

PUBLIC

IMEM Manual

Registration Criteria and Procedures Issue 1.0

Abstract	This manual presents the criteria, guidelines and procedures for the registration, suspension and de-registration of members in the <i>Interim Mindanao Electricity Market (IMEM)</i> .
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Document Identity: IMEM-RCP-001

Issue: 1.0

Reason for Issue: Original

Effective Date:

Document Approval

Author:	PEMC	Date:	July 2013
Technical Review:		Date:	
Quality Review:		Date:	
DOE Approval:	Issue 1.0	Date:	

Document Change History

Issue No.	Modifier	Date	Synopsis/Reason for Change
1.0	PEMC	July 2013	Original Document

Related Documents

Document ID	Document Title
	Republic Act No. 9136, otherwise known as the Electric Power Industry Reform Act of 2001 (EPIRA)
	EPIRA Implementing Rules and Regulations
	Department of Energy Department Circular DC No. 2013-01-0001
	Department of Energy Department Circular DC No. 2013-05-0008
	Interim Mindanao Electricity Market Rules (IMEM Rules)
IMEM-BSM-001	IMEM Billing and Settlement Manual 1.0
IMEM-MSP-001	IMEM Metering Standards and Procedures Manual 1.0
IMEM-IPM-001	IMEM Investigation Procedures Manual 1.0

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SECTION 1 INTRODUCTION

1.1 PURPOSE

- 1.1.1 This *IMEM Manual* presents the criteria, guidelines and procedures for the registration, suspension and de-registration of *IMEM Members*.
- 1.1.2 This *IMEM Manual* implements relevant provisions of Chapter 2 of the *IMEM Rules*.

1.2 SCOPE

- 1.2.1 Pursuant to Clause 2.5.3 of the *IMEM Rules*, the *IMEM Operator* shall maintain and publish an *IMEM Manual* which shall set out the requirements and procedures which will guide the applicants and *IMEM Members* in the registration process in the *IMEM*.
- 1.2.2 The criteria, guidelines and procedures for registration of *Metering Installations* are covered in the *IMEM Metering Standards and Procedures Manual*.

1.3 DEFINITIONS, REFERENCES AND INTERPRETATION

- 1.3.1 Unless otherwise defined or the context implies otherwise, the italicized terms used in this *IMEM Manual* which are defined in the *IMEM Rules* will bear the same meaning as defined in the *IMEM Rules*.
- 1.3.2 The guidelines set forth in Clause 9.1.4.1 of the *IMEM Rules* shall govern the giving of notices required in this *IMEM Manual*.
- 1.3.3 Any reference to a Section or Clause in any Section of this *IMEM Manual* shall refer to the particular Section or Clause of the same Section in which the reference is made, unless otherwise specified or the context provides otherwise.

1.4 RESPONSIBILITIES

- 1.4.1 All *IMEM Members* and entities applying for registration in the *IMEM* shall comply with the requirements and procedures set forth in this *IMEM Manual* and in the *IMEM Rules*.
- 1.4.2 The *IMEM Operator* shall be responsible for implementing the procedures as set forth in this *IMEM Manual*.
- 1.4.3 The relevant *IMEM Network Service Providers* and *IMEM Metering Services Providers* shall provide the information or document required of

them to enable the timely assessment and action on applications for registration.

SECTION 2 REGISTRATION PROCEDURES

2.1 COVERAGE

This Section describes the *IMEM* membership categories and prescribes the requirements and procedures for registration with the *IMEM Operator*.

2.2 PARTICIPATION IN THE IMEM

2.2.1 Membership in the *IMEM* shall be mandatory or voluntary¹. *Mandatory Participants* are registered in the *IMEM* by the *IMEM Operator* through the formal entry of their membership in the list of *IMEM Members*² as follows:

- a) *Mindanao Distribution Utilities* and *Grid-Connected End-Users* shall be registered as *IMEM Customers*³.
- b) Entities with *Generating Plants*, other than *Self-Generating Facilities*, within the *Mindanao Power System* shall be registered as either an *IMEM Grid Generator* or an *IMEM Embedded Generator*.⁴

2.2.2 *Voluntary Participants* may register in the following categories as follows:

- a) *Self-Generating Facilities* within the *Mindanao Power System* may register in the *IMEM* as an *IMEM Embedded Generator* if they satisfy the requirements in Clause 2.4.3 of this Manual⁵.
- b) An *End-User* or group of *End-Users* may register in the *IMEM* as an *IMEM Load Curtailment Resource* if they satisfy the requirements in Clause 2.4.4 of this Manual⁶.

2.2.3 *Voluntary Participants* described under Clause 2.2.2 and meet the qualifications under Clause 2.3.2.2 or Clause 2.3.2.3 of the *IMEM Rules*, as the case may be, shall register through the submission of the application form, and documents and information required by the *IMEM Operator* to prove compliance with membership criteria and requirements for registration⁷.

