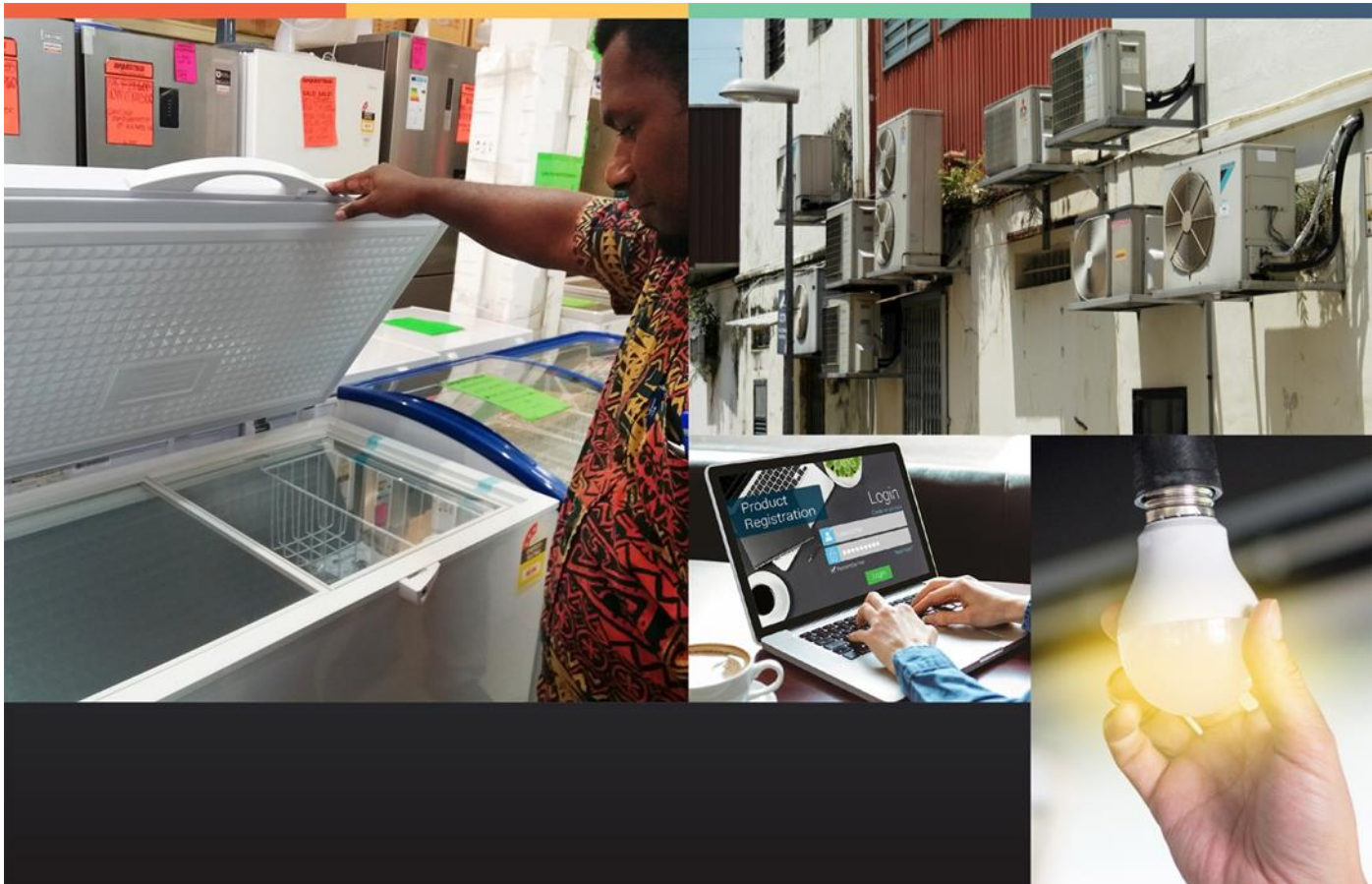


Provision of Technical Assistance to Enhance Vanuatu's Market for Energy Efficient Appliances

Assessment & Upgrade of Existing Vanuatu Electronic Single Window (VeSW) Registration System



INTERNATIONAL INSTITUTE FOR ENERGY CONSERVATION - ASIA

1168/27 Unit B, 15th Floor, Lumpini Tower, Rama IV Road
Thungmahamek, Sathorn, Bangkok 10120, THAILAND

November 2022

Table of Contents

1	INTRODUCTION	1
1.1	Objectives and Methodologies of Assessment of Vanuatu Electronic Single Window (VeSW) Registration System	1
2	BACKGROUND	3
2.1	MEPSL Legal & Regulatory Framework.....	3
2.2	Product Categories Subject to MEPS and Energy Performance Labelling.....	4
2.3	Registration Process for Imported Appliances	6
2.3.1	Import Certificate/Permit	6
2.3.2	Vanuatu Registration Number	8
2.3.3	Product Registration Process	9
3	ADOPTION & OPERATION OF APPLIANCE REGISTRATION SYSTEM IN VANUATU	11
3.1	Adoption of the Appliance Registration Certificate Module in VeSW System	11
3.2	Operation of the Appliance Registration Certificate Module in VeSW System	13
4	REVIEW & ASSESSMENT OF APPLIANCE REGISTRATION SYSTEM	15
4.1	Expiry Dates of Category A	15
4.2	Registration Status “Superseded” (Grandfathered Products).....	15
4.3	Data Tracking	16
4.4	Information on Certified Products on DoE’s Website	19
4.5	Information of Non-compliance Cases for Supporting MV&E Activities.....	20
4.6	Automated Email Notifications of Expiration, Cancellation, and Grandfathering of Certificate for Stakeholders	21
5	RECOMMENDATIONS & CONCLUSIONS ON MODIFICATION OF DOE’S APPLIANCE REGISTRATION CERTIFICATE MODULE IN VANUATU ELECTRONIC SINGLE WINDOW (VESW) SYSTEM.....	22
6	ANNEXES	26
6.1	Annex I - DoE’s Instructions for Registrations	26
6.2	Annex II - Sample of Certificate of Registration of Regulated Electrical Product Generated from VeSW System	27
6.3	Annex III - Sample Payment Receipt of Application Generated from VeSW System ..	29
6.4	Annex IV - Appliance Registration Certificate Module - Standard Operating Procedures: Minimum Energy Performance Standards and Energy Labelling (MEPSL) for Appliance and Lighting Import Certificate	30
6.5	Annex V - How to Submit a Registration for Certificate Application - Brief Instructions for Importers or their Agents (the Applicant).....	34
6.6	Annex VI - How to Write-off DOE Import Certificates (Energy certificate link to Customs)	39



Table of Figures

<i>Figure 2-1: Star Rating Energy Label Used in Vanuatu (Identical to Australian/New Zealand Energy Rating Label)</i>	<i>4</i>
<i>Figure 2-2: Application of Import Certificates for Electrical Products as Specified in the Act .</i>	<i>10</i>
<i>Figure 3-1: Online Application Form of the “Appliance Registration Certificate” in the VeSW System, 2022</i>	<i>13</i>
<i>Figure 4-1: Expiry Dates of Category A Products</i>	<i>15</i>
<i>Figure 4-2: Registration Status of a Product in Energy Module within the VeSW System</i>	<i>16</i>
<i>Figure 4-3: Screen Shot of Current Registration Database Published in DoE Website, Linked from the VeSW System.....</i>	<i>20</i>
<i>Figure 4-4: Email Notifications in the VeSW System.....</i>	<i>21</i>



Table of Tables

<i>Table 2-1: List of Product Classes Subject to Minimum Energy Performance Standards (Schedule 1) and Mandatory Energy Performance Labeling (Schedule 2).....</i>	<i>5</i>
<i>Table 2-2: Additional Product Classes Subject to MEPS and Mandatory Energy Performance Labelling in 2023</i>	<i>6</i>
<i>Table 2-3: Forms for Applying for Registration of Imported Appliances under MEPSL Programme</i>	<i>6</i>
<i>Table 2-4: Processing Registration for Applying for Imported Certificates under Forms A and B</i>	<i>7</i>
<i>Table 2-5: Roles and Responsibilities of Importers and DoE in the Product Registration Process</i>	<i>9</i>
<i>Table 4-1: List of Recommended Data to Collect and Store in the VeSW System</i>	<i>17</i>
<i>Table 4-2: Energy Performance Parameters.....</i>	<i>17</i>
<i>Table 4-3: Product Categorization and Grouping</i>	<i>18</i>



Acronyms and Abbreviations

AC	air conditioner
CTCN	Climate Technology Centre and Network
DoE	Department of Energy
GCF	Green Climate Fund
MEPSL	minimum energy performance standards and labelling
MEPS	minimum energy performance standards
MOCC	Ministry of Climate Change Adaptation, Meteorology and Geo-Hazards, Environment, Energy and Disaster Management
M&E	monitoring and evaluation
MV&E	monitoring, verification, and enforcement
NDC	Nationally Determined Contributions
PAD	Pacific Appliance Database
PRS	product registration system
RCA	Registration Certificate Application
S&L	standards and labelling
TA	technical assistance
UNCTAD	United Nations Conference on Trade and Development
UNEP	United Nations Environment Programme
UNFCCC	United Nations Framework Convention on Climate Change
U4E	United for Efficiency
VeSW	Vanuatu Electronic Single Window
VESWP	Vanuatu Electronic Single Window Project
VRN	Vanuatu Registration Number



1 INTRODUCTION

This *Assessment & Upgrade of Existing Vanuatu Electronic Single Window (VeSW) Registration System* report was prepared for the Department of Energy (DoE) within the Ministry of Climate Change Adaptation, Meteorology, Geo-hazards, Energy, Environment and National Disaster Management Office under the “**Enhance Vanuatu’s Market for Energy Efficient Appliances**” project, funded by the Green Climate Fund (GCF) through the Climate Technology Centre and Network (CTCN). The project objective is to support accelerating the transition to energy-efficient appliances through 1) improvement of the recently introduced standards and labelling programme; 2) introduction of the monitoring, verification, and enforcement (MV&E) activities and a product registration system; and 3) introduction of financial mechanisms.

Implementation of the project is carried out through the following 5 tasks.

- Task 1 - Development of implementation planning and communication documents
- Task 2 - Comprehensive market and policy analysis for higher efficiency refrigerators, freezers, air conditioners, and lighting products
- Task 3 - Assessment and upgrade of the existing Vanuatu Electronic Single Window (VeSW) registration system and development of an MV&E plan
- Task 4 - Development of financing mechanisms for the incentivization towards the purchase of energy efficient appliances
- Task 5 – Project closure

This report summarizes findings from the assessment of the *Appliance Registration Certificate Module* in the existing Vanuatu Electronic Single Window (VeSW) registration system. The registration module is used for product registration and certification under the Minimum Energy Performance Standards and Labelling (MEPSL) programme in Vanuatu. The report also provides recommendations on possible improvements to the process and upgrades to the energy appliance product registration system.

