



## **Instructions for Completing the Community Solar Subscriber Organization Registration Form**

The following Registration Form is intended only for community solar subscriber organizations wishing to register with the New Jersey Board of Public Utilities in order to conduct business pertaining to community solar subscriptions in the State of New Jersey, pursuant to N.J.A.C. 14:8-9.10(a).

A “community solar subscriber organization” or “subscriber organization”, as defined in N.J.A.C. 14:8-9.2, is an entity, duly registered with the New Jersey Board of Public Utilities, which works to acquire original subscribers for a community solar project and/or acquires replacement subscribers over the lifetime of a community solar project and/or manages subscribers for a community solar project. The community solar subscriber organization may or may not be, in whole, in part, or not at all, organized by the community solar developer, community solar owner, or community solar operator. Furthermore, multiple subscriber organizations may work on one single community solar project; *each* of them must submit a Registration Form. However, each subscriber organization must submit this Registration Form only once, regardless of how many projects said subscriber organization is working on. A new Registration Form must be submitted if there is a material change to the content of the Registration Form.

A subscriber organization wishing to operate in New Jersey is required to complete and submit this form at least 30 days prior to first conducting business operations in New Jersey related to community solar (i.e. prior to acquiring original subscribers for a community solar project and/or acquiring replacement subscribers over the lifetime of a community solar project and/or managing subscribers for a community solar project). Failure to comply may result in a temporary or permanent prohibition from conducting business related to community solar in New Jersey. The Certification under Oath must be notarized.

The Board of Public Utilities will notify subscriber organizations via email of the receipt and administrative completeness of the Registration Form within 30 days of receipt of the Registration Form. If a form is deemed non-administratively complete, a new Registration Form must be submitted.

Additionally, please note that the name and contact information for each registered subscriber organization (questions 1, 2, and 10 in the Registration Form) will be posted on the New Jersey Clean Energy Program website.

**This form is subject to disclosure under the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. If your firm seeks to prevent release of any portion of your submittal, you are required to submit a request for confidential treatment, as set forth in the New Jersey Administrative Code at Title 14, Chapter 1, Subchapter 12. Please note in particular N.J.A.C. 14:1-12.2 and N.J.A.C. 14:1-12.8, which set forth the procedure for requesting confidential treatment, as well as the requirements that entities seeking confidential treatment support their claims with an affidavit, description of the competitive harm the entity would expect to suffer were the information made public, and other related requirements.**



The original Registration Form must be mailed or hand-delivered to:

New Jersey Board of Public Utilities  
44 South Clinton Avenue, 7th Floor  
Post Office Box 350  
Trenton, New Jersey 08625-0350  
Attn: Office of Clean Energy, Community Solar Energy Pilot Program

Additionally, an electronic copy of the Registration Form must be submitted in PDF format via email to [communitysolar@njcleanenergy.com](mailto:communitysolar@njcleanenergy.com).

This form may be modified by the NJ Board of Public Utilities at any time without prior notice.



### Community Solar Subscriber Organization Registration Form

1. Legal Name of Registrant: \_\_\_\_\_  
D/B/A or Trade Name (if applicable): \_\_\_\_\_

2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address in New Jersey (optional): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Website URL: \_\_\_\_\_

3. Federal Tax Number: \_\_\_\_\_

4. Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
E-mail address: \_\_\_\_\_

\*The Contact must be knowledgeable of the Registrant's operations and available to answer requests and inquiries from the Board during normal business hours.

5. Contact information for any parent company or other corporate entity with an ownership interest of 10 percent or more of the Registrant: *(attach additional pages if necessary)*  
Legal Name: \_\_\_\_\_  
D/B/A or Trade Name (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

6. Approximate number of people employed or contracted by the Registrant who will be operating in New Jersey on matters related to community solar: \_\_\_\_\_

7. Has the registrant, any senior officer of the registrant, or any corporate entity or individual with an ownership interest of 10 percent or more of the registrant ever been under investigation in New Jersey or any other state or federal jurisdiction, received any criminal or regulatory sanctions,



filed a petition in bankruptcy or reorganization or been affiliated with any entity that has filed a petition in bankruptcy or reorganization? .....  Yes  No

If "Yes", identify the entities or individuals subject to investigation or sanctions and provide a detailed explanation of the investigation or sanctions:

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8. Disclose any decisions or pending escalated regulatory actions in New Jersey or other states that affect the registrant's ability to operate in New Jersey, such as suspension, revocation, bankruptcy, or limitation of operating authority:

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9. List the types of services or products to be offered by the Registrant in New Jersey in connection with community solar: *(attach additional pages if necessary)*

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10. The Registrant will be operating in the following Electric Distribution Company territories: *(check all that apply)*

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|--|---|
| <input type="checkbox"/> Rockland Electric Company     | <input type="checkbox"/> Jersey Central Power & Light |
| <input type="checkbox"/> Public Service Electric & Gas | <input type="checkbox"/> Atlantic City Electric       |



**Community Solar Subscriber Organization Registration Form Certification under oath**

1. I, Clifford Chapman, hereby certify that I am the Manager of the registered community solar subscriber organization Syncarpha Management, LLC and have been authorized to file this Registration Form and Certification on behalf of my organization.
2. I hereby certify that I have carefully examined all of the statements contained in this Registration Form and in the attachments hereto and made a part hereof, that I have knowledge of the matters set forth herein, that all statements made and matters set forth herein are true, correct, and complete to the best of my knowledge, information, and belief and that I know of no material omission. I am aware that submitting false or misleading information in connection with this Registration Form is ground for revocation of registration and may subject me, the registered community solar subscriber organization, and other responsible persons on behalf of the registered community solar subscriber organization to penalties of perjury, as well as to other civil or criminal penalties.
3. I hereby certify that the registered community solar subscriber organization agrees to comply with all standards, rules and regulations applicable to this registration, in accordance with N.J.A.C. 14:8-9 or as may be established by any applicable regulatory authority. I hereby certify that all individuals employed by the Registrant and who may conduct operations pertaining to community solar in New Jersey have been trained to comply with all applicable standards, rules and regulations prior to their commencing work pertaining to community solar in New Jersey.
4. I hereby certify that the registered community solar subscriber organization shall provide in a commercially reasonable manner such information as the Board or its Staff shall require in cases of dispute, compliance verification, or investigation.

Dated this 16th day of February, 2021

Signature: *Clifford W. Chapman Jr*

Signature  
 Clifford W. Chapman Jr  
 Name  
 Manager  
 Title

Signed and sworn to before me on this 16th day of February, 2021

Notary Public Signature *William S Gardner Jr*

Name William S Gardner Jr

My commission expires: May 28, 2023

