESS |
| 2  | 2021-06-01 11:19:14 | Logged On              | 110.44.124.143 | SUCCESS |
| 3  | 2021-06-01 09:29:36 | Logged On              | 110.44.124.143 | SUCCESS |
| 4  | 2021-05-31 18:11:15 | Logged Out             | 110.44.124.143 | SUCCESS |
| 5  | 2021-05-31 17:47:22 | Logged On              | 110.44.124.143 | SUCCESS |
| 6  | 2021-05-31 16:49:43 | Concept Note Accepted  | 110.44.124.143 | SUCCESS |
| 7  | 2021-05-31 16:41:49 | Concept Note Submitted | 110.44.124.143 | SUCCESS |
| 8  | 2021-05-31 14:33:18 | Financials Saved       | 110.44.124.143 | SUCCESS |
| 9  | 2021-05-31 14:30:53 | Technicals Saved       | 110.44.124.143 | SUCCESS |
| 10 | 2021-05-31 14:30:30 | Project Data Saved     | 110.44.124.143 | SUCCESS |

## The concept notes section

1. Log on to the portal.
2. Click the **Concept Notes** navigation tab located on the left of the dashboard.



3. The **Ongoing** sub-navigation tab lists the yet to be submitted concept notes that are at various stages of form filling as well as the ones that have been submitted and are awaiting approval.
4. The **Shortlisted** tab lists the submitted concept notes that have been shortlisted by the Initial Screening Committee and can proceed to full application.
5. The **Not Shortlisted** tab lists the submitted concept notes that have been not been shortlisted by the SECF.
6. The **New Concept Note** tab loads a blank concept note form.

### The different collapsible sections of the concept note form

The concept note form is basically a collection of 6 different collapsible sections serving specific purposes. Clicking on the section will either show or hide the content of that section.

To view the concept note form, click on the **Concept Notes** tab and then click on **New Concept Note** sub tab.

|                                           |
|-------------------------------------------|
| Applicant Data                            |
| Project Data                              |
| Technicals                                |
| Economics                                 |
| Financial Status of the Lead Organization |
| Declaration                               |

**Applicant Data:**

This section consists of the fields related with the details of the applicant organization. In the case of a consortium, information about the partner organizations also needs to be entered.

| Applicant Data                                                     |                                                                                                            |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Applicant name (lead applicant)*                                   | <input type="text"/> ?                                                                                     |
| Street number and name *                                           | <input type="text"/> ?                                                                                     |
| Ward number                                                        | <input type="text"/> ?                                                                                     |
| Town or municipality                                               | <input type="text"/> ?                                                                                     |
| Zip Code                                                           | <input type="text"/> ?                                                                                     |
| Telephone *                                                        | <input type="text"/> ?                                                                                     |
| Email *                                                            | <input type="text"/> ?                                                                                     |
| Key contact person*                                                | <input type="text"/> ?                                                                                     |
| Applicant organizations are either owned and/or led by *           | <input type="checkbox"/> Female<br><input type="checkbox"/> Disadvantaged<br><input type="checkbox"/> None |
| Are you in a consortium ?*                                         | <input type="text" value="No"/> ?                                                                          |
| If yes, name of the consortium members *                           | <input type="text"/> ?                                                                                     |
| Type of company                                                    | <input type="text"/> ?                                                                                     |
| Company registration no*                                           | <input type="text"/> ?                                                                                     |
| Company registration date (YYYY-MM-DD)*                            | <input type="text"/> ?                                                                                     |
| Please upload company registration certificate                     | <input type="button" value="Choose Files"/> No file chosen                                                 |
| PAN/VAT Number:*                                                   | <input type="text"/> ?                                                                                     |
| Please upload PAN/VAT certificate *                                | <input type="button" value="Choose Files"/> No file chosen                                                 |
| Major objectives of the company and key business areas             | <input type="text"/> ?                                                                                     |
| Name of Major shareholders/Partners *                              | <input type="text"/> ?                                                                                     |
| Name of Directors *                                                | <input type="text"/> ?                                                                                     |
| Number of employees                                                | <input type="text"/> ?                                                                                     |
| Details of past assistance from donors including DFID              | <input type="text"/> ?                                                                                     |
| Has your company audited in the last two or three years (external) | <input type="text" value="No"/> ?                                                                          |
| If Yes name of the auditors (Year wise)                            | <input type="text"/> ?                                                                                     |

**Project Data:**

This section consists of the fields related with the details of the project along with the beneficiaries. The applicant is also provided the option to choose the project's renewable energy technology.

| Project Data                                         |                                                         |
|------------------------------------------------------|---------------------------------------------------------|
| Project province *                                   | <div>2</div> <div>?</div>                               |
| Project's geographical coordinates                   | <div>Latitude:</div> <div>Longitude:</div> <div>?</div> |
| Type of renewable energy (RE) system                 | <div>Select One</div> <div>?</div>                      |
| Project's renewable energy (RE) source *             | <div>Solar Photovoltaics</div> <div>?</div>             |
| Project's renewable energy (RE) technology *         | <div>Solar Home System</div> <div>?</div>               |
| Business model proposed *                            | <div>RESCO</div> <div>?</div>                           |
| Objectives of the project *                          | <div></div> <div>?</div>                                |
| Explain how the project addresses above objectives * | <div></div> <div>?</div>                                |
| Project start date(tentative) *                      | <div></div> <div></div> <div>?</div>                    |
| Project commercial operation date (tentative)*       | <div></div> <div></div> <div>?</div>                    |
| Project's salient features                           | <div></div> <div>?</div>                                |

As a part of the project data section, we have a section where we will have to enter the details about project **beneficiaries**. There are option to select/multi select the types of beneficiaries. If the type of beneficiary is not mentioned in the form, the applicant can choose the **Others-Please Specify** option, mention the type of beneficiary and fill up the details.

The data to be filled up for beneficiaries vary according to the selected target beneficiary group. So applicants are advised to check the **help** content located to the right of the form field before entering the details.

## BENEFICIARIES INFORMATION

- Target Group \* ☒ Households ?
- ☐ Schools
- ☐ Health Centers
- ☐ MSMEs
- ☐ Industries/Commercial Institutions
- ☐ Others--Please specify

## HOUSEHOLDS DATA

|                                              |                                 |   |
|----------------------------------------------|---------------------------------|---|
| Total beneficiary households to be covered * | <input type="text"/>            | ? |
| Number of people to be benefited *           | <input type="text"/>            | ? |
| Basis of beneficiaries count *               | <input type="text"/>            |   |
| <u>Gender *</u> <span>?</span>               |                                 |   |
| Male                                         | <input type="text"/>            |   |
| Female                                       | <input type="text"/>            |   |
| Others                                       | <input type="text"/>            |   |
| <u>Caste and ethnicity *</u> <span>?</span>  |                                 |   |
| Brahmin                                      | <input type="text"/>            |   |
| Chhetri                                      | <input type="text"/>            |   |
| Dalit                                        | <input type="text"/>            |   |
| Janajati/Adhibasi                            | <input type="text"/>            |   |
| Madhesi                                      | <input type="text"/>            |   |
| Other Caste                                  | <input type="text"/>            |   |
| Basis of caste and ethnicity count *         | <input type="text"/>            |   |
| <u>Geographic strata *</u>                   |                                 |   |
| Rural                                        | <input type="text"/>            | ? |
| Urban                                        | <input type="text"/>            | ? |
| <u>Socioeconomic strata</u>                  |                                 |   |
| Poor                                         | <input type="text"/>            | ? |
| Disability inclusion                         | <input type="text"/>            | ? |
| Potential for job creation *                 | <input type="text" value="No"/> | ? |

Cancel

Save

**Technical:**

This sections consists of the technical details related with the project. The type of the loaded form is dependent upon the **Project's Renewable Energy Technology** chosen in **Project Data** section.

Project Data

Project province \*

2

?

Project's geographical coordinates

Latitude:

Longitude:

?

Type of renewable energy (RE) system

Select One

?

Project's renewable energy (RE) source \*

Solar Photovoltaics

?

Project's renewable energy (RE) technology \*

Solar Home System

?

TECHNICAL FEATURES (SOLAR HOME SYSTEM)

SYSTEM CAPACITY\*

PV panel capacity\*

Wp

Number of Panels

To Add PV panels of different capacity and numbers, please click on the Add button. Clicking on the Delete button will remove the most recent entry.

AddDelete

Total Watt Peak of Systems \*

Wp

Total Number of Systems\*

ENERGY PROFILE

Current sources of energy

☐ Kerosene
☐ Diesel
☐ Grid
☐ Others--Please specify

Cancel

Save

## Economics:

This sections consists of the details of economics related with the project. The fields related with the **Estimated Cost of Project** and **Source of Financing** vary according to the chosen **project window**.