1.1 Objectives and Methodologies of Assessment of Vanuatu Electronic Single Window (VeSW) Registration System

The main objectives of the assessment of the *Appliance Registration Certificate* or “Energy” Module (product registration system) in the existing Vanuatu Electronic Single Window (VeSW) system are to:

- Review and understand legislation and regulatory requirements, limitations, standard operating procedures, and pre-existing product registries or databases related to the importation of appliances and lighting products;
- Examine performance gaps (in registration, tracking, and approval) of the module;
- Identify the areas that need improvement on appliance product registration process/system; and
- Formulate a set of recommendations for DoE to accelerate product registration activities under MEPSL programme.

The review and assessment were based on desk research, consultations with DoE and the Single Window team, and DoE’s demonstration on how the existing product registration system is used for data entries and issuance of *Import Certificates for Energy Efficient Appliances and Lighting*. The assessment covered



the current workflow (for tracking and reporting), product registration process, features of the Energy module, etc. Findings from the assessment were used in identifying areas and/or functionalities that needed to be added or improved to help streamline routine business processes for optimal efficiency of issuing Import Certificates and reporting of the MEPSL programme.



2 BACKGROUND

2.1 MEPSL Legal & Regulatory Framework

In 2016, the Government of the Republic of Vanuatu promulgated the Energy Efficiency of Electrical Appliances, Equipment, and Lighting Products Act No. 24 of 2016. The objectives of the Act are to:

- Establish minimum energy performance standards (MEPS) for the electrical appliances, equipment, or lighting products in Vanuatu;
- Establish the standards for energy labelling of electrical appliances, equipment, or lighting product in Vanuatu;
- Regulate the supply of electrical products in Vanuatu;
- Establish a register of products;
- Prohibit the import into Vanuatu of products that are not energy efficient; and
- Provide for the registration of brands and models of products.

The Act was gazetted and effective on 29th March 2017¹. However, Vanuatu only started the implementation phase of the MEPSL programme following the approval of the Electrical Appliance, Equipment and Lighting Products (Importation Control) Regulation Order No. 126 of 2017 on 29th September 2017 by the Ministry of Climate Change Adaptation, Geo-Hazards, Environment, and Energy.

The Act and Regulations apply to both private (individuals) importers and businesses (wholesalers and retailers) who are importing these regulated products for their personal or business use. *Before the importation of the regulated products, importers must obtain a valid "Registration Certificate"² from the Department of Energy (DoE).* On 15th December 2017, the original fees for the certificate of registration³ for commercial (sell or use in businesses) and non-commercial purposes which varied from VT4,000 to 6,000 were significantly reduced, and the new fees now range from VT1,000 to 2,000 depending on product classifications and application forms. On 10th September 2019, Schedule 9 – Penalties were also amended by Regulation Order No. 117 of 2019.

Product standards and other requirements under the Act are briefly summarized as follows:

- Regulated products must meet the minimum energy performance standard requirements of Australia, New Zealand, or identical, as set out in Column 2 of Schedule 1 under the Act;
- Brand and model of the product must apply to the Regulator, and the Regulator will issue a certificate confirming that the brand and model have been registered and complied with the standards requirement;
- Labelling of the regulated products must meet the energy labelling criteria requirements under Column 2 of Schedule 2 under the Act; and
- Description of the brand and model on the energy label must match the description on the product;

¹ Energy Efficiency of Electrical Appliances, Equipment's and Lighting Products Act No. 25 of 2017 - [https://doe.gov.vu/images/meps-l-pad/Official_Act_No.%2025_of_2017_\(dated_29%20March_2017\).pdf](https://doe.gov.vu/images/meps-l-pad/Official_Act_No.%2025_of_2017_(dated_29%20March_2017).pdf)

² A document issued by the Regulator to a person, which certifies that the models named therein have been registered by the Regulator as compliant with the relevant requirements

³ As specified in Schedule 8 of the Regulation Order No. 126 amended with Regulation Order No. 186 of 2017

- The product must not affix or display a label relating to energy efficiency or energy consumption on a product unless that label meets the requirement under the Act;
- The energy label must be affixed to the front of the product, and visible at the point of sale;

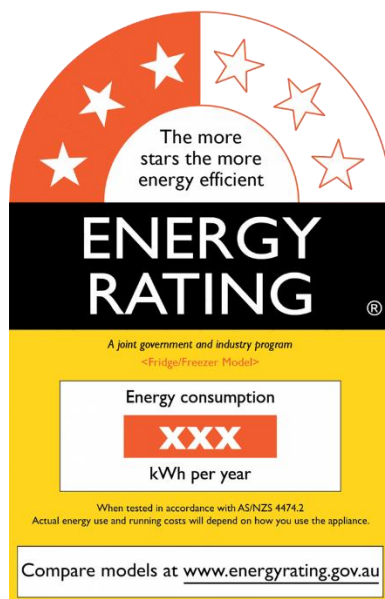


Figure 2-1: Star Rating Energy Label Used in Vanuatu (Identical to Australian/New Zealand Energy Rating Label)

2.2 Product Categories Subject to MEPS and Energy Performance Labelling

The Act and Regulations enforce that all refrigerators, freezers, air conditioners, and lighting products imported to Vanuatu have to meet MEPS. In addition, household refrigerators and freezers, and air conditioners are required to affix energy performance labels. The product classes subject to the MEPS requirements (as set out in Column 2 of Schedule 1 under the Act) and the mandatory energy performance labelling requirements (as set out in Column 2 of Schedule 2 under the Act) are shown in Table 2-1. Energy performance testing standards for each product class referencing joint Australian/New Zealand Standards (AS/NZS⁴) are also specified in the table.

⁴ a standard published jointly by Standards Australia and Standards New Zealand that describes a product type required to comply with MEPS and/or energy labelling, the procedures for testing energy efficiency and other aspects of product performance, the MEPS levels and the energy labelling requirements

Table 2-1: List of Product Classes Subject to Minimum Energy Performance Standards (Schedule 1) and Mandatory Energy Performance Labeling (Schedule 2)

Product Class	Schedule 1 Column 2 Standards for Minimum Energy Performance Characteristics	Schedule 1 Column 3 Standards for Energy Testing	Schedule 2 Column 2 Standards for mandatory energy performance labeling
Household refrigerating appliances: covered refrigerators, refrigerators, and freezers or freezers	AS/NZS 4474.2:2009	AS/NZS 4474.1: 2007 (incorporating amendments No.1 and 2)	AS/NZS 4474.2: 2009 (incorporating amendments No.1 and 2)
Air conditioners: including Single phase and 3-phase up to 65 kW rated total cooling capacity. Includes air source heat pumps	AS/NZS 3823.2:2013 Part 2: Energy labeling and MEPS requirements	AS/NZS 3823.1.1: 2012 -Part 1.1: for Non-ducted air conditioners and heat pumps AS/NZS 3823.1.2: 2012 -Part 1.2: Test Method-ducted air conditioners and air-to-air heat pumps AS/NZS 3823.1.4: 2012 -Part 1.4: Test Method-multi-split system air conditioners and air-to-air heat pumps	AS/NZS 3823.2:2013 Part 2: Energy labeling and MEPS requirements
Incandescent lamps	AS/NZS 4934.2:2011 Part 2 MEPS requirements	AS/NZS 4934.1: 2014 - Part 1: Test methods - Energy performance	-
Linear Fluorescent lamps	AS/NZS 4782.2:2004 Part 2: MEPS AS/NZS 4782.3 (Int):2006 Part 3:	AS/NZS 4782.1: 2004 Part 1: general (IEC 60081:2000 MOD)	-
Compact Fluorescent lamps	AS/NZS 4847.2:2010 Part 2: MEPS requirements AS/NZS 4782.3 (Int):2006 Part 3	AS/NZS 4847.1: 2010 Part 1: Test methods	-
Fluorescent lamp ballasts	AS/NZS 4783.2:2002 Part 2 Energy labeling and MEPS requirements	AS/NZS 4783.1: 2001 Part 1: Method of measurement	-



In addition to the abovementioned product classes, Vanuatu has approved inclusion of clothes washers and televisions in the MEPSL regulation on 17th February 2023, and relevant testing, MEPS, and labeling requirements are shown in the Table 2-2.

Table 2-2: Additional Product Classes Subject to MEPS and Mandatory Energy Performance Labelling in 2023

Product Class	Schedule 1 Column 2 Standards for Minimum Energy Performance Characteristics	Schedule 1 Column 3 Standards for Energy Testing	Schedule 2 Column 2 Standards for mandatory energy performance labeling
Clothes Washing Machines	-	AS/NZS 2040.1:2005 + A1 + A2 + A3: Part 1: Methods for measuring performance, energy and water consumption	AS/NZS 2040.2:2005 + A1: Part 2: Energy efficiency labelling requirements
Televisions	AS/NZS 62087.2.2:2011 + A1 + A2: Part 2.2: MEPS and energy rating label requirements	AS/NZS 62087.1:2010 Part 1: Methods of measurement	AS/NZS 62087.2.2:2011 + A1 + A2: Part 2.2: MEPS and energy rating label requirements

2.3 Registration Process for Imported Appliances

2.3.1 Import Certificate/Permit

Before importing any regulated products, importers must register each brand and model of the regulated products to be imported and obtain valid **“Import Certificates”** or **“Import Permit”** approved by DoE. Note that each import certificate/permit will be assigned with a unique certificate number. According to the Act, an application for registration of a brand and model of a product must be made using the form as specified in Table 2-3.

Table 2-3: Forms for Applying for Registration of Imported Appliances under MEPSL Programme

Form	Purpose
Form A	Used by a trader (or person) when applying for a certificate of Registration (in the name of the applicant) for the regulated electrical products that are already registered (under the same brand and model number) as compliant with the relevant MEPSL standards in Vanuatu, Australia, New Zealand, or Fiji.
Form B	Used by a trader (or person) when applying for a Certificate of Registration (in the name of the applicant) for the regulated electrical products that are already registered that are NOT already registered (under the same brand



	and model number) as compliant with the relevant MEPSL standards in Vanuatu, Australia, New Zealand, or Fiji.
--	---

Source: Department of Energy⁵

Table 2-4 provides information on which Form (summarizes the information that is needed for the Regulator to assess whether a product meets the requirements in Schedules 1 and 2 under the Act.

Table 2-4: Processing Registration for Applying for Imported Certificates under Forms A and B

	Form A Products	Form B Products	
	Category A	Category B	Category C
Coverage	<ul style="list-style-type: none"> - For products that are already registered in an approved country (Australia, New Zealand, or Fiji). These products are listed on Energy Rating’s website (Australia); EECA’s website (New Zealand); and - For products that are already registered in Vanuatu. These products are listed on the ‘Approved Energy Efficient Appliances’ link⁶. 	For products that are identical to products already registered in another approved country (the “source model”) but which will be imported into Vanuatu under a different brand name and/or model number. They will need to be registered under the brand and model number under which the model will be imported to Vanuatu.	For products that are NOT registered in any approved country .
Documents required for each application form of registration	A registration number in the approved country⁷ or Vanuatu, and the expiry date , so can be transferred to the Vanuatu registration.	A supporting letter from the manufacturer confirming that the products are identical in their energy performance even though they have different brand names and/or model numbers. A copy of the label	A laboratory test report from a recognized testing laboratory A copy of the label

⁵ MEPS Regulation Guidelines Brochure. URL: <https://doe.gov.vu/images/meps-l-pad/MEPS-Regulation%20Guidelines%20Brochure.pdf>

⁶ <https://doe.gov.vu/index.php/energy-security/energy-efficiency-conservation/meps-l-approved-energy-efficient-appliances>

⁷ Check at Australia, New Zealand, or Fiji database



	Form A Products	Form B Products	
	Category A	Category B	Category C
Duration and renewal of registration	For a Category A or B registration, which relies on the product already being registered in another country (either under the same or a different brand name and model number), the expiry date is the date that the registration in that country expires . For products registered in Australia or New Zealand, this date can be found on www.energyrating.gov.au .		The expiry date shall be no more than 3 years from the date on which the certificate is issued .

