

The following checklist includes all the required information for PJM Membership applications. The following must be submitted depending on the type of Member selected. A table comparison across all Member types is available at the end of this document.

Information Requirement	Description	Why is it needed?	Online Application Location
Affiliate Disclosure	Applicants/Members are required to provide/validate PJM Member affiliates, non-member affiliates (publicly traded and non-publicly traded), and corporate parent(s) Please see the definition of Affiliate per the Operating Agreement .	Affiliate information is required to identify and review relationships among existing PJM Members, new applicants as well as non-member associations. Member affiliations are used to determine Voting 'families' for stakeholder purposes as well as assist with the determination of credit requirements.	Membership Management Community – Affiliate Disclosure Module
Application for Membership Agreement	The purpose of this Agreement is to apply to become a member of the PJM and to participate under the PJM Amended and Restated Operating Agreement .	This signed document demonstrates the Applicant has read and understands the terms and conditions of the Operating Agreement and agrees to accept the concepts and obligations set forth in this Agreement and the Operating Agreement. This Document is countersigned by PJM's Manager, Membership Process & Services after final Review and Approval for Membership	Included in the DocuSign Packet that is sent to the contact that submitted the Enrollment Form. This is sent after the Online Applications are completed and submitted in the Membership Management Community
Bank Reference	The bank reference template document captures the business relationship between Applicants/Members and their bank. *Needs to be on the Bank's Letterhead.	The bank reference confirms the Applicants/Members has a bank account and is in good standing.	Membership Management Community – within the Credit Application Module

Information Requirement	Description	Why is it needed?	Online Application Location
Beneficial Owners	Defined as, 'any natural person who, directly or indirectly, alone or together with such person's family members, owns, controls, or holds with power to vote 10% or more of the outstanding securities of the Participant.' In addition to Beneficial Owner name(s) and ownership percentage(s), we also require Driver's License information, issuing US state, and DOB for each. If not available, the Passport information must be provided in its place.	Used for Know Your Customer reviews to better understand the background for each of the Beneficial Owner and Applicant/Member.	Membership Management Community – within the Credit Application Module
Board of Directors	List of the company's Board of Directors. While DOB and government issued IDs are not required for Board of Directors, PJM may ask for additional information or documentation on a case-by-case basis for verification purposes.	Used for Know Your Customer reviews to better understand the background for each company.	Membership Management Community – within the Credit Application Module
Combined CAM A&B	By completing this form, the Applicant accepts responsibility for all transactions and account activity of the CAMs and their assignees within the PJM Tools.	By signing this document, Applicant is agreeing to the responsibilities and obligations of those who will be designated as Company Account Managers.	Emailed to the company contact after the Online Application form has been completed and submitted
Corporate Organizational Structure Chart	An organizational structure chart showing the corporate ownership and affiliated company relationships. This document should include all Affiliates (PJM & non-members), the investors, and shareholders with percentages of ownership of each.	Organizational charts provide a visualization of an organization's structure and relationships between Applicant/Member and its various parts.	Membership Management Community – within the Credit Application Module

Information Requirement	Description	Why is it needed?	Online Application Location
Credit Application	The Credit Application is a web form that Applicant/Member uses to apply for credit.	The Credit Application and the associated documents required (per Attachment Q) are reviewed and used to determine eligibility to be a market participant	Membership Management Community – within the Credit Application Module
Credit Contacts	Contacts that are knowledgeable and can speak to credit related questions/clarifications during the application process.	The Credit Contacts are authorized to participate in credit risk and collateral management activities once approved as a Member.	Membership Management Community – Credit Contacts Module
Financial Statements	PJM requires: Most recent three fiscal years of current, audited Financial Statements. The major components are: the balance sheet, income statement, statement of cash flows, auditor's report and notes to the financial statements. If newly formed entity, reference Attachment Q of the Tariff, Section II.A.2.c.	Financial Statements are used to evaluate a company's financial health and establish and maintain credit (if applicable).	Membership Management Community – within the Credit Application Module
Guaranty	A corporate guarantee is a legally binding agreement in which a corporation promises to pay PJM if the Applicant defaults on its obligations.	Guaranty are utilized for various purposes (i.e. extend credit, to meet credit requirements as outlined in Attachment Q of the Tariff.	Membership Management Community – within the Credit Application Module
Letter of Credit	A letter of credit is a financial document from a bank or other financial institution to serve as a guarantee for payments. Please see the Credit Overview page for specific template.	Letters of credit are utilized to mitigate credit risk.	Membership Management Community – within the Credit Application Module

