



Republic of the Philippines  
**DEPARTMENT OF ENERGY**  
(Kagawaran ng Enerhiya)



**DEPARTMENT CIRCULAR NO. DC 2024-06-0021**

**GUIDELINES ON THE REGISTRATION PROCESS FOR SOLAR PHOTOVOLTAICS (PV) INSTALLERS UNDER THE GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP)**

**WHEREAS**, Section 2 of Republic Act (RA) No. 7638 or the "*Department of Energy (DOE) Act of 1992*" states that it is the policy of the State to ensure a continuous, adequate, reliable, and economic supply of energy through, among others, judicious conservation, renewable, and efficient utilization of energy;

**WHEREAS**, Section 3 of RA 11285 or the "*Energy Efficiency and Conservation Act*" (EEC Act) provides for the establishment of a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, including the promotion of efficient and judicious utilization of energy, increase in the utilization of energy efficiency and renewable energy technologies, and the delineation of responsibilities among various government agencies and private entities;

**WHEREAS**, Section 4(t) of the EEC Act defines the Government Energy Management Program (GEMP) as the government-wide program to reduce the government's monthly consumption of electricity and petroleum products through electricity efficiency and conservation, and efficiency and conservation in fuel use of government vehicles, among others;

**WHEREAS**, Section 5 of the EEC Act mandates the DOE to take the lead in the implementation of the law, and to be responsible for the planning, formulating, developing, implementing, enforcing, and monitoring of energy management policies and other related energy efficiency and conservation plans and programs, which includes the performance of such other powers and functions as may be necessary to attain the objectives of said Act;

**WHEREAS**, Section 9 of the EEC Act established the Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) to evaluate and approve government energy efficiency projects, and to provide strategic direction in the implementation of the GEMP;

**WHEREAS**, Section 43 of the DOE Department Circular No. DC2019-11-0014 or the Implementing Rules and Regulations (IRR) of the EEC Act (EEC-IRR) provides that the GEMP covers all government entities comprising of agencies, including all departments, bureaus, offices, agencies, branches, and instrumentalities or political subdivision, government-owned and controlled corporations (GOCCs), and including its subsidiaries or other self-governing board of commission of the government, local government units (LGUs), state universities and colleges (SUCs), and authorizes the IAEECC to issue appropriate orders for the implementation of the GEMP;

**WHEREAS**, IAEECC Resolution No. 8, s. 2023, or *Encouraging All Government Entities (GEs) to Install and Utilize Solar Photovoltaic (PV) System or Any Equivalent Renewable Energy Technology in the Government Owned Facilities and/or Office Buildings in a Form of Self-Generating Facility, Distributed Energy Resources (DER), or Net Metering Agreement with Host Distribution Utility (DU)*, provides compliance with the GEMP on assessment and installation of a Solar PV System or any equivalent RE technology;

**WHEREAS**, IAEECC Resolution No. 8, s. 2023, resolved that the DOE-Energy Utilization Management Bureau (EUMB) shall provide the official list of Solar PV installers for reference and guidance of all GEs, including the establishment of process to prescribe registration procedures of the Solar PV Installers to the official list; and,

**WHEREAS**, the Department Circular was posted on the DOE website to Call for Comments on 02 February 2024 and the DOE conducted public consultation on 19 March 2024 to present the draft Circular and to further solicit comments and inputs from stakeholders.

**NOW, THEREFORE**, in consideration of the foregoing premises the DOE hereby orders the following:

**Section 1. Title.** This Circular shall be known as the "Solar PV Installers Registration Process for GEMP."

**Section 2. Scope and Coverage.** This Circular shall apply to Solar PV Installers under the GEMP and shall prescribe their responsibilities, and capacity building requirements. Further, this Circular shall prescribe the following:

- 2.1 Registration Requirements of Solar PV Installers;
- 2.2. Process for Registration of Solar PV Installers; and
- 2.2 Guidelines on the (1) Evaluation, (2) Registration, and (3) Inclusion of the Solar PV Installer in the official DOE Solar PV Installer Registry.

