

ANNEX C

IMPORTER AND SUPPLIER ACCREDITATION GUIDELINE

A. ACCREDITATION

Page | 1

1. Applicant

Any person or company who intends to engage in the import and/or supply and transport of any quantity of Natural Gas shall apply for accreditation with the Oil Industry Management Bureau (OIMB), Department of Energy.

2. Documentary Requirements

All applications for accreditation to import and/or supply and transport of Natural Gas shall comply with the following documentary requirements. Any applications with incomplete mandatory requirements shall not be accepted.

a. Letter of Intent with the following information:

1. Company Name (Business name, address, telephone number/s, email address);
2. Contact Person and Contact Details;
3. Activity to Engage in:
 - () Import;
 - () Supply and Transport
 - () Both

b. Supporting documents required:

1. Importer
 - a. Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;
 - b. Duly Executed Secretary's Certificate and Board Resolution naming their authorized representative/s;

- c. Business Permit;
- d. Importer's Clearance Certificate (ICC) of the Bureau of Internal Revenue (BIR);
- e. Certificate of Accreditation as Importer from the Bureau of Customs (BoC);
- f. Duly executed importation agreement; and
- g. Other supporting and relevant documents that the OIMB may find necessary for the proper evaluation of the application.

2. Supplier

- a. Articles of Incorporation/Certificate of Registration approved by Securities and Exchange Commission (SEC) including Audited Financial Statement, if corporation and Department of Trade and Industry (DTI), if single proprietorship;
- b. Duly Executed Secretary's Certificate and Board Resolution naming their authorized representative/s;
- c. Business Permit;
- h. Duly executed supply agreement; and
- i. Other supporting and relevant documents that the OIMB may find necessary

3. Importer and Supplier Accreditation Certificate

All applications with complete requirements mentioned under Section II, shall be accredited by DOE-OIMB and be issued by an LNG Importer Accreditation Certificate (Annex C-1) and Natural Gas Supplier Accreditation Certificate (Annex C-2)

4. Validity

LNG importer and Natural Gas supplier accreditation certificate shall have a validity of three (3) years from date of issuance unless earlier revoked or cancelled by OIMB on legal grounds. Application for renewal shall be filed not later than thirty (30) working days prior to the expiration of the accreditation certificate.

B. Acknowledgement to Import LNG (ATI-LNG) and Acknowledgement to Supply and Transport Natural Gas (AST-NG)

Any registered person or company who already secured an LNG Importer Accreditation Certificate and who intends to engage in the Supply and Transport of Natural Gas or LNG, shall send applicable notice prior to every activity. An Acknowledgement to Import LNG (ATI-LNG) (Annex C-3) and Acknowledgement to Supply and Transport Natural Gas (AST-NG) (Annex C-4) shall likewise be issued by the DOE-OIMB.

Page | 3

1. Importation

a. Pre-Importation Requirements

To effectively monitor and ensure conformance to the Basel Convention, any registered and accredited person or company who shall import LNG from foreign countries, free ports and economic zones, whether for trade or for his own use, shall file a notice (Annex C-5) with the Bureau not later than seven (7) working days prior to loading of every importation, indicating details and/or supporting documents, as follows:

1. Details:

- a. Name of Company and OIMB-Accreditation No.;
- b. Estimated quantity;
- c. Specified quality of Natural Gas or LNG;
- d. Estimated date of loading and arrival (ETL & ETA);
- e. Supplier of imported LNG;
- f. Estimated FOB price, freight, insurance cost and other importation cost;
- g. Vessel particulars (name and voyage number); and
- h. Country and port of loading and discharge.

2. Supporting Documents:

- a. Proforma Invoice

b. Post-Importation Documents

Post-importation notice shall be submitted to the DOE-OIMB not later than twenty (20) working days after unloading of every importation. Such document should indicate the following details and/or supporting documents:

1. Commercial Invoice;
2. Import bill of lading;
3. Safety Data Sheet (SDS);
4. Certificate of quality; and
5. Final import entry declaration.

2. Supply and Transport

a. Domestic

Any registered person or entity who shall engage in the domestic supply and transport of Natural Gas or LNG shall submit monitoring reports to OIMB not later than the 15th of the succeeding month.

b. Export

1. Pre-exportation notice

To effectively monitor and ensure conformance to the Basel Convention, any registered and accredited person or company who shall export LNG to foreign countries, shall file a notice (Annex C-6) with the DOE-OIMB not later than seven (7) working days prior to loading of every exportation indicating the details and submission of supporting documents, as follows:

a. Details

1. Name of Company and DOE-OIMB-Accreditation No.;
2. Type and quantity (volume) of Natural Gas or LNG;
3. Estimated date of loading and arrival (ETL & ETA);
4. Buyer of exported LNG;
5. FOB price, freight and insurance cost;
6. Vessel Particulars (name and voyage number);
7. Port of Loading; and
8. Country and Port of Discharge.

b. Supporting Documents

1. Proforma Invoice

2. Post-exportation documents

To account for the actual and post-exportation activities, a notice shall be likewise submitted to the DOE-OIMB not later than twenty (20) working days after loading of every export.

1. Commercial Invoice;
2. Export Bill of Lading;
3. Certificate of Quality; and
4. Cargo Manifest

C. Monitoring Reports

All registered importers and suppliers (both Domestic and Export) shall submit to the DOE-OIMB the monthly reports on or before the 15th day of the succeeding month, with the following details as follows:

1. Monthly Reports:

a. Importer

1. Actual quantity of LNG importation made for the previous month;
2. Running Inventory;
3. Average unbundled LNG purchase price;
4. Average unbundled LNG sales Price;
5. Accident Report

b. Supplier

1. Actual quantity of LNG supply made for the previous month;
2. Running Inventory;
3. Average unbundled LNG purchase price;
4. Average unbundled LNG sales Price;
5. Accident Report

c. Annual Reports:

1. Projected quantity of Imports and/or supply for the next three (3) years.

D. Compliance

Failure to comply with the requirements of this guideline shall be ground for non-issuance of ATI and AST for succeeding applications.