Information Requirement	Description	Why is it needed?	Online Application Location
Market Participant Application	Details for how the Applicant/Member plans to participate in PJM's Markets, FERC and State Licensing Approvals.	The Market Participant document is reviewed to determine the planned Market Participation of the Applicant. Market Participation will determine necessary tool access upon approval.	Membership Management Community –Market Participant Application Module
Offering Memo of Securities/Statement	Summary of the debt instrument and/or stock issuance for either public or private offerings. If this doesn't apply to your company, please provide a documented statement to that effect on the company's letterhead.	Offering memorandum detailed business plan highlights information required to understand the business. It provides details on the terms of engagement, potential risks associated with the business, and a detailed description of the operations of the business.	Membership Management Community – within the Credit Application Module
Officer Certification Form	This form is used to confirm that market participants meet the requirements to transact in PJM's wholesale electricity markets.	Market Participants are required to submit an Annual Officer Certification Form per the requirements of the PJM Tariff, Attachment Q , certifying to conditions that are required for its continued activity in the PJM markets.	Included in the DocuSign Packet that is sent to the contact that submitted the Enrollment Form. This is sent after the Online Applications are completed and submitted in the Membership Management Community

Information Requirement	Description	Why is it needed?	Online Application Location
Organizational or Formation Documents	<p>Formation documents are legal papers that establish a business's structure and operations. They are required to be filed under the state in the United States in which the Applicant is duly organized.</p> <p>Types of formation documents:</p> <p>For LLCs: Articles of Organization and LLC Agreement or the company's Operating Agreement or Bylaws</p> <p>For Corporations: Articles of Incorporation (Secretary Certificate of Formation)</p>	Formation documents are necessary because they establish a business as separate entity, allowing it to operate lawfully, open bank accounts, and conduct business transactions while providing clarity on ownership, management structure and other key details..	Membership Management Community – within the Credit Application Module
Peak Market Activity	Peak Market Activity is a measure of exposure for which credit is required, calculated in accordance with Tariff, Attachment Q, section VII.A.	Peak Market Activity is one of the tools that PJM utilizes to determine a market participant's exposure. For new applicant, the initial Peak Market Activity will be determined by PJM based on a review of an estimate of their transactional activity for all PJM Markets and services over the next 52 weeks, which the Applicant shall provide to PJM.	Membership Management Community – within the Market Participant Application Module
Principals/Bios for Principals	Principal definition available in the Tariff . Information and brief history of experience in the industry and companies where they may have held the Principal title in the past. Applicant/Member is required to have at least two "operations" Principals.	The Principal information gathered is part of our Know Your Customer review and background checks to better understand the background of each individual.	Membership Management Community – within the Credit Application Module

Information Requirement	Description	Why is it needed?	Online Application Location
Publicly Traded/Stock Information	Identification whether entity is publicly traded or privately owned. If publicly traded, stock symbol and exchange information must be provided. If private but wholly owned by publicly traded entity, include stock symbol and exchange with parent company details in Affiliates section.	Requirement to ensure compliance with Operating Agreement Section 10.2.1 Financial Interests.	Membership Management Community – within the Corporate Company Information Module
Risk Management Contact	Contacts that can speak to risk management policy and practice related questions/clarifications during the application process.	PJM may require some clarification on the business activity and risk management procedures implemented by the Member	Membership Management Community – within the Credit Application Module
Risk Management Policy	The Risk Policy is the set of current written risk management protocols, practices, rules, procedures and controls, typically documented and approved by internal governing bodies, which demonstrate in sufficient detail how the entity manages its market, credit and other relevant risk exposures. Please see the Risk Policy Requirements for more information on some key contents.	PJM reviews such documentation to verify that it appears generally to conform to prudent risk management practices for market activities that the entity intends to conduct in any PJM Markets.	Membership Management Community – within the Credit Application Module
Risk Policy Violation Statement	Statement provided by Chief Risk Officer or Principal stating Applicant has not had any material violations of the risk management policy, in the last 12 months OR a more detailed summary.	The violation statement demonstrates how the risk policy is executed. The focus is whether the Applicant has proper internal procedure to deal with the violations when it happens, and the proper record. The focus is not the number of violation themselves.	Membership Management Community – within the Credit Application Module

Information Requirement	Description	Why is it needed?	Online Application Location
Sector Selection	Select Sector based on the Applicant's intended participation in PJM's electricity market and the organization's line of business. Member sector should represent Active and Significant Business Interest as defined by the Operating Agreement .	There are five Sectors: Generation Owners, Other Suppliers, Transmission Owners, Electric Distributors, End-Use Customers. The Sector definitions can be found on page of our Operating Agreement	Membership Management Community – Sector Selection Module
Sector Selection Proof	Evidence to support sector selection.	Each sector requires specific evidence of Active and Significant Business Interest	Membership Management Community – Sector Selection Module
Secretary of State Certificate of Good Standing	Registration and authentication of business operations in the US. International entities must be registered in Pennsylvania or Delaware	The document serves as official proof that the Applicant is properly registered, compliant with state regulations, and authorized to conduct business within the PJM Markets.	Membership Management Community – within the Credit Application Module
Standard Form of Agreement (Schedule 4)	The Standard Form of Agreement (Schedule 4) comes from the PJM's Operating Agreement. By signing this form, the Applicant is complying with the membership requirements set forth in PJM's Operating Agreement.	This document is countersigned by PJM's VP, State & Member Services, after final review and approval of the application an associated documents, effectuating Membership.	Included in the DocuSign Packet that is sent to the contact that submitted the Enrollment Form. This is sent after the Online Applications are completed and submitted in the Membership Management Community

Information Requirement	Description	Why is it needed?	Online Application Location
Trade/Vendor Reference (3)	A report that details the Applicant's payment history with a supplier/vendor. Three trade/vendor references are required as part of the credit documentation. References need to be on the company's letterhead. Trade Reference template .	Trade references are used to assess the Applicant's creditworthiness and reliability.	Membership Management Community – within the Credit Application Module
W9/W8 (non-US entities)	Tax information documentation.	PJM's Cash Management Team requires this form for payments/credits.	Included in the DocuSign packet that is sent to the contact that submitted the Enrollment Form. This is sent after the online applications are completed and submitted in the Membership Management Community

Comparison of information requirement across all Member types.

Information Requirement	Full Member	Associate Member	Ex Officio Member – Voting	Ex Officio Member – Non Voting	Existing Member* – Additional Market Activity
Affiliate Disclosure	X	X			
Application for Membership Agreement	X	X	X	X	
Bank Reference	X				
Beneficial Owners	X**				
Board of Directors	X				
Combined CAM A&B	X	X	X		
Corporate Organizational Structure Chart	X				
Credit Application	X				
Credit Contacts	X				
Financial Statements	X				
Guaranty	X				
Letter of Credit	X				
Market Participant Application	X				X
Offering Memo of Securities/Statement	X				
Officer Certification Form	X				X
Organizational or Formation Documents	X				
Peak Market Activity	X				X**
Principals/Bios for Principals	X				
Publicly Traded/Stock Information	X**				
Risk Management Contact	X				
Risk Management Policy	X				
Risk Policy Violation Statement	X				
Sector Selection	X				
Sector Selection Proof	X				
Secretary of State Certificate of Good Standing	X				
Standard Form of Agreement (Schedule 4)	X				
Trade/Vendor Reference (3)	X				
W9/W8 (non-US entities)	X	X	X	X	

*Specific to existing Members that are active with their current market activity. Additional documentation may be required based on market activity selection. Existing Members not active in PJM markets will be required to provide Full Member column details with a few exceptions.

**Details are required as applicable to Applicant/Member.