¹ *IMEM Rules* Section 2.1

² *IMEM Rules* Clause 2.5.1.1

³ *IMEM Rules* Clause 2.1.1.1

⁴ *IMEM Rules* Clauses 2.1.1.2

⁵ *IMEM Rules* Clause 2.1.2.1

⁶ *IMEM Rules* Clause 2.1.2.2

⁷ *IMEM Rules* Clause 2.5.1.2

2.2.4 Participation in the *IMEM*, including trading and provision of services, is restricted to entities that have successfully registered as *IMEM Members*, provided that such registration has not ceased⁸.

2.3 **IMEM MEMBER CATEGORIES**

2.3.1 The *IMEM Member Categories* are as follows⁹:

- a) *IMEM Resource*;
- b) *IMEM Customer*; and
- c) *IMEM Service Provider*.

2.3.2 *IMEM Resources* are facilities capable of providing generation to or curtailing load from the *Mindanao Power System* and are as follows¹⁰:

- a) *IMEM Grid Generators*;
- b) *IMEM Embedded Generators*; or
- c) *IMEM Load Curtailment Resources*.

2.3.3 *IMEM Customers* are entities that source electric power directly from the *Mindanao Grid* and are as follows¹¹:

- a) *Mindanao Distribution Utilities*; or
- b) *Grid-Connected End-Users*.

2.3.4 *IMEM Service Providers* are entities that provide technical services required for operating the *IMEM* and are as follows¹²:

- a) *IMEM Network Service Providers*; and
- b) *IMEM Metering Services Providers*.

2.4 **QUALIFICATIONS OF IMEM MEMBERS**

2.4.1 To qualify as an *IMEM Member*, a person or entity must¹³:

- a) Have facilities connected to or within the *Mindanao Power System*;
- b) Exhibit that its facilities are compliant with the technical and legal requirements in these *IMEM Rules*, the *Grid Code*, and the *Distribution Code*.

⁸ *IMEM Rules* Clause 2.1.3.3

⁹ *IMEM Rules* Section 2.1

¹⁰ *IMEM Rules* Clause 2.2.1

¹¹ *IMEM Rules* Clause 2.2.2

¹² *IMEM Rules* Clause 2.2.3

¹³ *IMEM Rules* Clause 2.3.1

- c) Be a resident in, or is permanently established in, the Philippines;
- d) Not be under liquidation, receivership or corporate rehabilitation under Republic Act No. 10142 otherwise known as the Financial Rehabilitation and Insolvency Act of 2010, or under a similar form of administration under any laws applicable to that person or entity in any jurisdiction;
- e) Not be immune from suit with respect to the obligations of an *IMEM Member* under these *IMEM Rules*;
- f) Be capable of being sued in its own name in any judicial, quasi-judicial or administrative body in the Philippines;
- g) Satisfy the *Prudential Security Requirements*, as may be applicable; and
- h) Be qualified to register or be registered under one (1) or more *IMEM Member* categories.

2.4.2 An *IMEM Grid Generator* must meet the following requirements¹⁴:

- a) Have a total rated capacity of not less than one (1) MW; and
- b) Be capable of synchronizing with the *Mindanao Grid*.

2.4.3 An *IMEM Embedded Generator* must meet the following requirements¹⁵:

- a) Have a total rated capacity of not less than one (1) MW; and
- b) Be capable of synchronizing with the system it is directly connected to.

2.4.4 An *IMEM Load Curtailment Resource* must have had a daily average peak demand of not less than one (1) MW over the preceding twelve (12) months¹⁶.

2.4.5 An *Electric Cooperative*, private corporation, government-owned utility, or existing local government unit that has an exclusive franchise to operate a *Mindanao Distribution System* in accordance with its franchise and the *EPIRA* shall register as a *Mindanao Distribution Utility*¹⁷.

2.4.6 A person or entity directly connected to the *Mindanao Grid* requiring the supply and delivery of electricity for its own use shall register as a *Grid-Connected End-User*¹⁸. For clarity, facilities that source electric power directly from the *Mindanao Grid* and intend to act as an *IMEM Load*

¹⁴ *IMEM Rules* Clause 2.3.2.1

¹⁵ *IMEM Rules* Clause 2.3.2.2

¹⁶ *IMEM Rules* Clause 2.3.2.3

¹⁷ *IMEM Rules* Clause 2.3.3.1

¹⁸ *IMEM Rules* Clause 2.3.3.2

Curtailment Resource shall also register as a *Grid-Connected End-User*¹⁹.

2.4.7 A person or entity who engages in the activity of owning, controlling, or operating a transmission or distribution system with at least one (1) *IMEM Trading Participant* directly connected to it shall be registered as an *IMEM Network Service Provider*²⁰.

2.4.8 A person or entity performing metering services for an *IMEM Trading Participant* shall be registered as an *IMEM Metering Services Provider*²¹.

2.5 GENERAL MEMBERSHIP REQUIREMENTS

2.5.1 *IMEM Members* should²²:

- a) be a resident of, or permanently established in the Philippines;
- b) not be under external administration as defined under relevant laws of the Philippines or under similar form of administration under any laws applicable to that person or entity in any jurisdiction;
- c) not be immune from suit in respect of the obligations of an *IMEM Member* under the *IMEM Rules*;
- d) be capable of being sued in its own name in court of the Philippines; and
- e) satisfy the *Prudential Security Requirements* under Clause 5.6 of the *IMEM Rules*, in applicable cases.

