(Company logo)

DEPARTMENT OF ENERGY
Energy Center, Rizal Drive,
Bonifacio Global City, Taguig City,
Philippines 1632

Attention: DIRECTOR
Energy Utilization Management Bureau (EUMB)
Department of Energy
Tel. No: (02) 8840-2214
Email: doe.eumb@gmail.com

Dear Sir/Madam:

The **(Name of entity/company/organization)**, located at **(Address)**, would like to inform the Department of Energy (DOE) in our plan to engage in the establishment and operation of electric vehicles charging stations (EVCS) in the Philippines.

We have secured the necessary permits as stipulated in Section 4 of the DOE's DC No. XXXXXX-XXXX, Providing for a Policy Framework on the Guidelines for the Development, Establishment, and Operation of Electric Vehicle Charging Stations (EVCS) in the Philippines

Hence, we are submitting the said permits/requirements to support our compliance.

Thank you.

Very truly yours,

(Name of the Owner/Operator/President)
(Designation)