*Please accomplish and submit this form together with the supporting documents (See Item H. Checklist of Documents).* ***Only complete and compliant switch request and supporting documents shall be processed.***

Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Kindly submit this form and the supporting documents by uploading them via the Central Registration and Settlement System (CRSS).*

*Where applicable, this form and the supporting documents shall be signed by the* ***respective authorized signatories*** *of the parties.*

*This form must be submitted no later than seven (7) business[[1]](#footnote-1) days prior to the proposed switch effective date pursuant to Section 16.1 of the Energy Regulatory Commission Resolution No. 8, Series of 2021, entitled Rules for the Green Energy Option Program (the “ERC GEOP Rules”).*

*By submitting this Form and its attachments, the RE Supplier and GEOP End-User warrant that all the documents submitted to IEMOP in relation to the GEOP End-User are correct, true and valid as of the date of submission.*

***Consent and Privacy Notice***

*In submitting this Switch Request Form, the respective signatories authorize the Independent Electricity Market Operator of the Philippines Inc. (IEMOP) to process, in accordance with the Data Privacy Act of 2012 and relevant government rules and regulations, the personal information indicated herein and those which are submitted to IEMOP in relation with the subject Switch Request. Furthermore, the respective signatories warrant that they have read and they accept terms and conditions stated in the Privacy Notice posted in www.iemop.ph.*

| 1. **TYPE OF SWITCH** |
| --- |
| **Initial Switch[[2]](#footnote-2)  Regular Switch[[3]](#footnote-3)** |

| 1. **SWITCH DETAILS** | | | |
| --- | --- | --- | --- |
|  | **Primary Renewable Energy Supplier** | **End-User[[4]](#footnote-4)** | |
| Market Participant Name *(please indicate the full name)* |  |  | |
| CRSS Short Name *(indicate Service ID No. and/or SEIN of the End-User* |  |  | |
| Category/Type | Renewable Electricity Supplier (RE Supplier)[[5]](#footnote-5)  Supplier of Last Resort (SOLR)[[6]](#footnote-6) | **INITIAL SWITCH**  DU-connected, will register with CRB only  Grid-connected, will register both with CRB and as Indirect WESM Member  Grid-connected, will register with CRB and maintain Indirect WESM Membership  Grid-connected, will register with CRB and will change participation from Direct to Indirect WESM Membership | **REGULAR SWITCH**  (Current Registration status)  DU-connected, registered with CRB only (currently under GEOP)  DU-connected, registered with CRB only (currently under RCOA)  DU-connected, registered both with CRB (currently under RCOA) and as Indirect WESM Member, and will cease Indirect WESM Membership **[[7]](#footnote-7)**  DU-connected, registered both with CRB (currently under RCOA) and as Direct WESM Member, and will cease Direct WESM Membership **[[8]](#footnote-8)**  Grid-connected, registered both with CRB (currently under RCOA) and as Indirect WESM Member  Grid-connected, registered both with CRB (currently under GEOP) and as Indirect WESM Member |

| 1. **CONTRACT PARTIES INFORMATION** | | |
| --- | --- | --- |
|  | **Primary Renewable Energy Supplier** | **End-User** |
| Main Contact Person *(registered with IEMOP)* |  |  |
| Position/Designation |  |  |
| Address  *(for End-User, this will be your facility address)* |  |  |
| Telephone Number/s |  |  |
| Email Address |  |  |

|  |  |  |
| --- | --- | --- |
| 1. **GEOP SUPPLY CONTRACT INFORMATION** | | |
| Contract Duration | **Start Date** | **End Date** |
| Click or tap to enter a date. | Click or tap to enter a date. |