Apart from applying for registration of products and issuing the import certificate above, the use of the application forms, specifically **Form B**, product registration (for products not already registered elsewhere – Category C), the applicant must attach a copy of the energy test report and a copy of the label.

The manufacturers/suppliers will then have to buy a copy of the AS/NZS standards (if they do not already have them) and arrange sample testing of their product (Form B). These tests can be done anywhere, either in the manufacturer's laboratory or an independent laboratory, provided that the testing laboratories meet the requirements specified in relevant AS/NZS standards. After that, the manufacturer checks the results to ensure that the product complies with the MEPS level - if not, it is illegal to export them to Vanuatu (or Australia/ New Zealand).

If the model passes MEPS, the manufacturer then calculates the star ratings, prints the AS/NZS labels, and attaches them to all the products that they intend to ship to Vanuatu. (Alternatively, they could send the labels to the retailer in Vanuatu to attach them in the shops).

It does not matter who prints or attaches the labels as long as they comply with the standards and the labels are attached at the point of sale. The labels will be normally provided to the retailers/importers by their suppliers (usually the manufacturers) after the product testing. The importers must inform the manufacturer/supplier in the importing country that the products to be sent to Vanuatu must comply with the AS/NZS standards.

2.3.2 Vanuatu Registration Number

The **Vanuatu Registration Number⁸** or **VRN** is the "primary registration" for each product model which will be created when the importer registers or imports a product model to Vanuatu for the first time⁹. The VRN for each product model is unique, and each import certificate may contain single or multiple VRN records, as shown in Annex II.

In case, an importer wants to import a product model which has already been assigned with a VRN. They can just simply reference the existing VRN in their new import certificate application. Since the existing

⁸ Registration number of the product in Vanuatu if the product is already registered in Vanuatu

⁹ Manual of Standard Operating Procedures for Officers of the Department of Energy Enforcing Regulations on Minimum Energy Performance Standards and Energy Labelling for Appliances & Lighting, January 2018

VRN on the new import certificate application has the same legal status as the primary registration, the registration officer can recommend approval of the application without re-evaluation of the said product model. Through this provision, one VRN can appear in multiple import certificates. However, if a specific product model is later found to be non-compliant and its registration is cancelled, then all import certificates issued for that particular product model become invalid.

Although VRN is transferable, the import certificate is not transferable. Therefore, the importer must obtain a new certificate under their name, even if they are importing the exact brand and models previously imported by someone else. Once, the importer obtains an import certificate, the Act does not limit the number of times an importer can use a valid import certificate to import products.

2.3.3 Product Registration Process

The roles and responsibilities of importers and DoE in the product registration process are briefly summarized in Table 2-5.

Table 2-5: Roles and Responsibilities of Importers and DoE in the Product Registration Process

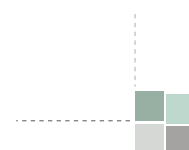
Importers	Department of Energy
<ul style="list-style-type: none"> • Submit an application for MEPSL import certificates to DoE. There are two options for applying for registration for imported appliances: under Form A¹⁰ or Form B¹¹. Regulated products must meet the minimum energy performance standards requirement of Australia, New Zealand, or identical, as set out in Column 2 of Schedule 1 under the Act; • Provide supporting documents such as a copy of a test report made by an approved relevant test authority and product specifications from a recognized testing authority (Laboratory) to the regulator (if requested); • Pay a registration fee to register the product (brand & model); • Be liable for meeting any re-export and disposal cost of any prohibited imported products. 	<ul style="list-style-type: none"> • Evaluate the application and verify that specific models of regulated products comply with the MEPS and energy labelling requirements of the Act (Energy Appliance Officer); • Approve the registration and sign a Certificate in the name of the applicant (Energy Regulator or Director of DoE); • Keep records of a register of compliant products.

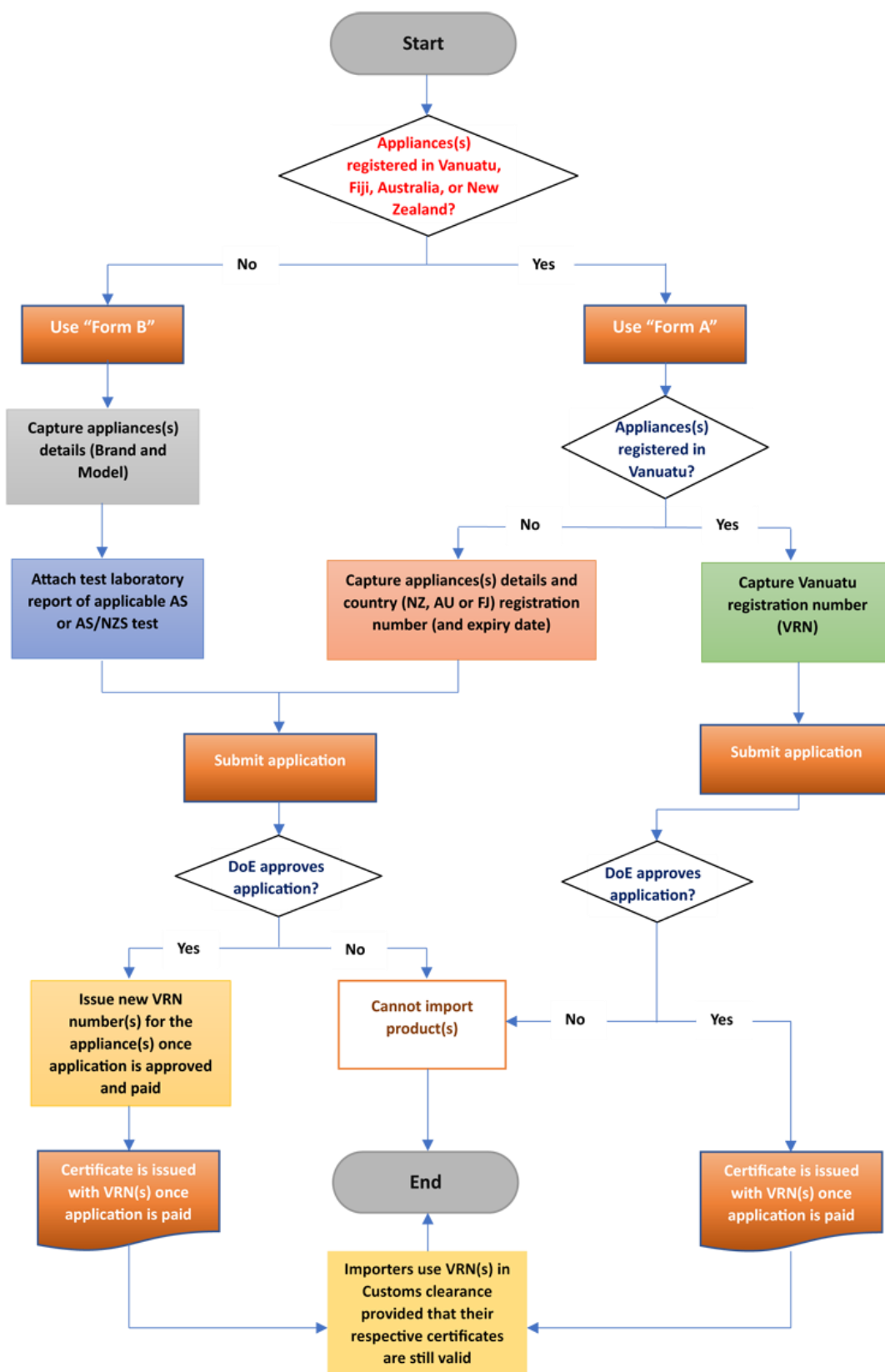
Source: Department of Energy

The process flow for applying the registration as well as approval of an import certificate for electrical appliances is shown in Figure 2-2.

¹⁰ https://tradeportal.gov.vu/media/Form%20A_1.pdf – Form A

¹¹ <https://tradeportal.gov.vu/media/Form%20B.pdf> – Form B





Modified from: <http://singlewindow.gov.vu>

Figure 2-2: Application of Import Certificates for Electrical Products as Specified in the Act



3 ADOPTION & OPERATION OF APPLIANCE REGISTRATION SYSTEM IN VANUATU

Following the commencement of the MEPSL programme in 2017, registration for import certificates was carried out through a paper-based system through which importers submitted Form A or B applications with all necessary supporting documents. The average processing time for DoE to handle each paper-based application was at least 10-14 days. Full records of import certificates were maintained in Excel spreadsheets.

To reduce the administrative burden of DoE in regulating the importation of appliances, an online product registration software was developed in 2020. This online registration system also helps to ensure more effective border control as the database system directly links with the Customs clearance process for the appliance imports. Details of adoption and current operation of product registration system are described below.

3.1 Adoption of the Appliance Registration Certificate Module in VeSW System

The initiation and development of DoE's *Appliance Registration Certificate* or "Energy" Module (previously, known as the "Type Approval" Module), within the Vanuatu Electronic Single Window (VeSW) system, had started in September 2020 and the module was completed and officially launched on 27th of April 2021. The Energy Module was developed aiming to facilitate the application and processing of import certificates for energy-efficient electrical appliances as set out in the Act No. 24 of 2016, which include air conditioners, refrigerators & freezers, and lighting products.

A "single window" is defined as a system that integrated processes among cross-border regulatory agencies, customs, and other government bodies, allowing traders to electronically submit import and export paperwork through a single interface (UNCTAD).

Vanuatu Electronic Single Window (VeSW) Project is implemented under the *Ministry of Tourism, Trade, Commerce, and NiVanuatu Business*. The overall objective of the VeSW project is to expand Vanuatu's GDP through increased exports. The project outcome is to increase Vanuatu's competitiveness through the reduction of cost and time of trading across its borders.

The Project is funded by the Enhanced Integrated Framework (EIF) and the Australian Government. The Vanuatu Government is also providing an in-kind contribution towards the project, in terms of personnel and ICT support. The main implementing partner in the Project is United Nations for Trade and Development, UNCTAD.

More information on the Vanuatu Electronic Single Window System is available on the system portal: <https://singlewindow.gov.vu>



The Energy Module is designed to be used by importers or their agents in Vanuatu to apply for the approval of energy-efficient appliances that meet MEPS, and required validation and approval from the Energy Security Unit (ESU), under DoE for regulating the importation of appliances. The real-time data of registered appliances are linked directly from the VeSW system to the DoE's website to assist importers to search if appliances have already been registered in Vanuatu. Only customs brokers or agents with access to the Energy Module in the VeSW system can launch an application on behalf of a client or importer to register a particular product model and obtain a registration certificate.