**Section 3. Definition of Terms.** As used in this Circular, the following terms shall be understood to mean:

- 3.1 "Corporation" refers to an artificial being created by operation of law, having the right of succession and the powers, attributes, and properties expressly authorized by law or incidental to its existence;
- 3.2 "Energy Service Company (ESCO)" refers to a juridical entity that offers multi-technology services and goods towards developing and designing energy efficiency projects, delivering and guaranteeing energy savings, and ensuring cost-effective and optimal performance. The services include energy supply and management, energy financing, technical engineering expertise and consultancy, equipment supply, installation, operation,

- maintenance and upgrade, and monitoring and verification of performance and savings;
- 3.3 "Firm" refers to a business involved in providing services for a fee, usually professional services;
- 3.4 "Joint Venture Agreement (JVA)" refers to an association of persons or companies jointly undertaking some commercial enterprise; generally, all contribute assets and share risks, which require a community of interest in the performance of the subject matter, a right to direct and govern policy in connection therewith and a duty, which may be altered by agreement, to share both in profits and losses;
- 3.5 "One Person Corporation (OPC)" refers to a judicial entity with a single stockholder who can only be a natural person, trust, or estate;
- 3.6 "Partnership" refers to two or more persons who bind themselves to contribute money, property, or industry to a common fund, with the intention of dividing profits among themselves;
- 3.7 "Solar PV Installer" refers to any entity, including an individual, OPC, Sole Proprietorship, joint venture, partnership, or corporation engaged in the business of providing Solar PV System installations;
- 3.8 "Solar PV System" refers to the technology comprised mainly of solar panels and other electromechanical components that convert solar energy into usable electricity;
- 3.9 "Sole Proprietorship" refers to a business structure of a natural person who has full control/authority of his/her own and owns all the assets, and personally owes and answers to all liabilities and losses.

**Section 4. Documentary Requirements for Applicant Solar PV Installers.** Applicant Solar PV Installers shall submit the following documents to the DOE for registration:

- 4.1 Duly Accomplished Application Form (*Annex A*);
- 4.2 Certified True Copies of the Eligibility Documents providing Corporate/Legal Personality;
- 4.2.1 For all types of Firms, Partnerships, and Corporations, the following documents are required:
- 4.2.1.1 Securities and Exchange Commission (SEC) Certificate of Partnership/Incorporation;
- 4.2.1.2 Articles of Incorporation;

- 4.2.1.3 Joint Venture Agreement (individuals);
  - 4.2.1.5 Business Permit (issued by the Local Government Units [LGUs]); and
  - 4.2.1.6 Bureau of Internal Revenue (BIR) Certificate of Registration.
- 4.2.2 For Sole Proprietorship, the following documents are required:
- 4.2.2.1 Department of Trade and Industry (DTI) Certificate of Business Name Registration;
  - 4.2.2.2 Business Permits (issued by the LGU); and
  - 4.2.2.3 BIR Certificate of Registration.
- 4.3 Certificate of PhilGEPS Registration (Platinum);
- 4.4 Philippine Contractors Accreditation Board (PCAB) License;
- 4.5 Company Profile/Background (*Annex B*);
- 4.6 Company Ownership /Management, which includes the list of names of officers and personnel with their position in the company (*Annex C*);
- 4.7. List of solar PV installation projects in the last three (3) years with respective Official Receipt, Certificate of Project Completion, Acknowledgement Letter, Project Report, and/or any document that will support the claim on the proof of experience (*Annex D*);
- 4.8 Copy of solar PV installation-related Training Certificates and Course Outlines from recognized training institutions and other governing bodies (*Annex E*); and
- 4.9 Proof of Payment of the Application Fee of Two Thousand Pesos (₱2,000.00) for the Certificate of Inclusion to the Solar PV Registry.

All documents shall be submitted based on the guidelines under *Annex F* and shall follow the procedure indicated in *Annex G*.

Submission of the documents enumerated above shall not exempt Solar PV Installers from complying with the provisions of RA No. 9184 and its Implementing Rules and Regulations, as well as with appropriate legal, technical and financial requirements that procuring entities shall require in the bidding terms and conditions.

**Section 5. Processing of Application.** The evaluation criteria and process for the issuance of the Certificate of Registration, are as follows:

5.1 Criteria. The Solar PV Installer's application shall be evaluated based on the validity and completeness of its submitted documents according to Section 4 of this Circular. Further, the Solar PV Installer must have the following qualifications:

5.1.1 Must have completed a minimum of three (3) Solar PV Projects within the past three (3) years; and

5.1.2 Must have a trained professional with at least three (3) years of continuous hands-on experience in the installation, operation, maintenance, and commissioning of Solar PV System, proof of which shall be submitted to the DOE.

