

Republic of the Philippines
ENERGY REGULATORY COMMISSION
San Miguel Avenue, Pasig City

**Instruction for Filing an Application for a
Certificate of Authority (CA) to Maintain a Meter Shop**

HOW TO FILE?

The following are the steps to be followed in the filling of new/renewal applications:

1. Download the Application Form and Instruction for Filing an Application from the ERC website (www.erc.gov.ph).

For questions regarding the application form and other requirements, please visit Consumer Affairs Service, Energy Regulatory Commission, 12th Floor, Pacific Center Building, San Miguel Avenue, or call (02) 914-5000 local 151.

2. Accomplish the forms following the instructions.
3. Submit the forms together with the required documents, in two (2) hard copies and one (1) soft copy, to the Officer of the Day at the 12th Floor, Consumer Affairs Service, for the initial evaluation of the application and to determine the completeness of the submitted documents.
4. Secure four (4) copies of Assessment Form from the Officer of the Day.
5. Proceed to the Cashier at the 14th Floor for the payment of the application fee. Payments shall be in the form of cash, company check, or manager's check. The cashier shall return to the applicant three (3) copies of the Assessment Form together with the Official Receipt (OR).
6. Go back to the Officer of the Day at the 12th Floor and submit two (2) copies of the Assessment Form. The OR should be shown to the Officer of the Day for verification purposes.
7. Proceed to the Records Section at the 18th Floor for the docketing of the Application.

WHERE TO FILE?

The initial or renewal application forms, attachments and enclosures should be filed at:

Energy Regulatory Commission
Pacific Center Building
San Miguel Avenue, Pasig City

WHEN TO FILE?

New Meter Shops may submit an initial application at any time. Renewal applications are due at least ninety (90) days prior to expiration of the CA.

WHAT ARE THE FEES?

Application Fee of Three Thousand Pesos (PhP 3,000.00): to be paid upon filing of an application.

License Fee of Ten Thousand Pesos (PhP 10,000.00): to be paid upon the issuance of the CA.

To be attached is proof of payment of application fee.

GENERAL INSTRUCTIONS FOR COMPLETED APPLICATION FORM

The form, attachments and all enclosures should be typewritten. All items in the form should be filled-up. If an item is not applicable, enter N/A in the space. Incomplete or incorrectly filled-up applications shall be returned.

ITEM A. CERTIFICATE NUMBER

For CA renewal, enter Certificate Number. For a new application, enter N/A.

ITEM B: NAME OF METER SHOP (add attachment)

Enter Meter Shop's legal name. Specify **in parenthesis** if the Meter Shop is owned by a Third-Party or a consortium of Distribution Utilities (DUs).

Example: XYZ Meter Shop (Third-Party Test Facility)

To be submitted are evidence of business registration with applicable agencies.

ITEM C: BUSINESS ADDRESS

Enter the address where the Meter Shop shall be permanently located during the entire validity period of the CA.

ITEM D: CONTACT PERSON

Give the name and title of the person who can be contacted by this office regarding its application. Provide telephone and telefax numbers.

ITEM E: NAMES AND ADDRESSES OF AFFILIATED COMPANIES

Enter legal names of affiliated companies and their complete addresses.

ITEM F: TELEPHONE NUMBERS

Enter the Meter Shop's business telephone number and telefax machine number.

ITEM G: INVOICING/BILLING ADDRESS

Provide this information if the invoice or billing is to be sent to an address other than the given business address of the Meter Shop.

ITEM H: NAME OF METER SHOP HEAD

Provide the complete name and title of the Meter Shop head.

ITEM I: CATEGORY REQUESTED FOR

Indicate the category being requested for.

Category A Meter Shop or Category B Meter Shop

ITEM J: INSTRUMENT AND EQUIPMENT (add attachment)

Enter the serial number and required information pertaining to the type of instrument or equipment indicated.

ITEM K: PERSONNEL (add attachment)

Attach a typewritten list of personnel directly involved in the testing and calibration of meters with the following information:

- a) Name
- b) Job title or classification
- c) Nature of employment (ex. full time, part time, etc.)
- d) Educational attainment and/or specialized training
- e) Experience

ITEM L: INSPECTION REPORT (add attachment)

For CA renewal, to be attached is a copy of the latest scheduled on-site inspection report conducted by the ERC. For a new application, enter N/A.

ITEM M: DOCUMENTATION (add attachment)

For CA renewal, to be submitted is a documentation of testing and calibration records. For a new application, enter N/A.

ITEM N: STATEMENT OF NO CONFLICT OF INTEREST

To be provided is a sworn statement that the Meter shop shall not engage in the business of selling watt-hour meters.

ITEM O: VERIFICATION

The application should be signed by the owner of the Meter Shop or an authorized representative of the owner or consortium of DUs. To be provided is the complete name, title and contact number.

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Application for a Certificate of Authority (CA) to Maintain a Meter Shop

A. Certification Number
B. Name of Meter Shop
C. Business Address
D. Contact Person
E. & F. Names and Addresses of Affiliated Companies _____ Tel. No. _____ _____ Tel. No. _____ _____ Tel. No. _____
G. Invoicing Billing Address
H. Name of Meter Shop Head
I. Category Requested <input type="checkbox"/> Category A <input type="checkbox"/> Category B

J. List of Instrument and Equipment (add attachment)

K. List of Personnel (add attachment)

L. Inspection Report (add attachment)

M. Documentation (add attachment)

N. Statement of no conflict of interest

Attach a sworn statement

O. Verification

Name

Title

Date