



EUMB - EPMPD
Quality Management System
CHECKLIST OF REQUIREMENTS
(ANNEX F)

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CHECKLIST OF REQUIREMENTS

A. Application Letter (Annex A)

B. Application Form (Annex B)

C. Technical Documentation (Annex C)

D. Financial Documentation

1. For corporations existing for more than two (2) years at the time of filing of application:
 - a. Copy of Annual Report or Audited Financial Statements (FS) for the last two (2) years from filing date and copy of the latest unaudited FS signed by responsible official if the Audited FS is more than six (6) months old at the time of filing;
 - b. Copy of Bank Certification to substantiate case balance as of the latest unaudited FS;
 - c. Copy of Projected Cash Flow Statement for two (2) years covering fund if applicable; and
 - d. Copy of latest income tax return filed with the Bureau of Internal Revenue
2. For newly organized corporation existing for less than two (2) years at the time of filing of application:
 - a. Copy of Audited FS or unaudited FS duly signed by the responsible official
 - b. Copy of Bank Certification to substantiate case balance as of the latest unaudited FS;
 - c. Copy of Projected Cash Flow Statement for two (2) years covering fund if applicable
3. For Parent Company that guarantees for corporation with insufficient working capital:
 - a. Copy of Parent Company's financial documents per **1.a** and **1.b**; and
 - b. Copy of duly notarized letter of Undertaking / Support from the Parent Company to fund the Work Program
4. Minimum working capital (Liquid Asset less Current Liabilities) is 100% of the financial commitment for the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments / placements. Credit line is not considered a liquid asset.

E. Legal Documentation

1. Business Permit
2. Certified true copy of the Security and Exchange Commission (SEC) Certification of Registration, Articles of Incorporation and By-Laws;



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3. Certified true copy of the General Information Sheet (GIS) stamped-received by the SEC not more than twelve (12) months old at the time of filing of application;
4. Original Copy of the Certificate of Authority from the Board of Directors of the proponent authorizing designated representative/s to apply and sign any documents;
5. Any interested party organized in a foreign country shall submit legal and financial documents, or its equivalent, issued by the appropriate governing body and duly authenticated by the Philippine consulate having appropriate jurisdiction.

F. Report on the Project Completion/Commissioning of the Energy Efficiency Project (Annex D)

G. Process Flowchart (Annex E)

H. Proof of Payment of twelve thousand pesos (₱12,000.00)