

**CHECKLIST OF REQUIREMENTS**  
Open and Competetive Selection Process - Geothermal

Company: \_\_\_\_\_  
Area Applied for : \_\_\_\_\_

**I. LEGAL**

**DOCUMENT  
FORMAT**  
Original

- 1) Letter of Intent/application
- 2) Duly filled-out RE Service/Operating Application form

*Original*

**A. Individual or Single Proprietorship**

- 1) Birth Certificate
- 2) Business permit
- 3) Department of Trade and Industry registration (if applicable)

*NSO Certified copy*

*Certified copy*

*Certified copy*

**B. Corporation**

- 1) Securities and Exchange Commision (SEC) Registration
- 2) By-Laws and Articles of Incorporation
- 3) Company profile and/or latest general information sheet submitted to the SEC
- 4) Certification authorizing its representative to negotiate and enter into RE Contract with the DOE
- 5) Controlling Stockholders and Percentage of their Holdings
- 6) Organizational Chart of the Company
- 7) Parent/Subsidiary/Affiliates (if applicable); and
- 8) Business permit
- 9) Proof of payment for processing/application fee (DOE official receipt);

*SEC Certified copy*

*SEC Certified copy*

*SEC Certified copy*

*Original*

*Certified copy*

*Original*

*Original*

*Certified copy*

*Original*

*Note: Payment order/Remittance slip to be secured from the GEMD before payment to the Treasury Division  
Application fee of Php 100,000.00 per area  
Processing fee of Php 1.20 per hectare*

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**II. TECHNICAL**

**DOCUMENT  
FORMAT**

1) WORK PROGRAM DOCUMENTATION

*Hardcopy*

- a) Technical description and Map of Application area conforming to the DOE blocking system.
- b) Proposed RE Contract based on existing DOE Model Contracts including comments and proposed amendments if any.
- c) Detailed presentation of data and information in narrative form indicating presence of geothermal resource at depth.
  - geology
  - stratigraphy
  - geochemistry
  - geophysics
  - resource estimate
- d) List of existing company-owned and leased equipment appropriate for the RE project with corresponding description.
- e) Detailed cost estimate of exploration activities
- f) Timetable of exploration activities
- g) Summary of the proposed work program and minimum expenditure on annual basis for each activity with respect to the area or areas specified in the proposal.
  - Gantt Chart format
  - Minimum exploration and Work Commitment/Minimum Financial Commitment Matrix

2) TECHNICAL DOCUMENTATION

- a) Technical and industrial qualifications, eligibilities and work related experiences of the proponent and its employees *Digital and Hardcopy*
- b) Technical and industrial resources available to the proponent for the exploration, development and production of geothermal resources. *Digital and Hardcopy*
- c) Experiences, achievements and track records of the proponent and its employees related to the technical and industrial undertakings *Digital and Hardcopy*
- d) Organizational and management structure of the proponent *Digital and Hardcopy*
- e) List of Technical Consultants with corresponding Contract between the Developer and Consultants showing their respective qualifications *Original*

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**III. FINANCIAL**

**DOCUMENT  
FORMAT**

- |  |  |
|--|--|
| <input type="checkbox"/> 1) Audited Financial Statement for the last two (2) years and unaudited Financial Statement if the filing date is three (3) months beyond the date of the submitted Audited Financial Statement.                        | <i>Original</i>  |
| <input type="checkbox"/> 2) Bank Certification to substantiate the cash balance (exact amount in words and numbers).   | <i>Original or certified copy</i>  |
| <input type="checkbox"/> 3) Projected cash flow statement for (2) years;and  | <i>Original</i>  |
| <input type="checkbox"/> 4) For newly organized or subsidiary corporation, Audited Financial Statement and / or Letter of Undertaking/Support from parent company, in case the corporation has insufficient funds for the proposed work program. | <i>Original / certified copy / notarized guarantee</i>                     |
| <input type="checkbox"/> 5) For Foreign parent-company, Audited Financial Statement and guarantee or Letter of Undertaking/Support, certifying commitment to support financial obligation of the subsidiary.                                     | <i>Authenticated by the Consularoffice in the country of registration.</i> |
| <input type="checkbox"/> 6) Latest income business tax return filed with the Bureau of Internal Revenue and duly validated with the tax payments made thereon, if applicable   | <i>Certified copy</i>  |

**Note: For Foreign applicants:**

*Certified copies should be duly authenticated by the Philippine Consulate in the country where company is registered*

**For local applicants:**

*Certified copies should be duly authenticated by the Applicant Company/SEC/banks or other establishments where documentation was*