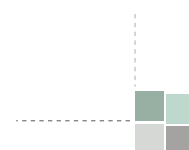
Before launching the module, the VeSW Project (VESWP) team and the Energy Security Unit conducted a transfer of past data (valid import certificates, which had a validity date of 3 years) into the VeSW system since it contained information on appliances that were already registered in Vanuatu to ensure a smooth connection to Customs clearance. Some of the data were dated as far back as 2018, since the enactment of the Energy Efficiency Appliance legislation in 2017.

To ensure national conformity with the regulatory requirements and system processes, the training was conducted for agencies' Officials, Customs Brokers, and Traders in Port Vila, Luganville, and Santo on energy regulatory requirements and how to use the Energy Module¹².

Under this module, DoE-authorized officers will *manage and maintain the registrations only*. The VESWP office is responsible for *system management and maintenance*, assisted by the Project Implementing Partner, UNCTAD (United Nations Conference on Trade and Development) project team¹³. Shown in Figure 3-1 is a screen shot of the online application form of the Energy Module.

¹² Vanuatu Electronic Single Window Project Monthly Newsletter, Issue 11, February 2021

¹³ <https://unctad.org/annual-report-2021/asycuda>



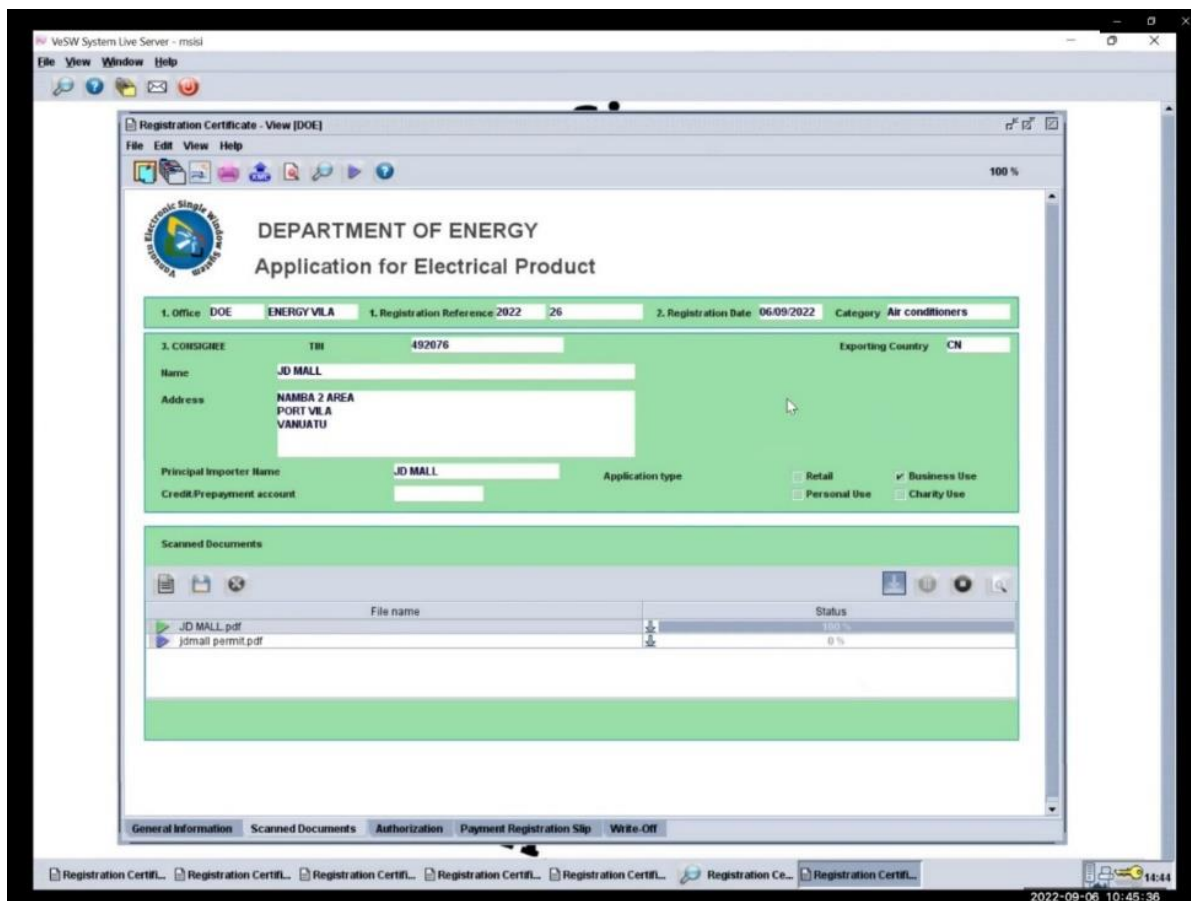


Figure 3-1: Online Application Form of the “Appliance Registration Certificate” in the VeSW System, 2022

3.2 Operation of the Appliance Registration Certificate Module in VeSW System

The registration process in the Energy Module in the VeSW system has been simplified and there is no provision of Form A and Form B application for Category A and B products/certificates, as illustrated in Figure 2-2. The Energy Module will instead automatically assign each online application into a specific product category (Category A or B) based on the provision of AS/NZS registration number.

Once an application has been submitted through the Energy Module, it will be the responsibility of an officer of DoE to check that it is complete and contains no errors. If it is incomplete, the officer must contact the applicant to request more information. DoE-authorized officers and the Regulator with access to the system will log in to review and assess the application, then get it approved. For more details on DOE’s procedures to manage and approve import certificate, it can be found at *Annex IV - Appliance Registration Certificate Module - Standard Operating Procedures: Minimum Energy Performance Standards and Energy Labelling (MEPSL) for Appliance and Lighting Import Certificate*¹⁴.

¹⁴ <http://singlewindow.gov.vu/files/DOE%20SOP%20Import%20Certificates%20MEPSL%20Products.pdf>

There may be several applications pending approval at any given time, and it is required to keep track of them, especially as the Act obliges the Regulator to decide on applications within 14 days of receiving all the necessary information. Once a certificate has been approved, it is automatically linked with all Customs declarations for customs/brokers to check and view it. All certificates will be issued via the Energy module, and the importers can print them from the system on their own after DoE's approval.

A *registration fee* has to be paid to print out the Certificate from the system. Each registration certificate will be valid for a period of 3 years, or as long as the model remains registered in any of the approved countries.

Please refer Annexes V and VI for more details for importers/agents on "*How to Submit a Registration for Certificate Application - Brief instructions for Importers or their Agents (the Applicant)*"¹⁵ and "*How to Write-off DOE Import Certificates (Energy Certificate Link to Customs)*"¹⁶.

15

<http://singlewindow.gov.vu/files/DOE%20How%20to%20submit%20a%20Registration%20for%20Certificate%20Application.pdf>

16 <https://singlewindow.gov.vu/files/How%20to%20write-off%20RCA%20documents.pdf>

4 REVIEW & ASSESSMENT OF APPLIANCE REGISTRATION SYSTEM

Review and assessment of the Energy Module were carried out through various aspects pertaining administration and operation of the module. Main findings from the review and assessment are summarized below.

4.1 Expiry Dates of Category A

Interviews with DoE have revealed that over 90% of product registration applications to date are under Category A. According to the MEPSL programme, the validity period of a Category A registration relies on the product already being registered in another country (either under the same or a different brand name and model number). However, the Energy Module automatically sets the expiry dates of all Category A registrations as 3 years and this function is in conflict with the regulatory requirements.

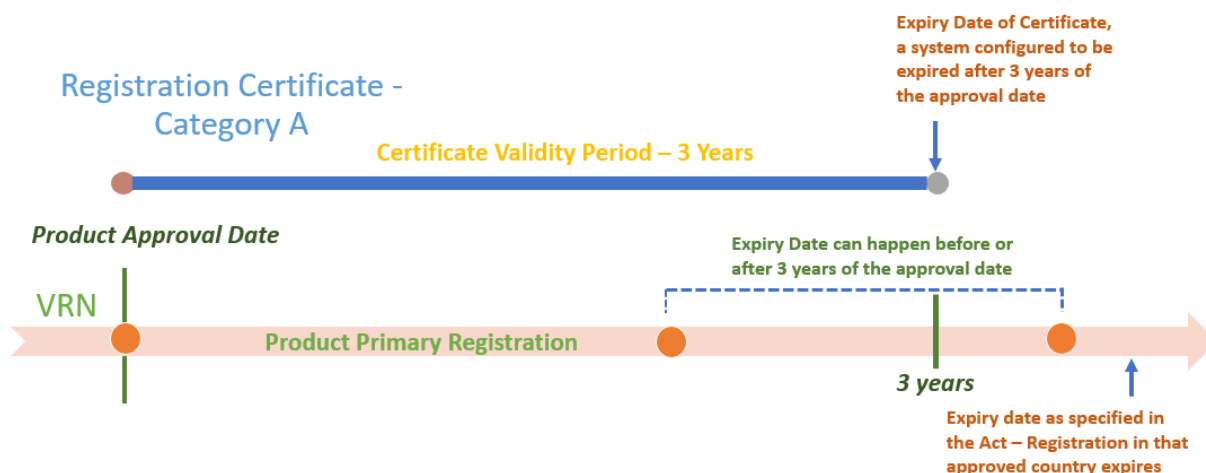


Figure 4-1: Expiry Dates of Category A Products

4.2 Registration Status “Superseded” (Grandfathered Products)

Since the promulgation of the MEPS regulations in Vanuatu in 2017, multiple revisions have been made to test method standards and MEPS for some of the product classes (i.e., appliances, equipment and lighting products) in Australia and New Zealand¹⁷. These revisions have not yet been reflected in the current MEPS and labelling regulation in Vanuatu. To resolve any inconsistencies in MEPS and test methods with recognised countries’ MEPS programs, updating or revising the Vanuatu regulation to harmonise with any revised Australia, New Zealand test method standards and MEPS is required.

¹⁷ IIEC (2022). *MV&E Framework and Plan for Appliances and Lighting products in Vanuatu*, November 2022.

The revision of MEPS will result in an increase in the performance requirements, which *some currently registered products will no longer be able to comply with*. In this situation, these products will no longer be able to be imported into the country from the date at which the revised performance standard comes into force. This date is referred to as the “**grandfather date**” for these soon-to-be non-compliant products and effectively becomes a proxy expiry date for the product’s registration. Any units of such a product that are already in the country prior to the grandfather date are still able to be sold.

If Vanuatu government decides to harmonise regulations to the current versions in Australia and New Zealand, Category A and B products must require the additional data input field of ‘**grandfather date**’ and “**Superseded**” (outdated) registration status of a product to be recorded in the system. The status of the existing registration/certificate as a result should be flagged to “Superseded” (outdated) when change in status of product happened.

Product Registration Status

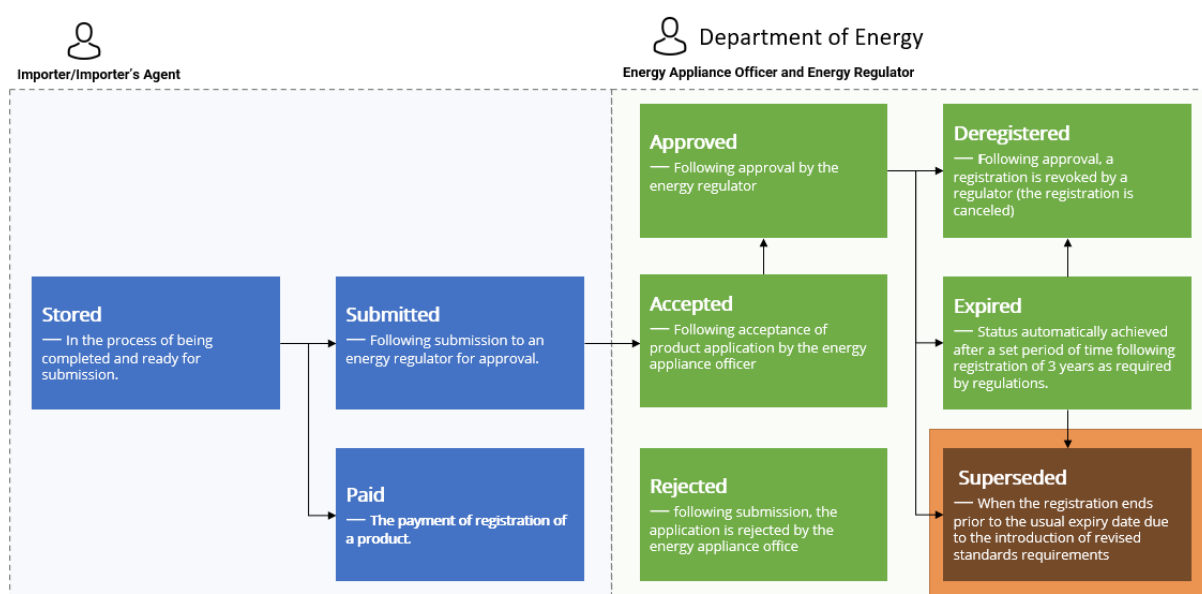


Figure 4-2: Registration Status of a Product in Energy Module within the VeSW System

DoE must also transit products from superseded or outdated products within specified time frames to ensure only currently compliance products are available in the market or status of registered products are updated and shown correctly in the system.

4.3 Data Tracking

To analyze and evaluate the impact of the MEPSL programme, data collection and tracking are probably the most important aspects for the programme evaluation and improvement. Meaningful data tracking and reporting will enable DoE to establish baselines, identify energy performance level, trends, and energy use patterns among consumers, and assess impacts.



Based on the interviews with DoE, the numbers of the approved models in the database can now only be differentiated based on the certificates by year and product category A or B. DoE does not keep records or extract records of energy efficiency data from test result reports and cannot provide information on energy label ratings and energy consumption for each certified model. Each record of the certified models is not organized to enable mapping and sorting with registration date and expiry date.

Table 4-1 identifies key data types which are important to MEPSL programme tracking, monitoring and evaluation, however these have not been collected and are considered important for regular tracking and gathering.

Table 4-1: List of Recommended Data to Collect and Store in the VeSW System

Data	Purpose and Utilization
Number of Units (imports)	This data will be helpful for DoE to understand market status, trends and the anticipated growth in the market for these energy-efficient products including assessing energy saving potential under the MEPSL programme.
Energy Efficiency Data	It is important for DoE staff to extract some key data from the test reports, otherwise compare them with Energy Rating Database and keep records of those energy performance data, technical product specifications and enter them on the (modified) application form (in addition to attaching PDF or image files) or in the spreadsheet. These are critical to DoE's subsequent activities on monitoring and impact analysis. This data can also be used to search the Vanuatu database for registered products that no longer meet performance criteria (MEPS) in Vanuatu and for consumers to compare product efficiency.
Sub-categorization of each product type	Provide more information or sub-categorize each approved model to support tracking and analyzing data
HS Codes	This information is to help identify or sub-categorize each approved model to support tracking and analyzing data.
Importer contact information	Facilitate DoE's communication/ verification
Linking expired registration with new registration	This is to track how the same models/products have been available over time (product trends). Therefore, it is important to have a record of previous certification on new registration.

It should be noted that different appliances use different sets of energy performance parameters and product categories. Table 4-2 provides basic information on energy performance parameters which are important for certification, monitoring and evaluation of the MEPSL programme. While Table 4-3 provides additional information on sub-categorization of each approved model to support analysing data.

Table 4-2: Energy Performance Parameters

Appliance	Energy Performance Parameters
Refrigerator/Freezers	Annual energy consumption (kWh/year) Energy efficiency ratio (R) Energy consumption (kWh/year) Refrigerant



	Energy efficiency rating level (label) Total Volume (litres)
Air Conditioners	Annual Energy Efficiency Ratio (AEER) Annual Coefficient of Performance (ACOP) CSPF Refrigerant Energy efficiency rating level (label) Output (kW) Power Input (kW)
Lighting Products	CFL - Lamp Power (W) - Colour Temperature (K) - Lamp Efficacy Incandescent - Lamp Power (W) - Lamp Efficacy Fluorescent Lamp - Length (mm.) - Nominal Wattage - CRI - Initial Efficacy
Televisions	Screen Size (cm) Comparative Energy Consumption (kWh/annum) Star Rating
Clothes Washers	Load (kg) Warm Wash Energy Consumption (kWh/365 uses) Cold Wash Energy Consumption (kWh/365 uses) Star Rating

Table 4-3: Product Categorization and Grouping

Appliance	Energy Performance Parameters
Refrigerator/Freezers	Categorized or grouping based on 7 Groups under AS/NZS - Single Door - Two Door Fridge/Freezer - Side by Side Fridge/Freezer - Freezer Chest - Freezer Upright - Wine Storage Cabinet
Air Conditioners	Categorized or grouping based on 23 product classes under AS/NZS - Single Split - Double/Triple Split - Window Wall - Portable Cooler - Packaged
Lighting Products	LED Product Type

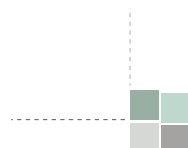


Appliance	Energy Performance Parameters
	LED Bulbs <ul style="list-style-type: none"> - Directional - Non-directional LED Tubes LED Ceiling Lights/Downlights (Round/Square/Flush Mount) LED Strips LED Floodlight & Spotlight
Televisions	<ul style="list-style-type: none"> - CRT - LCD - LCD (LED) - OLED - Laser - Plasma
Clothes Washers	<ul style="list-style-type: none"> - Top Loading - Front Loading - Twin Tub

4.4 Information on Certified Products on DoE’s Website

The database of approved energy efficient appliances is currently accessible through the DoE website on the “Approved Energy Efficient Appliances” page¹⁸ and the VeSW Portal. The registration database as shown on the DoE website and VeSW portal, provides information on the Vanuatu registration number, brand, model, HS code, and product type (see Figure 4-3).


¹⁸ Approved Energy Efficient Appliances - <https://doe.gov.vu/index.php/energy-security/energy-efficiency-conservation/mepsl/approved-energy-efficient-appliances>




Search SW Approved Appliances

Product Type: Air conditioners

SEARCH



Approved Energy Efficient Appliances



1-20 of 241 records

Vanuatu Reg. No.	Standard (AS/NZ)	Brand	Model	Commodity Code	Type Description	Product Description
VAC0001	3823	Fujitsu	AUTG12LVLB / AOTG12LBCB	84151020	Split unit	Air conditioner- Split Unit
VAC0002	3823	Fujitsu	AUTG18LVLV / AOTG18LACC	84151020	Split unit	Air conditioner- Split Unit
VAC0003	3823	Panasonic	CS U35TKR / CU U35TKR	84151020	Split unit	Air conditioner- Split Unit
VAC0004	3823	Fujitsu	ASTG12KMCA / AOTG12KMCA	84151020	Split unit	Air conditioner- Split Unit
VAC0005	3823	Fujitsu	ASTG09CMCA / AOTG09CMCA	84151020	Split unit	Air conditioner- Split Unit
VAC0006	3823	Fujitsu	ASTG12CMCA / AOTG12CMCA	84151020	Split unit	Air conditioner- Split Unit
VAC0007	3823	Fujitsu	ASTG18CMCA / AOTG18CMCA	84151020	Split unit	Air conditioner- Split Unit
VAC0008	3823	Fujitsu	ASTG24CMCA / AOTG24CMCA	84151020	Split unit	Air conditioner- Split Unit
VAC0009	3823	Samsung	AR24KSFTAWQN / AR24KSFTAWQX	84151020	Split unit	Air conditioner- Split Unit
VAC0010	3823	Samsung	AR18KSFTAWQN / AR18KSFTAWQX	84151020	Split unit	Air conditioner- Split Unit
VAC0011	3823	Samsung	AR12KSFTAWQN / AR12KSFTAWQX	84151020	Split unit	Air conditioner- Split Unit
VAC0012	3823	Samsung	AR09KSFTAWQN/AR09KSFTAWQX	84151020	Split unit	Air conditioner- Split Unit
VAC0013	3823	Carrier	42QHC035 / 38QHC035	84151020	Split unit	Air conditioner- Split Unit
VAC0014	3823	Carrier	42QHC050 / 38QHC050	84151020	Split unit	Air conditioner- Split Unit
VAC0015	3823	Carrier	42QHC065 / 38QHC065	84151020	Split unit	Air conditioner- Split Unit
VAC0016	3823	Panasonic	CU / CS25TKR	84151020	Split unit	Air conditioner- Split Unit
VAC0017	3823	Panasonic	CU / CS50TKR	84151020	Split unit	Air conditioner- Split Unit
VAC0018	3823	Panasonic	CU / CS35TKR	84151020	Split unit	Air conditioner- Split Unit
VAC0019	3823	Panasonic	CU / CS71TKR	84151020	Split unit	Air conditioner- Split Unit
VAC0020	3823	Panasonic	CU / CS25TKR	84151020	Split unit	Air conditioner- Split Unit

1-20 of 241 records

Figure 4-3: Screen Shot of Current Registration Database Published in DoE Website, Linked from the VeSW System

However, information on energy rating level, energy performance and energy consumption, which allow consumers to compare the energy efficiency rating and running cost into their purchasing decision on similar products, are not public available.

4.5 Information of Non-compliance Cases for Supporting MV&E Activities


Under the MEPSL programme, all products generally go through three phases i.e., 1) New registration of regulated products; 2) Monitoring, Verification and Enforcement (MV&E), and 3) Re-registration or renew of expired certificates (every 3 years). The existing Energy Module within VeSW system has only supported operations of the first and third phase (registration and renewal of expired certificates), and there is no feature/function enabling linkages between valid and/or expired certificates with records and documentation of MV&E related activities, i.e., post-market surveillance after products have been approved and released to the market. As a result, two sets of data necessary for monitoring effectiveness of the MEPSL programme are separately maintained and manually merging these sets of data is a resource consuming task.


4.6 Automated Email Notifications of Expiration, Cancellation, and Grandfathering of Certificate for Stakeholders


Currently, all submissions, approvals, payments, and clearance can be done in the system. There are email notifications to remind the DoE when there is a new application; however, there are no notifications to remind the applicants or importers of their expiry dates and cancellation of certificate based on document reviews and discussion with DoE. All are required to take note of their certificate validity and monitor/check the status of their applications in the system.


Email Notifications




-  **Submitted**
 Recipient: Importer


 Sent when an applicant submits a product registration application for approval
-  **Product Registration Submitted**
 Recipient: Energy Security Unit


 Sent when the applicant submits the product registration
-  **Product Registration Accepted**
 Recipient: Energy Security Unit and Director (Approving person)


 Sent when the energy appliance officer reviews and accepts the product registration
-  **Approval**
 Recipient: Importer and DOE's finance officer


 Sent when the program manager approves a product registration application


-  **Need more information (Send Notes)**
 Recipient: Importer

 Sent when the program manager needs additional information from the Applicants
-  **Rejected**
 Recipient: Importer

 Sent when the program manager reject a product registration application
-  **Record Expiring**
 Recipient: Importer

 Sent 6 months before a product registration record is to expire
-  **Record Expired**
 Recipient: Importer

 Sent when a product registration reaches its expiry date
-  **Record Deregistered (Revoked/ Cancelled)**
 Recipient: Importer

 Sent when a product registration is revoked/ cancelled after approval
-  **Record Superseded (Grandfathered period is ended)**
 Recipient: All Importers

 Sent when a regulation is amended/ revised and the registration ends prior to the usual expiry date - send 90 days before it reaches grandfathered date

Additional Email Notifications should be sent to Importer

Figure 4-4: Email Notifications in the VeSW System



5 RECOMMENDATIONS & CONCLUSIONS ON MODIFICATION OF DOE'S APPLIANCE REGISTRATION CERTIFICATE MODULE IN VANUATU ELECTRONIC SINGLE WINDOW (VESW) SYSTEM

The Appliance Registration Certificate Module (Energy Module) in the Vanuatu Electronic Single Window (VeSW) registration system has been proven to reduce overall time in processing compliance screening, application assessment, issuance of certification, and receipt from 10-14 days to around 5 days and to eliminate paper from the registration process. The importers/applicants can also view and access the listing of valid product certifications on DoE's website.

Based on reviews of current practice in the Monitoring, Verification and Enforcement (MV&E) activities and VeSW registration system, undertaken as part of the implementation of MEPS for energy-efficient appliances, the registration and certification process has been enhanced and facilitated paperless operation and administrative work loaded for DoE. However, the limitations of data analysis and reporting still exist due to insufficient information collection from the product registration process such as energy performance data. Current product registration forms require revision to allow for the collection of product performance data, which will enable proper maintenance of the registry for outdated Category A, B and C products. Improvement of data management i.e., effective extraction or tracking and organizing key information from data collected by DoE, will also provide more capability of performing data reporting and analytics to help drive decision-making and MEPSL programme planning.

Having an effective reporting and tracking system not only ensures the MEPSL programme's evaluation, planning but also assures an effective and transparent communication process so that consumers can get real-time and updated information for their purchasing decision of high energy efficient product.

In addition, if Vanuatu government decides to harmonise regulations to the current versions in Australia and New Zealand, status of product registration, "superseded" is required to be added and the system will need to be modified for additional data fields such as "grandfather date" including managing transition from existing approved to superseded products.

Based on discussions with the Single Window Team, the proposed recommendations on the Energy Module's modification would commence after the approval by Parliament of the budget for the activities under the Vanuatu Electronic Single Window Project (VESWP). The official approval is expected in March or April 2023.

Details of recommendations on proposed modification of DoE's Energy Module are listed below:

- **Setting Custom Expiry Dates of Category A and B**

It is recommended that the system should enable DOE's staff to differently set expiry date of Category A and B in order to be in line with expired date of those countries' registration (Australia, New Zealand, or Fiji). The system should also enable sorting for the expiry dates and exporting its data fields associated with each certified product in order to analyse data and report.



- **Adding Registration Status “Superseded” (Grandfathered Products)**

In terms of the system, if regulations are harmonised to the current versions in Australia and New Zealand, the grandfather date input field with customized date function is recommended to be added to the system and set to which is earlier than the expiry date on the certificate. If the grandfather date has passed, the registration status must be automatically changed from “Approved” to be a newly added status called “Superseded”

“Superseded” is the registration status of the product when the new regulation date goes into effect and the grandfathered/grace period is ended, a current certificate is no longer valid.

- **Adding Data Tracking**

It is recommended to improve the online form to add the parameters below for each imported model/product and allow DoE to export from the system to support tracking and analysing impact of MEPSL programme. This also aims to provide DoE with a record of baseline data to support policymaking and serves as a storehouse of ancillary information and data about products on the market.

- Number of imported units of each model
- Energy efficiency data
- Sub-categorization of each product type
- HS Codes (6 digit)
- Importer contact information
- Linking expired registration data with new registration

- **Communicating and reporting certified products to consumers**

As the database is linked to the public, it is recommended to improve the front-end of consumer access that will help them easily find the most energy efficient models of the appliance they wish to buy and obtain key product information. The system should enhance the transparency of communication about product performance and related savings potential and provide real-time information so that the consumers get the recent product status update through the tracking system if the relevant product certification has expired. The consumers should be also able to visibly see and compare the energy efficiency level and energy rating star data of each product is associated with.

This recommendation is referred to in recommendation on Adding Data Tracking above, as mentioned, the additional input fields should be added to an existing form to track key product performance data including energy efficiency data. If this can be captured on the application, it can be programmed to automatically display on the DoE website and VeSW portal to assist consumers.

- **Clarifying non-compliance Cases of Products within the system for supporting MV&E activities**

During the MV&E phase, DoE can use the list of approved models in the system to analyse and select sampling models of the product and undertakes testing by the applicable standard. The DoE’s program administrator will then randomly perform product compliance verification through independent product



performance tests or else performing desktop verification for reviews of AS/NZ compliance check testing (for Cat A product).

For any sampled products that are found to be non-compliant, the importer should see their registration status revoked/cancelled or deregistered and receive further enforcement actions. The results of these verification and enforcement activities, i.e., non-compliance cases after surveillance inspection of periodic assessment of the product should be recorded and documented in the application of each product within the system. As described, it is important to keep a historical record of non-compliance cases in the application of each product within the system. Each application should therefore have a clarification tab or comment field for DoE to enter text to write the reason or clarify why this registration becomes deregistered.

- **Configuring automated email notifications of expiration, cancellation, and grandfathering of certificates for stakeholders**

The system should provide email reminder or alert concerning the expiry and the grandfathering period being executed. This includes cancellation of product registration when conducting post-market surveillance and non-compliance found. It is therefore recommended that the system should be additionally configured automated email alerts on expiry date, cancellation/deregistration of approved product, and the end of the grandfathering period (if decide to harmonise regulations to AS/NZ's current versions) to importers.

If an approved product has been cancelled/deregistered due to non-compliance (conducting post-market surveillance as describe in 4.6) and the cancellation date (certification end date) of the approved product has not been reached, the system should send email notification to importer.

In case of expiration and end of grandfathering dates, configuring automatic email should be scheduled to send a discontinuation notice 90 days (60 days, 30 days, 15 days) prior to expiry date and the end of the grace period (grandfather date) to inform importers that their certificate is being expired or current coverage is being terminated and their certificate is no longer valid. On the certification expiration dates and the end of the grandfathering date, the system should also send automated notification emails to the importer and admin (DoE) that the certificate is not valid or superseded.

- **Implementation plan for modification of existing Vanuatu Electronic Single Window (VESW) registration system**

In addition to modifying the existing Energy module in the VeSW system, currently managed by the VeSW Project (VESWP) team, implementation through changes from the current product registration database to adoption of the *Pacific Appliance Database (PAD)* is another option proposed to DoE for improving practices to gain direct access and maintain data integrity and ownership. Following a discussion with DoE, the decision has been taken to continue using and modifying the existing VeSW system. A timeline for the implementation of modification of existing VeSW registration system is provided below.



Activity	Timeline
Discussion with DoE on proposed function modification and mutual evaluations and finalise an update to recommendations	January 2023
Discussion with the Vanuatu Electronic Single Window Project (VESWP) team on agreed recommendations, which will be incorporated into the VESWP's 2-years workplan (currently, Phase III)	February – March 2023
Approval of VESWP budget and activities by Parliament	In progress (expected in March or April 2023)
Commencement of system modification	April or May onwards



6 ANNEXES

6.1 Annex I - DoE's Instructions for Registrations

Instructions for registrations of regulated products

(Source: <https://doe.gov.vu/index.php/energy-security/energy-efficiency-conservation/meps/general-information>)

- Prior to importation of the regulated products, importers must make sure they obtain a valid registration certificate from the Department of Energy.
- Processing of new applications for registration are now done in the Vanuatu Electronic Single Window (VeSW) system.
- No manual applications - importers or clients must apply through the (VeSW) system;
- Only custom brokers or agents with access to the Energy Module in the VeSW system can launch an application on behalf of a client or importer to register a particular product model and obtain a registration certificate.

Products must be registered with the Vanuatu Department of Energy (in the VeSW) to prove that they have been tested correctly and comply with the MEPS (Models that have already been registered in Vanuatu are listed here in the '**Approved Energy Efficient Appliances**').

There are 2 different categories of products (A and B). **Category A** products are products that the model numbers are *already registered in an approved country (Australia, New Zealand or Fiji)* and can be easily registered or found on the 'Approved Energy Efficient Appliances' link.

Models that are *not already registered in an approved country under the same brand name and model number* can be registered in Vanuatu using as a **Category B** product or products that are registered under a different brand name or model number, the importer will have to get a supporting letter from the manufacturer confirming that the products are identical in their energy performance even though they have different brand names and/or model numbers.

For products that are *not registered in any approved country*, you will need to attach or provide a **test report from a recognized testing laboratory** during the launching of the new application.

Once an application has been launched or submitted through the VeSW system, DoE authorized officers and the Regulator with access to the system will assess, accept and get it approved. A registration fee has to be paid in order to print the Certificate from the system.

The registration certificate will be **valid for a period of 3 years, or as long as the model remains registered in any of the approved countries**.

Importers will need to show proof of registration even if a particular product has already been registered in Vanuatu by someone else. If the same brand and model has already been registered, the VeSW system will not allow a new importer to register it again under a new Vanuatu Registration Number (VRN). Individual importers must apply to the Regulator for a duplicate VRN and have the same product registered in a new registration certificate.



6.2 Annex II - Sample of Certificate of Registration of Regulated Electrical Product Generated from VeSW System

GOVERNMENT OF THE
REPUBLIC OF VANUATU

DEPARTMENT OF
ENERGY

PRIVATE MAIL BAG 9067,
LINI HIGHWAY, METEO COMPLEX
NAMBATU, PORT VILA, VANUATU
TEL: (678) 25201 / 533 3840,
E-GOV PH: 3900



GOVERNMENT DE LA
REPUBLIQUE DU VANUATU

DEPARTEMENT DE
L'ENERGIE

SAC POSTALE PRIVEE 9067,
LINI HIGHWAY, METEO COMPLEXE
NAMBATU, PORT VILA, VANUATU
TEL: (678) 25201 / 533 3840,
E-GOV PH: 3900

ENERGY EFFICIENCY OF ELECTRICAL APPLIANCES, EQUIPMENT AND LIGHTING PRODUCTS ACT NO. 24 OF 2016

Certificate of Registration of Regulated Electrical Product Issued
by the Regulator

Certificate Number: VCRF0080

Date Certificate Issued: 26/04/2021

Office: VILA

Expiry Date: 19/09/2022

This certifies that NA of RAPID ELECTRICAL, with TIN number: 100742

has registered the following products and may import them until this certificate expires:

Brand	Model	VRN	Product Type	Product Category
Keg	KS 48R	VRF0196	Refrigerator, Freezer	A
Keg	KS 91R	VRF0197	Refrigerator, Freezer	A
Keg	KD 420FW	VRF0198	Refrigerator, Freezer	A
Keg	KD 208FW	VRF0199	Refrigerator, Freezer	A
Keg	KD 268FW	VRF0200	Refrigerator, Freezer	A

Certified by the Regulator (all applicable fees have been paid)



Willie Obed

This certificate remain valid and may be used to import the named product/s as many times as the holder wishes, up to the date this certificate expires, or the Regulator deregisters that model and advises the certificate holder accordingly.

