**SUBMISSION GUIDELINES**

The documents pertaining to the application for endorsement of EE Project to the DOE can be accessed through (<https://bit.ly/DOE_DConBOI>)

All applications, together with the required documents, should be submitted through e-mail [eesip@doe.gov.ph](mailto:eesip@doe.gov.ph) Please take note that submissions made through other e-mail addresses will not be deemed official by the DOE.

For further guidance, the following documents should be included in the e-mail of the applicant:

1. Application Letter under Annex F

*(PDF format, File Name: “Incentives\_Company Name\_ApplicationLetter.pdf”)*

1. Duly accomplished Application Form under Annex G

*(PDF format, File Name: “Incentives\_Company Name\_ApplicationForm.pdf”)*

1. Duly accomplished Technical Documentation Form under Annex H

*(PDF format, File Name: “Incentives\_Company Name\_TechDocForm.pdf”)*

1. Supporting Documents for Annex H

*(PDF format, File Name: “Incentives\_Company Name\_SupportingDocsAnnexD.pdf”)*

1. One (1) Certified True Copy of the Financial Documents under Annex A part D

*(PDF format, File Name:* ***“****Incentives\_Company Name\_FinancialDocuments.pdf”)*

1. One (1) Certified True Copy of the Legal Documents under Annex A part E

*(PDF format, File Name:* ***“****Incentives\_Company Name\_LegalDocuments.pdf”)*

1. Report on the Completion/Commissioning of the EE Project under Annex D

*(PDF format, File Name:* ***“****Incentives\_Company Name\_EEProjectCommisioning.pdf”)*

1. One (1) Copy of Proof of payment for the Processing fee of PHP 25,000.00

*(PDF format, File Name: “Incentives\_Company Name\_Payment.pdf”)*