

Actions Requested

- Members are required to recertify member information in the Membership Management Community by **April 15, 2025**, per the requirements of the OA, Section 11.3.1 and PJM Manual 33.
- Market Participants are required to submit an Annual Officer Certification Form by **April 30, 2025**, per the requirements of the PJM Tariff, Attachment Q.
- Market Participants are required to submit Current Risk Management Policy(s) by **April 30, 2025**, per the requirements of the PJM Tariff, Attachment Q.
- Share this communication internally within your organization to anyone who may need this information.

Annual Member Recertification

The Annual Member Recertification period is open in the Membership Management Community. Please navigate to the Maintenance feature of the [Membership Management Community](#) to review and complete your recertification. A [user guide](#) is available on the [Membership Management Community](#) tool page of PJM.com under Membership Maintenance.

While your organization may have designated multiple Officers, Authorized Representatives, or Maintenance Managers, only one individual needs to login and complete this request.

A [Frequently Asked Questions document](#) is available and includes information on reviewing and updating currently designated Officers, Authorized Representatives, and Maintenance Managers as well as other commonly asked questions regarding the annual process.

Annual Member Recertification Requirements

Per Section 11.3.1 (a) of PJM's Operating Agreement, Members are required to provide and maintain accurate and up-to-date Member information as requested by the Office of Interconnection.

The 2025 Annual Member Recertification period is open in the Membership Management Community. Individuals that are designated as Officers, Authorized Representatives, or Maintenance Managers have the ability to access the Membership Management Community to complete the required process.

Members will need to recertify the following information in the Membership Management Community by April 15, 2025:

- Sector Selection
- Affiliate Disclosure Information
- Related Party Information (members in the Electric Distributor Sector only)
- Contact Manager Designations
- Company Account Manager (CAM) Designations
- Corporate Company Information (Corporate Address updates/validation, stock information)
- Principals (Market Participants only)

Members that fail to complete the Annual Member Recertification requirements listed in Manual 33, section 3.1.11 may be considered in non-monetary breach of the PJM Operating Agreement for failure to comply with Operating Agreement, section 11.3.1.

Enhancements have been made to the following components of the 2025 Annual Member Recertification:

Company Information Module: Members will be asked to identify if publicly traded, and if so PJM will require the associated stock information.

Affiliate Disclosure: Members will be required to upload a corporate structure organization chart, inclusive of the ownership and percentages, if not previously uploaded via the Membership Management Community.

Principals: Members will be required to update Principal information based off recent definition updates, provide ownership percentage details and upload Government Issued IDs, if applicable (see [KYC Enhancements FAQs](#) for updated Principal definition).

For Membership Management Community questions including the designation of Officers, Authorized Representatives, or Maintenance Managers, contact membershipforms@pjm.com.

Annual Officer Certification

Pursuant to Section III of Tariff, Attachment Q, Market Participants are required to submit an Annual Officer Certification Form by **April 30th, 2025** to ensure compliance with the Tariff and maintain continued access to PJM tools and markets. Market Participants with a 12/31/2024 fiscal year end are also required to submit their annual audited financial statements by April 30th, 2025, pursuant to Attachment Q, section II.E.2.

The Officer Certification Form:

- May be initiated and completed by an Officer, Authorized Representative or Maintenance Manager in the Membership Management Community, and it can also be completed by an authorized individual that has been designated in the Officer Certification role.
- Must be reviewed and signed by an Officer in DocuSign.

Please navigate to the Maintenance feature of the Membership Management Community to initiate the form. While your organization may have designated multiple Officers, Authorized Representatives, Maintenance Managers, or Officer Certification roles, only one individual needs to login and complete this request. The Contact Manager for your company can assign the Officer Certification role and make any necessary updates. For questions regarding Officer and role assignments, please contact membershipforms@pjm.com.

Please send audited financials to credit_hotline@pjm.com. If you have already submitted your 2024 audited financials to PJM, thank you and please ignore that requirement reference within this notice.

For Annual Officer Certification Form and financials questions, contact credit_hotline@pjm.com

Current Risk Management Policies

Pursuant to Section III.C of PJM Tariff, Attachment Q, Market Participants are required to maintain written risk management policies addressing how risk is being managed and to submit these current policies to PJM at the time they make their annual certification.

Please submit current risk policies covering the areas of risk below whether or not they had been submitted last year.

Please also submit a red-line version of any policy that has changed.

- Commodity Risk Management Policy
- Anti-Bribery/Corruption Policy
- Anti-Money-Laundering Policy

For Risk Policy questions, contact: RiskPolicy@pjm.com.

Reference Materials

- [Annual Member Recertification User Guide](#)

- [Officer Certification Form User Guide](#)
- [Membership Management Community Tools Page](#)
- [PJM Manual 33: Administrative Services for the PJM Interconnection Operating Agreement](#) contains information pertaining to the Annual Member Recertification Requirements.
- [KYC Enhancements FAQs](#) contain updated Principal definition
- [PJM Credit Overview and Supplement to the PJM Credit Risk Management Policy](#) contains information on the Annual Officer Certification Form.

This has been sent to: Authorized Representatives, Maintenance Managers, and Officer Certification Form contacts



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