



Republic of the Philippines
DEPARTMENT of ENERGY
Energy Resource Development Bureau

CHECKLIST OF REQUIREMENTS
ISSUANCE OF CERTIFICATE OF COAL TRADER ACCREDITATION-RENEWAL
(CTAR)

COMPANY NAME/APPLICANT	
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DOCUMENTARY REQUIREMENTS		REMARKS
1. Application letter		
2. Duly accomplished application form (ERDB Form No. 2011-1)		
3. Certificate of Registration issued by either of the following government agencies: a. Securities and Exchange Commission (SEC) b. Department of Trade and Industry (DTI) c. Cooperative Development Authority (CDA)		
4. Coal Supply Contract and/or purchase agreement, if applicable, or Deed of Undertaking with COC D/P Holder, independent SCCMP holder or foreign coal supplier for a period of at least 1 year		
5. Environmental Compliance Certificate of coal storage facility		
6. Current Business Permit		
7. Yellow copies of Coal Transport Permit of the company's coal trading activities (1 year from date of accreditation)		
8. For Coal Operating Contract (COC) and Small-Scale Coal Mining Permit (SSCMP) Holders: items 1, 2, 5, 6, 7, and 10		
9. For Logistics Service Provider (hauling services): items 1, 2, 3, 6, 10, 11 and the ff: 9.1 List of authorized drivers 9.2 List of vehicles with plate number and copy of OR/CR 9.3 Certification from an Accredited Coal Trader or Registered Coal End-User acknowledging that the applicant is its hauler		
10. Other Supporting and relevant documents that the DOE may find necessary for the proper evaluation of application		
11. Copy of Official Receipt or validated deposit slip for the payment of application fee <i>(Order of Payment to be issued by CNMD upon completion of all other requirements)</i>		

ORDER OF PAYMENT ASSESSMENT NO.	
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Checked by:

Date:

Noted by: