

## CHECKLIST OF REQUIREMENTS

### ASSIGNMENT OR TRANSFER OF RENEWABLE ENERGY CONTRACT

Pursuant to Section 22 of Department Circular No. DC2009-07-0011, assignment/transfer of RE Contract shall be subject to prequalification of the assignee company and written approval by the DOE. The assignee is required to submit the following documents for evaluation:

1. Application letter addressed to the REMB Director
2. Approved/Notarized Deed of Assignment
3. Articles of Incorporation
4. By-Laws
5. Latest General Information Sheet (GIS) stamped-received by the SEC
6. Valid Business Permit
7. Corporate structure and name of the officers of the assignee company
8. List of Technical Consultants
9. Original copy of Certification from Board of Directors authorizing its representative to negotiate and enter into an RE Contract with the DOE
10. Guarantee in writing by the assignor to the DOE on the performance of the assigned obligations as mandated under Section 22(ii) of Department Circular No. DC2009-07-0011 or the "Guidelines"
11. Financial Accomplishment Report of the assignor vis-à-vis the approved Work and Financial Program
12. Financial Documents
  - a. Audited Financial Statement for the last 2 years
  - b. Current Unaudited Financial Statement
  - c. Current Bank Certificate
  - d. Projected Cash Flow Statement for 2 years