|  |  |
| --- | --- |
| 1. **PREVIOUS RETAIL/GEOP SUPPLY ARRANGEMENT/S**   (Please provide information only for immediately preceding supply contract/arrangement that is being replaced by a new contract/arrangement being enrolled.) | |
| Incumbent Supplier**[[9]](#footnote-9)** |  |
| Contract Expiration/Termination Date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| 1. **REFERENCE FOR INITIAL PRUDENTIAL / ADDITIONAL SECURITY:**   (These shall be used to calculate the initial / additional security required for the new Supplier and End-User, as applicable in reference to section 16.2 of the ERC GEOP Rules ) | |
| Historical Total Metered Quantity (HMQc), in MWh, of End-user from the past twelve (12) months | MWh |
| Number of days covered by the HMQc (nc) | days |
| Metered Quantity exposure[[10]](#footnote-10) to the WESM, in %, of the End-user for switching | **%** |

| 1. **END-USER INFORMATION:** | |
| --- | --- |
| Intended Effective Date of Switch | Choose an item. |
| GEOP Threshold**[[11]](#footnote-11)** | Choose an item. |
| Type of Business | Choose an item. |
| Nature of Business  *(Should be consistent with information submitted in the CRSS platform)* | Choose an item. |
| Juridical Personality[[12]](#footnote-12) | Choose an item. |

| 1. **DOCUMENTS SUBMITTED** |
| --- |
| Copy of a **GEOP / RE Supply Contract** |
| Copy of a **valid wheeling service agreement** |
| Copy of a **valid metering services agreement** |
| Copy of a **connection agreement** between GEOP End-User and its Network Service Provider |
| **Proof of Authority of Primary RE Supplier’s**:  **Primary RE Supplier and its Representative** providing at least the following:   1. Authority of the entity to participate in GEOP; 2. Identity of the entity’s representative; 3. Authority of the representative to execute, sign or deliver documents on behalf of the entity to participate in GEOP and comply with relevant government issuances; and 4. Authority of the entity to perform its obligations under the ERC GEOP Rules as the Nominated Primary RE Supplier by the End-User.   **Main Contact Person** providing at least the following;   1. Identity of the Main Contact Person; and 2. Authority of the Main Contact Person to communicate with the CRB on behalf of the Primary RE Supplier. |
| **Proof of Authority of End-User and its Representative** providing at least the following:   1. Authority of the entity to participate in GEOP; 2. Identity of the entity’s representative; and 3. Authority of the representative to execute, sign or deliver documents necessary to documents on behalf of the entity to participate in GEOP and comply with relevant government issuances. |
| **Proof of Authority of RMSP and its Representative** providing at least the following:   1. Authority of the entity to participate in GEOP; 2. Identity of the entity’s representative; and 3. Authority of the representative to execute, sign or deliver documents necessary to documents on behalf of the entity to participate in GEOP and comply with relevant government issuances. |
| **Proof of Authority of DU/NSP’s Representative** providing at least the following:   1. Authority of the entity to participate in GEOP; 2. Identity of the entity’s representative; and 3. Authority of the representative to execute, sign or deliver documents necessary to documents on behalf of the entity to participate in GEOP and comply with relevant government issuances. |
| [If switch is regular]**Proof of Incumbent Supplier’s Representative** providing at least the identity and authority of its representative to certify on the status of the GEOP’s End-User’s obligations and transactions with the same. |
| **(Additional Requirements for Initial Switch – All End-Users)**  Compliance with metering Requirements shall be coordinated by the RES/LRES with the corresponding RMSP or NSP of the End-user. The following shall be submitted:   * Metering Installation Registration Form, Single Line Diagram and end-user information as indicated. * Meter test results:   + For 1 MW and above end-users: all prior test results of its meter within the last two (2) years;   + For below 1 MW: no requirements for meter test. |
| (Additional Requirements for Initial Switch – Grid-Connected End-Users Only)  For grid-connected WESM registered customers (DCC) registered as Indirect Member:   * Letter of intent from the end-user signifying their transfer of registration from being a WESM Customer to a GEOP End-User;   For grid-connected WESM registered customers (DCC) and currently registered as Direct WESM Member:   * Secretary’s Certificate of the board resolution authorizing change in participation from Direct to Indirect WESM Membership   For grid-connected end-user registering as New Indirect WESM Member:  Sole Proprietorship: Treasurer’s Affidavit / Sworn Affidavit indicating intention to participate in the WESM as Indirect Member.  Partnership / Corporation: Secretary's Certificate / Board Resolution authorizing participation in the WESM as Indirect Member and designating signatories  GEOP Counterparty Confirmation Form (between Direct WESM Member Counterparty RE Supplier and End-User) |
| **(Additional for Regular Switch – Grid or DU-Connected, as applicable)**  Notice of Pre-termination of Contract if there is a valid supply contract with Incumbent Supplier by the proposed effective switch date.  For grid-connected customers currently registered with CRB under RCOA and registered in the WESM as Indirect Member:   * + Letter of intent from the end-user signifying their transfer of registration from being RCOA Contestable Customer to a GEOP End-User, including the participation as Indirect WESM Member, or change of participation level from Direct to Indirect, as applicable.   For grid-connected customers currently registered with CRB under RCOA and registered as Direct WESM Member   * + Secretary’s Certificate of board resolution authorizing change in participation from Direct to Indirect WESM Membership   For DU-connected customers currently registered with CRB under RCOA and also registered as Direct or Indirect WESM Member:   * + Request for cessation of Direct/Indirect Membership in the WESM. |

