



**CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR
 APPROVAL OF TYPE APPROVAL OF A WATT-HOUR METER
 PRODUCT**

Date Applied	
Applicant	

FOR NEW OR REVALIDATION APPLICATION:

Requirements		Remarks
1.	Notarized accomplished Application Form	
2.	Copy of the Notarized Agreement between the manufacturer and its local distributor authorizing the latter to distribute its electric meter products if executed in the Philippines. Agreement must be duly certified by the Philippine Consulate if executed in another country. (Attachment "A")	
3.	Proof of Authority to do business in the Philippines (Attachment "B") <ul style="list-style-type: none"> i. Certificate of Registration from the Securities and Exchange Commission (SEC) including its updated General Information Sheet (GIS) and Articles of Incorporation; or ii. Certificate of Registration from the Department of Trade and Industries (DTI) for Sole Proprietorship; and iii. Copy of valid Business Permit issued by the respective Local Government Unit (LGU), indicating therein that the nature of business of the Authorized Local Distributor includes trading or dealership of electric meter products among others. 	
4.	Copy of Accreditation Certificate of the certifying laboratory issued by the Regional Accreditation Body which is a signatory to ILAC-MRA. (Attachment "C")	



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5.	<p>Authentication document (Red Ribbon) issued by the Philippine Consulate which has jurisdiction over the area where the following documents were issued if the concerned country is not a signatory to the Hague Apostille Convention. The said documents should be Apostilled if the country that issued it is a signatory to the Hague Apostille Convention:</p> <p>i. Test Report issued by the certifying laboratory documenting the complete performance testing of the type of meter product indicating therein that the meter product under consideration complies with all the standards of IEC 62052, IEC 62053, or ANSI C12. (Attachment “D”)</p> <p>Note: English translations duly certified by the issuing entity shall be provided if documents are written in another foreign language.</p>	
6.	<p>Certificate of Patent granted by Intellectual Property Office or any authorized agency, if applicable (Attachment “E”)</p>	
7.	<p>Written Description of the type and features of the communication platforms to be used (Attachment “F”) <i>for smart meters only</i></p>	
8.	<p>Certification issued by National Telecommunication Commission (NTC) that the smart meter can operate at NTC-authorized open and unprotected radio frequency (Attachment “G”) <i>for smart meters only</i></p>	
9.	<p>List of Meter Type Approval/s extended by the Commission to the Applicant, if applicable. (Attachment “H”)</p>	
10.	<p>List of prior Revocation of Meter Type Approval/s extended by the Commission to the Applicant stating the reasons thereof, if applicable. (Attachment “I”)</p>	



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NOTES :

- Applications with complete documents will be accepted upon payment of application fee amounting to three thousand pesos (PhP3,000.00) for conventional meters and ten thousand pesos (PhP10,000.00) for smart meters.
- Applications will only be considered as revalidation when filed at least sixty (60) days prior to the end of the five-year period from ERC's issuance of the CA.
- Attachments A, B, C and E, submitted during the initial application may be submitted during renewal application such documents are still valid.

Remarks:

Conforme:

Applicant/Date

ERC Engineer/Date