Economics

Status of the project development \*
No assessment done
?

In case of commercial project (Is pre feasibility study or detailed feasibility study completed ? )
Choose One
?

Project window \* (Select any one)
Public private partnership
?

Economics

Status of the project development \*
No assessment done
?

In case of commercial project (Is pre feasibility study or detailed feasibility study completed ? )
Choose One
?

Project window \* (Select any one)
Public private partnership
?

ESTIMATED COST OF PROJECT

Installation cost (NPR) \*
?

Other costs (NPR)
?

Total (NPR) \*
?

Operation and maintenance costs (NPR) \*
?

SOURCE OF FINANCING

Company or institution's equity (NPR) \*
?

Contribution from local government (NPR)
?

Contribution from provincial government (NPR)
?

Contribution from other sources ? \*
No
?

Total (NPR) \*
?

Explain the technical assistance expected from SECF
?

Financial support expected from SECF (NPR) \*
?

Net present value of project (NPR)
?

IRR (%)
?

Payback period (in years)
?

Please upload document to demonstrate your financial calculation with yearly breakdown.\*
Choose Files No file chosen
?

Cancel Save

## Financial Status of the Lead Organization:

This section consists of the details related with the financial status of the lead organization. If the organization's financial statement has been audited in the last two or three years, the applicant will have to enter the financial data. Along with the financial data of the audited years, the **audit report** as well as the **financial statements** also need to be uploaded.

### Financial Status of the Lead Organization

Financial data of the lead organization of the previous 3 fiscal years.  
(Please enter the amount in NPR)

☐ We, SE Nepal Solutions Pvt. Ltd. applying for the SECF do not have the financial data of the previous three years. 

#### YEAR 1

|                                      |                      |                                                                                     |
|--------------------------------------|----------------------|-------------------------------------------------------------------------------------|
| Enter Fiscal Year in BS (e.g. 74/75) | <input type="text"/> |    |
| Turnover                             | <input type="text"/> |    |
| Earning Before Interest and Tax      | <input type="text"/> |    |
| Earning Before Tax                   | <input type="text"/> |   |
| Net Profits                          | <input type="text"/> |  |
| Total assets                         | <input type="text"/> |  |
| Equity                               | <input type="text"/> |  |
| Loan                                 | <input type="text"/> |  |

#### YEAR 2

|                                      |                      |                                                                                     |
|--------------------------------------|----------------------|-------------------------------------------------------------------------------------|
| Enter Fiscal Year in BS (e.g. 74/75) | <input type="text"/> |  |
| Turnover                             | <input type="text"/> |  |
| Earning Before Interest and Tax      | <input type="text"/> |  |
| Earning Before Tax                   | <input type="text"/> |  |
| Net Profits                          | <input type="text"/> |  |
| Total assets                         | <input type="text"/> |  |
| Equity                               | <input type="text"/> |  |
| Loan                                 | <input type="text"/> |  |

## SECF Portal Guide

### YEAR 3

Enter Fiscal Year in BS (e.g. 74/75)



Turnover



Earning Before Interest and Tax



Earning Before Tax



Net Profits



Total assets



Equity



Loan



Details of Past 3 years  
required(Attach Audit Report and  
Financial Statements, Max Single  
File Size: 15 MB)

Choose Files

No file chosen



### Declaration:

This section consists of the final declaration consisting of mandatory clauses which the applicant needs to select in checkboxes before he/she can proceed with the submission of the form.

### DECLARATION

I hereby certify that we SE Nepal Solutions Pvt. Ltd.

- ☐ Are a registered Firm company on 2014-03-11 with necessary approval/certification and our consortium members are also legally registered in Nepal
- ☐ Have the relevant permissions/consents to promote and produce Renewable Energy services in the proposed areas for proposed institution from local governments
- ☐ Are willing to abide by the requirements of the SECF, AEPC and NREP
- ☐ Are willing to provide all reasonable information as requested by NREP, SECF and AEPC.
- ☐ Have provided all the information about support/subsidy received from other Development Partners / Organisation including Government Entity / Local Government / Province Government.
- ☐ Not blacklisted by any Government agencies

Name & Designation

Date

2021-05-24

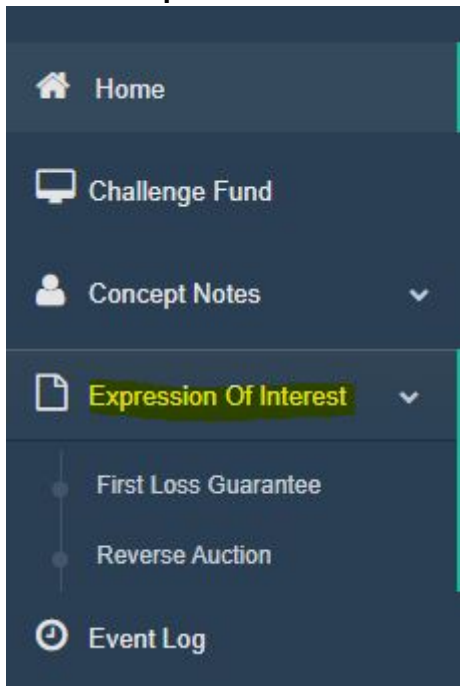
Note: Once you submit the form you will no longer be able to modify any sections of the form. You will receive a confirmation email which contains a confirmation link. You need to click on that link to confirm the concept note.

Cancel

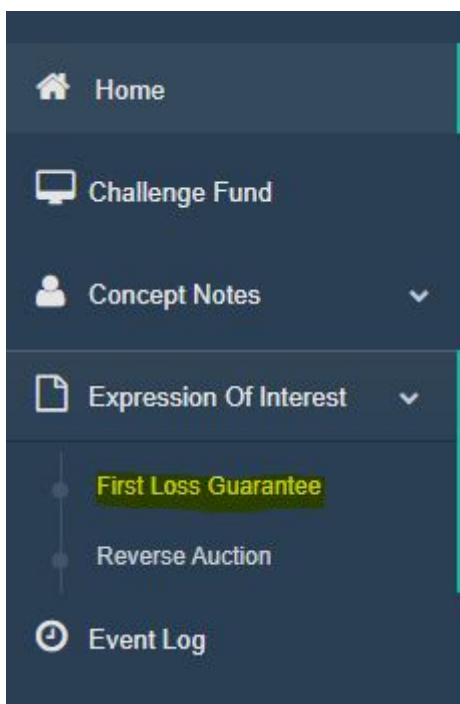
Submit

## The EOI for first loss guarantee section

1. Log on to the portal.
2. Click the **Expression of Interest** navigation tab located on the left of the dashboard.

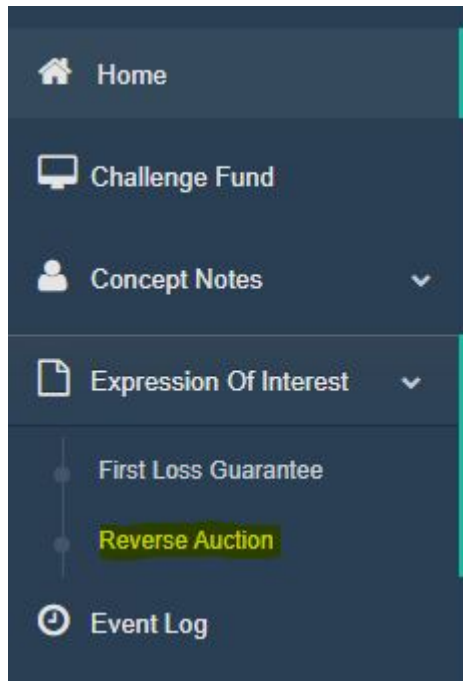


3. Click the **First Loss Guarantee** sub tab.



## The EOI for reverse auction section

1. Log on to the portal.
2. Click the **Expression of Interest** navigation tab located on the left of the dashboard.
3. Click the **Reverse Auction** sub tab



## Common types of fields in the different sections

While filling the different sections of the Concept Note/Expression of Interest application forms, the applicants will come across various types of fields. The most common of them are as below:

### Text Box

Applicant name (lead applicant)\*

A **text box** is small box that is used to enter a single line of text. It is used for entering basic values, such as a name, number, or short phrase.

### Text Area

Major objectives of the company and key business areas

A **text area** is a larger box that allows you to enter multiple lines of text. Pressing Enter in a text area creates a line break. Users can stretch the corner on the bottom right to increase the width and height of the text area.

## Number Box

Ward number

A **number box** accepts only numerical characters. It also provides stepper arrows on the right to let the user increase and decrease the value using their mouse or by tapping with a fingertip.

