

ANNEX B

CHECKLIST OF DOCUMENTARY REQUIREMENTS ON THE APPLICATION FOR PETROLEUM SERVICE 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, development, and utilization of petroleum resources).	<i>Certified True Copy and digital</i>
<input type="checkbox"/> 4) General Information Sheet (GIS) stamp-received by the SEC 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 documents, and execute the Petroleum Service Contract (Petroleum SC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary.	<i>Original and digital</i>
<input type="checkbox"/> 6) Joint Venture Agreement, if applicable.	<i>Original and digital</i>
<i>For foreign applicants:</i> <i>Document Nos. 2 – 5, applicants shall submit equivalent legal documents issued by the appropriate governing body and duly authenticated by the Philippine Consulate having the appropriate jurisdiction.</i>	
<i>For local applicants:</i> <i>Document Nos. 2 – 4 shall be duly authenticated by the SEC</i>	
<i>All members of a Joint Venture shall submit Documents 2 – 5.</i>	
<input type="checkbox"/> 7) Proof of payment for application fee (DOE and MENRE Official Receipt).	<i>Original and digital</i>

Covering Information Sheet

Company Name	Participating Interest %	Country of Registration	Parent Company
Operator:			
JV/Consortium Member:			
Address of Operator:			
Telephone No.:	Fax No.:	Mobile Phone No.:	
Email Address:		Website:	
Address of JV/Consortium Member:			
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>Authorized Representative Name and Signature</p>			

II. WORK PROGRAM DOCUMENTATION

DOCUMENT FORMAT

- 1) **Proposed work program (discussion of the exploration strategies and methodologies to be employed in delineating petroleum resources with subsequent manpower complement should be in detailed narrative format including:** *Digital and printed*
- Schedule of Activities in a Gantt Chart format; and
 - Minimum Expenditure for each proposed activity with respect to the area of areas specified in the proposal;
- 2) **Work program and minimum expenditure with respect to the proposal:** *Digital and printed*
- a) Plan for exploration and work commitment. A description of the exploration strategy for the Contract Area applied for. This shall include:
- Geologic interpretation;
 - Exploration or appraisal wells;
 - Seismic data acquisition as appropriate; and,
 - Other geological and geophysical studies.
- b) Proposed minimum exploration commitment including:
- Seismic program, size, and timing (2D/3D)
 - Well program, number, and timing
 - Other geological and geophysical work
 - Others
- Each item in the minimum exploration commitment shall be given a stipulated cost figure, the sum of which will constitute the minimum cost of the work program.
- 3) **Geological and geophysical evaluation of the area applied for:** *Digital and printed*
- a) Database
- Seismic and well data on which the geological evaluation is based must be listed, and the location must be illustrated on a base map (seismic coverage with wells) in appropriate scale (1:250,000). Coordinate reference system (CRS) should be specified in all geographically referenced data and maps.

Applicants shall state the following information for verification, cross-referencing and authentication purposes:

- i. Source of all data/information/reports used (possibly in tabulated format), including whether these were acquired from the DOE and/or MENRE or its contractors; and,
- ii. Copies of reports/literature if data/information are not from the DOE and/or the MENRE.

b) Petroleum potential analysis

The following aspects for each Contract Area applied for must be described briefly:

- Stratigraphic and sedimentologic framework including reservoir development and reservoir quality;
- Structural framework including trap development and evaluation of seal/retention characteristics;
- Petroleum development including source rocks, maturity and migration; and,
- Description of play types.

The analysis must focus on aspects that are considered critical in the evaluation of the prospectivity of the Contract Area applied for.

c) Prospect lead evaluation

The following documentation is required for potential area for further exploration:

- Overview map with coordinates of leads and/or prospect;
- Seismic and geological cross-section(s);
- Seismic line showing well ties, where relevant reservoir horizon time-and-depth maps presented at identical scales; and,
- Seismic attribute maps.

The following shall be evaluated for each potential prospect:

- Depositional environment/reservoir type(s);

- Trap and seal; and,
- Hydrocarbon type, source, migration and trap fill.

d) Resources

Brief comments may be submitted on the following:

- Estimated resources (in-situ volume);
- Method of resource volume calculation;
- Hydrocarbon type;
- Choice of GOR and expansion/shrinkage factors;
- Choice of reservoir parameters; and,
- Recovery factor.

4) Probability of discovery (Whenever applicable)

*Digital and
printed*

Component probability factors and the probability of discovery must be explained and documented. The methods of risk analysis must also be briefly described.

5) Economics and development concepts of possible petroleum discoveries:

*Digital and
printed*

a) Plan of development

b) Project economics

III. TECHNICAL DOCUMENTATION

- 1) **The applicant shall submit an overview of all its upstream petroleum-related projects.** *Digital and printed*
- 2) **Technical personnel's relevant experience, educational attainment and employment status.** *Digital and printed*
- 3) **Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the applicant and its employees.** *Digital and printed*

Particulars on the experiences, achievements, and track records of the applicant and its employees related to technical and industrial undertakings. Operational organization, including resources, expertise, and experience.

III. FINANCIAL DOCUMENTATION

DOCUMENT FORMAT

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

- | | | |
|--------------------------|--|--|
| <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 contracts 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 for the funding of the 1st year of the proposed operations; and,- Certification of an approved loan/credit line earmarked for the proposed operations. | <i>Original and digital</i> |
| <input type="checkbox"/> | d) For domestic corporations, latest income tax returns 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)

- | | | |
|--------------------------|--|-----------------------------|
| <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 | <i>Original and digital</i> |

contracts and/or applications, existing service/operating contracts with DOE, MENRE, and other related energy businesses, supported by 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 for the funding of the 1st year of the proposed operations; and, *Original and digital*
- Certification of an approved loan/credit line earmarked for the proposed operations. *Original and digital*

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

- a) Parent Company's financial documents per Petroleum 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*