*\*Note: Additional documents or information may also be requested depending on the results of the assessment.*

| 1. **CERTIFICATION AND CONFIRMATION OF COUNTERPARTIES**   *(This portion shall be signed by the* ***respective authorized signatories*** *of the parties.)*  ***We hereby certify that all information supplied in this form and in the supporting documents submitted to IEMOP are complete and accurate.*** | | |
| --- | --- | --- |
| RE Supplier | *Please sign above your name* | |
| Name : |  |
| Position : |  |
| End-User | *Please sign above your name* | |
| Name : |  |
| Position: |  |

**List of Business Types**

Please indicate your organization’s type of business as listed below.

1. Agriculture, forestry and fishing
2. Mining and Quarrying
3. Manufacturing
4. Electricity, gas, steam and air-conditioning supply
5. Water supply, sewerage, waste management and remediation activities
6. Construction
7. Wholesale and retail trade; repair of motor vehicles and motorcycles
8. Transportation and Storage
9. Accommodation and food service activities
10. Information and Communication
11. Financial and insurance activities
12. Real estate activities
13. Professional, scientific and technical services
14. Administrative and support service activities
15. Public administrative and defense; compulsory social security
16. Education
17. Human health and social work activities
18. Arts, entertainment and recreation
19. Other service activities
20. Activities of private households as employers and undifferentiated goods and services and producing activities of households for own use
21. Activities of extraterritorial organizations and bodies

| 1. **NOMINATION OF PRIMARY RENEWABLE ENERGY SUPPLIER** |
| --- |

**[Name of GEOP End-user]**, (the “Green Energy Option Program End-user”), with facility address at **[End-User's Facility Address]** and user of facility with **SEIN** **\_\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_\_**, through its **[Position]**, **[Name of Authorized Representative]** whose authority is evidenced with **[Secretary’s Certificate/Special Power of Attorney]** dated \_\_\_\_, hereby nominates and assigns **[Name of Primary Renewable Energy Supplier]** (the “Primary Renewable Energy Supplier”) as its Primary Renewable Energy Supplier to be the single point of contact for the Independent Market Operator of the Philippines-Central Registration Body, Network Service Providers and all other service providers, as applicable.

The nomination by the Green Energy Option Program End-User of a new Primary RE Supplier at a later date shall supersede this Nomination.

Signature:

**Name and Position of End-User Authorized Representative**

Date: [ ]

Conforme:

**Name and Position of RE Supplier Authorized Representative**

Date: [ ]

| 1. **VERIFICATION BY THE RE SUPPLIER** |
| --- |

I, **[NAME OF RE SUPPLIER’S AUTHORIZED REPRESENTATIVE]**,of legal age, Filipino and with office address at **[RE SUPPLIER’S PRINCIPAL BUSINESS ADDRESS]**, after being first duly sworn in accordance with law, hereby depose and state:

1. I am the authorized representative of **[RE SUPPLIER COMPANY NAME]** (the “RE Supplier”) as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_] dated [date];
2. In relation with the Switch Request of **[NAME OF GEOP END-USER]** (the “End-User”) with **SEIN** **\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_** as End-User under Green Energy Options Program (GEOP), I hereby confirm that the RE Supplier has enrolled and/or confirmed itself as a Supply Customer of a renewable generation facility or facilities in the Central Registration and Settlement System (CRSS) in line with the procedures under Section 3.5 of the Wholesale Electricity Spot Market Manual on Registration, Suspension and De-Registration Criteria and Procedures.
3. I further confirm that in relation with its Renewable Energy Supply Contract with the End-user, the RE Supplier’s bilateral counterparties are all RE Generators and it is compliant with 100% RE sourcing requirement as required under relevant rules and regulations for GEOP.
4. I also confirm that the following documents submitted to the Central Registration Body (CRB) for purposes of switching of End-User GEOP are authentic and the contents thereof are true and correct:
5. Switch Request Form;
6. Copy of Renewable Energy Supply Contract;
7. Copy of valid Wheeling Service Agreement;
8. Copy of valid Metering Services Agreement;
9. Connection Agreement between the GEOP End-User and its Network Service Provider;
10. Prudential Requirements, if applicable; and
11. Other relevant documents submitted to the CRB.

IN WITNESS WHEREOF, I have hereunto set my signature this \_\_\_ day of \_\_\_\_ at \_\_\_\_.

**NAME OF RE SUPPLIER’S REPRESENTATIVE**

*Affiant*

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_ at \_\_\_, affiant exhibiting to me his/her \_\_\_ as competent proof of identity.

NOTARY PUBLIC

Doc. No. \_\_\_\_;

Page No. \_\_\_\_;

Book No. \_\_\_\_;

Series of 20\_\_.

| 1. **CERTIFICATION BY RE SUPPLIER** |
| --- |

I, **[NAME OF RE SUPPLIER’S AUTHORIZED REPRESENTATIVE]**,of legal age, Filipino and with office address at **[RE SUPPLIER’S PRINCIPAL BUSINESS ADDRESS]**, am the authorized representative of **[RE SUPPLIER COMPANY NAME]** (the “RE Supplier”) as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_] dated [date].

I hereby certify that in relation with the request of **[NAME OF END-USER]** (the “GEOP End-User”) with **SEIN** **\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_**, to switch to Green Energy Option Program (GEOP), the RE Supplier has complied with its following obligations in accordance with Energy Regulatory Commission’s (ERC) Resolution No. 8 Series of 2021 (the “ERC GEOP Rules”):

* 1. Secured a Retail Electricity Supply (RES) License from ERC;
  2. Registered as an RE Supplier with CRB and RE Registrar;
  3. Informed the GEOP End-user of its option to choose between a single or multiple/dual billing scheme;
  4. Entered into a Distribution and Wheeling Services Agreement (DWSA) with the GEOP End-User’s Distribution Utility (DU), as applicable;
  5. Entered into a Transmission Service Agreement (TSA) with National Transmission Corporation (TransCo) or its successors-in interest or concessionaire, as applicable;
  6. Notified the GEOP End-User’s DU/Transco or its concessionaire, and the CRB through email, registered mail, personal service, or via DU or CRB hotline, of the required information regarding the GEOP End-User’s signed contract with the RE Supplier at least 30 calendar days prior to its effectivity;
  7. Inform the CRB of the occurrence of any of the following Last Resort Supply Events as enumerated in Section 25 of ERC GEOP Rules.

I further certify that the RE Supplier has complied with all other relevant requirements set forth by in prevailing government rules and regulations.

**NAME OF RE SUPPLIER’S REPRESENTATIVE**

Date: [ ]

| 1. **CERTIFICATION BY GEOP END-USER** |
| --- |

I, **[NAME OF END-USER’S AUTHORIZED REPRESENTATIVE/LEGAL OWNER OF]**,of legal age, Filipino and with facility address at **[END-USER’S FACILITY ADDRESS]**, am the authorized representative of **[END-USER COMPANY NAME]** (the “GEOP END-USER”) with **SEIN** **\_\_\_\_\_\_** **and/or SIN** **\_\_\_\_\_\_**, as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_ for juridical persons dated \_\_\_\_\_\_\_\_\_\_ / Proof of Business Ownership for individuals].