2.5.2 To establish compliance with the foregoing requirements, the *IMEM Operator* may direct the *IMEM Member* to submit such documents as it may deem appropriate or applicable, consistent with relevant laws, rules and regulations. Compliance with *Prudential Security Requirements* shall be pursuant to relevant provisions of the *IMEM Rules* and *IMEM Manuals*. The specific documentary requirements and information shall be posted in the *Market Information Website*²³.

2.5.3 All *IMEM Members* shall execute a membership agreement in the form prescribed by the *IMEM Operator*.

2.6 REQUIREMENTS FOR TRADING PARTICIPANTS AND OTHER REGISTRATION DATA

¹⁹ *IMEM Rules* Clause 2.2.2.2

²⁰ *IMEM Rules* Clause 2.3.4.1

²¹ *IMEM Rules* Clause 2.3.4.2

²² *IMEM Rules* Clause 2.3.1

²³ [http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

- 2.6.1 *IMEM Trading Participants* must have a valid and unexpired license, certificate or franchise to undertake the activities in the *IMEM Membership* category they are registered in.
- 2.6.2 *IMEM Trading Participants* must have:
- a) As far as practicable, Remote Terminal Unit (RTU) devices compliant with the requirements of the relevant *IMEM Network Service Provider*, and are capable of being monitored by the facilities of the *Mindanao System Operator*.
 - b) *Metering Installations* that are compliant with the requirements set forth in Chapter 4 of the *IMEM Rules* and the *IMEM Metering Standards and Procedures Manual*, and which *Metering Installations* are duly registered with the *IMEM Operator* by the relevant *IMEM Metering Services Provider* in accord with the provisions of Chapter 4 of the *IMEM Rules* and the *IMEM Metering Standards and Procedures Manual*.
 - c) Communication links with the *IMEM Operator* and *Mindanao System Operator*, which are compliant with specifications set forth by the *IMEM Operator* and the *Mindanao System Operator*.
- 2.6.3 The *IMEM Trading Participant* must have been permitted to connect to the *Mindanao Grid* or *Mindanao Distribution System* and is being or will be provided power delivery or wheeling services by a relevant *IMEM Network Service Provider*.
- 2.6.4 The *IMEM Trading Participant* must have its metering requirements served by an *IMEM Metering Services Provider*.
- 2.6.5 *IMEM Trading Participants* should be able to provide prudential security in the form and amount prescribed by the *IMEM Operator* pursuant to the *IMEM Rules*, this Manual and other relevant *IMEM Manuals*. The *IMEM Operator* may exempt the application from the requirement to provide prudential security if the *IMEM Operator* believes that:
- a) It is likely that the amount payable by the *IMEM Operator* to that *IMEM Trading Participant* under the *IMEM Rules* will consistently exceed the amount payable to the *IMEM Operator* by that *IMEM Trading Participant* under the *IMEM Rules* in respect of that *Billing Period*; or
 - b) It is unlikely that the *IMEM Trading Participant* will be required to pay any amounts to the *IMEM Operator*²⁴.

²⁴*IMEM Rules* Clause 5.6.1.3

- 2.6.6 *IMEM Trading Participants* shall be assigned an *Offer Type*. By default, the *Offer Type* of all *IMEM Resources* shall be the *Standard Offer Type*²⁵.
- 2.6.7 An *IMEM Load Curtailment Resource* that wishes to have an *All-or-Nothing Offer Type* shall submit to the *IMEM Operator* documents describing its inability for partial curtailment²⁶.
- 2.6.8 The *IMEM Operator* shall assign the *Offer Type* of an *IMEM Load Curtailment Resource* who has submitted documents in accordance with Clause 2.6.7 to be an *All-or-Nothing Offer Type* if the *IMEM Operator* deems that the documents submitted prove the inability of the *IMEM Load Curtailment Resource* to be partially curtailed²⁷. An applicant may appeal the decision of the *IMEM Operator* to the *IGC*. Any decision of the *IGC* on this matter shall be final.
- 2.6.9 *IMEM Resources* shall be assigned to be available for upwards or downwards in-day dispatch. By default, all *IMEM Resources* are available for upwards and downwards in-day dispatch²⁸.
- 2.6.10 An *IMEM Resource* that wishes not to be available for either upwards or downwards in-day dispatch shall submit to the *IMEM Operator* documents describing its inability for practicable upwards or downwards in-day dispatch, whichever is applicable²⁹.
- 2.6.11 The *IMEM Operator* shall assign the availability for in-day dispatch of an *IMEM Resource* who has submitted documents in accordance with Clause 2.6.10 to be unavailable for whichever direction of in-day dispatch it has requested to be unavailable in if the *IMEM Operator* deems that the documents submitted by the *IMEM Resource* prove the same³⁰. An applicant may appeal the decision of the *IMEM Operator* to the *IMEM Governance Committee*. Any decision of the *IGC* on this matter shall be final.
- 2.6.12 Except for Clause 2.5.3, the membership requirements contained under Sections 2.5 and 2.6 of this Manual shall likewise become the application requirements for persons or entities that wish to participate in the *IMEM* who are not registered by the *IMEM Operator* under a particular *IMEM* membership category pursuant to Clause 2.2.1 of this Manual.

