

## **PROCEDURES IN APPLYING FOR REGISTRATION OF WHOLESALE AGGREGATORS**

- A. Application forms for Registration of Wholesale Aggregators (WA) can be obtained from the Spot Market Division (SMD), Market Operations Service of the Energy Regulatory Commission (ERC) during normal business hours, or downloaded from the ERC's Website at [www.erc.gov.ph](http://www.erc.gov.ph).
- B. Documents and Forms:
- I. Application Form includes:
    - a. Information on the Applicant
    - b. Company/Corporate Information
    - c. Proof of Financial Sustainability & Viability Requirements
    - d. Other Requirements
  - II. Verification and Certification Form
- C. All applications shall be made using the forms provided by the ERC and must satisfy all requirements as stated above. Completed forms must be submitted in two (2) hard copies and one (1) soft copy to the SMD, Market Operations Service of the ERC located at 12<sup>th</sup> Floor Pacific Center Bldg., San Miguel Avenue, Ortigas Center, Pasig City. Thereafter, the SMD will issue the Order of Payment for the application fee.
- D. Upon receipt of the Order of Payment from the SMD personnel in charge, the applicant shall pay the non-refundable registration fee of Ten Thousand Pesos (PhP10,00.00) to the ERC Cashier (located at the 14<sup>th</sup> floor), through any of the following forms of payment:
- a) Cash;
  - b) Company check (local or regional clearing only) payable to the Energy Regulatory Commission; or
  - c) Manager's/Cashier's Check (local or regional clearing only) payable to the Energy Regulatory Commission.
- E. The applicant shall then present proof of payment of the application fee, accomplished application form and applicable requirements to the SMD personnel, who will determine whether the application has complied with the requirements.
- F. The ERC will process all working applications and notify the applicant of its approval or rejection within 30 days from receipt of the application. In cases where additional information is required from the applicant, the 30 day processing time period shall be interrupted upon notice thereof and resumes when the required additional information has been received and time-stamped by the ERC.

- G. While the application is pending, the applicant is enjoined to inform the Commission of any material change in the information supplied in the application, within thirty (30) days from the occurrence of such change.
- H. The ERC will issue a Notice to the applicant approving, rejecting, or disapproving an application within thirty (30) days upon filing of an application. A Certificate of Registration shall be awarded by the Commission only upon approval of the application.
- I. The Certificate of Registration issued by the ERC shall be valid for a period of five (5) years from the date of issue.