

IEMOP BULLETIN NO. 2024-03 ON THE RETAIL MARKET

TOPIC : FORMS AND TEMPLATES
DATE : 28 NOVEMBER 2024

This Bulletin is being issued to provide the prescribed Forms and Templates referred to in IEMOP Retail Market Bulletin No. 2024-002, for switching of Retail Customers. Copies of these forms and templates are attached to these Bulletin and may also be downloaded at the IEMOP website at <https://www.iemop.ph/market-reports/retail-registration-forms-and-templates/> (for RCOA) or <https://www.iemop.ph/market-reports/geop-registration-forms-and-templates/> (for GEOP):

SWITCH DOCUMENTS		
DOCUMENT	TEMPLATE TITLE	REMARKS
Switch Request Form for RCOA or RAP	RCOA Switch Request Form (TOD.A02.TMP.12)	Kindly refer to the Switch Request form of the Retail Market Program that you are switching to for the list of switch documents that must be submitted.
Switch Request Form for GEOP	GEOP Switch Request Form (TOD.A04.TMP.16)	The Retail Market Participants are advised to use and fill the documents appropriately based on the Retail Market Program which they intend to switch to – i.e. RCOA OR GEOP.
Attestation	Attestation Retail Supplier for RCOA and GEOP (TOD.A02.TMP.46)	
	Attestation Retail Aggregator (TOD.A02.TMP.57)	The Attestations should uniformly specify whether you are switching to RCOA OR GEOP.
	Attestation Retail Customer for RCOA and GEOP (TOD.A02.TMP.42)	
	Attestation-DU or NSP for RCOA and GEOP (TOD.A02.TMP.43)	
	Attestation-MSP for RCOA and GEOP (TOD.A02.TMP.45)	
	Attestation-MSP for RAP (TOD.A02.TMP.56)	
	Single Combined Attestation – Initial Switch for RCOA and GEOP (TOD.A02.TMP.51)	
	Single Combined Attestation – Regular Switch for RCOA and GEOP (TOD.A02.TMP.52)	
Proof of Representative's Authority	Secretary's Certificate Retail Supplier (TOD.A02.TMP.49)	The templates for proof of representative's authority are prescribed only. The concerned Retail Market Participant may issue a proof based on the format and content that it prefers, however, such proof must: a. be notarized
	Secretary's Certificate_Contestable Customer – Corporation (TOD.A02.TMP.47)	
	Special Power of Attorney_Contestable Customer – Individual (TOD.A02.TMP.50)	

SWITCH DOCUMENTS		
DOCUMENT	TEMPLATE TITLE	REMARKS
	Secretary Certificate_GEOP End-user_Corporation (TOD.A02.TMP.59)	b. identify the authorized representative c. indicate the representative's authority to act on behalf of the concerned Retail Market Participant for purposes of switching to the chosen Retail Market Program.
	Special Power of Attorney GEOP End-user – Individual (TOD.A02.TMP.58)	
	Secretary's Certificate_DU and NSP (TOD.A02.TMP.48)	
	Secretary's Certificate_MSP (TOD.A02.TMP.60)	
Switch Monitoring File for RCOA	Switch Monitoring File for RCOA	Prescribed File name: Contestable_Customer_Switch_Monitoring_Sheet_RES_SHORTNAME NSP_SHORTNAME_Switch Date in YYYYMMDD
Switch Monitoring File for GEOP	Switch Monitoring File for GEOP	Prescribed File name: GEOP_ Qualified_End_Users_Switch_Monitoring_Sheet_RE Supplier SHORTNAME_MSP SHORTNAME_NSP_SHORTNAME_Switch Date in YYYYMMDD
Metering Registration Installation Form for RCOA/GEOP	Metering Registration Installation Form for RCOA/GEOP	Details must be consistent with those registered in the CRSS; Required fields must be completely accomplished
Metering Registration Installation Form for RAP	Metering Registration Installation Form for RAP	Details must be consistent with those registered in the CRSS; Required fields must be completely accomplished

Questions and clarifications may be directed to [IEMOP Ticketing System](#) or by email at registration@iemop.ph.