2.7 REQUIREMENTS FOR SERVICE PROVIDERS

²⁵ *IMEM Rules* Clause 2.3.2.4

²⁶ *IMEM Rules* Clause 2.3.2.4

²⁷ *IMEM Rules* Clause 2.3.2.4

²⁸ *IMEM Rules* Clause 2.3.2.5

²⁹ *IMEM Rules* Clause 2.3.2.5

³⁰ *IMEM Rules* Clause 2.3.2.5

- 2.7.1 *IMEM Service Providers* must comply with the membership criteria required of *IMEM Members* set forth in Clauses 2.5 of this *IMEM Manual*.
- 2.7.2 *IMEM Service Providers* must have the relevant franchise and/or certificate of public convenience and necessity to operate as a network service provider.
- 2.7.3 If applicable, *Mindanao Distribution Utilities* shall be registered in the *IMEM* as both an *IMEM Network Service Provider* and as an *IMEM Customer* subject to Clause 2.3.4.1 of the *IMEM Rules*.
- 2.7.4 The provision of metering services for a facility of an *IMEM Trading Participant* shall be in accordance with Clause 4.1.1 of the *IMEM Rules*.

2.8 REGISTRATION OF MANDATORY PARTICIPANTS

- 2.8.1 Entities described in Clause 2.2.1 that meet the relevant qualifications under Clauses 2.5, and 2.6 or 2.7 shall be registered by the *IMEM Operator* through the formal entry of their membership in the list of *IMEM Members* published by the *IMEM Operator* in accordance with Clause 2.12.1 of this Manual. The *IMEM Operator* shall inform such entities of the documentation and technical information to be submitted necessary for the *IMEM Operator* to administer the *IMEM*. The entities shall undertake all endeavors to fully comply with the requirements of the *IMEM Operator*³¹.
- 2.8.2 If the *IMEM Member* registered under Clause 2.8.1 does not provide the requested information or such other supplemental information or documentation within fifteen (15) *Business Days* after being informed of the same pursuant to Clause 2.8.1, the *IMEM Operator* may treat the *IMEM Member* as suspended in accordance with Section 5.2 of this Manual³².

2.9 REGISTRATION OF VOLUNTARY PARTICIPANTS

- 2.9.1 Entities described in Section 2.2.2 that meet the relevant qualifications under Sections 2.5 and 2.6 may register in the *IMEM* through the submission of the application form, the registration fee if applicable, and other documents and requirements which the *IMEM Operator* may determine as necessary³³.

³¹ *IMEM Rules* Clause 2.5.1.1

³² *IMEM Rules* Clause 2.5.1.2

³³ *IMEM Rules* Clause 2.5.2

- 2.9.2 Applications for registration shall be submitted to the *IMEM Operator* together with documents and information required by the *IMEM Operator* to prove compliance with the requirements for registration³⁴.
- 2.9.3 The *IMEM Operator* shall assess the application submitted and may require additional documentation or information from the applicant which it considers reasonably necessary to aid the assessment of the application³⁵.
- 2.9.4 Within five (5) *Business Days* from receipt of application, the *IMEM Operator* shall advise applicants of any further information requirements to enable the proper assessment of application³⁶.
- 2.9.5 If the applicant does not provide the requested information within fifteen (15) *Business Days* of the request, the *IMEM Operator* may treat the application as being withdrawn³⁷.
- 2.9.6 The *IMEM Operator* shall assess the amount of security required to satisfy *Prudential Security Requirements*, if applicable, in accordance with the requirements and procedures set forth in the *IMEM Rules* and the *IMEM Billing and Settlement Manual*.
- 2.9.7 Approval of Applications
- 2.9.7.1 The application shall be approved if the *IMEM Operator*:
- a) Determines that all relevant requirements have been satisfied;
 - b) Determines that the applicant has met all the qualifications in the category or categories in which it is applying for registration; and
 - c) Reasonably considers that the applicant will be able to comply and maintain compliance with the *IMEM Rules*.
- 2.9.7.2 The following guidelines shall apply for the notice of approval:
- a) For approved applications, the *IMEM Operator* shall send a notice of approval to the applicant within fifteen (15) *Business Days* from completed submission of all requirements from the applicant. The failure of the *IMEM Operator* to act on the application within this period shall not be deemed an approval of the application³⁸.

³⁴ Application forms and registration requirements are available on the *Market Information Website*, [http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

³⁵ *IMEM Rules* Clause 2.5.4.1

³⁶ *IMEM Rules* Clause 2.5.4.2

³⁷ *IMEM Rules* Clause 2.5.4.3

³⁸ *IMEM Rules* Clause 2.5.5.1

- b) The registration of the applicant shall take effect on the date specified in the notice of approval.