GOVERNMENT OF THE
REPUBLIC OF VANUATU

DEPARTMENT OF
ENERGY

PRIVATE MAIL BAG 9067,
LINI HIGHWAY, METEO COMPLEX
NAMBATU, PORT VILA, VANUATU
TEL: (678) 25201 / 533 3840,
E-GOV PH: 3900



GOVERNMENT DE LA
REPUBLIQUE DU VANUATU

DEPARTEMENT DE
L'ENERGIE

SAC POSTALE PRIVEE 9067,
LINI HIGHWAY, METEO COMPLEXE
NAMBATU, PORT VILA, VANUATU
TEL: (678) 25201 / 533 3840,
E-GOV PH: 3900

ENERGY EFFICIENCY OF ELECTRICAL APPLIANCES, EQUIPMENT AND
LIGHTING PRODUCTS ACT NO. 24 OF 2016

Certificate of Registration of Regulated Electrical Product Issued
by the Regulator

Certificate Number: [REDACTED]

Date Certificate Issued: [REDACTED]

Office: [REDACTED]

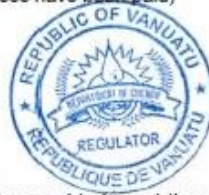
Expiry Date: [REDACTED]

This certifies that NA of [REDACTED], with TIN number: [REDACTED]

has registered the following products and may import them until this certificate expires:

Brand	Model	VRN	Product Type	Product Category
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Certified by the Regulator (all applicable fees have been paid)



Willie Obed

This certificate remain valid and may be used to import the named product/s as many times as the holder wishes, up to the date this certificate expires, or the Regulator deregisters that model and advises the certificate holder accordingly.



6.3 Annex III - Sample Payment Receipt of Application Generated from VeSW System



VANUATU ELECTRONIC SINGLE WINDOW SYSTEM

PAYMENT RECEIPT OF APPLICATION



Receipt number: [REDACTED]

Agency: DOE - DEPARTMENT OF ENERGY

Office: DOE - VILA

This receipt is delivered to:

[REDACTED]

Issued on: 26/04/2021

Issued by: Willie Obed

Company: [REDACTED]

Application type	Registration Reference	Assessed Amount
Application for Electrical Product	2021 98	1,000
Total collected for applications		1,000

Means of payment	Reference	Bank	Assessed Amount
10 In cash			1,000
Total amount collected (VUV)			1,000

I, Willie Obed acknowledge that I received the sum of 1,000 VUV.

The above fees are inclusive of Value Added Tax.

28/04/2021


Printed on: 28/04/2021 14:47

Page 1 / 1



6.4 Annex IV - Appliance Registration Certificate Module - Standard Operating Procedures: Minimum Energy Performance Standards and Energy Labelling (MEPSL) for Appliance and Lighting Import Certificate



 <h1 style="margin: 0;">VANUATU</h1> <h2 style="margin: 0;">ELECTRONIC SINGLE WINDOW SYSTEM PROJECT</h2>									
APPLIANCE REGISTRATION CERTIFICATE MODULE STANDARD OPERATING PROCEDURES									
Minimum Energy Performance Standards and Energy Labelling (MEPSL) for Appliance and Lighting Import Certificate									
Purpose	To ensure proper submission and accuracy of the information supplied on the <i>Registration Certificate Application (RCA)</i> in the Vanuatu Electronic Single Window (VeSW) system. Therefore, assuring the proper assessment of the risks involved, ensuring conformation with relevant laws and regulations of MEPSL for Appliance and Lighting, and subsequently facilitating the issuing of Import Certificate for Energy Efficient Appliances and Lighting.								
Scope	This procedure applies to all users of the VeSW RCA Module when submitting an application for MEPSL <i>Import Certificates</i> in the VeSW system.								
Location	<ul style="list-style-type: none"> • Port Vila • Luganville 								
Process Owner(s)	Principal Officer - Energy Efficiency and Conservation								
Legislation	<ul style="list-style-type: none"> • Energy Efficiency of Electrical Appliances, Equipment and Lighting Products Act No.24 of 2016 • Electrical Appliances, Equipment and Lighting Products (Importation Control) (Amendment) Regulation Order No. 186 of 2017 								
Other Doc reference	<ul style="list-style-type: none"> • Vanuatu Energy Officials Operating Manual - Minimum Energy Performance Standards and Labelling 								
Flowcharts	<ul style="list-style-type: none"> • Process for the VeSW e-Registration forms 								
Minimum Docs Required	<ul style="list-style-type: none"> • Test Laboratory report, if applicable 								
Output Documents	<ul style="list-style-type: none"> • Import Certificate • Receipt 								
Procedure	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;">Person Responsible</th> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Section Responsible</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Energy Appliance Officer • Energy Regulator • Energy Cashier </td> <td></td> <td></td> <td style="vertical-align: top;">Energy Security unit</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 1. Prior to importation of Air Conditioners, Refrigerators or Freezers, and Lighting products, the Importer must make sure they have a valid MEPSL Import Certificate. 2. If they don't, they have to obtain the Import Certificate from the Vanuatu Department of Energy. 3. In order to do this, the Importer (or their Agent) must apply for the Certificate in the VeSW system. 	Person Responsible		Section Responsible		<ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Energy Appliance Officer • Energy Regulator • Energy Cashier 			Energy Security unit
Person Responsible		Section Responsible							
<ul style="list-style-type: none"> • Importer (or the Importer's Agent) • Energy Appliance Officer • Energy Regulator • Energy Cashier 			Energy Security unit						



	<ol style="list-style-type: none"> 4. Prior to completing the <i>Registration Certificate Application (RCA)</i> in the VeSW, the Applicant should first consult the list of registered appliances in Vanuatu. This information is available either in the VeSW system itself or on the VeSW Portal (https://singlewindow.gov.vu). 5. If the appliance is registered, the Applicant should capture the Vanuatu Registration Number (VRN) of the appliance on the RCA. 6. If the appliance is not registered, the Applicant should consult the list of registered appliances in Australia and New Zealand: https://reg.energyrating.gov.au/comparator/product_types. This link is also available from the RCA form in the VeSW system. 7. If the appliance is registered on the above site, the Applicant should capture the <i>Registration Number</i> of the appliance on the RCA form. 8. If the appliance is not registered at all on any of the above databases, the Applicant should submit the RCA without a VRN nor a <i>Registration Number</i>. 9. Once the RCA is completed, the Applicant should submit it along with the required attachments. 10. The Energy Appliance Officers will receive an email to check the application in the system and the Officer responsible can either: <ol style="list-style-type: none"> 10.1 Send the application back for query, in which the applicant should address and re-submit; or 10.2 Modify the application themselves; or 10.3 Reject the application if it is not in order, capturing the reasons for the rejection in the system. 11. If the application is in order, the Appliance Officer will accept the application. 12. The Regulator will receive an email to approve or cancel the application. 13. If a prepayment or credit account was used in the application, the Import Certificate and the receipt will become available immediately, for printing or downloading, once the RCA is approved in the system. The Applicant can retrieve these documents directly from the system themselves or consult Energy to email them over. 14. Otherwise, the Importer (or their Agent) will have to visit the Energy Cashier at the Energy office in Port Vila and do the payments for the Import Certificate. 15. The Energy Cashier will receipt the payment in the VeSW system. Once payment is done, the Import Certificate and the receipt will be ready for printing or downloading from the system. 			
<p>Monitoring</p>	<p>Person Responsible</p>	<ul style="list-style-type: none"> • Manager Energy Security 	<p>Section Responsible</p>	<p>Energy Security unit</p>
	<ol style="list-style-type: none"> 1. Run system checks on all submitted application and make sure they are dealt with in good time. 2. Run system checks on all submitted application for the purpose of risk management. 3. Compile reports from the system for the purpose of compliance or operational reports for decision making. 			
<p>Corrective Actions</p>	<ol style="list-style-type: none"> 1. If an Applicant submits inaccurate information on the applications, the Energy Security Unit will consult them for the sake of voluntary compliance. 2. Energy may also take legal action against Applicants who make continuous errors/omissions. 3. Energy may take necessary actions if discrepancies are found during examination of imported goods against the issued Import Certificate. 			



VERIFICATION AND RECORD KEEPING

Date Written:	24 th March 2021	By:	VeSW NPT
Date Endorsed:		By:	Senior Energy Appliance Officer
Date Authorized:		By:	Energy Regulator
Date for Revision:		By:	Energy Security Unit



6.5 Annex V - How to Submit a Registration for Certificate Application - Brief Instructions for Importers or their Agents (the Applicant)





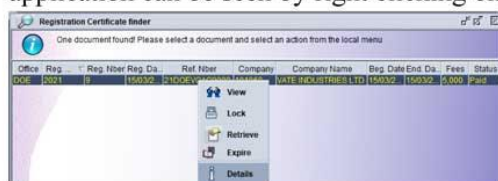
How to submit a Registration for Certificate Application


Brief instructions for Importers or their Agents (the Applicant)

The following brief instructions are to guide Imports or their Agents to submit a Registration for Certificate Application (RCA) in the Vanuatu electronic Single Window (VeSW) system for the importation of Appliances and Lighting products of Minimum Energy Performance Standards and Energy Labelling (MEPSL).

Notes:

- i. Please refer to the relevant Flowcharts, Standard Operating Procedure and the Terms of Reference for guidance on the specific process of concerned.
- ii. Users are encouraged to take note on the system messages and instructions to complete the procedure.
- iii. To access any reference table, press the F3 key or right click on the field and select "Find".
- iv. Alternatively, reference tables can be consulted at ASYCUDA→References.
- v. List of Appliances registered in Vanuatu can be consulted at Single Window→Energy→Appliance List or on the VeSW Portal: <https://singlewindow.gov.vu>.
- vi. To know the name of a field or button, place the mouse over it to see its name.
- vii. Recommended to type in CAPS-LOCK.
- viii. Press the "tab" key on the keyboard to navigate through the fields of the application.
- ix. Details of the processes applied to an application and the different versions of the application can be seen by right clicking on an application and selecting 'Details':



- x. The application can be viewed by right clicking on it and selecting 'View'.
- xi. The different tabs of the application can be printed by clicking on the 'Screen Shot printout' icon: .
- xii. An Applicant will be informed via email and the different processes applied to their submitted application.

Process:

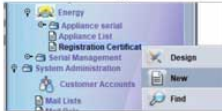
A. New Applications


1. Ensure that all relevant information, including required documentation, are available prior to the submitting the application in the VeSW system.





