

Procedures in Applying for a Supplier's License for Retail Electricity Suppliers (RES)

An application for a Supplier's License may now be filed to the ERC. RES Information Sheets may be obtained from the Contestable Market Division (CMD), 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.

Step 1. The applicant shall complete the RES Information Sheet in its entirety and provide all required attachments, affidavits, and evidences of capability specified in the form at the time the application is filed.

Step 2. The applicant shall submit all requirements in two (2) hard copies and one (1) soft copy to the CMD, Market Operations Service of the ERC located at 12th Floor Pacific Center Bldg., San Miguel Avenue, Ortigas Center, Pasig City. Thereafter, the CMD will issue the Order of Payment for the application fee.

Step 3. Upon filing of application and receipt of the Order of Payment from CMD, the applicant shall pay the non-refundable application fee of PhP 1,500.00 to the ERC Cashier (located at the 14th floor), through any of the following forms of payment:

- a) Cash; or
- b) Company check (local or regional clearing only) payable to Energy Regulatory Commission; or
- c) Manager's/Cashier's Check (local or regional clearing only) payable to Energy Regulatory Commission.

Step 4. Return to the CMD the Order of Payment signed by the Cashier as proof of payment of application fee.

An application is considered filed only upon submission of accomplished RES Information Sheet, completion of all applicable requirements and payment of application fee.

Step 5. While the application is pending, the applicant is obligated to inform the Commission of any material change in the information provided in the application within five (5) days of any such change.

Step 6. The Commission will issue a notice to the applicant approving, rejecting, or disapproving an application within sixty (60) days upon filing of an application.

Step 7. Upon approval of the application, prior to issuance of the Supplier's License, the applicant shall pay the license fee to the ERC Cashier, as per assessment of the CMD. The license fee shall be paid through any of the forms described in Step 4.

Step 8. The applicant will receive the Supplier's License from the CMD.