2.9.7.3 The applicant whose application has been approved shall also comply with the following as conditions to and before the effectivity of its membership in the *IMEM*:

- a) The applicant shall execute a membership agreement in the form prescribed by the *IMEM Operator*.
- b) The applicant shall subscribe to and allow relevant digital certificates issued by the *IMEM Operator* to be installed in its computers in order for it to be permitted access to the IMEM Management System.

2.9.8 Non-Approval of Applications

2.9.8.1 If an application is not approved, the *IMEM Operator* shall send within fifteen (15) *Business Days* from submission of requirements a written notice to the applicant advising the latter that its application has been disapproved and the reason/s for the same³⁹.

2.9.8.2 The *DOE* and *ERC* shall be given a copy of the written notice pursuant to Clause 2.9.8.1 within five (5) *Business Days* after its issuance to the applicant.

2.10 REGISTRATION OF SERVICE PROVIDERS

2.10.1 *IMEM Service Providers* that meet the relevant qualifications under Sections 2.5 and 2.7 shall be registered by the *IMEM Operator* through the formal entry of their membership in the list of *IMEM Members* published by the *IMEM Operator* in accordance with Clause 2.12.1 of this Manual. The *IMEM Operator* shall inform such entities of the documentation and technical information to be submitted which are necessary for the *IMEM Operator* to administer the *IMEM*. The entities shall undertake all endeavors to comply fully with the requirements of the *IMEM Operator*.

2.10.2 If the *IMEM Service Provider* does not provide the requested information or such other supplemental information or documentation within fifteen (15) *Business Days* after being informed of the same pursuant to Clause 2.10.1, the *IMEM Service Provider* shall be deemed in breach of the *IMEM Rules*.

2.11 CONTINUING COMPLIANCE

³⁹*IMEM Rules* Clause 2.5.5.2

- 2.11.1 As condition to continuing membership in the *IMEM*, all registered *IMEM Members* shall ensure their continuing compliance with the membership criteria and technical and commercial requirements set forth in the *IMEM Rules* and this *IMEM Manual*.
- 2.11.2 To establish with the foregoing criteria and requirements, the *IMEM Operator* may require the applicant to submit such documents as it may deem appropriate or applicable, consistent with relevant laws, rules and regulations. Compliance with *Prudential Security Requirements* shall be pursuant to the relevant provisions of the *IMEM Rules* and the *IMEM Billing and Settlement Manual*.
- 2.11.3 If at any time a registered *IMEM Trading Participant* ceases to comply with any or all of the foregoing membership criteria or requirements, it shall inform the *IMEM Operator* accordingly. The *IMEM Operator* may also, from time to time require registered *IMEM Members* to show proof of their continuing compliance with the foregoing criteria. Monitoring of compliance with *Prudential Security Requirements* shall likewise be subject to relevant provisions of the *IMEM Rules* and the *IMEM Billing and Settlement Manual*.
- 2.11.4 As soon as practicable after the *IMEM Operator* becomes aware that an *IMEM Member* no longer meets any one of the membership criteria or requirement, the *IMEM Operator* shall issue a *Suspension Notice* in respect to that *IMEM Member*⁴⁰. The suspension shall continue until the *IMEM Member* is able to rectify or remedy the non-compliance or defect to the satisfaction of the *IMEM Operator*. The *IMEM Operator* may prescribe, at its discretion, a period within which the non-compliance or defect is to be remedied.

2.12 PUBLICATION AND DISSEMINATION OF THE IMEM REGISTRY LIST

- 2.12.1 Pursuant to Clause 6.1.3.4 of the *IMEM Rules*, the *IMEM Operator* shall publish on the *Market Information Website*⁴¹ and keep current the following information:
- a) List of current, former and suspended *IMEM Members*
 - b) Categories of *IMEM Members*
 - c) Dates of registration, de-registration and change of status
- 2.12.2 The *IMEM Operator* shall likewise provide copies of such lists to the *ERC* and *DOE* within a reasonable period from the time these are updated.

⁴⁰ *IMEM Rules* Clause 2.6.2.1(d)

⁴¹[http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

SECTION 3 POST-REGISTRATION TRANSACTIONS AND CHANGES

3.1 COVERAGE

This Section establishes the requirements and procedures for implementing and approving, if necessary, changes in the registration and in the registered information of *IMEM Members*.

3.2 CHANGES IN MEMBER INFORMATION

A registered *IMEM Member* shall notify the *IMEM Operator* in writing of any changes in the information it has provided in its original application. Among other information, changes to the following must be notified to the *IMEM Operator*:

- a) Corporate information, such as corporate name, addresses, telephone numbers and other contact details; and
- b) Names and contact details of designated contact persons and authorized signatories, including specific persons authorized to be issued digital certificates.

3.3 CHANGES IN REGISTERED CAPACITIES

3.3.1 Changes in the *Registered Capacity* of a *Generating Plant* shall require confirmation by the *IMEM Operator* before such change can be considered in the *IMEM* scheduling and dispatch processes.