5.2 Process. The technical evaluation entails detailed review of the technical documents that comprise of the projects undertaken by the Solar PV Installer, relevant data, and other pertinent information therein. If necessary, conduct of interviews with customers and the Solar PV Installer must be completed within seven (7) working days from receipt of all required documents. Should there be a need for clarification on the submitted documents, the same must be relayed to the applicant in writing within the same period. If the applicant fails to respond and/or submit necessary documents within seven (7) working days from receipt of such notification, the current application will be cancelled, without prejudice to a new submission of application by the Solar PV Installer.

**Section 6. Listing and Delisting Procedures.** The inclusion in the official list shall be valid upon issuance of a Certificate of Registration. For the purpose of updating the Certificate, all documents under Section 4 hereof shall remain current and updated. All updated documents shall be submitted based on the guidelines under *Annex H*, following the procedure indicated in *Annex I*.

DOE Registered or Certified ESCOs will no longer be required to register for certification under this Circular, provided, that: i) the Solar PV installation is included in the primary or secondary purpose/s or the line of business as proven by corporate/legal documents; ii) that the registration/certification as an ESCO remains valid; and iii) that they will submit the relevant documentary requirements prescribed under Section 4 of this Circular that were not required for ESCO registration/certification.

Should a Solar PV Installer choose to voluntarily delist for a valid reason, it may request to do so in writing, addressed to the EUMB Director.

**Section 7. Obligations under the Solar PV Installer Registry.** All listed Solar PV Installers are required to comply with the following obligations:

7.1 Provide quality solar PV installation work under the GEMP in accordance with recognized and accepted practices, industry standards, any applicable equipment installation guidelines, and other relevant national laws, rules and regulations.

- 7.2 Submit an annual report of their projects, whether ongoing or completed, in the form prescribed by the EUMB no later than 30 April of every year;
- 7.3 Subject themselves and their projects to verification; and
- 7.4 Such other requirements as may be required by the DOE for the attainment of the objectives of this DC.

**Section 8. Validity of Certificate.** The Certificate shall be valid for three (3) years from the date of issuance, unless suspended on any of the grounds specified in this Circular.

**Section 9. Renewal of Certificate.** The renewal application shall be filed at least thirty (30) days prior to expiration of the Certificate. Renewal of Certificate has a transaction fee of Seven Hundred Fifty Pesos (P750.00) and shall follow the procedure indicated in *Annex J*.

**Section 10. Prohibited Acts.** A Solar PV Installer who commits any of the following prohibited acts shall be delisted from the Solar PV Registry:

- 10.1. Willfully failing to submit to an on-site inspection for the purpose of quality control and financial audit;
- 10.2. Willfully refusing to submit any of the reports required herein;
- 10.3. Failure to provide accurate information or the provision of false or misleading information as required in this Circular;
- 10.4. Failure to comply with issued orders of the DOE in the discharge of its enforcement powers;
- 10.5. Failure to provide quality work in accordance with recognized and accepted practices, acceptable industry standards and any applicable equipment installation guidelines, and other relevant national laws and guidelines; and
- 10.6. Violation of any of the obligations mentioned under Section 7 of this Circular.

**Section 11. Effects of Delisting.** A Solar PV Installer that has been delisted shall not be recommended to be a contractor/bidder to any GE. This is without prejudice to whatever administrative, civil and criminal liabilities the latter may have incurred pursuant to existing laws and regulations.

**Section 12. Solar PV Registry.** The DOE-EUMB shall develop and manage a centralized database that will provide the list of all Solar PV Installers for the reference of, and recommendation to GEs. Any information that will be collected shall be processed, stored, and shared, by posting the same on the identified website, in accordance with the Data Privacy Act.

**Section 13. Transitory Clause.** All pending applications at the time of the effectivity of this Circular shall be governed by the same. All existing Solar PV Installers Certificates shall remain valid until the expiration indicated with the additional obligation to comply with the requirements and obligations enumerated in Section 4 and Section 7, respectively, of this Circular.

**Section 14. Amendment Clause.** The DOE may amend, revise, supplement, and issue related guidelines, and other supplemental issuances as it deems necessary for the effective implementation of this Circular.

**Section 15. Repealing Clause.** The provisions of other circulars, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Circular are hereby repealed, amended, modified, or superseded accordingly.

**Section 16. Separability Clause.** If, for any reason, any section or provision of this Circular is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.


