

NATIONAL TRANSMISSION CORPORATION

CITIZEN'S CHARTER (as of August 1, 2019)

DEPARTMENT/DIVISION CONCERNED: FIT-ALL FUND ADMINISTRATION

FRONTLINE SERVICE: Execution of the Renewable Energy Payment Agreement (REPA) between TransCo and FIT-Eligible Renewable Energy Developer

Schedule: 8:00am to 5:00pm, Monday to Friday

Who avails of the service: FIT-Eligible Renewable Energy Developer

What are the requirements:

For Signing of REPA

1. Articles of Incorporation and By-Laws
2. Board Resolution/Secretary's Certificate (Authority to sign REPA)
3. DOE Certificate of Registration
4. RE Service/Operating Contract
5. DOE Certificate of Endorsement/Nomination for FIT Eligibility

For Effectivity of REPA

1. Signed REPA with Reference Code
2. FIT Certificate of Compliance
3. Metering Service Agreement
4. Connection Agreement
5. Transmission Service Agreement
6. BOI Certificate of Registration
7. BIR Certificate of Registration
8. Market Participation Agreement
9. WESM Settlement Information Sheet naming FIT-All Account
10. Renewable Energy Supply Agreement (RESA), as applicable
11. Nomination of the RE's Receiving Bank (Secretary's Certificate)
12. Amendments/Revisions/Extension of any of documents earlier submitted for signing of REPA
13. Letter Approval of Registration in the WESM
14. WESM Registration Information Sheet

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How to avail of the service:

Scenario I - With Complete Requirements for Making REPA Effective

Step	ACTIVITY		Duration of Activity	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
1.	Fill-out the checklist of the requirements for signing of REPA (FM-T-FA-04 Rev.0) and checklist of the requirements for effectivity of REPA (FM-T-FA-05 Rev.1) which can be downloaded from the TransCo website and submit the required documents together with the duly signed copy of the checklist.	Receive the duly signed checklist including all necessary documents submitted by RE Developer and transmit to the Department Manager.	Within five (5) calendar days	Secretary	None	FM-T-FA-04 Rev.0 FM-T-FA-05 Rev.1
		Peruse the submission by RE Developers and assign to Corporate Staff Specialist A for appropriate action.		Department Manager, RAD	None	
		Evaluate the submission in accordance with the Checklist and coordinate with RE Developer as needed.			None	Checklist Form FM-T-FA-13 Rev 0
		If documents submitted are complete, prepare four (4) original copies of REPA, assign control number and stamp date of release of REPA.		Corporate Staff Specialist A Corporate Staff Officer C		REPA Pro-Forma
		Initial the internal REPA Monitoring Sheet and approve for release and signature by RE Developer		Department Manager, RAD	None	Checklist Form FM-T-FA-13 Rev 0
		Advise RE Developer, via email or call, to pick up the copies of REPA and to have them signed by the authorized signatories and notarize at RE's end.		Corporate Staff Specialist A Corporate Staff Officer C	None	
2.	RE Developer returns the signed and notarized REPA to TransCo.	Receive the signed and notarized REPA and transmit to the concerned Dept. Manager.		Secretary	None	
		Peruse the submission by RE Developers and assign to Corporate Staff Specialist A for appropriate action.		Department Manager, RAD	None	

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Step	ACTIVITY		Duration of Activity	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
		Check and review the signatures and notarial page of the REPA upon the return of the copies thereof from the RE Developer.	Within ten (10) calendar days	Corporate Staff Specialist A	None	
		Affix initials and signatures on the part of TransCo.		President & CEO Vice President, TMG Department Manager, RAD Corporate Staff Specialist A Corporate Staff Officer C Vice President, RMSG Vice President, RLG Department Manager, CLSD		
		Transmit duly signed copies of REPA to Legal Department for notarization.		Secretary	None	
		Notarize the REPA		Corporate Attorney A		
		Advise RE Developer to pick-up the duly signed and notarized REPA or send via courier for those RE Developers located outside Metro Manila area.		Secretary	None	
Prepare letter to RE Developer confirming complete submission of documents and effectivity of REPA. Inform WESM as well for the remittance of the ACRR to TransCo.	President & CEO Vice President, TMG Department Manager, RAD Corporate Staff Specialist A Corporate Staff Officer C					