I hereby certify that in relation with its request to switch to Green Energy Option Program (GEOP) and Renewable Energy Electricity Supply Contract with **[RE SUPPLIER COMPANY NAME]**, (the “Renewable Energy Supplier”), the GEOP END-USER has complied with its following obligations in accordance with Energy Regulatory Commission’s (ERC) Resolution No. 8 Series of 2021 (the “ERC GEOP Rules”):

1. [For End-Users connected to the Distribution Utility (DU) System] notify the DU of its intention to participate in the GEOP at least ninety (90) calendar days prior to its intended signing of a GEOP Supply Contract with a Renewable Energy Supplier (the “RE Supplier”) through Registered mail, electronic mail, or personal service;
2. [For End-Users Categorized as Directly Connected Customer (DCC)] notify the National Transmission Corporation (TransCo) or its successors-in interest or concessionaire, of its intention to participate in the GEOP at ninety least 90 calendar days prior to its intended signing of a GEOP Supply Contract with its Renewable Energy Supplier through registered mail, electronic mail, or personal service;
3. Notify its Network Service Provider (NSP) and the Central Registration Body through registered mail or personal service, its signed contract with an RE Supplier at least thirty (30) calendar days prior to the start of supply;
4. Fulfill its contractual obligations to the DU, TransCo or its successors-in interest or concessionaire or its previous Renewable Energy Supplier/s;
5. Enter into GEOP Supply Contract with its prospective RE Supplier or RE Supplier/s;
6. Enter into a Connection Agreement with its NSP;
7. Enter into a Transmission Service Agreement with the Transco or its successors-in interest or concessionaire;
8. Enter into a Metering Service Agreement with the Metering Service Provider (MSP);
9. Provide the CRB, copy furnish the RE supplier, through registered mail or personal service, a copy of its signed CA/TSA and MSA entered into with the NSP at least thirty (30) calendar days prior to its effectivity;
10. Enter into Distribution and Wheeling Services Agreement (DWSA) with the DU under Section 11 of the ERC GEOP Rules and such other agreements with the relevant service providers; and

I further certify that the GEOP END-USER has complied with all other requirements set forth by relevant government rules and regulations.

Further, I hereby certify that in relation with its request to switch to GEOP, the GEOP END-USER has no outstanding balance[[13]](#footnote-13) with **[DU/NSP or RES/LRES or RE SUPPLIER COMPANY NAME]** by the time of switch, or has agreed arrangement on the payment of remaining outstanding balance which shall be settled prior switch date.

**NAME OF GEOP END-USER’S REPRESENTATIVE**

Date: [ ]

| 1. **CERTIFICATION BY METERING SERVICE PROVIDER** |
| --- |

I, **[NAME OF MSP’S AUTHORIZED REPRESENTATIVE]**,of legal age, Filipino and with office address at **[MSP’s PRINCIPAL BUSINESS ADDRESS]**, am the authorized representative of **[MSP COMPANY NAME]** (the “Metering Service Provider”) as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_] dated [date].

I hereby certify that in relation with the request of **[NAME OF END-USER]** (the “GEOP End-User”) with **SEIN** **\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_**, to switch to Green Energy Option Program (GEOP), the Metering Service Provider (the “MSP”) has complied with all of the following:

1. Obligations in accordance with Section 15.4 of the Energy Regulatory Commission’s (ERC) Resolution No. 8 Series of 2021 (the “ERC GEOP Rules”), in particular:
   1. Install/replace/reprogram the existing revenue meters to meters capable of recording and reading interval of time with a built-in communication port for remote and manual data retrieval for GEOP End-Users who signified interest to participate in the GEOP. This shall be done 30 calendar days prior to the intended signing of a GEOP Supply Contract with Renewable Energy (RE) Supplier;
   2. Ensure that the metering requirement provided under Section 8 of the ERC GEOP Rules shall be complied with prior filing to the Switch Request;
   3. Shoulder all meter and meter installation costs, subject to Section 5.2 of the ERC GEOP Rules; and
   4. Perform all the obligations provided under Article IV, Section 4.5 of the Distribution Services and Open Access Rules (DSOAR); and
2. Other relevant requirements set forth in prevailing government rules and regulations.

This Certification may be submitted for the succeeding switches of the GEOP End-User, unless the MSP informs the Central Registration Body within the switching timeline that the same has been revoked.

Further, I hereby certify that **[MSP COMPANY NAME]** is a registered [Retail MSP / WESM MSP], covering GEOP end-users, as evidenced by executed Market Participation Agreement/s.

**NAME OF MSP’S REPRESENTATIVE**

Date: [ ]

| 1. **CERTIFICATION BY NETWORK SERVICE PROVIDER** |
| --- |

I, **[NAME OF NETWORK SERVICE PROVIDER’S (NSP) AUTHORIZED REPRESENTATIVE]**,of legal age, Filipino and with office address at **[NSP’s PRINCIPAL BUSINESS ADDRESS]**, hereby depose and state:

1. I am the authorized representative of **[NSP COMPANY NAME]** (the “Network Service Provider”) as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_] dated [date];
2. I hereby certify that in relation with the request of **[NAME OF END-USER]** (the “GEOP End-User”) with **SEIN** **\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_**, to switch to Green Energy Option program (GEOP), the Network Service Provider (NSP) has complied with the following:
   1. Obligations in accordance with Section 15.3 of the Energy Regulatory Commission’s (ERC) Resolution No. 8 Series of 2021 (the “ERC GEOP Rules”), in particular:
      1. Inform the End-User of the transmission, distribution services, and other charges, segregated and unbundled, by way of its monthly electric bill;
      2. Submitted to the CRB the list of end-users which qualified for GEOP participation; and that the GEOP End-User subject of this Switch Request is among those who signified interest to participate in the GEOP and has met the required demand threshold for having an

**average monthly peak demand of** **\_\_\_\_\_ (100kW and above) for the past twelve (12) months; OR**

**estimated average monthly peak demand of** **\_\_\_\_\_ (300kW and above) for the next twelve (12) months, based on load profiling; OR**

**estimated average monthly peak demand of** **\_\_\_\_\_ (100kW to below 300kW) for the next twelve months (12) months, based on the load profiling**

And has a registered historical monthly peak demand of \_\_\_\_\_ (at least 100kW) for three (3) consecutive months;

* + 1. Enter into a Distribution Wheeling Service Agreement (DWSA) with the RE Supplier/GEOP End-User in the Distribution Utility’s (DU) franchise area, or a Transmission Service Agreement (TSA) with the RE Suppler/GEOP End-User for grid-connected end-user, as applicable;
    2. Perform its contractual obligations to the End-User/RE Supplier;
    3. Be the default Supplier of Last Resort (SOLR) in case of occurrence and during the subsistence of any of the Last Resort Supply Events under Section 25 of the ERC GEOP Rules. The DU acting as NSP to provide SOLR service has submitted its pro-forma terms and conditions for the supply of electricity to the ERC for approval, at least thirty (30) calendar days prior to the commencement of GEOP on 3 December 2021; and
  1. All other requirements set forth in prevailing government rules and regulations.

1. [For initial switch] I further hereby certify that in relation with its request to switch to GEOP, the GEOP END-USER has no outstanding balance[[14]](#footnote-14) with the NSP by the time of the switch, or has agreed arrangement on the payment of remaining outstanding balance which shall be settled prior switch date.
2. I hereby certify that [NSP is a registered Supplier of Last Resort (SOLR) with the CRB and the WESM, covering GEOP end-users, as evidenced by executed Market Participation Agreement/s; or, if NSP is not yet registered as SOLR, I hereby certify that our Company shall register as SOLR in order to serve GEOP end-users during last resort supply events].

