

REM APPLICATION GUIDE

Manual Title	:	REM Registration Application Guide
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1.0 Objective

This document serves as a guide for companies and entities required to apply as Market Participant in the Renewable Energy Market and in updating their registration information.

2.0 Scope

This document is applicable to the following entities -

- On-Grid Mandated Participants
 - i. Electric Cooperative (EC)
 - ii. Private Distribution Utilities including Economic Zones acting as Distribution Utility (DU)
 - iii. Retail Electricity Supplier (RES)
 - iv. Local Retail Electricity Supplier (LRES)
 - v. Generating Companies Serving Directly Connected Customers (DCC)
 - vi. Generating Companies owning RPS eligible RE facilities and are WESM registered
- Off-Grid Mandated Participants
 - i. Generation Companies including NPC-Small Power Utilities Group (SPUG), New Private Power Providers (NPP), and Micro-Grid Service Providers (MGSP)
 - ii. Distribution Utilities and Local Government Units (LGU) Operating electric system/s in Off-Grid Areas

3.0 Reference

- RE Market Rules as of September 2022
- Department Circulars Prescribing the RPS Rules for On-Grid Areas
- Department Circulars Prescribing the RPS Rules for Off-Grid Areas
- REM Manual on Registration Criteria and Procedures Issue 1

4.0 Pre-requisite

- Intending Participant for On-grid area is already registered in the Wholesale Electricity Spot Market (WESM)

5.0 REM Registration- Detailed Requirements

To register in the REM, intending RE Market Participant must submit the following requirements:

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PARTY SUBMITTING	DOCUMENT TITLE	FORMAT	REMARKS
I. All REM Member Categories (for both on-grid and off-grid areas)	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.	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	Electronic and Hard copy [five (5) copies] of original signed and notarized document, with signature on each page.	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 who sign the RER's required documents.
I. All REM Member Categories (for both on-grid and off-grid areas)	1.3 Certified True Copy or Original of the Organization Certificate of Registration/Incorporation and By-Laws	Electronic copy [scanned copy of the original or of the certified true copy of the document] copies	Certified true copy can be signed by the designated Main Contact or Corporate Secretary.
I. All REM Member Categories (for both on-grid and off-grid areas)	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	Hard and electronic copy of the original signed and notarized Secretary	We highly encourage that the authorized and designated individuals indicated in the original Secretary's Certificate/ Board Resolution, be the

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	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	Certificate / Board Resolution.	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 2.1.2 Certificate of Franchise	Electronic copy [scanned copy of the original or of the certified true copy of the document]	Certified true copy can be signed by the designated Main Contact or Corporate Secretary.
III. Retail Electricity 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)	Electronic [scanned copy of the original or of the certified true copy of the document] copies	Certified true copy can be signed by the designated Main Contact or Corporate Secretary.
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)	Electronic copy [scanned copy of the original or of the certified true copy of the document]	Certified true copy can be signed by the designated Main Contact or Corporate Secretary.
V. Host Distribution - 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, Letter of Consent from Facility Owner 5.2.1 For non-WESM registered RE facility, Distribution Service Wheeling Agreement; and 5.2.2 Certificate of Compliance (COC) issued by the ERC, as	Electronic copy [scanned copy of the original or of the certified true copy of the document]	

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PARTY SUBMITTING	DOCUMENT TITLE	FORMAT	REMARKS
	applicable		
VI. Entities with Eligible RE Generation Facilities	6.1 Facility Registration Form Template is available at: https://www.wesm.ph/library/downloads	Electronic copy of the original signed Facility Registration Form.	The Facility Registration form must bear the signature of the authorized signatory/ies reflected in the Secretary's Certificate/ Board Resolution indicated in item 1.4.
VII. All REM Member Categories	Digital Certificate (DC) Service Form Template is available at: https://www.wesm.ph/library/downloads <u>Note: The DC for the Central registration and Settlement System (CRSS) and Market Management System (MMS) of IEMOP and log-in credentials are used to access the PREMS.</u>	Electronic copy the original signed Digital Certificate Service Form.	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 1.4.

6.0 Changes to Registration Information

A registered REM member may update their registration information by accomplishing the participant registration form. The registered REM member shall notify the RER through the submission of the accomplished form. The list of requirements for changes to registration information is provided below:

Proposed Changes	Requirements
Change to any of the following- 1. Main Contact Person 2. Business Address 3. REM Compliance Officer 4. REM Enforcement Officer 5. REM Dispute Resolution Focal Person 6. Main Contact Information (email address, contact number)	1. Electronic and hard copy of the original signed Application Form. 2. Hard and electronic copy of the original signed and notarized Secretary Certificate / Board Resolution.

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Proposed Changes	Requirements
Company Name	Electronic copy [scanned copy of the original or of the certified true copy of the document] copies of the following, as applicable: <ol style="list-style-type: none"> 1. Certified True Copy or Original of the Organization Certificate of Registration/Incorporation and By-Laws 2. Certificate of Public Convenience and Necessity 3. Certificate of Franchise 4. Valid License issued by ERC as Supplier for the Retail Competition and Open Access (RCOA)
Change in facility details (i.e. registered capacity, FIT eligibility)	Signed Facility registration form and Electronic copy of applicable supporting documents, as follows: <ol style="list-style-type: none"> 1. Certificate of Compliance (COC) issued by the ERC 2. Net Metering Agreement (for DUs with Net- Metered RE Generation Facilities 3. For non-WESM embedded RE facility- Distribution Service Wheeling Agreement; and 4. For RE facility for own-use - Letter of Consent from the Facility Owner Consent

7.0 Where to Submit the Requirements

Hard copy submission:

Electronic copy submission: reregistrar@wesm.ph

Mr. Bienvenido C. Mendoza, Jr
 Chief Market Assessment Officer
 Market Assessment Department
 Philippine Electricity Market Corporation
 18F Robinsons Equitable Tower, ADB Avenue
 Ortigas Center, Pasig City 1600, Philippines

8.0 Helpdesk Support

For questions or concerns regarding this document, please send an email to reregistrar@wesm.ph.