**Section 17. Effectivity.** This Circular shall take effect immediately following its publication in at least two (2) newspapers of general circulation. A copy of this Circular shall be filed with the University of the Philippines Law Center – Office of the National Administrative Register.

Issued this JUN 27 2024 at the DOE, Energy Center, Rizal Drive cor. 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

  
RAPHAEL P.M. LOTILLA  
Secretary



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	<b>EUMB – EPSMD</b> <b>Quality Management System</b> <b>SOLAR PV INSTALLER</b> <b>REGISTRY APPLICATION FORM</b> <b>(Annex A)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
		Effective Date:	
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**CHECKLIST OF REQUIREMENTS FOR SOLAR PV INSTALLER APPLICANT**


- Duly Accomplished Application Form;
- Certified True Copies of the Eligibility Documents providing Corporate / Legal Personality;
- Certificate of PhilGEPS Registration (Platinum);
- Philippine Contractors Accreditation Board (PCAB) License;
- Duly Accomplished Company Profile / Background (Annex B);
- Duly Accomplished Company Ownership / Management which includes the list of names of officers and personnel with their position in the company, including Solar PV Installers (Annex C);
- List of projects in the last three (3) years (Annex D);
- List of Training Certificates from Recognized Training Institutions and/or Other Governing Bodies (Annex E); and
- Proof of Payment of the Application Fee of Two Thousand Pesos (P2,000.00) for the Certificate of Inclusion to the Solar PV Registry

Type of Application :  New  Renewal


I. PERSONAL INFORMATION OF THE FILING REPRESENTATIVE			
Title / Salutation	Last Name	First Name	Middle Name
Suffix	Designation	Birth Date	Sex
Address			
City / Municipality	Province	Region	
Telephone Number	Mobile Number	E-Mail Address	

II. BUSINESS INFORMATION			
Business Name:			
Type of Ownership:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Limited Liability Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Other:
Address			
City / Municipality	Province	Region	
Telephone Number	Mobile Number	E-Mail Address	
Business TIN	Website:		
Client Category:	<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
	<input type="checkbox"/> Government	<input type="checkbox"/> Other:	
Coverage Area:	<input type="checkbox"/> NCR Only	<input type="checkbox"/> Luzon	<input type="checkbox"/> Visayas
	<input type="checkbox"/> Mindanao		
Type of Solar PV Panel Offered:	<input type="checkbox"/> Monocrystalline	<input type="checkbox"/> PERC	<input type="checkbox"/> Other:
	<input type="checkbox"/> Polycrystalline	<input type="checkbox"/> Thin Film	
Type of Battery:	<input type="checkbox"/> Lithium - Ion	<input type="checkbox"/> Lead Acid	<input type="checkbox"/> Other:



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	<b>EUMB – EPSMD</b> <b>Quality Management System</b> <b>SOLAR PV INSTALLER</b> <b>REGISTRY APPLICATION FORM</b> <b>(Annex A)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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<b>EXISTING LICENSES, CERTIFICATIONS, AND REGISTRATIONS</b> <i>Please list below licenses, certifications, or registrations that you hold in order to practice Solar PV Installation. (e.g., PhilGEPS, Business Permit, ESCO, etc.) Attach extra pages if necessary.</i>	
1. Name of License / Certification / Registration:	
License No / Certificate Number / Registration Number / Reference No:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
2. Name of License / Certification / Registration:	
License No / Certificate Number / Registration Number / Reference No:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
3. Name of License / Certification / Registration:	
License No / Certificate Number / Registration Number / Reference No:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
4. Name of License / Certification / Registration:	
License No / Certificate Number / Registration Number / Reference No:	
Validity:	
From (mm/dd/yyyy):	To (mm/dd/yyyy)
5. Name of License / Certification / Registration:	
License No / Certificate Number / Registration Number / Reference No:	
Validity:	

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**Terms and Conditions**

I confirm that I have reviewed and accept the following Terms and Conditions for registry application on the Department of Energy (DOE) Solar PV Installers pursuant to IAEECC Resolution No. 8, s. 2023 and Department Circular No. DC\_\_\_\_\_ and that I will comply with these Terms and Conditions:

1. I declare that I am competent and have the necessary training to enable me to satisfactorily and safely install / commission equipment in the technology areas for which I apply for Registration.
2. I have achieved certification from an accredited training provider in respect of each of the technology areas for which I am seeking registration (Copy of certification/education to be supplied to the DOE with this application).
3. I accept that installation which I install / commission may, for quality control and financial audit purpose, be inspected by the DOE and I will assist, by making myself available and / or disclosing any requested information.
4. I accept that failure to act on a direction from the DOE or failure to remedy a deficit identified as a result of an inspection, may result in my delisting from the DOE Solar PV Installer Registry.
5. I accept that my engaging in fraudulent or inappropriate behavior will result in my removal from the DOE Solar PV Installer Register.
6. I accept that failure by me to comply with these Terms and Conditions may result in my desilting from the DOE Solar PV Installer Registry.
7. I am aware that the DOE may de-list installers where the DOE has evidence of repeated failures on the part of installers to deliver quality work or give customer satisfaction or where the DOE forms the opinion that the installer no longer demonstrates adequate competence in the specific discipline. I accept that the DOE may apply specific conditions to be met by me before I am eligible for registration.
8. I agree at my expense to attend targeted workshops or prescribed training or Continual Professional Development when so directed by the DOE.
9. I undertake that the services provided by me will be in accordance with recognized and accepted practices, acceptable industry standards and any applicable equipment installation guidelines and any relevant national laws and guidelines.
10. I agree to indemnify the DOE and keep the DOE indemnified from and against any losses, liabilities, demands, damages, costs, claims, and expenses (including, without limitation, legal costs, and expenses) awarded against suffered, incurred or paid by the DOE which arise out of, or are consequential upon or connected with a claim against the DOE by a client relating to the installer's acts or omissions in installing measures and providing services to that client.
11. I accept to be subjected to the visitorial powers / inspection of the DOE whenever necessary.
12. I agree to submit the documentary requirements to support the validity of my business entity and capability.
13. I accept that the Terms and Conditions for registration on the DOE Solar PV Installer Register may be updated from time to time on the DOE's website and these updated Terms and Conditions shall apply to me with immediate effect.
14. I consent to the processing of my personal information that will be collected, processed, stored, and shared in accordance with the Data Privacy Act and that the same will be posted in the identified website.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**EUMB – EPSMD  
Quality Management System  
COMPANY PROFILE /  
BACKGROUND  
(Annex B)**

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**Historical Background:**

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**Date originally registered/incorporated :**

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**Type of Business Activity :**

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**Services Offered :**

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**Total Number of Managers, Officers and Personnel :**

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**Area of Operation :**

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**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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	<b>EUMB – EPSMD</b> <b>Quality Management System</b> <b>COMPANY</b> <b>OWNERSHIP/MANAGEMENT</b> <b>(Annex C)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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**List of Owner/s (For Single Proprietorship / Partnership)**

NAME	NATIONALITY	EMAIL ADDRESS	CONTACT NUMBER

**List of Incorporators (For Corporations)**

NAME	NATIONALITY	EMAIL ADDRESS	CONTACT NUMBER

**List of Managers/Officers**

NAME	DESIGNATION	EMAIL ADDRESS	CONTACT NUMBER


**List of Qualified Installers**

NAME	EMPLOYMENT STATUS	ELIGIBILITY /CERTIFICATION	REFERENCE NUMBER

NOTE: Solar PV Installer must have a trained professional and with at least three (3) years of continuous hands-on experience in the installation, operation, maintenance, and commissioning of Solar PV System

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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	<b>EUMB – EPSMD</b> <b>Quality Management System</b> <b>LIST OF PROJECTS</b> <b>(Annex D)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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**LIST OF PROJECTS (minimum of three (3) in the last 3 years)**  
 Please list below previously accomplished Solar PV Installation projects in the last three (3) years. Attach extra pages if necessary.


1. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):
2. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):
3. Year Performed:	Total System Size (kWp):	With Net-Metering Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide DU:	
Type of Facility/Establishment:			
Name of Facility/Establishment:			
Job Location Address:			
City	Province	Region	
System Components:			
No of Panels:	Size per Panel (kWp):	Inverter (kWh):	Battery (kWh):

**NOTE: Attach respective Certificate of Project Completion, Acknowledgement Letters, Project Report or any document that will support the claim on the proof of experience.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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	<b>EUMB – EPSMD Quality Management System LIST OF TRAINING CERTIFICATES (Annex E)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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**TRAINING / CONTINUING EDUCATION**  
 Please list attended trainings / continuing education relevant to Solar PV Installation.  
 Attach extra pages if necessary.

