

	<b>Energy Utilization Management Bureau Quality Management System</b>	Doc Ref No.:	<b>EUMB-AFETD-QR-001</b>
		Effective Date:	<b>xx-xxxx-xx</b>
		Revision No.:	<b>0</b>
		Page No.:	<b>1 of 1</b>

(Company logo)

DEPARTMENT OF ENERGY  
Energy Center, Rizal Drive,  
Bonifacio Global City, Taguig City,  
Philippines 1632

Attention: DIRECTOR  
Energy Utilization Management Bureau (EUMB)  
Department of Energy  
Tel. No: (02) 8840-2214  
Email: doe.eumb@gmail.com

Dear Sir/Madam:

The \_\_\_\_\_ **(Name of entity/company/organization)** \_\_\_\_\_, located at \_\_\_\_\_ **(Address)** \_\_\_\_\_, would like to inform the Department of Energy (DOE) in our plan to engage in the establishment and operation of electric vehicles charging stations (EVCS) in the Philippines.

We have secured the necessary permits as stipulated in Section 4 of the DOE's DC No. **XXXX-XX-XXXX** titled Policy Guidelines on the Development, Establishment, and Operation of Electric Vehicle Charging Stations (EVCS) in the Philippines. Hence, we are submitting the said permits/requirements to support our compliance.

Thank you.

Very truly yours,

**(Name of the Owner/Operator/President)**  
(Designation)