- a) The *IMEM Member* wishing to change the *Registered Capacities* of its *Generating Unit/s* shall make a request in writing to the *IMEM Operator*. Such changes shall be in accordance with a certification issued by the *Mindanao System Operator* concurring on the requested change in *Registered Capacities*.
- b) Changes shall be confirmed by the *IMEM Operator* within five (5) *Business Days* from receipt of the certification by the *Mindanao System Operator*. The *DOE* and *ERC* shall be copy furnished of the approval of the change in *Registered Capacities* by the *IMEM Operator*.

3.3.2 Changes in the load of an *IMEM Load Curtailment Resource* that may impact its capability to curtail its demand shall send a written notice to the *IMEM Operator* within five (5) *Business Days* from such change with proof of certification of the change in load from the relevant *IMEM Network Service Provider*.

3.4 RETIREMENT OF FACILITIES

- 3.4.1 The *IMEM Trading Participant* whose facilities will be retired, mothballed or otherwise will cease operations shall de-register said facilities by written notice to the *IMEM Operator* no later than eight (8) *Business Days* prior to the date such facilities will cease operations.
- 3.4.2 Notwithstanding such retirement, the *IMEM Trading Participant* shall continue to be responsible for the settlement of all transactions accounted for the de-registered facility until the latter is finally disconnected from the *Mindanao Grid* or *Mindanao Distribution Utility*. Mere notice to the *IMEM Operator* of the cessation of the operations of the facilities will not relieve the *IMEM Trading Participant* from its obligations in the *IMEM* in respect to said facilities.

3.5 TRANSFER OF REGISTRATION OF FACILITIES

- 3.5.1 A *Generating Plant* or an *IMEM Customer* facility registered under an *IMEM Member* may be transferred to another person or entity that meets the criteria and qualifications to be registered as an *IMEM Member*.
- 3.5.2 If the transferee is already a registered *IMEM Member*, it shall amend its registration with the *IMEM Operator* to include the transferred facility. If the transferee is not yet registered as an *IMEM Member*, it shall register as such and shall comply with the criteria, requirements and procedures set forth in the *IMEM Rules* and this *IMEM Manual*.
- 3.5.3 The transferor shall likewise amend its registration to remove the transferred facility from its registered portfolio. If by reason of the transfer, the transferor shall already cease its registration in the *IMEM*, it shall comply with the requirements and procedures for cessation of membership.
- 3.5.4 The parties to the transfer shall submit a copy of the assignment or equivalent agreement to the *IMEM Operator*, together with the respective amended registration if applicable. If the transferee is not yet registered as an *IMEM Member*, the transfer shall become effective on the date of approval of the registration of the latter as an *IMEM Member*. If the transferee is already a registered *IMEM Member*, the transfer shall be effective on the date to be notified by the *IMEM Operator* which shall not be earlier than seven (7) *Business Days* from receipt by the *IMEM Operator* of the amended registration from both the transferor and the transferee.

3.6 ENROLMENT OF SUPPLY CUSTOMERS

- 3.6.1 *IMEM Generators* that wish their transactions with their bilateral power supply contract customers ("supply customers") to be accounted for in

the *IMEM* settlements shall notify and enroll such supply customers with the *IMEM Operator*.

3.6.2 The notice to the *IMEM Operator* shall include the following:

- a) details on the duration of the supply contact;
- b) desired effective date on which the bilateral contract transactions are to be accounted in the *IMEM* settlements;
- c) copy of the supply contract; and
- d) written confirmation by the supply customer of the notice and foregoing information.

3.6.3 The *IMEM Operator* shall confirm by notice to the *IMEM Generator* that the enrolled bilateral contract transactions shall be accounted for in the *IMEM* settlements starting on the date stated on the notice submitted by the *IMEM Generator* or on such other date as the *IMEM Operator* may determine.

3.7 DE-LISTING OF SUPPLY CUSTOMERS

3.7.1 An *IMEM Generator* that wishes to de-list a customer from the list of supply customers shall notify the *IMEM Operator* in writing prior to the effective date of the de-listing.

3.7.2 The *IMEM Operator* shall confirm by written notice to the *IMEM Generator* the de-listing of the supply customer.

3.7.3 The effective date of the de-listing shall be the date stated in the notice submitted by the *IMEM Generator* or on such other date as the *IMEM Operator* determines.

3.7.4 If the reason for the de-listing is due to the expiration or termination of the parties' supply contract or any other event that is also a ground for disconnection of the supply customer from the *Mindanao Grid* under prevailing laws, rules, regulations, issuances or guidelines on disconnection, the *IMEM Generator* shall be responsible for ensuring disconnection of the customer from the *Mindanao Grid*. In such case, the de-listing shall become effective upon actual disconnection of the supply customer. Mere notice of de-listing shall not relieve the *IMEM Generator* from relevant obligations in the *IMEM*.

SECTION 4 CESSATION

4.1 COVERAGE

This Section provides the guidelines for the implementation of cessation pursuant to Section 2.6.1 of the *IMEM Rules*.

4.2 CESSATION OF IMEM MEMBERSHIP OTHER THAN LOAD CURTAILMENT RESOURCE

An entity that ceases its operations related any *IMEM Member* category for which it is registered shall send a written notice to the *IMEM Operator* to cease its registration under that category⁴².

