

Republic of the Philippines  
DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive corner 34<sup>th</sup> Street  
Bonifacio Global City, Taguig City  
Metro Manilla

CHECKLIST OF REQUIREMENTS FOR RENEWABLE ENERGY (RE) CONTRACT APPLICATION

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**A. Legal Requirements**

1. Individual or Proprietorship

- Birth Certificate issued by the Philippine Statistics Authority
- Current Business Permit
- Department of Trade and Industry (DTI) Registration (if applicable)
- Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)

2. Corporation/ Joint Venture/ Consortium/ Cooperative

- By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders
- Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE
- Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders
- Current Business Permit
- Organizational Chart of the Company

3. Local Government Units

- Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE

4. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the RE Contract

5. Foreign corporation may commence to transact business in the Philippines, only upon issuance of a license or authority to do business in the Philippines. Thus, only foreign corporation with license or authority to do business in the Philippines may be awarded an RE Contract. All documents must be consularized or apostilled and in English language.

**B. Technical Requirements**

- Work Program in Gantt Chart following the approved template\*
- Proposed RE Project Site/Area Location Map and Technical Description as verified by ITMS
  - Notarized Undertaking on Multiple-Use of Energy Resource, if applicable

**C. Financial Requirements**

- Latest Annual Report and/or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing.
- Bank certification to substantiate the cash balance in the Audited FS

or unaudited FS

- Projected Cash Flow Statement for next two (2) years, except for geothermal and large hydro resources which should be five (5) years, showing the fund sources and uses of funds for the particular offered area, other applied RE areas, existing service/operating contracts with DOE and other existing business, if applicable, with supports from either of the following:
  - Sales Agreement/Purchase Order of buyer for projected revenues on existing operations
  - Sworn Letter of Commitment from stockholders for additional equity/cash infusion
  - Bank approved loan/credit line earmarked for the proposed operation

For applicants with insufficient funds to finance the proposed operations:

- Newly organized corporation (existing for two (2) years or less from date of registration with SEC) should be supported by parent company’s financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program.
- Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following:
  - Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or
  - Parent company’s financial documents per items 1 and 2 above and Letter of Guaranty by the parent company to fund the work program/plan
    - In case of domestic parent company, the Letter of Guaranty should be duly notarized.
    - In case of foreign parent company, the documents shall be duly authenticated by the Philippine Consulate Office that has jurisdiction over the said parent company.

Criteria for Financial Evaluation

1. The minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment for the first three (3) years of the proposed and acceptable Work Program/Plan.
2. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
3. The applicant’s available working capital for each RE application should be net of the fund requirements from other RE applied areas/existing service contracts and conventional energy contract applications/existing service/operating contracts.

Area Verified by	Remarks	Date
<p style="text-align: center;">_____</p> <p style="text-align: center;">ISD-ITMS</p>		
Confirmation of Area Verified (for Hydro only) by	Remarks	Date
<p style="text-align: center;">_____</p>		

HOEMD staff		
Verification of Completeness Conducted By	Remarks	Date
<hr/> <p>REMB Division Staff</p>		