

REM Applicant Guide for Registration

PARTY SUBMITTING	DOCUMENT TITLE	FORMAT	REMARKS
I. All REM Member Categories	1.1 Signed Application Form for REM Members *Template for the Application Form for REM members is available at: https://www.wesm.ph/library/downloads	Electronic and hard copy of the original signed Application Form.	Hard copy of original signed Application form may be submitted after the ECQ or as soon as it is available. The Application form must bear the signature of the authorized signatory/ies reflected in the Secretary's Certificate/ Board Resolution indicated in item 4.
	1.2 Signed RE Market Participation Agreement (MPA) *Template for the RE Market Participation Agreement (MPA) is available at: https://www.wesm.ph/library/downloads	Hard copy [five (5) copies] of original signed and notarized document, with signature on each page.	Hard copies of the original signed and notarized MPA may be submitted after the ECQ or as soon as it is available. Fill-out the necessary information on your corporation and authorized signatory and sign each page of the MPA. Signatory in the MPA should be the authorized signatory/ies reflected in the Secretary's Certificate/ Board Resolution indicated in item 4. We highly encourage that the authorized and designated individuals indicated in the original Secretary's Certificate/ Board Resolution, be the ones

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	1.3 Certified True Copy or Original of the Organization Certificate of Registration/Incorporation and By-Laws	Hard [certified true copy] and electronic [scanned copy of the original or of the certified true copy of the document] copies	who sign the RER's required documents. Hard [certified true] copy of the document may be submitted after the ECQ or as soon as it is available.
	1.4 Secretary's Certificate/Board Resolution* authorizing the following: 1.4.1 Designated signatories 1.4.2 Main Contact 1.4.3 REM Compliance Officer 1.4.4 REM Enforcement Officer (<i>voluntary designation</i>) 1.4.5 Dispute Resolution Focal Person *Template for the Secretary Certificate is available at https://www.wesm.ph/library/downloads	Hard and electronic copy of the original signed and notarized Secretary Certificate / Board Resolution.	Hard copy of the original signed and notarized Secretary Certificate / Board Resolution may be submitted after the ECQ or as soon as it is available. We highly encourage that the authorized and designated individuals indicated in the original Secretary's Certificate/ Board Resolution, be the ones who sign the RER's required documents.
II. Privately Owned Distribution Utility/ Electric Cooperative	2.1. Certified True Copies or the Original of the following: 2.1.1 Certificate of Public Convenience and Necessity 2.2.2 Certificate of Franchise	Electronic copy [scanned copy of the original or of the certified true copy of the document]	
III. Suppliers	3.1. Certified True Copy or Original of the Valid License issued by ERC as Supplier for the Retail Competition and Open Access (RCOA)	Hard [certified true copy] and electronic [scanned copy of the original or of the certified true copy of the document] copies	Hard [certified true] copy of the document may be submitted after the ECQ or as soon as it is available.

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IV. Mandatory REM Generators	Certified True Copy or Original of the following: 4.1. Certificate of Compliance (COC) issued by the ERC 4.2 Certification of Commerciality issued by the DOE, as applicable 4.3 Signed Interconnection Agreement with DU (for embedded generator)	For 4.1.: Hard [certified true copy] and electronic [scanned copy of the original or of the certified true copy of the document] copies For 4.2 and 4.3: Electronic copy [scanned copy of the original or of the certified true copy of the document]	For 4.1: Hard [certified true] copy of the document may be submitted after the ECQ or as soon as it is available.
V. Voluntary REM Generators	5.1 Net Metering Agreement (for DUs with Net-Metered RE Generation Facilities) 5.2 For DUs of End-users with RE Generation Facilities for its own use, Certified True Copy or Original of the following: 5.2.1 Distribution Service Wheeling Agreement; and 5.2.2 Certificate of Compliance (COC) issued by the ERC, as applicable	Electronic copy [scanned copy of the original or of the certified true copy of the document]	
VI. Entities with Eligible RE Generation Facilities	6.1 Facility Registration Form Template is available at: https://www.wesm.ph/library/downloads	Electronic and hard copy of the original signed Facility Registration Form.	Hard copy of original signed Facility Registration form may be submitted after the ECQ or as soon as it is available. The Facility Registration form must bear the signature of the authorized signatory/ies reflected

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			in the Secretary's Certificate/ Board Resolution indicated in item 4.
VII. All REM Member Categories	7.1 Digital Certificate Service Form Template is available at: https://www.wesm.ph/library/downloads	Electronic and hard copy of the original signed Digital Certificate Service Form.	Hard copy of original signed Digital Certificate Service form may be submitted after the ECQ or as soon as it is available. The Digital Certificate Service form must bear the signature of the authorized signatory/ies reflected in the Secretary's Certificate/ Board Resolution indicated in item 4.