## Optional Checkbox Group

Applicant organizations are either owned and/or led by \*

☐ Female

☐ Disadvantaged

☐ None

An **optional checkbox group** is a group of checkboxes where you can choose to select a single or all of the listed options. If the field is not mandatory to be attended to you can also omit selection of all options.

## Mandatory Checkbox Group

I hereby certify that we SE Nepal Solutions Pvt. Ltd.

☐ Are a registered Firm company on 2014-03-11 with necessary approval/certification and our consortium members are also legally registered in Nepal

☐ Have the relevant permissions/consents to promote and produce Renewable Energy services in the proposed areas for proposed institution from local governments

☐ Are willing to abide by the requirements of the SECF, AEPC and NREP

☐ Are willing to provide all reasonable information as requested by NREP, SECF and AEPC.

☐ Have provided all the information about support/subsidy received from other Development Partners / Organisation including Government Entity / Local Government / Province Government.

Name & Designation

Date

A **mandatory checkbox group** is a group of checkboxes where you have to select all options to save/submit forms.

## Date Picker

Company registration date (YYYY-MM-DD)\*  

A **date picker** is an interactive dropdown that makes it easy to choose the date from a calendar (located on the right) instead of typing it manually. It's a great way to avoid user errors because you can see the corresponding day of the week for each date.

## File Upload Button

Please upload company registration certificate  No files selected.

A file upload button provides the user with the option to upload single/multiple documents.

## Drop-down

Project's renewable energy (RE) technology \*



- Select One
- Solar Home System**
- Institutional Solar
- Solar Mini Grid
- Solar Water Pumping System
- Solar Refrigeration
- Solar PV Rooftop
- Solar PV Net metered
- Solar PV Utility Scale Solar
- Others--Please specify

A **drop-down** box provides an option to list down various options in the form of drop-down list, from where a user can select a single option.

## Dynamic Input Number Boxes

PV panel capacity\*  Wp

Number of Panels

---

To Add PV panels of different capacity and numbers, please click on the Add button. Clicking on the Delete button will remove the most recent entry.

A **dynamic input number box** is a block of number boxes that is loaded when you click on the add button. This box is used where the same type of number fields are asked multiple times.

## Auto Calculate Number Box

**SYSTEM CAPACITY\***

---

|                    |                                  |    |
|--------------------|----------------------------------|----|
| PV panel capacity* | <input type="text" value="100"/> | Wp |
| Number of Panels   | <input type="text" value="100"/> |    |

---

To Add PV panels of different capacity and numbers, please click on the Add button. Clicking on the Delete button will remove the most recent entry.

[Add](#) [Delete](#)

---

|                              |                                       |    |
|------------------------------|---------------------------------------|----|
| Total Watt Peak of Systems * | <input type="text" value="10000.00"/> | Wp |
|------------------------------|---------------------------------------|----|

An **auto calculate number box** is a box which displays the calculated value obtained from one or more number boxes using predefined formula.

## Accessing help content for different fields

To the right of every form field, there is a **?** button.

|                                  |                      |          |
|----------------------------------|----------------------|----------|
| Applicant name (lead applicant)* | <input type="text"/> | <b>?</b> |
| Street number and name *         | <input type="text"/> | <b>?</b> |
| Ward number                      | <input type="text"/> | <b>?</b> |
| Town or municipality             | <input type="text"/> | <b>?</b> |

When you click on the **?** button, help information for that field is displayed in a text box.

|                                  |                      |          |                                               |
|----------------------------------|----------------------|----------|-----------------------------------------------|
| Applicant name (lead applicant)* | <input type="text"/> | <b>?</b> | Name of the organisation, e.g., ABC Pvt. Ltd. |
| Street number and name *         | <input type="text"/> | <b>?</b> |                                               |
| Ward number                      | <input type="text"/> | <b>?</b> |                                               |
| Town or municipality             | <input type="text"/> | <b>?</b> | Town/Municipality name, e.g., Lalitpur        |

When you click on the **?** button again, the text box closes.

### Supported documents types and maximum size for file upload

In the different file upload fields, the applicant can upload files with the extensions PDF, Doc, Docx, Xls, Xlsx, JPEG, PNG and Zip. The maximum size of the uploadable file/files dependent upon the field type range from 5 MB to 25 MB.

## 3. How to fill and submit Concept Note/Expression of Interest forms

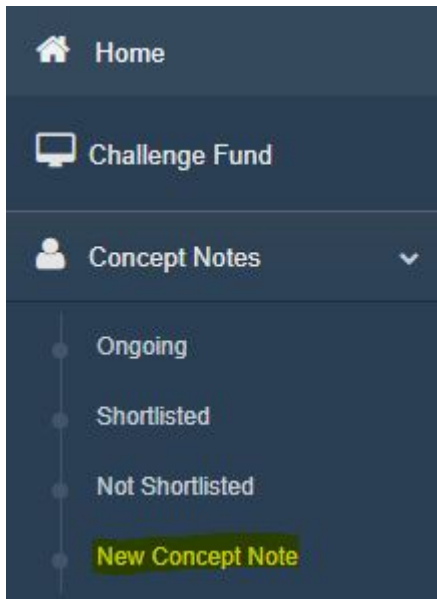
### Things to understand before starting to fill Concept Note/EOI application forms

1. All form fields ending with \* are mandatory. For mandatory numerical fields, either the relevant value or 0 should be entered.
2. The applicant won't be able to save a certain collapsible section without filling up mandatory fields.
3. While filling concept note form, applicants must first fill up and save **Applicant Data** section before they can fill other sections. After that they should fill up **Project Data, Technicals, Economics, Financial Status of the Lead Organization** and **Declaration** respectively before submitting the form.
4. Applicants can fill up all sections and submit in a single session or they can fill up particular sections and return to that form later (by clicking on the Ongoing sub tab under Concept Notes tab and clicking on the **Continue** button, modify data of any section if needed, fill up remaining sections and then submit.
5. Applicants can select any particular technology in **Project Data** section and check the form fields that load up the **Technicals** section.
6. Once the applicant fills up and saves **project data** section and reloads the entire form again (either by clicking on refresh button on the browser or clicking on the **Ongoing** sub tab under **Concept Notes** tab), he/she won't be able to modify **Project's renewable energy (RE) source** and **Project's renewable energy (RE) technology** fields in that section.
7. Activation of certain fields on a certain section is dependent upon the selection of option in the same or another section. For e.g. **How will the project be managed between consortium members?** field in **Project Data** section gets activated only if **Are you in a consortium?** field's option is chosen as **yes** in **Applicant Data** section.
8. Applicants are advised to refer to the help content available for each field in the **Beneficiaries** section to collect and submit accurate data.
9. Every time you save a certain section of the concept note form, it does a background validation check on the data entered by the applicant. If there are error/inconsistencies in the entered data, it displays an error message pointing to the field whose data needs to be corrected.
10. Once the applicant submits the Concept Note form, an email with a confirmation link will be sent by the portal to his/her mailbox. He/She should click on the link before **3 hours** to complete the submission process.
11. Once the applicant submits the EOI form, an email with a confirmation link will be sent by the portal to his/her mailbox. He/She should click on the link as soon as possible to complete the submission process.
12. Once logged on, if the applicant remains idle for more than **2 hours**, he/she is logged off.

13. Applicants are advised to familiarize themselves with SECF by going through the resource documents listed in the **Resources and Support** section of **Home** Tab.
14. SECF will keep on posting SECF guidance materials in the portal as well as <https://www.nrepnepal.com/secf-guidance/> section of NREP's website.

### Creating a new concept note

1. Log on to the portal.
2. Click the **Concept Notes** navigation tab located on the left of the dashboard.
3. Click the **New Concept Note** sub-navigation tab.



4. You can now start filling up the concept note form by entering data into the fields of different collapsible sections.

### How to edit data of fields of completed sections

The nature of the concept note form is such that barring certain fields mentioned earlier in this guide, applicants can always return back to the completed sections and edit the data in the fields of their choice.

For example,

Let's say a fictitious applicant SE Nepal Solutions Pvt. Ltd. wants to apply for the SECF and has filled up all of the sections of the form. Before submission, the applicant previews and prints the filled up form. After reviewing the form, he/she notices that the **PAN/VAT number** previously saved in the **Applicant Data** section is not correct. He/she can click on the Applicant Data section and modify the PAN/VAT number and save the form.

## Preview and print the filled up form for review before the final submission

1. After you have filled up the **Financial Status of the Lead Organization** section, when you open the **Declaration** section, there is a **Preview** button at the top left.

