

SERVICE SPECIFICATIONS



1. Execution of the Renewable Energy Payment Agreement (REPA) between TransCo and FIT-Eligible Renewable Energy Developer

In accordance with TransCo's mandate as FIT-All Fund Administrator.

Office or Division:	FIT-All Fund Administration Division	
Classification:	Highly Technical	
Type of Transaction:	G2B – Government to Business Entity	
Who may avail:	FIT-Eligible Renewable Energy Developer	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. FOR SIGNING OF REPA		
1.1 Articles of Incorporation and By-Laws (1 Certified True Copy)	FIT-Eligible Renewable Energy Developer	
1.2 Board Resolution/Secretary's Certificate (Authority to sign REPA) (1 Original Copy)	FIT-Eligible Renewable Energy Developer	
1.3 DOE Certificate of Registration (1 Certified True Copy)	Department of Energy (DOE)	
1.4 RE Service/Operating Contract (1 Certified True Copy)	Department of Energy (DOE)	
1.5 DOE Certificate of Endorsement/Nomination for FIT Eligibility (1 Certified True Copy)	Department of Energy (DOE)	
2. FOR EFFECTIVITY OF REPA		
2.1 Signed REPA with Reference Code (1 Certified True Copy)	FIT-Eligible Renewable Energy Developer	
2.2 FIT Certificate of Compliance (1 Certified True Copy)	Energy Regulatory Commission (ERC)	
2.3 Metering Service Agreement (1 Certified True Copy)	Metering Service Provider	
2.4 Connection Agreement (1 Certified True Copy)	National Grid Corporation of the Philippines (NGCP)/Distribution Utilities where it is embedded	
2.5 Transmission Service Agreement (1 Certified True Copy)	National Grid Corporation of the Philippines (NGCP)	
2.6 BOI Certificate of Registration (1 Certified True Copy)	Board of Investments (BOI)	
2.7 BIR Certificate of Registration (1 Certified True Copy)	Bureau of Internal Revenue (BIR)	
2.8 Market Participation Agreement (1 Certified True Copy)	Wholesale Electricity Spot Market (WESM)	
2.9 WESM Settlement Information Sheet naming FIT-All Account (1 Certified True Copy)	Wholesale Electricity Spot Market (WESM)	

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2.10 Renewable Energy Supply Agreement (RESA), as applicable (1 Certified True Copy)		FIT-Eligible Renewable Energy Developer		
2.11 Nomination of the RE's Receiving Bank (Secretary's Certificate) (1 Original Copy)		FIT-Eligible Renewable Energy Developer		
2.12 Amendments/Revisions/Extension of any of documents earlier submitted for signing of REPA (1 Certified True Copy)		FIT-Eligible Renewable Energy Developer		
2.13 Letter Approval of Registration in the WESM (1 Certified True Copy)		Wholesale Electricity Spot Market (WESM)		
2.14 WESM Registration Information Sheet (1 Certified True Copy)		Wholesale Electricity Spot Market (WESM)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill-out the checklist of requirements for signing of REPA (FM-T-FA-04 Rev.0) which can be downloaded from the TransCo website and submit/upload the required documents together with the duly signed copy of the checklist thru the Energy Virtual On-Stop Shop (EVOSS) System - https://www.evoss.ph/.</p>	<p>1. Evaluate the submission thru the EVOSS System in accordance with the Checklist.</p> <p>1.1 If documents submitted are <i>incomplete</i>, notify the RE Developer thru the EVOSS System and email or call.</p> <p>1.2 If documents submitted are <i>complete and in order</i>, prepare four (4) original copies of REPA, assign control number and stamp date of release of REPA.</p> <p>1.3 Affix initials in the REPA (4 sets) and Monitoring Sheet and approve for release and signature by RE Developer.</p>	None	3 days	<p>1. Corporate Staff Specialist A/ Senior Financial Specialist A</p> <p>1.1 Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>1.2 Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>1.3 Corporate Staff Specialist A/ Division Manager, FFAD</p>

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	<p>1.4 Advise RE Developer thru the EVOSS System and email or call, to pick-up the copies of REPA and to have it signed by the authorized signatories and notarize thereafter at RE's end and submit original copies of the documents submitted/uploaded in the EVOSS System.</p>			<p>1.4 Corporate Staff Specialist A/Senior Financial Specialist A</p>
<p>2. RE Developer returns the signed and notarized REPA to TransCo.</p>	<p>2. Confirm receipt in the EVOSS System and review the signatures and notarial page of the REPA upon the return of the copies thereof from the RE Developer.</p> <p>2.1 If signatures are <i>incomplete</i>, notify the RE Developer thru the EVOSS System and email or call.</p> <p>2.2 If signatures are <i>complete</i>, route the REPA for initials and signatures on the part of TransCo.</p> <p>2.3 Transmit duly signed copies of REPA to Legal Department for notarization.</p> <p>2.4 Notarize the REPA</p>	<p>None</p>	<p>8 days</p>	<p>2. Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>2.1 Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>2.2 ALL concerned and authorized officials/signatories</p> <p>2.3 Secretary, Regulatory Affairs Department</p> <p>2.4 Corporate Attorney III</p>