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How to avail of the service:

Scenario II - With Complete Requirements for Signing of REPA But No FIT Certificate of Eligibility at the Time of Signing

Step	ACTIVITY		Duration of Activity	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
1.	Fill-out the checklist of the requirements for signing of REPA (FM-T-FA-04 Rev.0) which can be downloaded from the TransCo website and submit the required documents together with the duly signed copy of the checklist.	Receive the duly signed checklist including all necessary documents submitted by RE Developer and transmit to the Department Manager.	Within five (5) calendar days	Secretary	None	FM-T-FA-04 Rev.0
		Peruse the submission by RE Developers and assign to Corporate Staff Specialist A for appropriate action.		Department Manager, RAD	None	
		Evaluate the submission in accordance with the Checklist and coordinate with RE Developer as needed.		Corporate Staff Specialist A Corporate Staff Officer C	None	Checklist Form FM-T-FA-13 Rev 0
		If documents submitted are complete, prepare four (4) original copies of REPA, assign control number and stamp date of release of REPA.			REPA Pro-Forma	
		Initial the internal REPA Monitoring Sheet and approve for release and signature by RE Developer		Department Manager, RAD	None	Checklist Form FM-T-FA-13 Rev 0
		Advise RE Developer, via email or call, to pick up the copies of REPA and to have them signed by the authorized signatories and notarize at RE's end.		Corporate Staff Specialist A Corporate Staff Officer C	None	
2.	RE Developer returns the signed and notarized REPA to TransCo.	Receive the signed and notarized REPA and transmit to the concerned Dept. Manager.		Secretary	None	
		Peruse the submission by RE Developers and assign to Corporate Staff Specialist A for appropriate action.		Department Manager, RAD	None	

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Step	ACTIVITY		Duration of Activity	Person in Charge/ Position	Fees/ Charges	Form	
	Applicant/Client	FIT-All Fund Administrator (Service Provider)					
		Check and review the signatures and notarial page of the REPA upon the return of the copies thereof from the RE Developer. Affix initials and signatures on the part of TransCo.	Within ten (10) calendar days	Corporate Staff Specialist A	None		
		Transmit duly signed copies of REPA to Legal Department for notarization.		President & CEO Vice President, TMG Department Manager, RAD Corporate Staff Specialist A Corporate Staff Officer C Vice President, RMSG Vice President, RLG Department Manager, CLSD	Secretary		None
		Notarize the REPA		Corporate Attorney A	Secretary		None
		Advise RE Developer to pick-up the duly signed and notarized REPA or send via courier for those RE Developers located outside Metro Manila area.					
3.	For the Effectivity of REPA, the RE Developer should fill-out the checklist of the requirements for effectivity of REPA (FM-T-FA-05 Rev.1) and submit the required documents together	Receive the duly signed checklist including all necessary documents submitted by RE Developer and transmit to the Department Manager.	Within five (5) calendar days	Secretary	None	FM-T-FA-05 Rev.1	
		Check the documents submitted by RE Developers and assign to Corporate Staff Specialist A for appropriate action.		Department Manager, RAD			

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Step	ACTIVITY		Duration of Activity	Person in Charge/ Position	Fees/ Charges	Form
	Applicant/Client	FIT-All Fund Administrator (Service Provider)				
	with the duly signed copy of the checklist.	Evaluate the documents submitted vis-à-vis the Checklist and coordinate with RE Developer as may be needed.		Corporate Staff Specialist A Corporate Staff Officer C	None	Checklist Form FM-T-FA-13 Rev 0
		Upon validation of complete submission, prepare letter to RE Developer confirming complete submission of documents and effectivity of REPA. Inform WESM as well for the remittance of the ACRR to TransCo.		President & CEO Vice President, TMG Department Manager, RAD Corporate Staff Specialist A Corporate Staff Officer C		