Declaration

Preview

---

DECLARATION

---

I hereby certify that we SE Nepal Solutions Pvt. Ltd.

☐ Are a registered Private Ltd. company on 2019-05-22 with necessary approval/certification and our consortium members are also legally registered in Nepal

☐ Have the relevant permissions/consents to promote and produce Renewable Energy services in the proposed areas for proposed institution from local governments

☐ Are willing to abide by the requirements of the SECF, AEPC and NREP

☐ Are willing to provide all reasonable information as requested by NREP, SECF and AEPC.

☐ Have provided all the information about support/subsidy received from other Development Partners / Organisation including Government Entity / Local Government / Province Government.

☐ Not blacklisted by any Government agencies

Name & Designation

Date

2. Once you click on the **Preview** button, the entire contents of the form from **Applicant Data** to **Financial Status of the Lead Organization** sections are displayed.

Declaration

Preview

App ID: SECF-CN-0147

Submitted By:  
SE Nepal Solutions Pvt. Ltd.  
614, Madan Bhandari Path, New Baneshwor  
31-Kathmandu, 31  
Phone: 97714621333  
Email: senepalsolutions@gmail.com

I. APPLICANT DATA

|   |                                                          |                                         |
|---|----------------------------------------------------------|-----------------------------------------|
| 1 | Applicant name (Lead applicant) *                        | SE Nepal Solutions Pvt. Ltd.            |
| 2 | Street number and name *                                 | 614, Madan Bhandari Path, New Baneshwor |
| 3 | Ward number                                              | 31                                      |
| 4 | Town or municipality                                     | Kathmandu                               |
| 5 | Zip code                                                 | 31                                      |
| 6 | Telephone *                                              | 97714621333                             |
| 7 | Email *                                                  | senepalsolutions@gmail.com              |
| 8 | Key contact person *                                     | Amar Kumar                              |
| 9 | Applicant organizations are either owned and/or led by * | None                                    |

3. When you scroll down to the end of the **Preview** section, there is a Print button to the left.

|    |                                                              |                                |
|----|--------------------------------------------------------------|--------------------------------|
| 13 | Explain the technical assistance expected from SECF          |                                |
| 14 | Financial support expected from SECF (NPR) *                 | 1000000                        |
| 15 | Net present value of project (NPR)                           | 56000000                       |
| 16 | IRR (%)                                                      | 12                             |
| 17 | Payback period (in years)                                    | 7                              |
| 18 | Demonstrate your financial calculation with yearly breakdown | SECF Economics Test Docum.docx |

**V. FINANCIAL STATUS OF LEAD ORGANISATION**

Financial Status Of Lead Organisation data not entered yet.

**Print**

**DECLARATION**

- Clicking on the **Print** button will load a window where you can select your printer and print the filled up form contents.

The screenshot shows a print window for the SECF Portal. On the left is a preview of the form, and on the right are the print settings.

**Form Preview (Left):**

App ID: SECF-CN-0147  
Generated Date/Time: 2021-05-31 14:41:56

Submitted By:  
SE Nepal Solutions Pvt. Ltd.  
614, Madan Bhandari Path, New Baneshwor  
31-Kathmandu, 31  
Phone: 97714621333  
Email: senepalsolutions@gmail.com

**I. APPLICANT DATA**

|    |                                                          |                                                                                                                                            |
|----|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Applicant name (Lead applicant) *                        | SE Nepal Solutions Pvt. Ltd.                                                                                                               |
| 2  | Street number and name *                                 | 614, Madan Bhandari Path, New Baneshwor                                                                                                    |
| 3  | Ward number                                              | 31                                                                                                                                         |
| 4  | Town or municipality                                     | Kathmandu                                                                                                                                  |
| 5  | Zip code                                                 | 31                                                                                                                                         |
| 6  | Telephone *                                              | 97714621333                                                                                                                                |
| 7  | Email *                                                  | senepalsolutions@gmail.com                                                                                                                 |
| 8  | Key contact person *                                     | Amar Kumar                                                                                                                                 |
| 9  | Applicant organizations are either owned and/or led by * | None                                                                                                                                       |
| 10 | Are you in a consortium? *                               | No                                                                                                                                         |
| 11 | Type of company                                          | Private Ltd.                                                                                                                               |
| 12 | Company registration no. *                               | 123 ()                                                                                                                                     |
| 13 | Company registration certificate *                       | Audit Reports.docx<br>(https://secf.nrepnepal.com/on/documents/b2M5am1vRDdvTEg5QzJjWhU720yUT09/Audit Reports.docx)                         |
| 14 | Company registration date *                              | 2019-05-22                                                                                                                                 |
| 15 | PAN/VAT Number *                                         | 302023727                                                                                                                                  |
| 16 | PAN/VAT certificate *                                    | Building Assessment Repor.docx<br>(https://secf.nrepnepal.com/on/documents/b2M5am1vRDdvTEg5QzJjWhU720yUT09/Building Assessment Repor.docx) |
| 17 | Major objectives of the company and key business areas   |                                                                                                                                            |
| 18 | Name of major shareholders/partners *                    | Amar Kumar                                                                                                                                 |

1/5

**Print Settings (Right):**

Print 5 sheets of paper

Destination: Canon LBP3010/LBP3

Pages: All

Copies: 1

Layout: Portrait

More settings

**Buttons:** Print, Cancel

- You can now review the printed document, correct any errors/modify existing data and proceed to the submission of the form.

## How to submit the completed form

- After the form has been reviewed and is ready for submission, proceed to the **Declaration** section, check all of the clauses, enter the name and designation of the authorized person and then click on the **Submit** button.  
**Once the form is submitted, the applicant will no longer be able to change data of any section of the form.**

## SECF Portal Guide

### DECLARATION

I hereby certify that we SE Nepal Solutions Pvt. Ltd.

- ☒ Are a registered Private Ltd. company on 2019-05-22 with necessary approval/certification and our consortium members are also legally registered in Nepal
- ☒ Have the relevant permissions/consents to promote and produce Renewable Energy services in the proposed areas for proposed institution from local governments
- ☒ Are willing to abide by the requirements of the SECF, AEPC and NREP
- ☒ Are willing to provide all reasonable information as requested by NREP, SECF and AEPC.
- ☒ Have provided all the information about support/subsidy received from other Development Partners / Organisation including Government Entity / Local Government / Province Government.
- ☒ Not blacklisted by any Government agencies

Name & Designation Amar Kumar, Director

Date 2021-05-31

**Note:** Once you submit the form you will no longer be able to modify any sections of the form. You will receive a confirmation email which contains a confirmation link. You need to click on that link to confirm the concept note.

Cancel

Submit

2. Clicking on the **Submit** button will first send a confirmation link to the registered email address's Inbox/Junk Email folder and display a message about it to the applicant. He/She will now have to click on that confirmation link to complete the submission process.

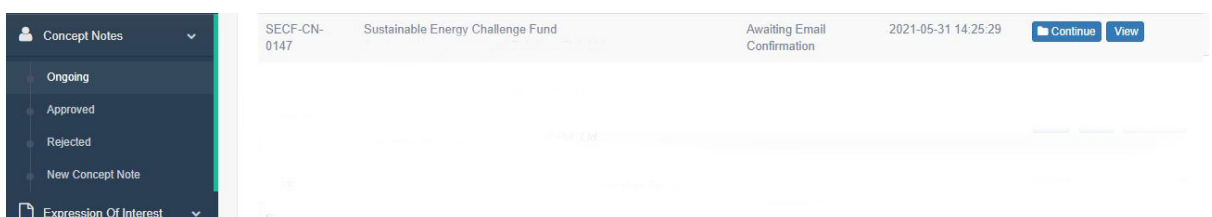
**Note:** Once you submit the form you will no longer be able to modify any sections of the form. You will receive a confirmation email which contains a confirmation link. You need to click on that link to confirm the concept note.

Thanks for submitting the concept note. An email with a confirmation link has been sent to your registered email address. Please click on the link to get a confirmation regarding submission of the concept note. In case the confirmation email does not appear in your Inbox, please check your Junk Email folder. Please be aware that the confirmation link expires after 3 hours.