Name of Participant:	Name of Program:	Dates of Attendance (mm/dd/yyyy)		Sponsor / Organizer:
		From	To	

**NOTE: Attach Certificates and Course Outlines.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_


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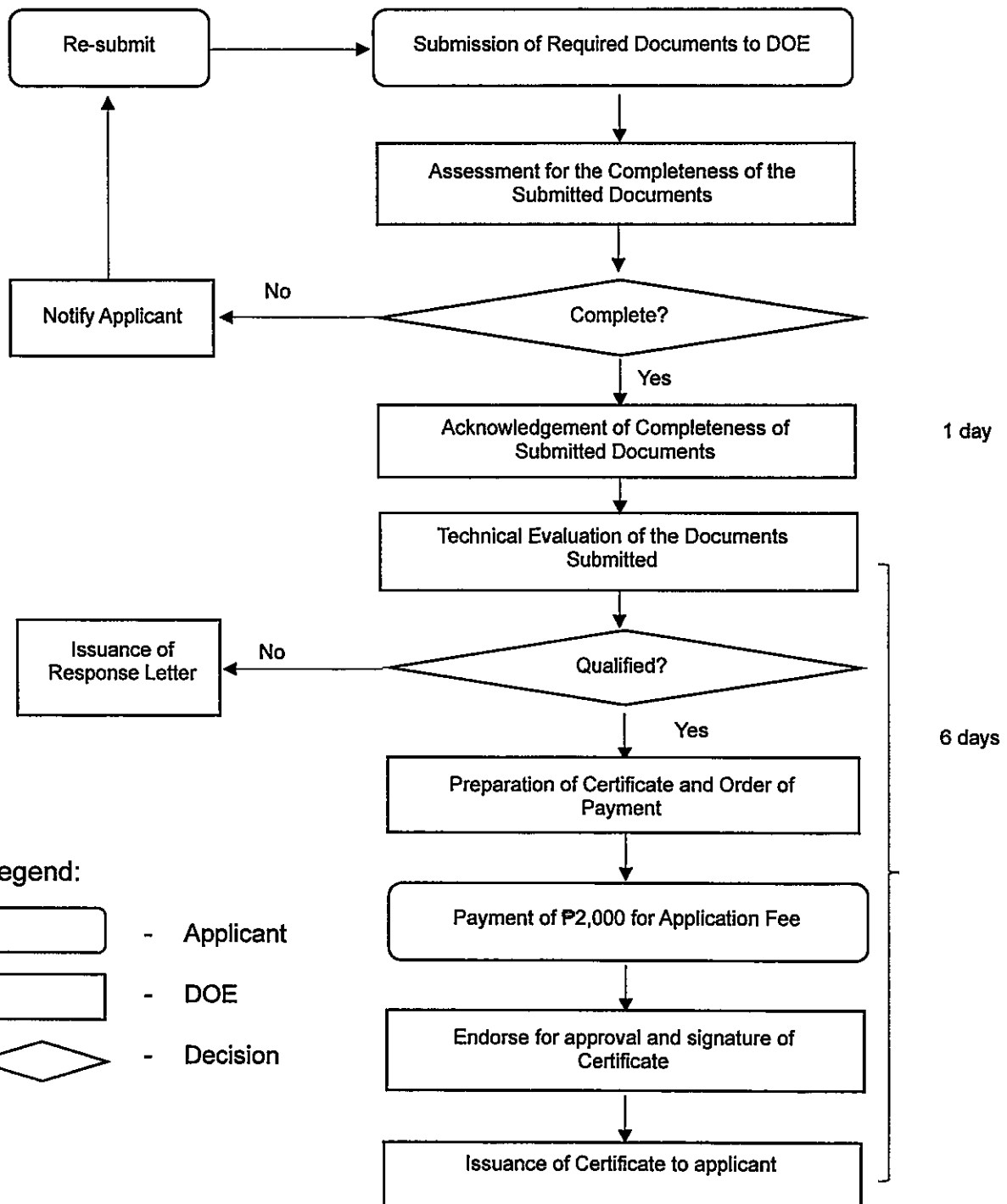
	<b>EUMB – EPSMD Quality Management System GUIDELINES FOR SUBMISSION OF APPLICATION (Annex F)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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**GUIDELINES FOR SUBMISSION OF APPLICATION**

1. Applications shall be filed electronically through the designated Online Submission Portal.
2. All documentary requirements shall be submitted in PDF Format.
3. Business Names shall be consistent with all the submitted documentary requirements supporting Corporate Personality.
4. Applications will be returned to applicants when the application form has not been properly filled out and/or there are missing annexes without prejudice to re-application.
5. Inquiries and clarifications on the application and the corresponding documentary requirements must be relayed to the applicant in writing. The evaluation process period is stayed until the applicant's compliance with the written letter.
6. If the applicant fails to respond and/or submit necessary documents within seven (7) working days upon notification, the current application will be cancelled, requiring a new submission of application.