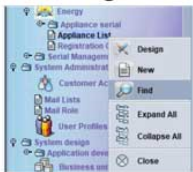
2. Go to Single Window→Energy→<Right click>Registration Certificate→New:



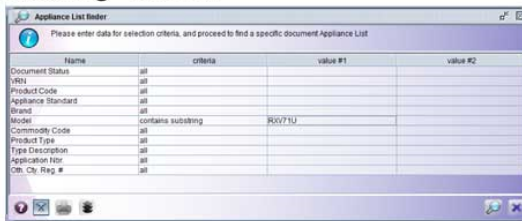
Note: If you already have a locally stored RCA application, retrieve it by clicking on the retrieving file ('Import from XML file') icon: 

3. To find if the product is already registered in Vanuatu:

- 3.1 Go to Single Window→Energy→<Right click>Appliance List→Find:



- 3.2 Capture a meaningful value for a data such as “Model”, using the “contains substring” criteria:



- 3.3 Or leave it blank and click on the “Search” icon: 

- 3.4 If the appliance has been registered in Vanuatu, it will show in the result of the above Finder. Take note of the VRN number.

- 3.5 Alternatively, the list of the registered appliance in Vanuatu can also be found on the VeSW portal: <https://singlewindow.gov.vu>

4. To find if the product is registered in either Australia or New Zealand:

- 4.1 Click on the “AU/NZ product database” icon on the RCA application to access the Australia/New Zealand database website:





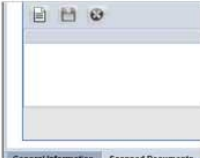





- 4.2 If the appliance has been registered in Australia and New Zealand, it will show in the database of the above website. Take note of the “Registration Number”.

5. Complete the “General Information” tab of the application. Taking note of the following:

- All application should be lodged at *DOE DEPARTMENT OF ENERGY* office.
- Capture Appliance *Category* first before proceeding with rest of the application.
- All applications should use *TIN* numbers






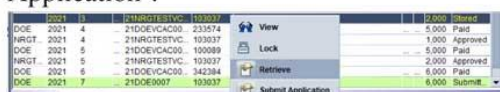
- *Credit/Prepayment account* if applicable or required
 - *Application type* (This will determine the calculation of the fees)
 - Appliance item and particulars:
 - If the Appliance is registered in Vanuatu, capture the “VRN number” and the “Country of Origin”.
 - If the Appliance is registered in Australia or New Zealand, capture the “Other country reg.#”
 - If the Appliance is not registered in Vanuatu, Australia or New Zealand, leave the “VRN” and “Other country reg.#” fields blank
 - Capture other mandatory fields of the item
 - Add the item to the application by clicking on the ‘Add Item’ icon: 
 - Repeat this for all Appliances to be applied for in the application.
 - To modify or remove an item, right click on it and select accordingly:
- | # | VRN Code | Prod. Type | Prod. Cate... | App. Standard | Brand | Model | Other coun... | Cty. of Org. |
|---|----------|------------|---------------|---------------|--------|-------------------|---------------|--------------|
| 1 | VAC00110 | Split unit | F | 3823.1.1 | Daikin | FTXV71U / RXXV71U | | Australia |
- Whenever specification of any goods description is in doubt, the Applicant can acquire assistance from Energy.
- Capture any *REMARKS* to bring to the attention of Energy.
6. Attach required documents, by going to the “Scanned Documents” tab and attach the soft copies of the required documents by clicking on the new icon: 
 - i. Only PDF and picture files can be attached to an application.¹
 - ii. Make sure to attach all the required documents:
 
 - iii. Once attached, select the attachment and click on the upload icon: 
 - iv. Repeat this for all attachments to be attached to the application.
 7. If required the application can be locally stored by clicking on the local store (‘Export to XML file’) icon: 
 8. Once complete, ‘Verify the document’ by clicking on this icon: 
 9. If no errors are detected (or after any errors are corrected) submit the application by clicking on the ‘Direct Submit’ icon: 
 - i. The system will generate a registration number, which is unique per year.
 - ii. The application can also be stored on the server by clicking on the ‘Store’ button to be submitted later: 
 - iii. Find the stored application in the system to either further edit or submit:




¹ It is recommended to keep file sizes to a minimal; large files will be rejected by the system.





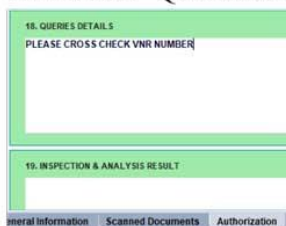
- iv. From the Finder use relevant criteria to find the interested application and click on the ‘Search’ icon  to display the result of the search.
- v. Right click on the application and select either ‘Retrieve’ or ‘Submit Application’:





- vi. If the application was retrieved and edited, it can be further stored to be submitted later by clicking on the ‘Modify Stored’ icon: 
 - vii. Otherwise, if ‘Submit Application’ was selected, the application can be submitted by clicking on the ‘Submit Application’ icon: 
10. Once the application is approved and paid (either by cash, cheque, prepayment or credit account payment), the Import Certificate can be printed from the system by finding it, view it and clicking on the ‘Print Electronic Document’ icon: 

B. Queried Applications

1. Find the application from the system.
2. Retrieve the application.
3. Consult the “QUERIES DETAILS” on the “Authorization” tab:



4. Amend the entry as per the query, if required, by following the relevant instructions as in section A above, and save the changes by clicking on the ‘Modify Stored’ icon: 
5. Find the application in the system to resubmit:
6. Resubmit the application by clicking on the ‘Submit Application’ icon: 

■ End



6.6 Annex VI - How to Write-off DOE Import Certificates (Energy certificate link to Customs)





How to write-off DOE Import Certificates

Background information

To further strengthen Energy Security controls at our borders, the Vanuatu electronic Single Window (VeSW) System has been enhanced to ensure only regulated Energy Efficient appliances are imported into Vanuatu. This is done by linking the Department of Energy (DOE) Import Certificates (RCA), which were generated in the VeSW system to Customs declarations.


This document covers how to link approved RCA's to Customs declarations as well as the different errors that a Customs Broker may encounter during this process.

1. When verifying a Customs declaration that has a regulated electrical appliance, the user will get this error to capture the RCA(s).



2. Double click on the error to go to the Att. Doc. Tab to insert the approved RCA(s), example:



- a. **Item:** This is the item number of declaration that requires an RCA document.
 - b. **Code:** This is the code of the RCA document.
 - c. **Reference:** This is the reference of the RCA document to be linked.
 - d. Capture the RCA document Reference in this format:
Agency/Office/Year/Appliance certificate reference/Reg. number/Item number,
 where
 - **Agency**, is the Department of Energy agency code (**DOE**)
 - **Office**, is the DOE Office where the RCA document was registered:
 - **DOE** for Vila
 - **DOES** for Santo
 - **Year**, is the year when the RCA document was registered (e.g. **2021**)
 - **Appliance certificate reference:**
 - **VCAC** – Air Condition
 - **VCL** – Lighting products
 - **VCRF** – Refrigerators, Freezers
 - **Reg. number**, is the registration number of the RCS document (e.g. **10**)
 - **Item number**, is the item number of the RCA document to be linked (e.g. **5**)
3. Once the RCA document details are captured, click on the “Add Attached Document” button  to insert the document to the Customs declaration.
 4. Repeat steps 2 – 3 for all the items on the declaration that requires an approved RCA document. Once completed, the declaration can now be submitted.





Vanuatu Electronic Single Window Project
 Ministry of Tourism, Trade, Commerce and Ni-Vanuatu Business
 Private Mail Bag 9056, Port Vila, Vanuatu
 Telephone:+678 33093, VOIP: 2361
 Email: swnpt@vanuatu.gov.vu
 Websites: <https://singlewindow.gov.vu>
<https://tradeportal.gov.vu>

Additional notes to assist with linking RCA documents to Customs declarations

- There are situations where multiple declaration items can be linked to a single RCA item. In such circumstances, the reference of the RCA item must be differentiated with /1, /2, /3 etc. for each of the declaration items:

Item	Code	Description	Reference
1	RCA	Application for Electrical Product	DOE/DOE/2021/VCFR/105/1
2	RCA	Application for Electrical Product	DOE/DOE/2021/VCFR/105/2
3	RCA	Application for Electrical Product	DOE/DOE/2021/VCFR/105/3

- Similarly, there may also be situations where a single HS code may be linked to multiple RCA items. In such circumstances, the same HS code can be used in multiple declaration items but linked to the corresponding items on the RCA document.

- To “Modify”, “Delete” or “View” an RCA document, select the document in the “Att. Doc.” tab, right click on it and select the appropriate operation:



Note: Viewing the RCA documents prior to submitting the Customs declaration is recommended to ensure that the right RCA document(s) and item(s) are linked to the Customs declaration.

- Once the Customs declaration is assessed, the details of the declaration will appear on the RCA document “Write-off” tab.
- To view the linked declaration, select the declaration in the “Write-off” tab of the RCA document, right click on it and select “View Declaration”:

Write Off Summary						
#	Doc Type	Doc Reference	Date	Package	Weight	Quantity
4	SAD	VPOST/2021/C/01	2021.05.05			
4	SAD	VPOST/2021/C/1	2021.05.05			
5	SAD	VPOST/2021/C/1	2021.05.05			

- If a Customs declaration is deleted it will be recorded in the “Write-off” tab of the linked RCA document.
- The status of the RCA documents will remain as “Paid” when they are linked to Customs declaration(s), until the documents expire.
- Once the RCA document has expired, the status will change to “Expired” after which no declaration can be linked to this document.
- RCA documents are valid up to three years.





Vanuatu Electronic Single Window Project
 Ministry of Tourism, Trade, Commerce and Ni-Vanuatu Business
 Private Mail Bag 9056, Port Vila, Vanuatu
 Telephone:+678 33093, VOIP: 2361
 Email: swnpt@vanuatu.gov.vu
 Websites: <https://singlewindow.gov.vu>
<https://tradeportal.gov.vu>

Take note of these messages when preparing a declaration linked to an RCA document

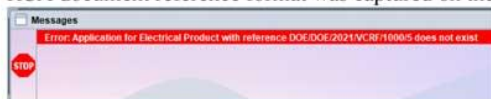
- A. This error occurs when **verifying** the Customs declaration because the commodity code on the declaration requires an approved RCA document:



- B. This error occurs when **verifying** the Customs declaration because the company code on the declaration is different from the company code on the linked RCA document:



- C. This error occurs when **verifying** the Customs declaration because the linked RCA document is either not paid, not valid (expired already or valid in the future), is written-off, or a wrong RCA document reference format was captured on the declaration:



- D. This error occurs when **assessing** the Customs declaration because the “HS Commodity Code” on the declaration is different from the Tariff code on the linked RCA item:



Note: To consult the HS code on the RCA items, go to Single Window → Configuration → DOE Configuration → <Right Click> DOE Product group → View, locate the DOE Commodity and the Tariff Code inserted to it, example, the Tariff code for the Air Condition item *Multi split* is 84181040:

Type description	Product description	Product group	Applicable AU/NZ Standards	Letters	HS code
Ducted	Air conditioner- Ducted	Air conditioners	3823	VAC	84181030
Multi-split	Air conditioner- Multi-split	Air conditioners	3823	VAC	84181040

End of document

