



NET-METERING APPLICATION FORM

Date of Application: _____

Application Reference No. 2025- _____

I. APPLICANT / REGISTERED CUSTOMER INFORMATION

- Name of Applicant/Registered Customer:

(Last Name, First Name, Middle Name)

- **Account Number (COTELCO-PPALMA):** _____
- Complete Service Address:

(House/Bldg. No., Street, Barangay, City/Municipality, Province)

- **Contact Number(s):** (Mobile) _____
 - **Email Address:** _____
 - **Type of End-User:**
 - () Residential
 - () Commercial
 - () Industrial
 - () Government Agency / Public Building
 - () Others: _____
 - **Existing Connection Type:** () Single Phase () Three Phase
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II. PROPOSED RENEWABLE ENERGY (RE) SYSTEM DETAILS

- **Type of Renewable Energy System:**
 - () Solar Photovoltaic (PV)
 - () Wind
 - () Hydro
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- () Biomass/Biogas
- () Other (Please Specify): _____
- **Proposed System Capacity (AC Inverter Output):** _____ kWAC
 - For Solar PV only: Proposed DC Capacity: _____ kWp
- **Number of Inverters:** _____
- **Inverter Make/Brand & Model:**

- **Inverter Certificate/Compliance Standard:**

(e.g., IEEE 1547, IEC 62116)

- **Proposed Connection Voltage Level:** _____ Volts (e.g., 230V, 400V)
- **Target Energization Date:** _____
- **Grid Connection Type:** () Grid-Tied () Hybrid (with battery backup, capable of grid-tied operation)

III. DESIGN AND INSTALLATION INFORMATION

- **RE System Designer:**
 - Name of Professional Electrical Engineer (PEE):

 - PRC License No.: _____
 - Contact No.: _____
 - Email Address:

- **RE System Installer:**
 - Company Name (if applicable):

 - Contractor's PCAB License No. (if applicable): _____
 - Accreditation/Certification (if any, e.g., DOE, TESDA):



- Contact Person: _____
 - Contact Number(s): _____
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IV. ATTACHMENTS CHECKLIST

(Please check the boxes for documents you are submitting with this application. Ensure all copies are clear and complete.)

A. Applicant / Account Documents:

- Photocopy of at least two (2) Valid Government-Issued IDs of Applicant
- Proof of Occupancy/Ownership (e.g., Barangay Clearance, Lease Contract, Title)
- Latest COTELCO-PPALMA Electricity Bill and Official Receipt
- Special Power of Attorney (SPA) / Authorization Letter (if applicable)
- For Business/Commercial: SEC/DTI Registration, Business Permit, Board Resolution

B. Technical Documents:

- Updated Electrical Plan (signed and sealed by PEE), including Single Line Diagram & Site Sketch Plan
- Technical Specifications / Data Sheets for PV Modules, Inverter(s), and other major equipment
- Test Certificates for Protective Devices (e.g., Relays, Circuit Breakers)
- Layout of RE System including meter locations and disconnecting switch
- Proposed Grounding System diagram

C. Permits & Certifications (For subsequent submission or initial if available):

- Electrical Permit for Net Metering (from LGU/OBO)
- Certificate of Final Electrical Inspection (CFEI) (from LGU/OBO)
- Photos of the installed RE System (after installation)



V. DECLARATION AND UNDERTAKING

I/We hereby declare that all information provided in this application form and its attachments are true, accurate, and correct to the best of my/our knowledge and belief. I/We understand and agree to abide by the COTELCO-PPALMA Net-Metering Policy, rules, and regulations, including those set forth by the ERC, DOE, and NEA.

I/We understand that the approval of this application is subject to the successful completion of the Distribution Impact Study (DIS), final inspection, and signing of the Net-Metering Agreement.

I/We acknowledge that the costs associated with the net-metering facilities (including meters) and applicable fees will be charged to me/us as per the COTELCO-PPALMA Net-Metering Policy.

Signature over Printed Name of Applicant/Authorized Representative

Date: _____

FOR COTELCO-PPALMA USE ONLY

- Date Received: _____
- Received by: _____
- Completeness Check: () Complete () Incomplete (Remarks: _____)
- Initial Payment Status: () Paid () For Payment (Amount: _____)
- Forwarded to TSD for DIS: _____ (Date/Staff)