



## **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.

The Annual Recertification period is now 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 Recertification period is now 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](mailto:membershipforms@pjm.com).

### **Annual Officer Certification Form**

The Annual Officer Certification Form is required to be completed and submitted each year for all active Market Participants. Market Participants that fail to provide its Annual Officer Certification form **by April 30** will not be able to transact in any PJM Markets and

PJM will disable the Market Participant's access to any PJM Markets until PJM receives the certification.

Enhancements have been made to the 2025 Officer Certification Form:

**Officer Certification Form:** Members will be required to upload the latest version of their risk policy (even if no changes have been made since previously submitted). PJM is reviewing risk policies and wants to ensure we have the current effective policy. If changes have been made to the previously submitted risk policy, please submit a red lined version showing changes as well.

For Annual Officer Certification Form questions, contact [credit\\_hotline@pjm.com](mailto:credit_hotline@pjm.com).

For Risk Policy questions, contact: [RiskPolicy@pjm.com](mailto:RiskPolicy@pjm.com).

**Reference Material:**

- [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.