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	<b>EUMB – EPSMD Quality Management System APPLICATION PROCEDURE (Annex G)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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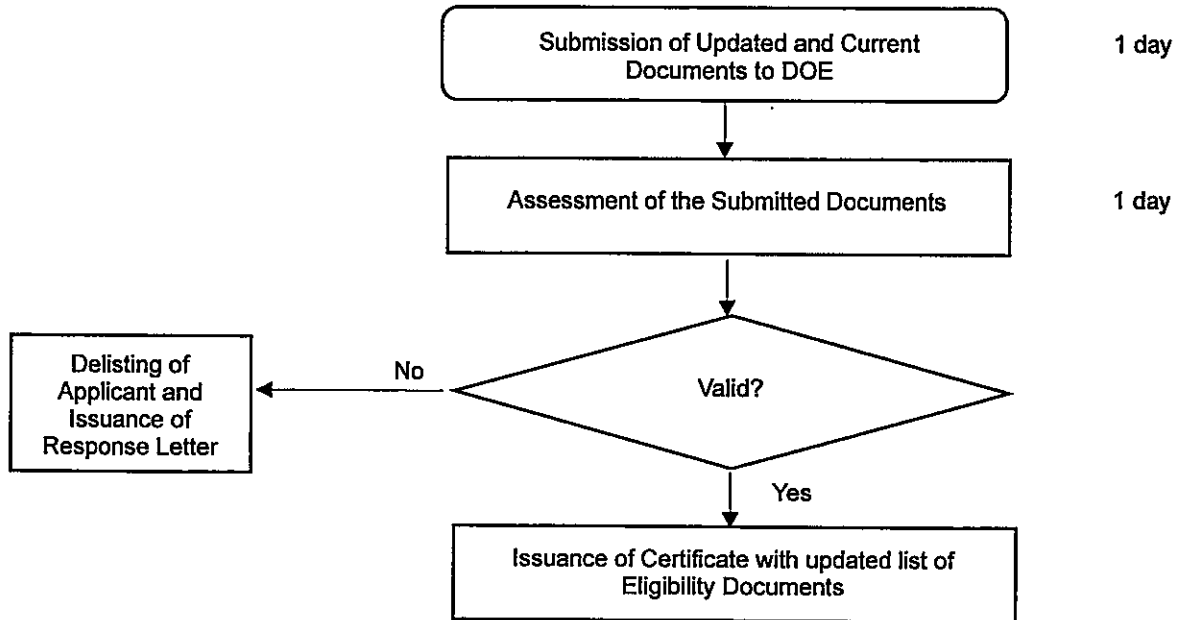
	<b>EUMB – EPSMD Quality Management System GUIDELINES FOR UPDATING OF CERTIFICATE WITH LIST OF ELIGIBILITY DOCUMENTS (Annex H)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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**GUIDELINES FOR UPDATING OF CERTIFICATE WITH LIST OF ELIGIBILITY DOCUMENTS**




1. All documents supporting the authenticity and validity shall remain current and updated documents.
2. Submission of current and updated documents shall be done through the designated Online Submission Portal.
3. All documentary requirements shall be submitted in PDF Format.
4. Business Names shall be consistent with all the submitted documentary requirements supporting Corporate Personality.
5. Failure to submit within thirty (30) days upon expiration of Eligibility Document shall result to the delisting of the Solar PV Installer.
6. Should there be changes in Business Name and/or Corporate Personality, the registered Solar PV Installer shall be subjected to re-application.

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	<b>EUMB – EPSMD Quality Management System PROCEDURE OF UPDATING OF CERTIFICATE WITH LIST OF ELIGIBILITY DOCUMENTS (Annex I)</b>	Doc Ref No.:	EUMB-EPSMD-SPV
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Legend:

-  - Applicant
-  - DOE
-  - Decision

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