Cancel

Submit

3. You will then be redirected to the **Ongoing** concept notes section

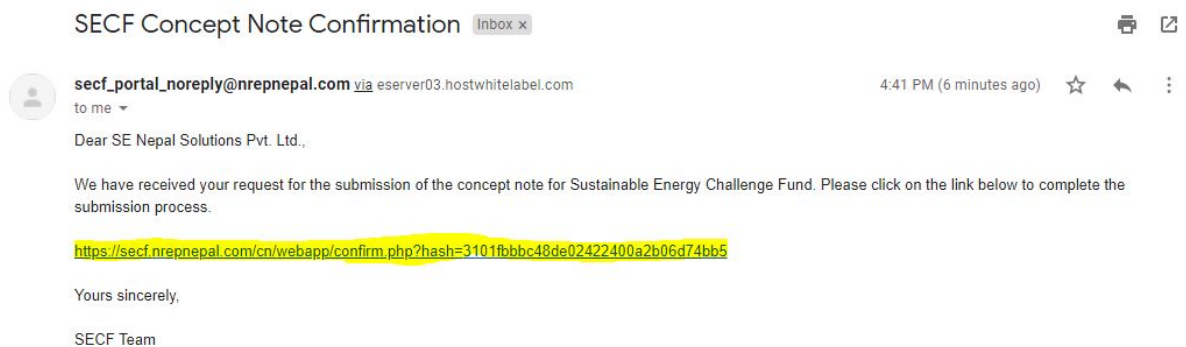


## SECF Portal Guide

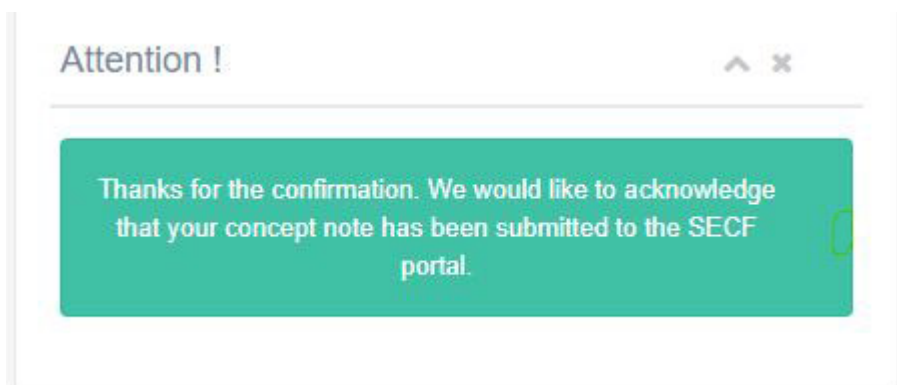
- When you check the Inbox/Junk Email folder, you should be able to see an email from the SECF Portal with the subject **SECF Concept Note Confirmation**.

☐ ☆ secf\_portal\_noreply **SECF Concept Note Confirmation** - Dear SE Nepal Solutions Pvt. Ltd., We have received your request ...

- The applicant will now have to click on the confirmation link provided in that email.



- Clicking on the confirmation link will finally submit the concept note application to the portal and the user will get an acknowledgement in a pop up window.



- You will also receive an email with the confirmation about your concept note submission.

## SECF Concept Note Submitted Inbox x

secf\_portal\_noreply@nrepnepal.com via eserver03.hostwhitelabel.com

to me, sunayna\_tamrakar ▾

Dear SE Nepal Solutions Pvt. Ltd.,

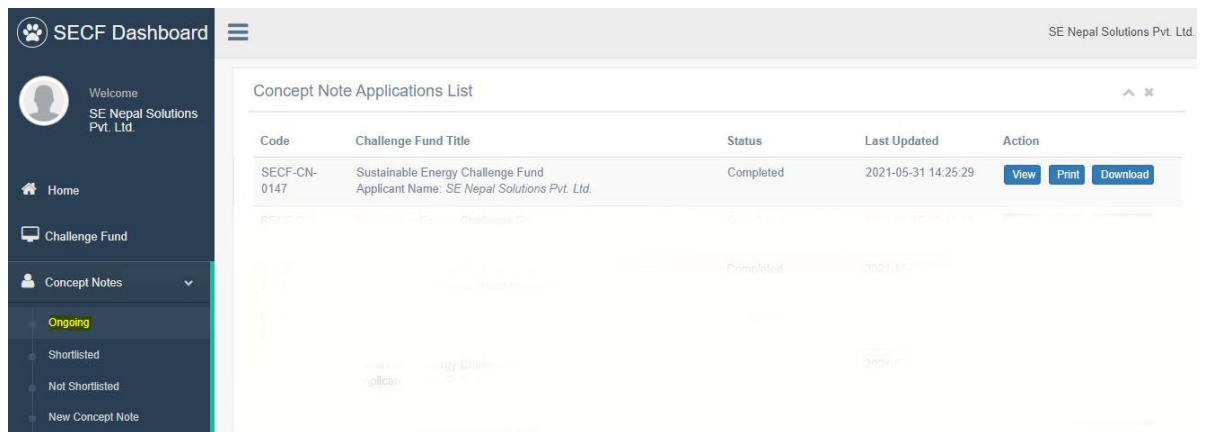
Thanks for the confirmation. We would like to acknowledge that your concept note has been submitted to the SECF portal.

Yours sincerely,

SECF Team

## How to view/print/download the previously submitted concept note forms

- Once logged on to the portal, click the **Ongoing** sub tab under **Concept Notes** tab.



The screenshot shows the SECF Dashboard interface. On the left is a dark sidebar with the 'SECF Dashboard' header and a user profile for 'SE Nepal Solutions Pvt. Ltd.'. The main menu includes 'Home', 'Challenge Fund', and 'Concept Notes'. Under 'Concept Notes', the 'Ongoing' sub-tab is selected and highlighted in yellow. The main content area displays the 'Concept Note Applications List' as a table with columns for Code, Challenge Fund Title, Status, Last Updated, and Action. The first row shows a completed application with code 'SECF-CN-0147' for the 'Sustainable Energy Challenge Fund'. Below this, there are blurred rows representing other applications. The 'Action' column for each row contains 'View', 'Print', and 'Download' buttons.

| Code         | Challenge Fund Title                                                              | Status    | Last Updated        | Action                                                              |
|--------------|-----------------------------------------------------------------------------------|-----------|---------------------|---------------------------------------------------------------------|
| SECF-CN-0147 | Sustainable Energy Challenge Fund<br>Applicant Name: SE Nepal Solutions Pvt. Ltd. | Completed | 2021-05-31 14:25:29 | <a href="#">View</a> <a href="#">Print</a> <a href="#">Download</a> |
| [Blurred]    | [Blurred]                                                                         | [Blurred] | [Blurred]           | [Blurred]                                                           |
| [Blurred]    | [Blurred]                                                                         | Completed | 2021-05-31 14:25:29 | [Blurred]                                                           |
| [Blurred]    | [Blurred]                                                                         | [Blurred] | 2021-05-31 14:25:29 | [Blurred]                                                           |

## SECF Portal Guide

- Clicking on the **View** button for any of the completed application, will open the application document in view mode.

Welcome  
SE Nepal Solutions  
Pvt. Ltd.

- Home
- Challenge Fund
- Concept Notes
- Expression Of Interest
- Event Log

### Concept Note

App ID: SECF-CN-0147

Generated Date/Time: 2021-06-01 12:52:07

Submitted By:  
SE Nepal Solutions Pvt. Ltd.  
614, Madan Bhandari Path, New Baneshwor  
31-Kathmandu, 31  
Phone: 97714621333  
Email: senepalsolutions@gmail.com

| I. APPLICANT DATA |                                                          |                                         |
|-------------------|----------------------------------------------------------|-----------------------------------------|
| 1                 | Applicant name (Lead applicant) *                        | SE Nepal Solutions Pvt. Ltd.            |
| 2                 | Street number and name *                                 | 614, Madan Bhandari Path, New Baneshwor |
| 3                 | Ward number                                              | 31                                      |
| 4                 | Town or municipality                                     | Kathmandu                               |
| 5                 | Zip code                                                 | 31                                      |
| 6                 | Telephone *                                              | 97714621333                             |
| 7                 | Email *                                                  | senepalsolutions@gmail.com              |
| 8                 | Key contact person *                                     | Amar Kumar                              |
| 9                 | Applicant organizations are either owned and/or led by * | None                                    |

- Clicking on the **Print** button will open a window where you can select your printer and print the application document.

