

MEMBERSHIP APPLICATION CHECKLIST

1. Enrollment Process

(Pre-Application)

- Enrollment Form (first step to initiate the process)
- State Documentation (uploaded at the time of submittal of the enrollment form)
- Secretary Certificate (needed to provide to access the application)
- Officer, Authorized Representative, Maintenance Manager Designation Forms (needed to provide access to application)

3. Signature Documents Forms

- W9
- Officer Certification – Consistent with market activities
- Standard Form of Agreement (Scheduled 4)
- Application for Membership
- CAM Form A/B (PJM tool access)

4. Application Processing and Timeline

- Please note the above list is not exhaustive and additional information may be required
- Applications will not be processed until the appropriate fees are collected (these fees will be communicated to you based on your application). A list of fees can be found on PJM.com.
- All applications require a membership and credit approval process which includes background checks.
- All applications may take up to 90 days to process once all information /documentation is complete and submitted for review.

Please note that the 90 day clock does not start until all required documents have been received and reviewed for completeness and accuracy. Upon receipt of the documentation (and any other required information needed to process the application) and applicable fees - the application will be processed within 90 days.

2. Online Application *(Not All-Inclusive)**

- Affiliate Disclosure including corporate organizational chart (affiliated companies to applicant)
- Credit Application
 - Letter of Credit or Guaranty (if applicable; must meet PJM requirements)
 - Corporate Operating Agreement or Charter (or similar)
 - Prospectus or Offering Memo to offer Securities Public or Private (if applicable)
 - Company Principals (Top 5)
 - First Name
 - Last Name
 - Title
 - Business Address (if not in U.S.)
 - Summary biographies of Principal including previous companies where a role of Principal was held
 - Date of Birth
 - Financial Statements for the last three fiscal years or of most recent fiscal year end to date, may include Form 10-K and any amendments or equivalent financial statements if private company
 - Quarterly interim financial statement reports or Form 10-Q and any amendments or equivalent financial statements if private company
 - Form 8-K, if any, since last 10-K
 - Current/Previous ISO activity
- Credit Contacts – applicant staff Members for Credit and Risk questions
- Three Trade References via [PJM template](#)
- Bank Reference via [PJM template](#)
- Risk Policy and associated documentation
- Sector Selection and associated documentation
- Market Participant Application (how you intend to participate in PJM and consistent with Officer Certification selections)