4.3 CESSATION OF IMEM MEMBERSHIP OF LOAD CURTAILMENT RESOURCE

A facility may choose to stop acting as an *IMEM Load Curtailment Resource* by providing written notice to the *IMEM Operator* to cease its operation under that category⁴³.

4.4 ISSUANCE OF NOTICE OF CESSATION

4.4.1 The notice of cessation shall include⁴⁴:

- a) The date upon which it wishes to cease to be registered, which date should not be less than thirty (30) *Business Days* from the *IMEM Operator's* receipt of said notice; and
- b) The category or categories in which the *IMEM Member* no longer wishes to be registered.

4.4.2 The *IMEM Operator* shall de-register said *IMEM Member* upon the effective date indicated in the notice of cessation in accordance with Clause 2.6.3 of the *IMEM Rules*.

4.4.3 Mere notice of cessation shall not relieve the *IMEM Member* from relevant obligations in the *IMEM*.

⁴²*IMEM Rules* Clause 2.6.1.1

⁴³*IMEM Rules* Clause 2.6.1.2

⁴⁴*IMEM Rules* Clause 2.6.1.3

SECTION 5 SUSPENSION AND DISCONNECTION

5.1 COVERAGE

This Section provides the guidelines for the implementation of suspension and disconnection pursuant to Section 2.6.2 of the *IMEM Rules*.

5.2 GROUNDS FOR SUSPENSION

An *IMEM Member* may be suspended from the *IMEM* for the following grounds⁴⁵:

- a) Breaches of any provision of the *IMEM Rules* or *IMEM Manuals* as determined by the *Enforcement and Compliance Officer* in accordance with Clause 8.1 of the *IMEM Rules* and the *IMEM Enforcement and Compliance Manual*;
- b) Default in payment or any grounds provided for under Chapter 5 of the *IMEM Rules* and the *IMEM Billing and Settlement Manual*;
- c) Disconnection of *IMEM Member* from the *Mindanao Grid* or a *Mindanao Distribution Utility*; or
- d) Failure to maintain or satisfy the requirements under the *IMEM Rules* or *IMEM Manuals*.

5.3 ISSUANCE OF SUSPENSION NOTICE

5.3.1 When the *IMEM Operator* determines that any of the grounds for suspension under Clause 2.6.2.1 of the *IMEM Rules* has occurred, the *IMEM Operator* shall provide *Suspension Notice* to the *IMEM Member*, stating the reasons thereof and the effective date and hour of the suspension⁴⁶.

5.3.2 The effectivity of suspension shall not be earlier than five (5) *Business Days* from issuance of the *Suspension Notice* or from receipt by the *IMEM Member*.

5.3.3 As soon as practicable after a *Suspension Notice* is issued by the *IMEM Operator*, the *IMEM Operator* shall publish the *Suspension Notice* in the *Market Information Website*⁴⁷.

5.4 EFFECTS OF SUSPENSION

5.4.1 A suspended *IMEM Resource* shall not receive any payment from the *IMEM* for all *IMEM Intervals* for which the suspension is in effect. Moreover, *Offered Capacities* from the suspended *IMEM Resource* shall

⁴⁵*IMEM Rules* Clause 2.6.2.1

⁴⁶*IMEM Rules* Clause 2.6.2.6

⁴⁷[http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

not be considered in the determination of the *Day-Ahead IMEM Schedule* and *IMEM Day-Ahead Price* for all *IMEM Intervals* for which the suspension is in effect⁴⁹.

5.4.2 A suspended *IMEM Customer* shall be considered to have zero (0) *IMEM Demand* on all *IMEM Intervals* for which the suspension is in effect⁵⁰.

5.4.3 A suspended *IMEM Member* shall continue to be liable for any financial obligations incurred during and prior to its suspension or disconnection provided under Clause 2.6.2.8 of the *IMEM Rules*⁵¹.

5.4.4 A suspended *IMEM Trading Participant* shall still be required to perform its obligations under these *IMEM Rules* including, but not limited to, the submission of information regarding contracts and demand⁵².

5.5 REQUEST FOR DISCONNECTION

5.5.1 After serving a *Suspension Notice* in accordance with Clause 2.6.2.2 of the *IMEM Rules*, the *IMEM Operator* may send a written request for disconnection to the *Mindanao System Operator* for the disconnection of the *Mindanao Grid-connected IMEM Member*, together with a copy of the *Suspension Notice*. A copy of the written request shall be furnished to the *DOE*⁵³.

5.5.2 When a disconnection request made under Clause 2.6.2.5 of the *IMEM Rules* is received, the *Mindanao System Operator* shall thereafter disconnect the suspended *IMEM Member* within five (5) *Business Days* from receipt of the request⁵⁴.

5.6 REVOCATION OF SUSPENSION

5.6.1 If the grounds for suspension have been remedied or rectified, the *IMEM Operator* shall lift the suspension by providing written notice to the suspended member of the same indicating the date and hour it will take effect and send a written request to the *Mindanao System Operator* or relevant *IMEM Network Service Provider* to reconnect the suspended *IMEM Member*⁵⁵.