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	<p>2.5 Advise RE Developer thru the EVOSS System and email or call to pick-up the duly signed and notarized REPA or send via courier for those RE Developers located outside Metro Manila area.</p>			<p>2.5 Corporate Staff Specialist A/Senior Financial Specialist A</p>
<p>3. For the Effectivity of REPA, the RE Developer should fill-out the checklist of the requirements for effectivity of REPA (FM-T-FA-05 Rev.1) and submit/upload the required documents together with the duly signed copy of the checklist thru the Energy Virtual On-Stop Shop (EVOSS) System - https://www.evoss.ph/.</p>	<p>3. Evaluate the submission thru the EVOSS System in accordance with the Checklist.</p> <p>3.1 If documents submitted are <i>incomplete</i>, notify the RE Developer thru the EVOSS System and email or call.</p> <p>3.2 If documents submitted are <i>complete and in order</i>, prepare letter to RE Developer confirming complete submission of documents and effectivity of REPA and likewise inform WESM/Host Distribution Utility for its remittance of ACRR to TransCo.</p> <p>3.3 Route the REPA effectivity letters for initials and signatures on the part of TransCo</p> <p>3.4 Upload a copy of the REPA</p>	<p>None</p>	<p>4 days</p>	<p>3. Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>3.1 Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>3.2 Corporate Staff Specialist A/Senior Financial Specialist A</p> <p>3.3 ALL concerned and authorized officials/ signatories</p> <p>3.4 Corporate Staff Specialist</p>


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	effectivity letter to the EVOSS System.			A/Senior Financial Specialist A
TOTAL:		None	15 days	


E.F. Bernabe


J.O. Ranara


R.T. Ronquillo

SERVICE SPECIFICATIONS



2. Evaluation/Validation and Processing of Revenue Claims of FIT-Eligible RE Developers

In accordance with TransCo's mandate as the FIT-All Fund Administrator

Office or Division:	FIT-All Fund Administration Division			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	FIT-Eligible Renewable Energy Developer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FIT Statement of Account (1 Original Copy)		FIT-Eligible Renewable Energy Developer		
Actual FIT Differential Invoice (1 Original Copy)		FIT-Eligible Renewable Energy Developer		
WESM Transaction Allocation (1 Electronic Copy, 1 Printed Copy)		FIT-Eligible Renewable Energy Developer		
Record of Meter Reading (1 Certified True Copy and 1 Electronic Copy)		Metering Service Provider		
WESM Settlement Data (1 Electronic Copy)		Independent Electricity Market Operator of the Philippines Inc. (IEMOP)		
IEMOP Final Settlement - (1 Electronic Copy, 1 Printed Copy)		Independent Electricity Market Operator of the Philippines Inc. (IEMOP)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FIT-Eligible RE sends billing/statement of account to FIT-All Fund Administrator on the 15 th of the month covering previous month's generation	1. Receiving of documents through personal delivery or through courier (including scanning and encoding in the TransCo Document System)	None	4 hours	1. TransCo Central Records Officer (TCRO) and thereafter forward to the Secretary or personnel concerned of the Regulatory Affairs Department (RAD)
	1.1. Verify completeness of documentary requirements such as FIT SOA and other attachments in accordance with the FIT-All Guidelines		4 hours	

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	1.2 Evaluate the computations of RE's submitted FIT Statement of Account		10 days	1.2 Financial Specialist/Seni or Financial Specialist A, FFAD
	TOTAL	None	11 days	
	1.3 On the 30th or 31st day of the month, consolidate the Total RE Developers Claim for the succeeding Payment Date based on actual RE billings on hand.		3 hours	1.3 Financial Specialist/Seni or Financial Specialist A, FFAD
	1.4 Consolidate and validate Report of Collections		2 hours	1.4 Senior Financial Specialist A/Corporate Staff Specialist A, FFAD
	1.5 Prepare Fund Allocation based on the Report of Collection		3 hours	1.5 Corporate Staff Specialist A/Division Manager, FFAD
	1.6 Verify Availability of Funds		2 hours	1.6 Senior Financial Specialist A, FFAD
	1.7 Prepare Summary of Disbursement & Secure confirmation of Funds Availability with LBP		2 hours	1.7 Senior Financial Specialist A, FFAD

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	<p>1.8 Prepare and accomplish Disbursement Vouchers and corresponding Certificate of Creditable Tax Withheld At Source (BIR Form No. 2307), as applicable</p> <p>1.9 Prepare Payment Instruction to Trustee Bank</p> <p>1.10 Transmit/ deliver Payment Instruction to the Trustee Bank</p>		<p>1 day</p> <p>1 day</p> <p>4 hours</p>	<p>1.8 ALL concerned examiners and authorized signatories</p> <p>1.9 ALL concerned examiners and authorized signatories</p> <p>1.10 Financial Specialist/Senior Financial Specialist A, FFAD</p>
TOTAL		None	4 days	