This Certification may be submitted for the succeeding switches of the GEOP End-User, unless the NSP informs the Central Registration Body within the switching timeline that the same has been revoked.

**NAME OF NSP’S REPRESENTATIVE**

Date: [ ]

| 1. **CERTIFICATION BY INCUMBENT SUPPLIER[[15]](#footnote-15) (FOR REGULAR SWITCH)** |
| --- |

I, **[NAME OF INCUMBENT SUPPLIER AUTHORIZED REPRESENTATIVE]**,of legal age, Filipino and with office address at **[INCUMBENT SUPPLIER’s PRINCIPAL BUSINESS ADDRESS]**, after being first duly sworn in accordance with law, hereby depose and state:

1. I am the authorized representative of **[INCUMBENT SUPPLIER COMPANY NAME]** (the “Incumbent Supplier”) as evidenced by [Secretary’s Certificate/Board Resolution No.\_\_\_] dated [date];
2. I hereby certify that in relation with the request of **[NAME OF END-USER]** (the “GEOP End-User”) with **SEIN** **\_\_\_\_\_\_ and/or SIN** **\_\_\_\_\_\_**, to switch to another Supplier under Green Energy Option Program (GEOP), the END-USER has no outstanding balance[[16]](#footnote-16) with the Incumbent Supplier by the time of the switch, or has agreed arrangement on the payment of remaining outstanding balance which shall be settled prior switch date;
3. I further hereby certify that in relation with its request to switch to another Supplier, the GEOP End-User has no active/valid contract with Incumbent Supplier upon effectivity of the switch, and its nomination as the GEOP End-User’s Primary RE Supplier or as the Main Retail Supplier under RCOA, whichever is applicable,will cease upon effectivity of the said switch.

**NAME OF INCUMBENT SUPPLIER’S REPRESENTATIVE**

Date: [ ]

1. Section 3 (Definition of Terms) of the ERC GEOP Rules which defines **Business Day** as “A day other than a Saturday, a Sunday or an official or declared Philippine national or local public holiday.” [↑](#footnote-ref-1)
2. GEOP Initial Switch – from Network Service Provider to RE Supplier [↑](#footnote-ref-2)
3. GEOP Regular Switch – RE Supplier to another RE Supplier, or Other Retail Supplier (RES/LRES/SOLR) to RE Supplier [↑](#footnote-ref-3)
4. Please see Section 3(q), ERC GEOP Rules. [↑](#footnote-ref-4)
5. Please see Section 3(uu), ERC GEOP Rules. [↑](#footnote-ref-5)
6. Please see Section 3(ccc), ERC GEOP Rules. [↑](#footnote-ref-6)
7. Cessation of Indirect WESM Membership must be effective at least 30 days from receipt of relevant notice/s and must coincide with the effectivity of switch. [↑](#footnote-ref-7)
8. Cessation of Direct WESM Membership must be effective at least 30 days from receipt of relevant notice/s and must coincide with the effectivity of switch. [↑](#footnote-ref-8)
9. RES/LRES if from RCOA or RE Supplier if from GEOP [↑](#footnote-ref-9)
10. The WESM exposure of an end-user for switching is expected to be **zero**, in line with the objective of ensuring compliance with the 100% RE sourcing requirement for all GEOP end-users [↑](#footnote-ref-10)
11. Must meet the thresholds set under Section 4 of ERC GEOP Rules; For determination of threshold classification, RCOA contestability thresholds will be adopted. [↑](#footnote-ref-11)
12. In compliance and reference to the Data Privacy Act / R.A. 10173 [↑](#footnote-ref-12)
13. Outstanding balance shall refer to the amount due under previous unpaid bills including the amount indicated in its current bill. [↑](#footnote-ref-13)
14. Outstanding balance shall refer to the amount due under previous unpaid bills including the amount indicated in its current bill. [↑](#footnote-ref-14)
15. Supplier may be RE Supplier or Other Retail Supplier (RES/LRES/SOLR) [↑](#footnote-ref-15)
16. Outstanding balance shall refer to the amount due under previous unpaid bills including the amount indicated in its current bill. [↑](#footnote-ref-16)