App ID: SECF-CN-0147

Submitted By:  
SE Nepal Solutions Pvt. Ltd.  
614, Madan Bhandari Path, New Baneshwor  
31-Kathmandu, 31  
Phone: 97714621333  
Email: senepalsolutions@gmail.com

### APPLICANT DATA

|    |                                                          |                                                                                                                                              |
|----|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Applicant name (Lead applicant) *                        | SE Nepal Solutions Pvt. Ltd.                                                                                                                 |
| 2  | Street number and name *                                 | 614, Madan Bhandari Path, New Baneshwor                                                                                                      |
| 3  | Ward number                                              | 31                                                                                                                                           |
| 4  | Town or municipality                                     | Kathmandu                                                                                                                                    |
| 5  | Zip code                                                 | 31                                                                                                                                           |
| 6  | Telephone *                                              | 97714621333                                                                                                                                  |
| 7  | Email *                                                  | senepalsolutions@gmail.com                                                                                                                   |
| 8  | Key contact person *                                     | Amar Kumar                                                                                                                                   |
| 9  | Applicant organizations are either owned and/or led by * | None                                                                                                                                         |
| 10 | Are you in a company? *                                  | No                                                                                                                                           |
| 11 | Type of company                                          | Private Ltd.                                                                                                                                 |
| 12 | Company registration no. *                               | 123 (i)                                                                                                                                      |
| 13 | Company registration certificate *                       | Audit Reports.docx<br>(https://secf.nrepnepal.com/onidocuments/b2M5am1vRDdvTEg5QzJjWwHUT2yUT09/Audit Reports.docx)                           |
| 14 | Company registration date *                              | 2019-05-22                                                                                                                                   |
| 15 | PAN/VAT Number *                                         | 302023727                                                                                                                                    |
| 16 | PAN/VAT certificate *                                    | Building Assessment Report.docx<br>(https://secf.nrepnepal.com/onidocuments/b2M5am1vRDdvTEg5QzJjWwHUT2yUT09/Building Assessment Report.docx) |
| 17 | Major objectives of the company and key business areas   |                                                                                                                                              |
| 18 | Name of major shareholders/partners *                    | Amar Kumar                                                                                                                                   |

Print

5 sheets of paper

Destination: Canon LBP3010/LBP3

Pages: All

Copies: 1

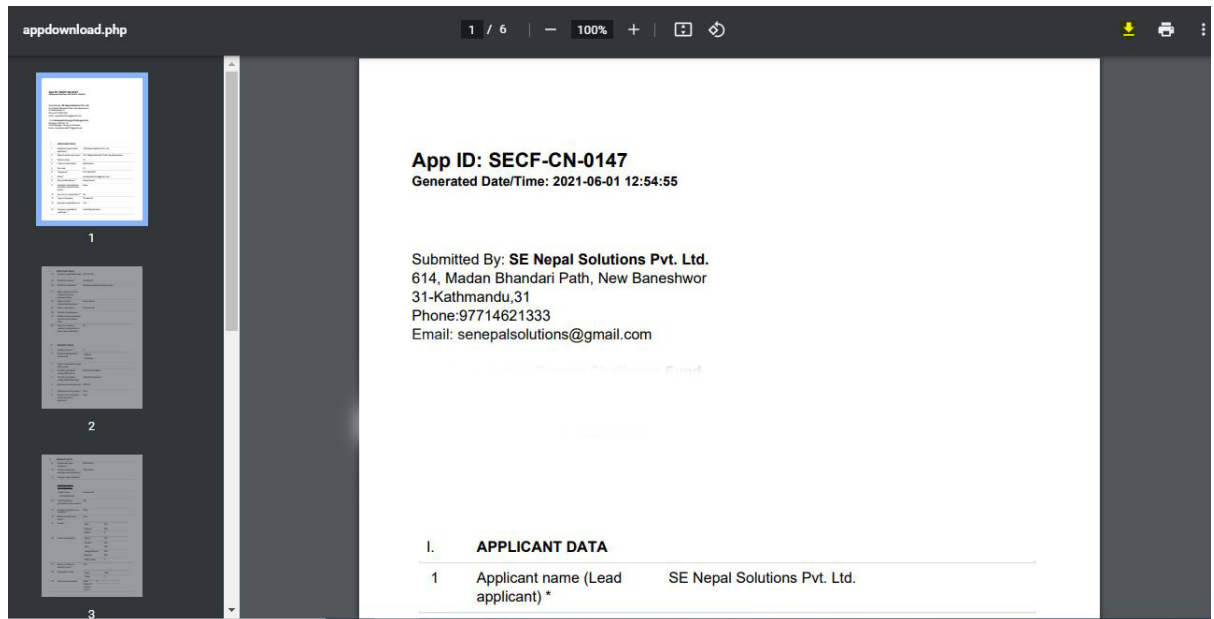
Layout: Portrait

More settings

Print Cancel

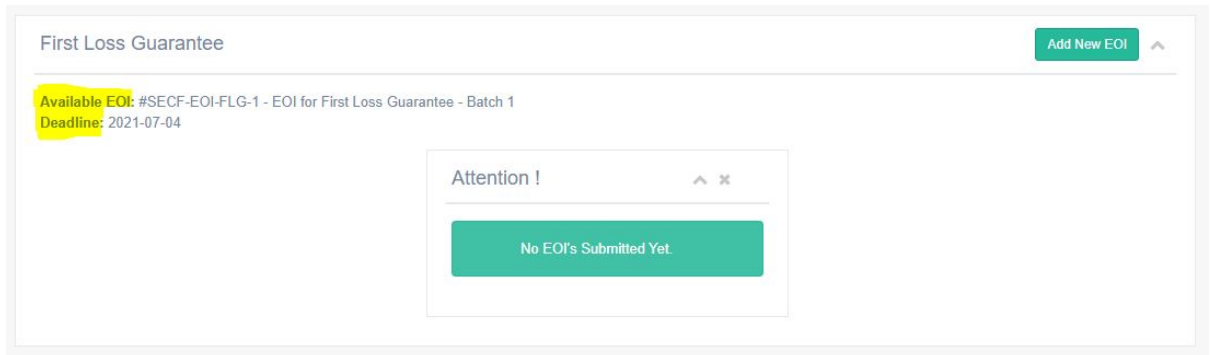
## SECF Portal Guide

4. Clicking on the **Download** button will open a window with a download button located at the top right (highlighted in yellow in the image below).

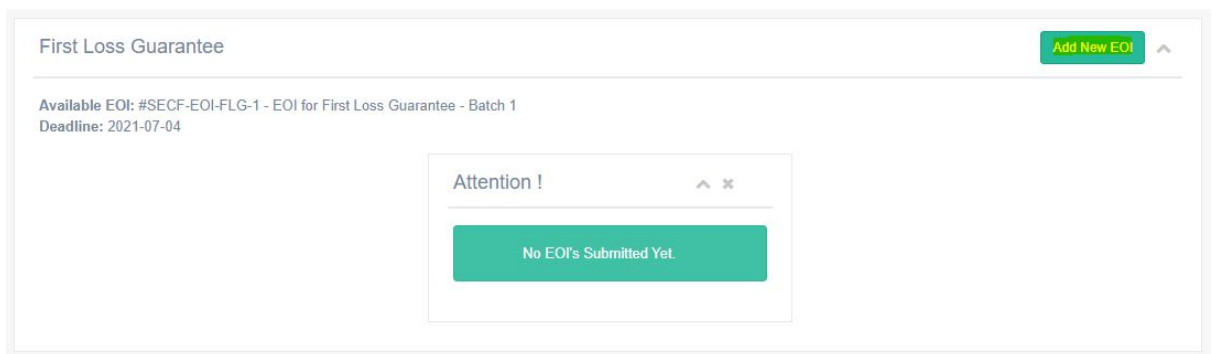


## How to create and submit a new EOI for First Loss Guarantee application

1. Log on to the portal.
2. Click the **Expression of Interest** navigation tab located on the left of the dashboard.
3. Click the **First Loss Guarantee** sub tab.
4. If EOI applications are available, a page with the **available EOI** and **deadline** should load.



