

Your Smart Export Guarantee (SEG) application.

Supporting documents guide

Great news – you're thinking of applying for a Smart Export Guarantee (SEG) tariff. We can't wait for you to take this step on the Path to Zero. This guide talks you through everything you'll need to apply.

For help, call us on **0330 102 7421**. We're here Monday to Friday, 9am to 5pm.



Quick checklist:

These are the things you'll need to apply for a SEG tariff.
You can read more about them further down.

- ☐ Proof that you own the installation
- ☐ Battery schematics (if you have battery storage)
- ☐ Smart meter already installed
- ☐ Installation accreditation number
- ☐ OVO account number (if OVO supplies your energy)
- ☐ Company authorisation letter (if applying for a company)



What you'll need, in detail



Key documents

We'll need a few key documents to process your application, so it's a good idea to have all of the ones relevant to you ready to upload. Below are the kinds of documents we need.

1. Proof that you own the installation

If you had the renewable system installed yourself

- The invoice for your system, showing it's been paid in full
- OR a letter from your installer, solicitor or building contractor confirming that you own the installation

If you moved into a property with a renewable system

- A letter or email from your solicitor or the previous owner to prove that you are now the owner of the installation
- OR a copy of your Land Registry document, with the fixtures and fittings (TA10) form showing that the installation was included

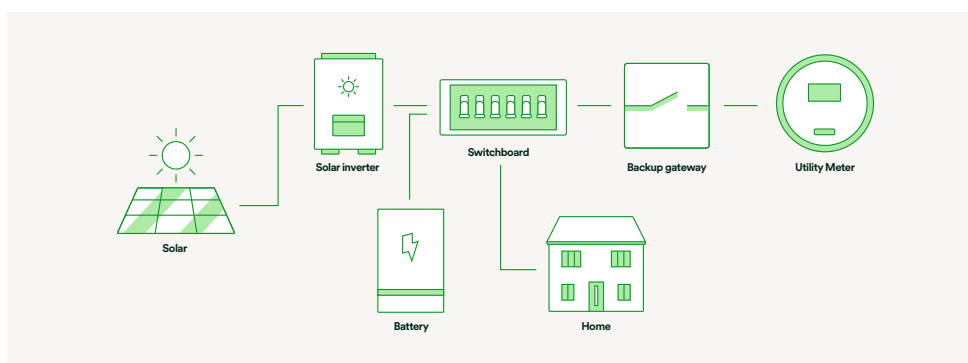
2. Battery schematics (if you have a storage battery)

A copy of the battery schematics Single-Line Diagram (SLD) that was provided by your battery installer. Please check that this shows the following:

- Your installation address and postcode
- Your battery, generation meter, and import meter clearly labelled
- Where your battery is in relation to your installation
- The direction of energy going from your system to the rest of the installation

We also need to know:

If your battery can be charged from the grid. If it can be, do you have a bi-direction meter installed? (You can ask your battery installer if you're unsure).



What you'll need, continued



A smart meter

You need to have a smart meter already installed to apply for a SEG tariff. If you don't have one and you're with OVO for your energy, [you can book to have one installed now](#). Otherwise, you'll need to ask your current energy provider to install a smart meter.



Your installation accreditation number

You can find the accreditation number on your accreditation certificate. This is sometimes called an MCS certificate number, and looks something like this 'MCS-12345678-X'. You should have received this in your handover pack when your system was installed (or when you bought the property).

Here's an example of where to find it on your accreditation certificate:



What you'll need, continued



Your OVO account number (if we supply your energy)

If you're applying for our SEG Beyond Exclusive tariff, we'll already be your energy supplier. We'll need to know your existing OVO account number so we can connect it to your new SEG account. You can find this:

- **In your online account** under 'Today's balance' on the homepage once logged in
- **In the app** by clicking the person icon at the top right of the screen once logged in (your account number will be displayed below your address)
- **On your energy bill** at the top right on the first page of any bill (example below)



Mr Smith
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Bristol
BS1 6ED

Chat with us online at:
help.ovoenergy.com

Call us on:
0330 303 5063

Monday to Friday
8am to 6pm

Account number
12345678

29-07-2024



A company authorisation letter (if you're applying for a company)

An authorisation letter on the company letterhead, signed by a director. This should confirm that you're responsible for the administration of the Smart Export Guarantee and are authorised to sign the contract on behalf of the company.

How to apply for a SEG tariff.

Follow these links to our SEG application forms

- **SEG Beyond Exclusive** Choose this tariff if you're an OVO energy customer and you're already generating your own renewable energy.
- **SEG** Choose this tariff if you're not an OVO energy customer and you're already generating your own electricity.

Go to ovoenergy.com/seg to check our full eligibility requirements for each tariff.



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