

## APPLICATION CHECKLIST

(This already serves as your initial application assessment.)

### I. APPLICANT INFORMATION

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

### II. COMPLETION OF AND COMPLIANCE WITH REQUIREMENTS

INFORMATION	DOCUMENT TITLE	DOCUMENT SOURCE	DATE SUBMITTED	REMARKS
<b>Membership Information</b>	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),  Decision letter (for DCC applicants)	NEA, Congress  DOE		
	CPCN <sup>1</sup> (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*		
<b>Finance Information</b>	Settlement Information Sheet (for Direct WESM applicants)	IEMOP*		
	Certification of tax exemption (if applicable)	BOI / PEZA		
	Proof of Prudential Security (for Direct WESM applicants)			
<b>Billing and Settlement</b>	Required information stated in the latest applicable Billing and Settlement Manual Section 7.4.1 : "Initial Assessment of Prudential Requirement" that	Applicant		

<sup>1</sup> CPCN – Certificate of Public Convenience and Necessity

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)			
<b>Market Network Model (MNM) and Market Management System (MMS) Information</b>	Valid ERC Certificate of Compliance with terms and conditions (for generator applicants)  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)			
<b>Metering Information</b>	Signed Metering Installation Registration Form/s  Single Line Diagram and Three Line Diagram  ERC Certification of meter test results  Test and calibration reports of instrument transformers and meters	NSP / MSP		
<b>Post Registration</b>	Digital Certificate (DC) Service Request Form  Payment of Registration Fee of Php56,000 (VAT inclusive) upon approval of application	IEMOP*		

*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*