



**EUMB - EPMPD**  
**Quality Management System**  
**APPLICATION LETTER TEMPLATE**  
**(ANNEX A)**

|                 |                           |
|-----------------|---------------------------|
| Doc Ref No.:    | <b>EUMB-EPMPD-BOI-xxx</b> |
| Effective Date: | <b>xx-xxxx-xx</b>         |
| Revision No.:   | <b>0</b>                  |
| Page No.:       | <b>1 of 1</b>             |

Company Logo/Letterhead

Date

**Mr./Ms.** \_\_\_\_\_

Director

Energy Utilization Management Bureau

Department of Energy

Energy Center, Rizal Drive, Bonifacio Global City

Taguig City

Dear **Mr./Ms.** \_\_\_\_\_ :

We would like to express our intent for our energy efficiency project to be endorsed to the Board of Investment (BOI) for fiscal incentives granted under E.O 226, BOI MC 2021-001 and RA 11285.

Our project is on the (state the EE project activity and location, ex. air-con retrofitting of the entire ABC building on 123 ABC Street, Makati City). In this regard, we would like to submit the following application requirements under Department Circular No. DC2020- (put here the DC number of this circular later on):

| Project  |   |  |
|--|---|--|
| <input type="checkbox"/> Self-financed Projects  | <input type="checkbox"/> TPPD/Project SPV | <input type="checkbox"/> ESCO Initiated Projects   |
| <input type="checkbox"/> Application letter indicating the intent to avail for BOI incentives                |   | <input type="checkbox"/> Application letter indicating the intent to avail for BOI incentives                |
| <input type="checkbox"/> Application Form  |   | <input type="checkbox"/> Copy of DOE issued Certificate of Registered ESCO or Certified ESCO                 |
| <input type="checkbox"/> Certified True Copies of the Documents on Corporate Personality                     |   | <input type="checkbox"/> Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor |
| <input type="checkbox"/> Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor |   | <input type="checkbox"/> Project Profile   |
| <input type="checkbox"/> Project Profile   |   | <input type="checkbox"/> Copy of Project Contract or Energy Saving Performance Guarantee Contract            |
| <input type="checkbox"/> Others: Specify   |   | <input type="checkbox"/> Others: Specify   |

For any queries regarding this application, please do not hesitate to contact Mr./Ms. \_\_\_\_\_ at our telephone no. 1234-5678 or email address at sample@sample.com.

Thank you and best regards.

Sincerely yours,

(signature)

**Juan Dela Cruz**

Position