**CHECKLIST OF REQUIREMENTS**

**Endorsement of EE Projects to BOI for Fiscal Incentives**

1. Energy Service Company (ESCO) Initiated Project

1. Application letter indicating the intent to avail for BOI incentives (Annex A)
2. Application Form (Annex B)
3. Copy of DOE issued Certificate of Registered ESCO or Certified ESCO
4. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
5. Project Profile (Annex C)
6. Copy of Project Contract or Energy Saving Performance Guarantee Contract
7. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively
8. TPPD/Project SPV
9. Application letter indicating the intent to avail for BOI incentives (Annex A)
10. Application Form (Annex B)
11. Certified True Copy of the Documents on Corporate Personality
12. For sole proprietorship entity, the following documents are required:
13. Business registration
14. Business permits
15. For corporate, partnership and joint venture entities, the following documents are required:
16. Business registration
17. Business permits
18. SEC registration
19. Articles of incorporation
20. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
21. Project Profile (Annex C)
22. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively
23. Self-financed Projects
24. Application letter indicating the intent to avail for BOI incentives (Annex A)
25. Application Form (Annex B)
26. Certified True Copy of the documents on Corporate Personality
27. For sole proprietorship entity, the following documents are required:
28. Business registration
29. Business permits
30. For corporate, partnership and joint venture entities, the following documents are required:
31. Business registration
32. Business permits
33. SEC registration
34. Articles of incorporation
35. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
36. Project Profile (Annex C)
37. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively