

Net-Metering Application for Solar PV Systems

Annex A: Checklist of documents to be submitted

Batch 1: To be submitted along with the completed application form

Document type	Guiding Notes/ Description of Documents
A. Customer identification document	<ul style="list-style-type: none"> • Residential <ul style="list-style-type: none"> ○ Individual: One (1) valid ID with picture and signature • Non-Residential <ul style="list-style-type: none"> ○ Sole Proprietorship: Department of Trade and Industry (DTI) Registration ○ Partnership/Corporation: SEC Certificate of Registration (COR)
B. Authorization document and one (1) valid ID of representative (if applicable)	<ul style="list-style-type: none"> • Residential <ul style="list-style-type: none"> ○ Individual: Authorization Letter / Special Power of Attorney* • Non-Residential <ul style="list-style-type: none"> ○ Sole Proprietorship: Authorization Letter / Special Power of Attorney* ○ Partnership: Partnership Resolution* ○ Corporation / Association: Secretary's Certificate* ○ Cooperatives: Certificate of Authority* <p style="text-align: center;">*Indicate the name of the authorized representative and authorized signatory for the Net-Metering Application (NMA)</p>
C. Single line diagram signed and sealed by a Professional Electrical Engineer (PEE)	<ul style="list-style-type: none"> • Must include the customer's generating facilities, loads, lines, transformers** and the customer's point of interconnection to Meralco's distribution system**. • The diagram must indicate the quantities, ratings, and operating parameters of the equipment and wires. • <i>You may also submit the electrical plan intended for submission to the Local Government Unit's Office of the Building Official (LGU-OBO).</i> <p style="text-align: center;">**Applicable for primary metered customers</p>
D. Location sketch and vicinity map	Provide a sketch showing roads with street names, nearby landmark/s, and location coordinates (If available, Google Plus Codes is preferred), to help accurately identify the site.
E. Inverter certifications (if applicable)	Submit proof that the inverter complies with recognized international standards for grid-tied operation, safety protection, and others.



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Batch 2: To be submitted right after receiving a letter informing you that your solar facility passed the Distribution Impact Study (DIS)

Document type	Guiding Notes/ Description of Documents
A. Notarized affidavit and waiver for NM customers on REC meter installation (if applicable)	Applicable only if the customer chooses not to install a REC meter, pursuant to the 2025 Amended Net-Metering Rules (ERC Resolution 15 series of 2025)
B. Certificate of Final Electrical Inspection (CFEI)	<ul style="list-style-type: none"> • This will be issued by your Local Government Unit (LGU). As documentary requirements may differ per LGU, applicants are strongly encouraged to coordinate early to prevent processing delays. • The CFEI will be submitted after inspection of your service entrance and before we replace your meter (if applicable)
C. Amended Net Metering Agreement	Meralco will provide a copy of this Agreement to you. Note that notarization is NOT MANDATORY and electronic signatures are allowed, per ERC Advisory dated 22 September 2025
D. COC Application Fee	<p>Upon receipt of the Statement of Account from ERC, it is highly encouraged to pay via the ERC-LBP Link.BizPortal for a convenient and seamless online transaction. Please provide proof of payment to Meralco, as these will be included in the documents to be submitted to ERC.</p> <p>Payments made in Cash or Manager’s Check (payable to ‘Energy Regulatory Commission’) shall be submitted to Meralco for processing.</p>
E. Difference in Meter Cost (DIMC) Fee	<p>Applicable if you still have the old meter and not a bi-directional meter. The cost shall not exceed Three Thousand Philippine Pesos (P3,000.00), per ERC Advisory dated 22 September 2025.</p> <p>Meralco will inform you if this is applicable for you. Please settle this for the energization, testing and commissioning to proceed.</p>



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