

ANNEX B

Operator and Facility Registry and Reportorial Requirements Guideline

Reportorial Requirements

a. NTP Holder

1. Monthly Progress Report

Status of the permitting, clearances and financial closing acquisition

b. PCERM Holder

1. Monthly Progress Report.

During construction / expansion / rehabilitation / modification of the natural gas facility, the Permit holder shall submit a monthly progress report to the Natural Gas Management Division, OIMB on or before the tenth (10th) day of the succeeding month.

This Report shall include, among others, the following:

- a. Gantt chart showing the rate of completion based on the construction timeline;
- b. Summary of ongoing site activities, schedules and photos;
- c. Accident Report;
- d. Compliance update report to Government permitting, clearances and obligations; and
- e. Update Report on issues and challenges encountered during the month.

2. Emergency Situation Report.

The Permit holder shall report to the DOE any emergency situations and action/s taken or to be undertaken within twenty-four (24) hours from the time the emergency situation occurred.

c. POM Holder

1. Registry

The OIMB shall maintain a registry of all downstream Natural Gas facility Operators, their buildings, facilities and equipment. For this purpose, all Operators are required to submit on or before the fifteenth (15th) day of January Annual facility update report containing, among others, the following:

- a. Updated Management Profile; and
 - b. Inventory of building, facilities and equipment and their operational and disposal status.
2. Reportorial Requirements to be submitted on or before the tenth (10th) day of the succeeding month.
- a. Monthly Operation Report.

The Report shall include, but not limited to the following:

1. Operational Performance;
 2. System Availability and Maintenance Schedule (for the next two years);
 3. Production output;
 4. Business Performance;
 5. Goal-zero Milestones / Days since Loss Time Incident (LTI);
 6. Key developments / Highlights and Lowlights;
 7. HSSE Integrity Performance
- b. Monthly Maintenance and Repair Report.

The Permit holder shall submit a monthly maintenance (scheduled and non-scheduled) and repair report to the DOE covering the first day up to the last day of the month. The parts/components repaired, their location, reason for replacement, and effect on the operation and maintenance of the facility must be included.