

Republic of the Philippines
DEPARTMENT OF ENERGY
 Energy Center, Rizal Drive corner 34th Street
 Bonifacio Global City, Taguig City
 Metro Manila

PHILIPPINE CONVENTIONAL ENERGY CONTRACTING PROGRAM (PCECP)
APPLICATION GUIDELINES FOR PETROLEUM AREAS

PCECP APPLICATION CHECKLIST – LEGAL
(Petroleum)

I. LEGAL	DOCUMENT FORMAT
<input type="checkbox"/> 1) Duly filled-out covering information sheet (DOE Format);	<i>Original</i>
<input type="checkbox"/> 2) SEC Certificate of Registration or Incorporation;	<i>Certified True Copy</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</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</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 (PSC). The said Certificate of Authority shall be executed under oath by the Corporate Secretary;	<i>Original</i>
<input type="checkbox"/> 6) Joint Venture Agreement, if applicable;	<i>Original</i>

NOTE: For foreign applicants:

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.

For local applicants:

Document Nos. 2 – 4 shall be duly authenticated by the SEC

All members of a Joint Venture shall submit Documents 2 – 5.

- 7) Proof of payment for processing / application fee
(DOE Official Receipt)

Original

NOTE: *Payment Order / Remittance Slip to be secured from
the Office of the Director, ERDB before payment to the
Treasury Division*

Petroleum = Php 200,000.00

PCECP APPLICATION CHECKLIST – TECHNICAL
(Petroleum)

II. TECHNICAL

**DOCUMENT
FORMAT**

1) Work program

- | | | |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> | a) Summary of proposed work program and minimum expenditure per Sub-Phase for each proposed activity with respect to the area specified in the proposal | <i>Digital and printed copy</i> |
| | - Gantt Chart format | |
| | - Minimum Exploration and Work Commitment/
Minimum Financial Commitment Matrix | |
| <input type="checkbox"/> | b) Work program and minimum expenditure with respect to the proposal | |
| | - Plan for exploration and work commitment | |
| | - Proposed minimum exploration commitment | |
| <input type="checkbox"/> | c) Geological and geophysical evaluation of the area applied for | <i>Digital and printed copy</i> |
| | - Database; | |
| | - Petroleum potential analysis | |
| | - Prospect lead evaluation | |
| | - Resources | |
| <input type="checkbox"/> | d) Probability of Discovery (Whenever applicable) | |
| <input type="checkbox"/> | e) Economics and development concepts of possible petroleum discoveries | <i>Digital and printed copy</i> |
| | - Plan of development | |
| | - Project economics | |

NOTE: *Each item in the exploration and work commitment matrix must be given a stipulated cost figure, the sum of which will constitute the minimum cost of the work program*

2) Technical documentation

- | | | |
|--------------------------|--|---------------------------------|
| <input type="checkbox"/> | a) The applicant shall submit an overview of all its Upstream Petroleum Related Projects. | <i>Digital and printed copy</i> |
| <input type="checkbox"/> | b) Technical Personnel's relevant experience, educational attainment and employment status | |
| <input type="checkbox"/> | b) Particulars of the technical and industrial qualifications, eligibilities and work-related experiences of the applicant and its employees. 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. | <i>Original</i> |

PCECP APPLICATION CHECKLIST – FINANCIAL
(Petroleum)

III. FINANCIAL

**DOCUMENT
FORMAT**

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

- | | | |
|--------------------------|--|--------------------------------|
| <input type="checkbox"/> | a) Annual Report or 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</i> |
| <input type="checkbox"/> | b) Bank Certification to substantiate the cash balance as of the latest unaudited FS; and | <i>Original</i> |
| <input type="checkbox"/> | c) Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area applied for, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable, with supports by any or all of the following: <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 within one (1) year of operation;- Bank-approved loan/credit line earmarked for the proposed operation. | <i>Original</i> |
| <input type="checkbox"/> | d) For domestic corporations, latest income tax returns filed with the Bureau of Internal Revenue, and duly validated with tax payments made thereon. | <i>Certified
True Copy</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</i> |
| <input type="checkbox"/> | b) Bank Certification to substantiate the cash balance as of the latest unaudited FS; | <i>Original</i> |

- | | | |
|--------------------------|---|----------------------------|
| <input type="checkbox"/> | c) Projected Cash Flow Statement for three (3) years covering fund sources and uses for the particular PCECP area, other applied PCECP areas, renewable energy service contract applications, existing service/operating contracts with DOE and other existing business, if applicable, with supports by any or all of the following: | <i>Original</i> |
| | - Sales Agreement/Purchase Order of Buyer for projected revenues on existing operations; | <i>Certified True Copy</i> |
| | - Sworn Letter of Commitment from stockholders for additional equity/cash infusion within one (1) year of operation; | <i>Original</i> |
| | - Bank-approved loan/credit line earmarked for the proposed operation. | <i>Original</i> |

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

- | | | |
|--------------------------|--|----------------------------|
| <input type="checkbox"/> | a) Parent Company's financial documents per Petroleum Application Checklist Items III.1.a and III.1.b; | <i>Original</i> |
| <input type="checkbox"/> | b) Duly notarized Letter of Undertaking/ Support from the Parent Company to fund the Work Program; | <i>Original</i> |
| <input type="checkbox"/> | c) General Information Sheet (GIS) of the shareholder availing of the Parent Company fund guarantee. | <i>Certified True Copy</i> |

NOTE:

- Minimum working capital (Liquid Assets less Current Liabilities) is 100% of the financial commitment of the first contract year of the proposed work program and budget. Liquid Assets shall consist only of cash, trade accounts receivables and short-term investments/placements. Credit line is not a Liquid Asset.
- The available working capital for each PCECP application shall be net of the fund requirements for other applied PCECP areas, renewable energy service contract applications and existing energy service/operating contracts, if applicable.

----Nothing Follows----