

Annex B. Checklist of Requirements

1. Legal Requirements	Document Format
1.1. Individual or Proprietorship	
1.1.1. Birth Certificate issued by the Philippine Statistics Authority	Original or PSA Certified Copy
1.1.2. Current Business Permit	Certified True Copy
1.1.3. Department of Trade and Industry (DTI) Registration (if applicable)	Certified True Copy
1.1.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)	Original Copy
1.2. Corporation / Joint Venture / Consortium / Cooperative	
1.2.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders	Original SEC-Certified or CDA-Certified or NEA-Certified
1.2.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE	Original Copy
1.2.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders	Certified True Copy of SEC-Received
1.2.4. Current Business Permit	Certified True Copy
1.2.5. Organizational Chart of the Company	Certified True Copy
1.3. Local Government Units	
1.3.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE	Original Copy
1.4. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the RE Contract	Certified True Copy

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2. Technical Requirements	Document Format
2.1. Work Program in Gantt Chart and Narrative Form	Digital and Print Copy
2.2. Experience or Track Record of the Company (annex F-1 & F-2)	
2.2.1. Performance track record in geothermal and / or hydropower exploration and development	Digital and Print Copy
2.2.2. Professional background and experiences of management officials	Digital and Print Copy
2.3. Curriculum vitae of key management and technical personnel (annex F-3)	
2.3.1. Duly notarized resume, eligibility, records of personal achievement and work related skills of key management and technical personnel	Digital and print copy
2.4. Curriculum vitae of technical consultants (annex F-3)	
2.4.1. Duly notarized resume, eligibility, records of personnel achievement and work related skills of key management and technical personnel	Digital and print copy
2.4.2. Corresponding notarized contracts	Digital and print copy
2.5. List of existing company-owned and leased equipment (including its parent, predecessor or affiliated company) appropriate to the project with corresponding description.	
2.5.1. With duly notarized proof of ownership and / or contract of lease	Digital and print copy

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3. Financial Requirements	Document Format
3.1. Latest Annual Report and/or Audited Financial Statements (FS) for the last two (2) years from the filing date and latest Unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer if the Audited FS is more than six (6) months old at the time of filing	Original or certified true copy
3.2. Bank certification to substantiate the cash balance in the Audited FS or unaudited FS	Original Copy
3.3. Projected Cash Flow Statement for next two (2) years, except for geothermal and large hydro resources which should be five (5) years, showing the fund sources and uses of funds for the particular offered area, other applied RE areas, existing service/operating contracts with DOE and other existing business, if applicable, with supports from either of the following:	Original Copy
3.3.1. Sales Agreement/Purchase Order of buyer for projected revenues on existing operations	Certified True Copy
3.3.2. Sworn Letter of Commitment from stockholders for additional equity/cash infusion	Original Copy
3.3.3. Bank approved loan/credit line earmarked for the proposed operation	Certified True Copy

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3. Financial Requirements	Document Format
3.4. For applicants with insufficient funds to finance the proposed operations:	
3.4.1 Newly organized corporation (existing for two (2) years or less from date of registration with SEC) should be supported by parent company's financial documents per items 3.1 and 3.2 above and Letter of Guaranty from the by the parent company to fund the work program	
3.4.2 Subsidiary corporation (existing for more than two (2) years from date of registration with SEC) should be supported by the following:	
a) Notarized Letter of Guaranty from the majority shareholder/s and Original Bank proof of capacity to satisfy the said Guaranty Certification; or	Original Copy
b) Parent company's financial documents per items 3.1 and 3.2 above and Letter of Guaranty by the parent company to fund the work program/plan	Original Copy
i. In case of domestic parent company, the Letter of Guaranty should be duly notarized.	Notarized copy
ii. In case of foreign parent company, the documents shall be certified true copy.	Duly authenticated by the Philippine Consulate having appropriate jurisdiction