



EUMB - EPMPD
Quality Management System
DOE FPCS APPLICATION
(ANNEX A)

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CHECKLIST OF REQUIREMENTS FOR FIRMS/PARTNERSHIP CORPORATION/SOLE PROPRIETORSHIP APPLICANT

- One (1) Certified True Copy of the Documents proving Corporate/Legal Personality;
- One (1) Original Copy of Company Profile/Background (Annex B);
- One (1) Original Copy of Company Ownership/Management which includes list of names of officers, personnel, and their position in the company including energy auditors, and the organizational structure (Annex C);
- One (1) Original Copy of CVs of Energy Auditors (list of manpower dedicated for energy audits should be Certified Energy Auditors) (Annex D);
- One (1) Certified True Copy of PRC License of Energy Auditors (if applicable);
- One (1) Original Copy of List of Energy Audit equipment and other similar testing instruments including the date of calibration (Annex E);
- One (1) Copy of Bank Certificate to substantiate the cash balance indicated in the Financial Status;
- One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the Application Fee for Recognition;
- One (1) Original Copy of List of Energy Audits undertaken in the last three (3) years (Annex H); *
- One (1) Certified True Copy of Audited financial statement in the last two (2) years; *
- One (1) Copy of Certificate of Training Completion of Energy Auditor issued by a Recognized Training Institution (RTI); and *
- One (1) Copy of Proof of payment of Ten Thousand Pesos (PHP 10,000.00) for the Application Fee for Recertification*

**Additional for renewal application*

Type of Application : New Renewal

FPCS APPLICATION FORM

GENERAL INFORMATION

Name of Company/Organization : _____
 Address : _____
 TIN : _____
 Primary Contact Name/Title : _____
 Secondary Contact Name/Title : _____
 Telephone No. : _____
 E-mail address : _____
 Website (if any) : _____

List of Auditors:

Name	Course/s in Engineering/or Non-Engineering Completed	Position Title	No. of Years in Service	*DOE Certified EA (Y/N)

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(Continue on a separate sheet if necessary)

Note: *Certified Energy Auditor/s must fill-out Annex D (CEA Application Form) for Non-DOE Certified Assurances:

By signing this application form and this set of assurances, I hereby acknowledge the following conditions of the Energy Utilization Management Bureau (EUMB)/Energy Efficiency and Conservation Program Management and Technology Promotion Division (EPMPD) and agree to abide by them if this application is accredited.

1. I agree to submit complete registration/certification requirement documents and to abide by the accreditation criteria for FPCS.
2. I hereby authorized the EPMPD of DOE-EUMB to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.
3. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as an Energy Auditor, the EUMB-EPMPD has the right to suspend our accreditation from the Registration and completely drop from the role if we failed to provide or undertake corrective actions to the satisfaction of the EUMB-EPMPD.
4. I, the undersigned, hereby apply for the registration/certification with EUMB-EPMPD and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/information are true and correct.

SIGNATURE : _____

NAME : _____

POSITION IN THE
COMPANY/ORGANIZATION : _____

DATE : _____