5. Click on the **Add New EOI** button located on the top right.



6. Fill up the different form fields, review the data that you have entered and then click on **Submit** button.

☰
SE Nepal Solutions Pvt. Ltd. ▾

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EOI for First Loss Guarantee Application Form ^

**Note: All fields ending with \* are mandatory.**

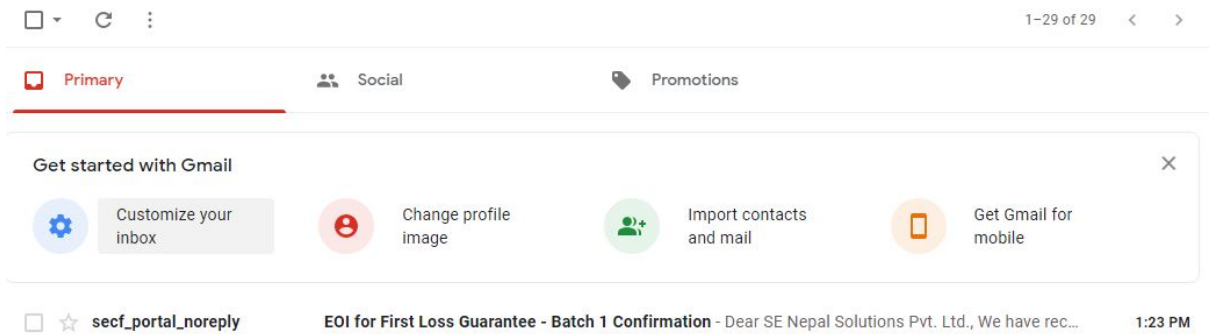
|                                                                                |                                                                                                                       |   |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---|
| Application for *                                                              | SECF-EOI-FLG-1 : EOI for First Loss Guarantee - Batch 1                                                               | ? |
| Applicant Name*                                                                | SE Nepal Solutions Pvt. Ltd.                                                                                          | ? |
| Street number and name *                                                       | 614, Madan Bhandari Path, New Baneshwor                                                                               | ? |
| Ward number                                                                    | 31                                                                                                                    | ? |
| Rural / Urban municipality                                                     | Kathmandu                                                                                                             | ? |
| District                                                                       | Kathmandu ▾                                                                                                           | ? |
| Zip Code                                                                       | 31                                                                                                                    | ? |
| Telephone *                                                                    | 97714621333                                                                                                           | ? |
| Email *                                                                        | senepalsolutions@gmail.com                                                                                            | ? |
| Website                                                                        | www.senepalsolutions.com                                                                                              | ? |
| Type of company *                                                              | Private Ltd.                                                                                                          | ? |
| Company registration number *                                                  | 123                                                                                                                   | ? |
| Company registration date (YYYY-MM-DD)*                                        | 2019-05-22                                                                                                            | ? |
| Please upload company registration certificate *                               | <span>Choose Files</span> Company R...tificate.docx                                                                   | ? |
| PAN/VAT Number:*                                                               | 302023727                                                                                                             | ? |
| Please upload PAN/VAT certificate *                                            | <span>Choose Files</span> VAT Certificate.docx                                                                        | ? |
| Name of Directors *                                                            | 1. Amar Kumar<br>2. <u>Bijay</u> Kumar                                                                                | ? |
| Number of branch offices in Nepal *                                            | 20                                                                                                                    | ? |
| Key contact person*                                                            | Amar Kumar                                                                                                            | ? |
| Position of the key contact person *                                           | Director                                                                                                              | ? |
| Applicant organizations are either owned and/or led by *                       | <input type="checkbox"/> Female<br><input type="checkbox"/> Disadvantaged<br><input checked="" type="checkbox"/> None | ? |
| Please upload the EOI for First Loss Guarantee * (Max Single File Size: 25 MB) | <span>Choose Files</span> No file chosen                                                                              | ? |

**Note: Once you submit the form you will no longer be able to modify any fields of the form. You will receive a confirmation email which contains a confirmation link. You need to click on that link to confirm the EOI.**

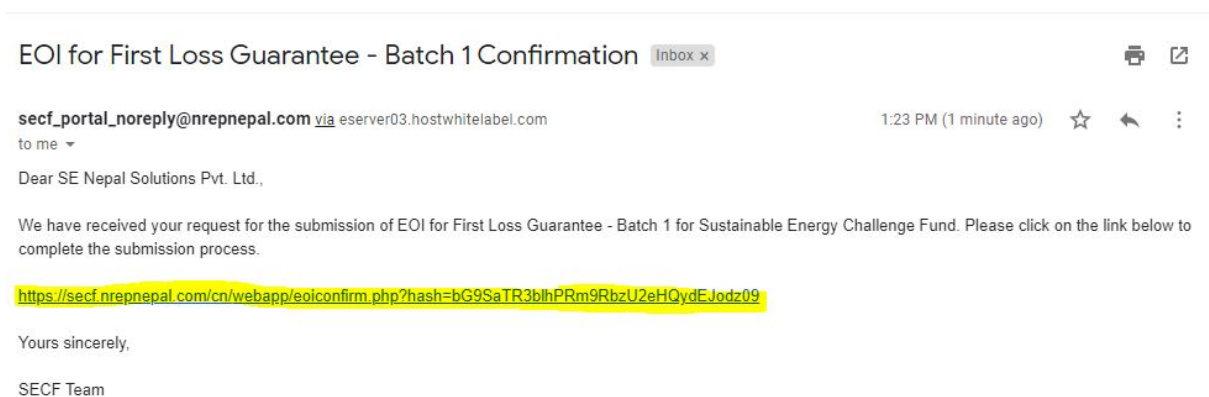
Cancel
Submit

## SECF Portal Guide

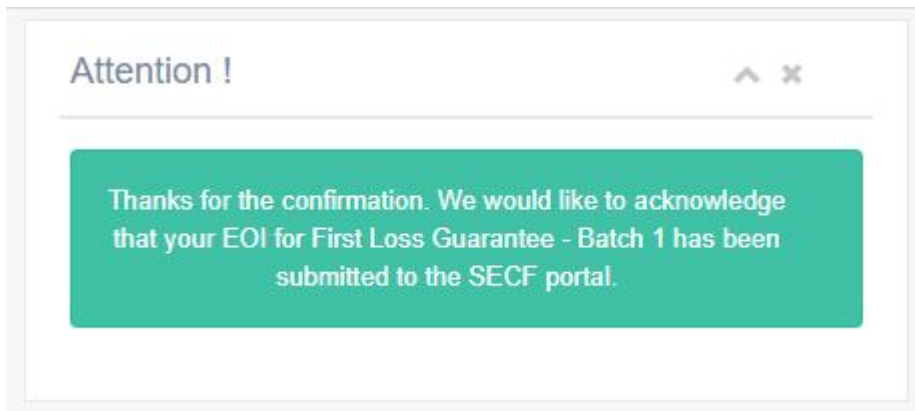
- When you check the inbox of the registered email address, you should be able to see an email from the SECF portal with the confirmation link.



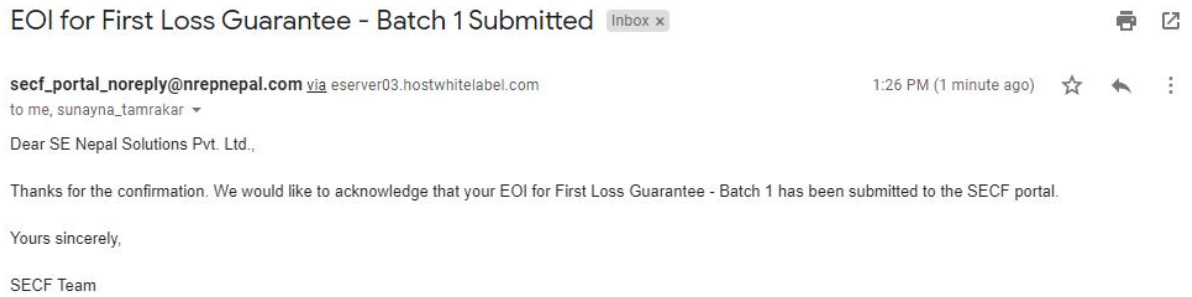
- You should click on the **confirmation link** to complete the EOI submission process.



- Clicking on the confirmation link will finally submit the EOI application to the portal and you will get an acknowledgement in a pop up window.



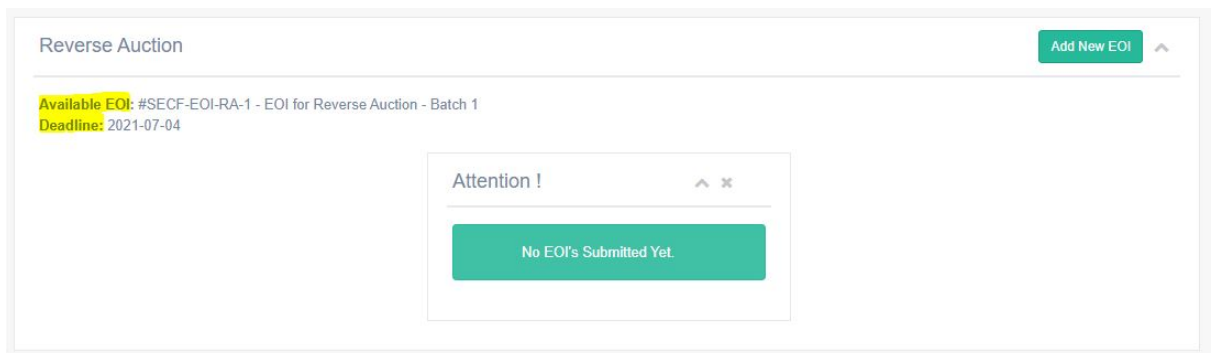
10. You will also receive an email with the confirmation about your EOI submission.



