



24 July 2018

MEMORANDUM No. 2018-047

FOR : ALL CONCERNED ELECTRIC COOPERATIVES
SUBJECT : RENEWAL OF ELECTRIC DISTRIBUTION FRANCHISE

Considering the congressional hearings and deliberations and the procedural requirements, you are hereby advised to file your applications for the renewal of the Electric Cooperative Distribution Franchise at least five (5) years prior to the expiration of the franchise.

The documentary requirements shall include the following:

1. Copy of the House Bill for renewal or extension of franchise and Index Service.
2. Copy of the existing franchise law (PD 269 and EPIRA)
3. Certified copy of applicant's Certificate of Registration issued by NEA or CDA.
4. Articles of Incorporation and By-Laws of the applicant.
5. Latest General Information Sheet of the applicant.
6. Resume of the members of the Board of Directors and General Manager.
7. Electric Cooperative profile or Executive summary of the historical accounts (maximum of 5 pages)
8. Certificate of Good Standing from concerned regulatory agency
9. Certified true copy of the Audited Financial Statements (Profit and Loss Statement and Balance Sheet submitted to NEA or CDA
10. BIR Tax Clearance
11. Soft copies of the documentary requirements

You may coordinate with the NEA Legal Services Office for further advise and assistance.

Please be guided accordingly.


EDGARDO R. MASONGSONG
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator



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