5.6.2 When a reconnection request made under Clause 2.6.2.7 of the *IMEM Rules* is received, the *Mindanao System Operator* shall thereafter

⁴⁹ *IMEM Rules* Clause 2.6.2.2

⁵⁰ *IMEM Rules* Clause 2.6.2.3

⁵¹ *IMEM Rules* Clause 2.6.2.5

⁵² *IMEM Rules* Clause 2.6.2.4

⁵³ *IMEM Rules* Clause 2.6.2.8

⁵⁴ *IMEM Rules* Clause 2.6.2.9

⁵⁵ *IMEM Rules* Clause 2.6.2.10

reconnect the suspended *IMEM Member* on the specified effective date as soon as possible thereafter⁵⁶.

- 5.6.3 The *IMEM Operator* shall issue to the *IMEM Member* the notice of revocation of suspension stating the reason/s for revocation. Said notice shall be published in the *Market Information Website*^{57,58}.

⁵⁶ *IMEM Rules* Clause 2.6.2.11

⁵⁷ *IMEM Rules* Clause 2.6.2.12

⁵⁸ [http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

SECTION 6 DE-REGISTRATION

6.1 COVERAGE

This Section provides the guidelines for the implementation of de-registration of *IMEM Members* pursuant to Section 2.6.3 of the *IMEM Rules*.

6.2 GROUND FOR DE-REGISTRATION

The *IMEM Operator* shall de-register an *IMEM Member* following a disconnection of its facility.

6.3 PROCEDURES FOR DE-REGISTRATION

The procedures for de-registration as set forth in this *IMEM Manual* may be initiated upon disconnection of an *IMEM Member* from the *Mindanao Grid* or a *Mindanao Distribution System* with a report from the relevant *IMEM Network Service Provider* confirming that the *IMEM Member* has actually been disconnected from the *Mindanao Grid* or a *Mindanao Distribution System*.

6.4 ISSUANCE OF NOTICES OF DE-REGISTRATION AND DISCONNECTION

6.4.1 Within five (5) *Business Days* from receipt or submission of the document/s specified in the foregoing section, the *IMEM Operator* shall issue a notice of de-registration to the *IMEM Member* sought to be de-registered. The notice shall be in writing and shall include the following:

- a) Date of effectivity of de-registration, and
- b) Notice that the *IMEM Member* shall still be liable for its outstanding obligations to the *IMEM*.

6.4.2 A copy of the notice of de-registration shall be furnished to the *ERC* and *DOE*.

6.4.3 Immediately following the issuance of notice of de-registration, the *IMEM Operator* shall cause the publication in the *Market Information Website*⁵⁹ of a notice to the effect that the rights of the *IMEM Member* to participate in the *IMEM* has been revoked and its effective date.

6.5 EFFECTS OF DE-REGISTRATION

An *IMEM Member* that has been de-registered shall no longer be allowed to participate in the *IMEM* in the category from which it was de-registered, provided,

⁵⁹[http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))

however, that such entity shall continue to be liable for any obligations incurred prior to its disconnection⁶⁰.

6.6 EFFECTIVITY OF DE-REGISTRATION

De-registration of an *IMEM Member* shall be effective on the date specified in the notice of de-registration or the date of receipt of the notice of de-registration, whichever is later.

⁶⁰*IMEM Rules* Clause 2.6.3.2

SECTION 7 Re-Registration

7.1 COVERAGE

This Section provides the guidelines for the implementation of re-registration of *IMEM Members* pursuant to Section 2.6.3 of the *IMEM Rules*.

7.2 BASIS

An *IMEM Member* that is de-registered may only be allowed to re-register upon remedying the grounds for its deregistration from the *IMEM Member* category⁶¹.

7.3 GROUNDS FOR RE-REGISTRATION

A person or entity that has been de-registered may apply for re-registration if the de-registration is due to the disconnection from the *Mindanao Grid* or a *Mindanao Distribution System*, upon receipt of report from the relevant *IMEM Network Service Provider* that the person or entity has in fact been re-connected to the *Mindanao Grid* or *Mindanao Distribution System*, and the *IMEM Operator* determines that there is no other event that shall give reason to the disconnection and/or de-registration of the said person or entity.

7.4 RE-REGISTRATION PROCEDURES

7.4.1 Re-registration shall be accomplished by submitting a new application for registration in accordance with the procedures and requirements set forth in the *IMEM Rules* and this *IMEM Manual*.

7.4.2 The *IMEM Operator* may require additional documents or information to ensure that any of the grounds for re-registration mentioned in the preceding section are present.

7.4.3 Copies of the confirmation of re-registration or notices of approval of registration shall be furnished to the *ERC*, *DOE* and the *IMEM Governance Committee* and shall be published in the *Market Information Website*⁶².

⁶¹*IMEM Rules* Clause 2.6.3.3

⁶²[http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_\(imem\)](http://www.wesm.ph/inner.php/the_market/interim_mindanao_electricity_market_(imem))