

DEPARTMENT OF ENERGY

# SAMPLE RENEWABLE ENERGY SERVICE CONTRACT APPLICATION FORM

Under R.A. 9513



DEPARTMENT OF ENERGY  
Consumer Welfare and Promotion Office  
Energy Center, Merritt Rd.,  
Fort Bonifacio, Taguig City  
Telefax: (02) 840-2267  
Trunkline: (02) 479-2900 loc 329  
[www.doe.gov.ph](http://www.doe.gov.ph)

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Application No. \_\_\_\_\_  
O.R. No. \_\_\_\_\_  
Date \_\_\_\_\_  
Amount \_\_\_\_\_

**RE SERVICE/OPERATING CONTRACT APPLICATION FORM**  
(Republic Act No. 9513)

**I. GENERAL INFORMATION**

- A. Name of Applicant: \_\_\_\_\_
- B. Authorized Representative: \_\_\_\_\_
- C. Business \_\_\_\_\_  
Address/Tel./Fax \_\_\_\_\_  
Nos./Email Address: \_\_\_\_\_
- D. RE Sector of interest: \_\_\_\_\_
- E. Area or Block/s No. and Location applied for: \_\_\_\_\_
- F. Approximate area covered (in has or sq. m): \_\_\_\_\_
- G. Brief description of primary and secondary purpose as authorized by its Articles of Incorporation (for juridical person only): \_\_\_\_\_

**II. COMPANY/BUSINESS BACKGROUND**

- A. Controlling Stockholders (for corporation only)  
(List names of majority stockholders and the percentage of their holdings)
  - a) \_\_\_\_\_ - \_\_\_\_\_ %
  - b) \_\_\_\_\_ - \_\_\_\_\_ %
  - c) \_\_\_\_\_ - \_\_\_\_\_ %
  - d) \_\_\_\_\_ - \_\_\_\_\_ %
  - e) \_\_\_\_\_ - \_\_\_\_\_ %

**B. Company Directors and Officers**  
(List of Board Members and Company Officers)

NAME	/	POSITION
a) _____		

- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

**C. Parent/Subsidiary/Affiliates**  
(List Names, Addresses and Nature of Business)

- a) \_\_\_\_\_
- b) \_\_\_\_\_

- D. No. of Years in Operation: \_\_\_\_\_
- E. Description/History of the Company/Business:
  - 1. Organizational structure
  - 2. Ownership structure
  - 3. Field of specialization

**III. TECHNICAL AND FINANCIAL CAPABILITIES**

- A. Key Personnel in the Organization
  - 1. Corporate officers/hierarchy/expertise
  - 2. Staff members/experience
- B. List of On-going or Completed RE or Energy-Related Contracts/Agreements
  - 1. Brief description
  - 2. Type of energy resource
  - 3. Location
  - 4. Contract term/implementation period
  - 5. Client
- C. Latest Financial Statements
  - 1. Income Statement
  - 2. Balance Sheet

**IV. CERTIFICATION:**

It is certified that the foregoing information are true and correct. It is understood that any omission or misinterpretations of the required information shall be sufficient cause for the rejection of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Duly Authorized Representative

\_\_\_\_\_  
Name of Applicant