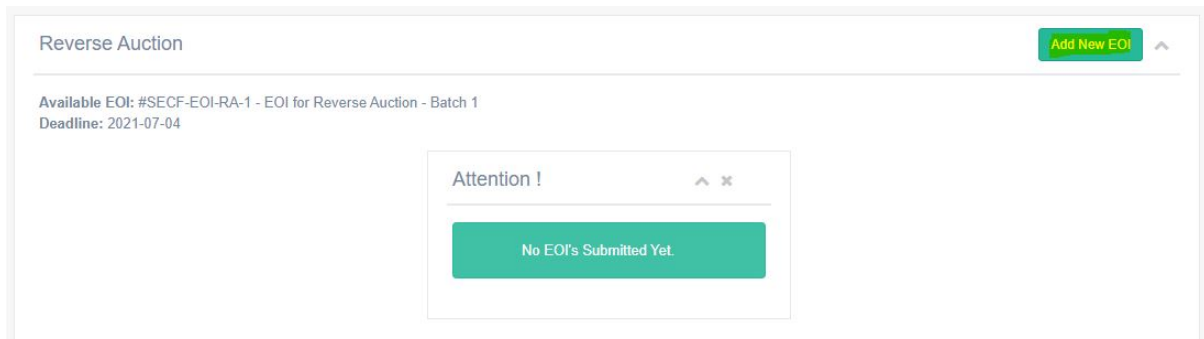
11. You should now be able to **view/print/download** the submitted EOI from the First Loss Guarantee sub tab.

### How to create and submit a new EOI for Reverse Auction application

1. Log on to the portal.
2. Click the **Expression of Interest** navigation tab located on the left of the dashboard.
3. Click the **Reverse Auction** sub tab.
4. If EOI applications are available, a page with the **available EOI** and **deadline** should load.



5. Click on the **Add New EOI** button located on the top right.



- Fill up the different form fields, review the data that you have entered and then click on **Submit** button.

SE Nepal Solutions Pvt. Ltd. ▾

EOI for Reverse Auction Application Form

Note: All fields ending with \* are mandatory.

Application for \*

SECF-EOI-RA-1 : EOI for Reverse Auction - Batch 1

?

Name of applicant Local Government\*

Test Local Government

?

Province \*

Bagmati ▾

?

Street number and name \*

614, Madan Bhandari Path, New Baneshwor

?

Ward number

31

?

Rural / Urban municipality

Kathmandu

?

District

Kathmandu ▾

?

Zip Code

44600

?

Telephone \*

97714621333

?

Email \*

senepalsolutions@gmail.com

?

Website

www.senepalsolutions.com

?

Key contact person\*

Amar Kumar

?

Position of the key contact person \*

Director

?

Applicant organizations are either owned and/or led by \*

☐ Female
 ☐ Disadvantaged
 ☒ None

?

Please upload the EOI for Reverse Auction \* (Max Single File Size: 25 MB)

Choose Files

No file chosen

?

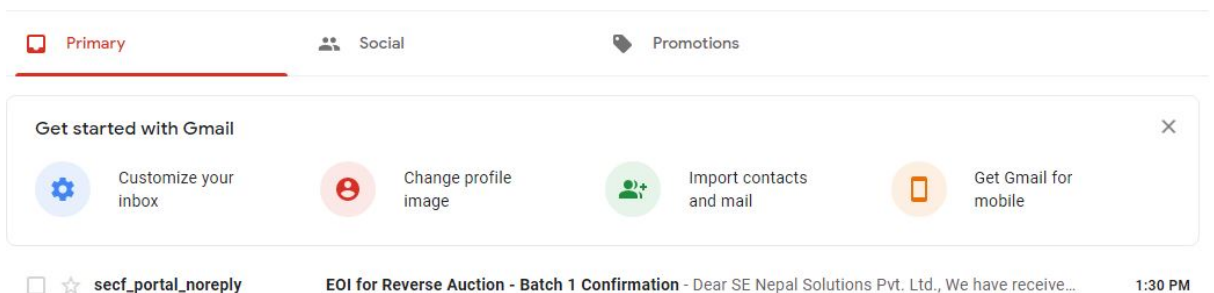
Note: Once you submit the form you will no longer be able to modify any fields of the form. You will receive a confirmation email which contains a confirmation link. You need to click on that link to confirm the EOI.

Cancel

Submit

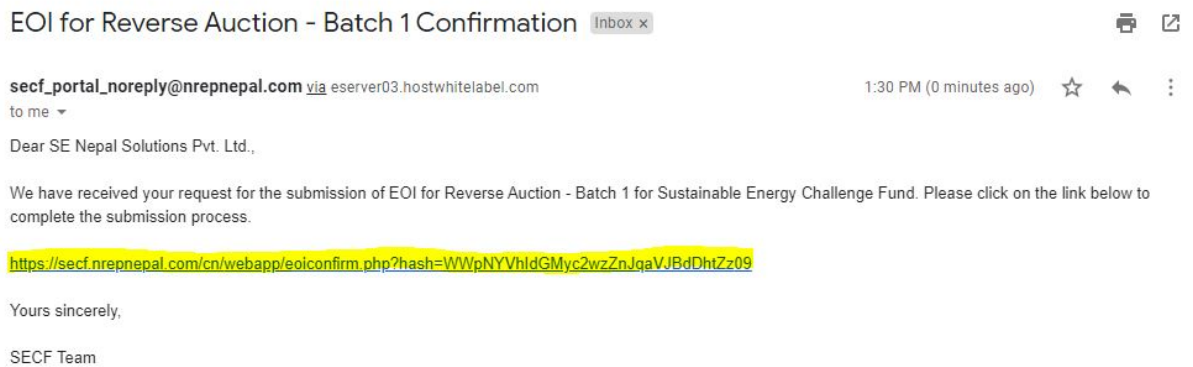
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- When you check the inbox of the registered email address, you should be able to see an email from the SECF Portal with the confirmation link.

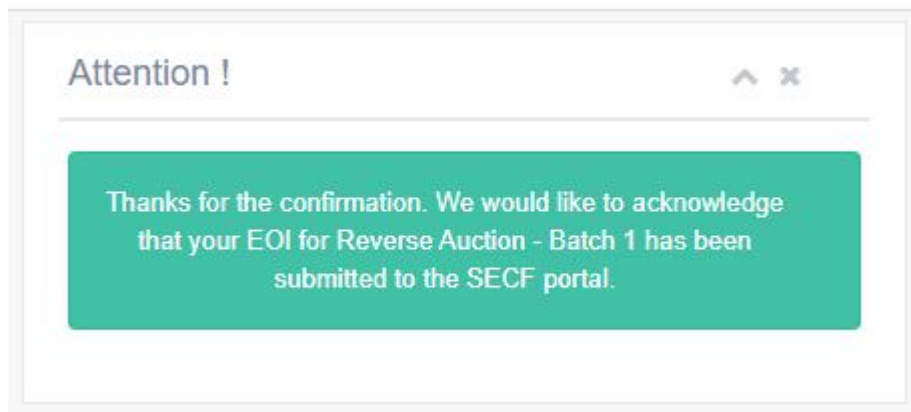


## SECF Portal Guide

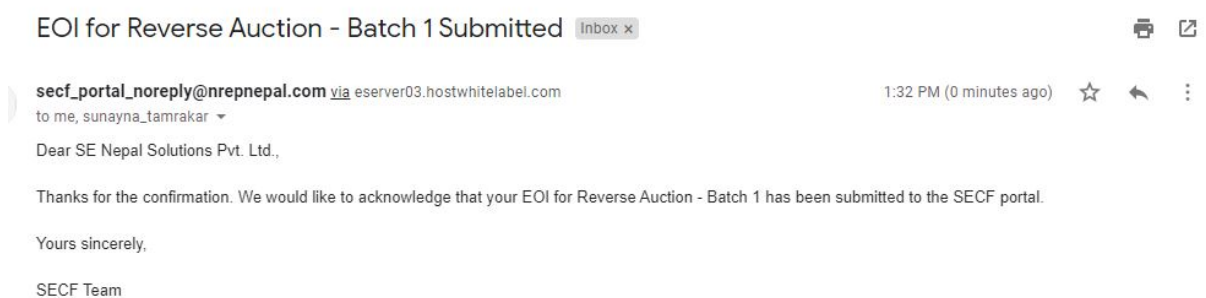
8. You should click on the **confirmation link** to complete the EOI submission process.



9. Clicking on the confirmation link will finally submit the EOI application to the portal and you will get an acknowledgement in a pop up window.



10. You will also receive an email with the confirmation about your EOI submission.



11. You should now be able to **view/print/download** the submitted EOI from Reverse Auction sub tab.