



EUMB - EPMPD
Quality Management System
CHECKLIST OF REQUIREMENTS
(ANNEX E)

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CHECKLIST OF REQUIREMENTS

Endorsement of EE Projects to BOI for Fiscal Incentives

1. Energy Service Company (ESCO) Initiated Project

- a. Application letter indicating the intent to avail for BOI incentives (Annex A)
- b. Application Form (Annex B)
- c. Copy of DOE issued Certificate of Registered ESCO or Certified ESCO
- d. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
- e. Project Profile (Annex C)
- f. Copy of Project Contract or Energy Saving Performance Guarantee Contract
- g. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively

2. TPPD/Project SPV

- a. Application letter indicating the intent to avail for BOI incentives (Annex A)
- b. Application Form (Annex B)
- c. Certified True Copy of the Documents on Corporate Personality
- d. For sole proprietorship entity, the following documents are required:
 - i. Business registration
 - ii. Business permits
- e. For corporate, partnership and joint venture entities, the following documents are required:
 - i. Business registration
 - ii. Business permits
 - iii. SEC registration
 - iv. Articles of incorporation
- f. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
- g. Project Profile (Annex C)
- h. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively

3. Self-financed Projects

- a. Application letter indicating the intent to avail for BOI incentives (Annex A)
- b. Application Form (Annex B)
- c. Certified True Copy of the documents on Corporate Personality
- d. For sole proprietorship entity, the following documents are required:
 - i. Business registration
 - ii. Business permits



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- e. For corporate, partnership and joint venture entities, the following documents are required:
 - i. Business registration
 - ii. Business permits
 - iii. SEC registration
 - iv. Articles of incorporation
- f. Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor
- g. Project Profile (Annex C)
- h. Proof of Payment of twelve thousand pesos (₱12,000.00) or twenty five thousand pesos (₱25,000.00) for Simple Energy Efficiency Project and Complex Energy Efficiency Project, respectively