

ANNEX B

CHECKLIST OF DOCUMENTARY REQUIREMENTS ON THE APPLICATION FOR COAL OPERATING CONTRACT IN THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO

I. LEGAL DOCUMENTATION	DOCUMENT FORMAT
<input type="checkbox"/> 1) Duly filled-out covering information sheet (DOE-MENRE Format).	<i>Original and digital</i>
<input type="checkbox"/> 2) SEC Certificate of Registration or Incorporation.	<i>Certified True Copy and digital</i>
<input type="checkbox"/> 3) SEC Articles of Incorporation and By-Laws (The corporate purpose of the applicant shall include the exploration and development of coal resources).	<i>Certified True Copy and digital</i>
<input type="checkbox"/> 4) General Information Sheet (GIS) stamped-received by the SEC and not more than 12 months old at the time of filing of application.	<i>Certified True Copy and digital</i>
<input type="checkbox"/> 5) Certificate of Authority from the Board of Directors of the applicant authorizing designated representative/s to apply, negotiate, sign any document and execute the Coal Operating Contract (COC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary.	<i>Original and digital</i>
<input type="checkbox"/> 6) For partnership or cooperative, applicants shall submit equivalent legal documents as specified in item nos. 2 – 5 above, issued or authenticated by the appropriate governing authorities.	<i>Original and digital</i>
<input type="checkbox"/> 7) Proofs of payment for processing / application fee (DOE and MENRE Official Receipt) and publication	<i>Original and digital</i>

Covering Information Sheet

Company Name:		
Address of the Applicant:		
Telephone No.:	Fax No.:	Mobile Phone No.:
Email Address:		Website:
Area Applied for:		
Proposed Signature Bonus:		
Proposed Development Assistance Fund:		
Proposed Training Assistance Fund:		
<p>It is certified that the foregoing information are true and correct. It is understood that any omission or misrepresentation of the required information shall be sufficient cause for the rejection of this application.</p> <p style="text-align: center; margin-top: 40px;">_____ Authorized Representative Name and Signature</p>		

II. TECHNICAL DOCUMENTATION	DOCUMENT FORMAT
1) Work program	
<input type="checkbox"/> a) Geological Report (Narrative presentation of the following available data such as geology, coal quality, resource estimate, if available, indicating presence of coal resources at depth).	<i>Digital and printed</i>
<input type="checkbox"/> b) Proposed Exploration Work Program (Narrative discussion of the different exploration strategies and methodologies to be employed in delineating coal resources at depth with subsequent manpower complement and projected expenditures on annual basis for each activity with respect to the area or areas specified in the proposal).	<i>Digital and printed</i>
<input type="checkbox"/> c) Schedule of works and manpower requirements in Gantt Chart.	<i>Digital and printed</i>
<input type="checkbox"/> d) Projected exploration expenditures.	<i>Digital and printed</i>
2) Technical documentation	
<input type="checkbox"/> a) Technical and industrial resources available to the applicant for the exploration of coal resources.	<i>Digital and printed</i>
<input type="checkbox"/> b) Technical and industrial qualifications, eligibilities and work-related experiences, achievements and track records of the applicant and its employees related to technical and industrial undertakings.	<i>Digital and printed</i>
<input type="checkbox"/> c) Operational organization and management structures relative to administration, financial and technical aspects of the applicant.	<i>Digital and printed</i>

III. FINANCIAL DOCUMENTATION

DOCUMENT FORMAT

1) For corporations existing for more than 2 years at the time of filing:

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|--------------------------|---|--|
| <input type="checkbox"/> | a) 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. | <i>Original and digital</i> |
| <input type="checkbox"/> | b) Bank Certification to substantiate the cash balance as of the latest unaudited FS. | <i>Original and digital</i> |
| <input type="checkbox"/> | c) Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular area applied for, other applied areas, other energy service contract and/or applications, existing service/operating contracts with DOE, MENRE, and other related energy businesses, supported by any of the following documents, if applicable: <ul style="list-style-type: none">- Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations;- Sworn Letter of Commitment from stockholders for additional equity/cash infusion;- Certification of an approved loan/credit line earmarked for the proposed operations. | <i>Original and digital</i> |
| <input type="checkbox"/> | d) Latest income tax return filed and duly validated by the Bureau of Internal Revenue. | <i>Certified True Copy and digital</i> |

2) For newly-organized corporations (existing for two (2) years or less at the time of filing)

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|--------------------------|--|-----------------------------|
| <input type="checkbox"/> | a) Audited Financial Statements (FS) or unaudited FS duly signed by the responsible official such as the President and/or Chief Finance Officer. | <i>Original and digital</i> |
| <input type="checkbox"/> | b) Bank Certification to substantiate the cash balance as of the latest unaudited FS. | <i>Original and digital</i> |
| <input type="checkbox"/> | c) Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular area applied for, other applied areas, other energy service contract and/or applications, existing service/operating contracts with DOE, MENRE, and other related energy businesses, supported by | <i>Original and digital</i> |

any of the following documents, if applicable:

- Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations; *Certified True Copy and digital*
- Sworn Letter of Commitment from stockholders for additional equity/cash infusion; and, *Original and digital*
- Certification of an approved loan/credit line earmarked for the proposed operations. *Original and digital*

3) For Parent Company's guarantee for corporations with insufficient working capital:

- a) Parent Company's financial documents per Coal Application Checklist Items III.1.a and III.1.b. *Original and digital*
- b) Duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program. *Original and digital*
- c) General Information Sheet (GIS) indicating the name of the parent company as the shareholder of the applicant. *Certified True Copy and digital*