

APPLICATION CHECKLIST

(This already serves as your initial application assessment.)

I. APPLICANT INFORMATION

| | |
|--|----------------------------|
| Organization Name | Short Name |
| Facility | Location |
| Category Applied (Generator, Private Distribution Utility, Electric Cooperative, Directly Connected Customer) | |
| Membership Type | Date of Application |

II. COMPLETION OF AND COMPLIANCE WITH REQUIREMENTS

| INFORMATION | DOCUMENT TITLE | DOCUMENT SOURCE | DATE SUBMITTED | REMARKS |
|-------------------------------|---|----------------------|----------------|---------|
| Membership Information | Completion of CRSS Sign-up application | | | |
| | Market Participation Agreement for Direct/Indirect WESM Members | IEMOP* | | |
| | Organization Certificate of Registration/Incorporation | SEC, NEA, DTI | | |
| | Articles of Incorporation | SEC, PEZA, Applicant | | |
| | By-laws | SEC, Applicant | | |
| | Secretary's Certificate/Board Resolution authorizing participation as Direct/Indirect WESM Member, designating signatories, Main Contact (Direct and Indirect) and *Secretary's Certificate/Board Resolution authorizing Billing/Settlement Contact and bank details for collection/payment (Direct WESM applicants) | Applicant | | |
| | Certificate of Franchise (NEA, legislative), | NEA, Congress | | |
| | Decision letter (for DCC applicants) | DOE | | |
| | CPCN ¹ (for DU applicants) | ERC | | |
| | Signed Transmission Service Agreement | NSP | | |
| | Signed Metering Services Agreement | MSP | | |
| | Signed Interconnection Agreement with DU (for embedded generator) | DU | | |
| | WESM Contact Information Sheet | IEMOP* | | |
| Finance Information | Settlement Information Sheet (for Direct WESM applicants) | IEMOP* | | |
| | Certification of tax exemption (if applicable) | BOI / PEZA | | |
| | Proof of Prudential Security (for Direct WESM applicants) | | | |
| Billing and Settlement | Required information stated in the latest applicable Billing and Settlement Manual Section 7.4.1 : "Initial Assessment of Prudential Requirement" that | Applicant | | |

¹ CPCN – Certificate of Public Convenience and Necessity
 TOD.A01.TMP.07 APPLICATION CHECKLIST - WHOLESALE
 (JUN 01 2020)

| INFORMATION | DOCUMENT TITLE | DOCUMENT SOURCE | DATE SUBMITTED | REMARKS |
|--|--|-----------------|----------------|---------|
| | the Market Operator shall use in determining the Initial Prudential Requirement of the applying WESM Member.** | | | |
| | Customer Enrolment Form (Direct Members) Counterparty Confirmation Form (if applicable) | IEMOP* | | |
| Market Network Model (MNM) and Market Management System (MMS) Information | Valid ERC Certificate of Compliance with terms and conditions (for generator applicants) | ERC | | |
| | ERC Certification of registered plant specifications containing information on the maximum and minimum stable load, and ramp rates (for generator applicants) | ERC | | |
| | MNM Requirement (Creation of Market Trading Node): Notice of Grid changes from SO-NGCP to be submitted to IEMOP (Contains Single line diagram and Point ID information) | | | |
| Metering Information | Signed Metering Installation Registration Form/s | NSP / MSP | | |
| | Single Line Diagram and Three Line Diagram | NSP / MSP | | |
| | ERC Certification of meter test results | NSP / MSP | | |
| | Test and calibration reports of instrument transformers and meters | NSP / MSP | | |
| Post Registration | Digital Certificate (DC) Service Request Form | IEMOP* | | |
| | Payment of Registration Fee of Php56,000 (VAT inclusive) upon approval of application | | | |
| | | | | |

IEMOP - These are IEMOP forms w/c are downloadable in the IEMOP website and are to be filled-out by the Applicant*

***Prudential Requirement shall be required based on WESM Rules 3.15.2.1, for all WESM Members with Market Transactions. (All Customers and Generators that will undergo testing and commissioning)*

Processed by: _____

Stakeholder Services Senior Analyst