

Consumer Protection Frontline Service

3. Processing of Sales Promotion Permit (Issuance of Sales Promo Permit)

The issuance of Sales Promotion Permit is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the Sales Promotion Permit is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph.)

Any person intending to conduct any form or scheme for a sales promotion campaign of a consumer product, service or credit shall first secure a permit from the DTI at least 30 days before the commencement of the promotion activity.

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation.

Office or Division:	Fair Trade Enforcement Bureau - Business Licensing and Accreditation Division	
Classification:	Simple	
Type of Transaction:	B2G	
Who may avail:	Companies embarking on sales promotion campaign as defined under the Consumer Act of the Philippines and its Implementing Rules and Regulation	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. DISCOUNT PROMO		
SP Permit Application Requirements		
<ul style="list-style-type: none"> • Filled – up application and duly signed by the authorized representative • Detailed sales promo mechanics • Layout of promo collaterals one of which must contain the detailed promo mechanics. • List of products on sales reflecting the original price, discounted price and % discount • Product Standard Certificate for products covered by mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph) • Certificate of Accreditation of Service and Repair Shop from DTI • National Telecommunications Commission (NTC) Permit/Registration for: <ul style="list-style-type: none"> - Call/SMS promo rates - Surfing Services Promo - 4 digit access number or code to be used for SMS promo material - Value Added Services (VAS) that are packaged with voice - New product offers and their pricing schemes • HLURB License for real property promo and authority to sell 		
Advertising materials requirements		
For public telecommunications services:		
<ul style="list-style-type: none"> • average broadband speed must be indicated • minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated 		

<ul style="list-style-type: none"> the claim “fastest speed” for broadband is NOT ALLOWED the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services maximum (“up to”) broadband speed may be indicated 	
For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine	
For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas	
For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines	
For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner	
For online ads: screenshots of online publication of promo mechanics/ads and all other promo related landing pages	
Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner if applicable.	
II. PREMIUM PROMO	
SP Permit Application Requirements	
<ul style="list-style-type: none"> Filled – up application and duly signed by the authorized representative Detailed sales promo mechanics Layout of promo collaterals one of which must contain the detailed promo mechanics 	
Promo Particulars	
Voucher or similar instrument with the following minimum contents:	
<ul style="list-style-type: none"> Validity period of at least 1 year Redemption center How to avail Claiming terms and conditions 	
Certificates/Check/Card/Vouchers or similar instrument to be sold at promo rate (should be valid for at least 1 year from date of issue)	
System description and features	
Systems flowchart	
Reply/content messages if using SMS/electronic system	
Permit Application Attachments (if applicable)	
Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph)	
Certificate of Accreditation of Service and Repair Shop from DTI	
1. National Telecommunications Commission (NTC) Permit/Registration for: <ul style="list-style-type: none"> Call/SMS promo rates 4 digit access number or code to be used for SMS promo material Value Added Services (VAS) that are packaged with voice New product offers and their pricing schemes 	
HLURB License for real estate properties and authority to sell	

For jewelry prizes: Certificate indicating the appraised value of the jewelry signed by licensed gemologist	
For house and lot prizes: title, blueprint, specifications, model, location plan, cost and area of house, cost and area of lot	
For condominium prize: blueprint, specification, model, location plan, cost, area	
For prizes payable in installment (shall not exceed 5 years): performance bond or similar devices	
For foreign or domestic trips: local/domestic valid for 1 year, foreign valid for 6 months.	
Projected total cost of Prizes for the whole promo duration.	
<i>Waiver stating the following (for text-based promos):</i>	
<ul style="list-style-type: none"> • In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency. • Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the subscription, and after the promo period. • In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost 	
<i>Advertising materials</i>	
For public telecommunications services:	
<ul style="list-style-type: none"> • average broadband speed must be indicated • minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated • the claim "fastest speed" for broadband is NOT ALLOWED • the word "UNLIMITED" shall not be allowed, if there are conditions imposed on "UNLIMITED" services • maximum ("up to") broadband speed may be indicated 	
For ads with special claims (e.g. "the best", "no.1", "biggest", "best-selling"): the source of special claim with supporting official copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine	
For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas	
For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines	
For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner	
For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages	
<i>Note:</i>	
<i>Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center if applicable</i>	

III. RAFFLE/REDEMPTION/GAMES/CONTEST SALES PROMOTION

SP Permit Application Requirements

- Filled – up application and duly signed by he authorized representative
- Detailed sales promo mechanics
- Layout of promo collaterals one of which must contain the detailed promo mechanics.

For System Aided/Online Promo

- System description and features
- Systems flowchart
- Reply/content messages for SMS/electronic system based promo
- Screenshot of all other promo related landing pages/webpages

Permit Application Attachments (if applicable)

- Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph)
- Certificate of Accreditation of Service and Repair Shop from DTI
- National Telecommunications Commission (NTC) Permit/Registration for:
 - Call/SMS promo rates
 - 4 digit access number or code to be used for SMS promo material
 - Value Added Services (VAS) that are packaged with voice
 - New product offers and their pricing schemes

HLURB License for real estate properties and authority to sell

For jewelry prizes: Certificate of appraisal signed by licensed gemologist

title, house plan blueprint, specifications, model, location plan, cost and area of house, cost and area of lot

For condominium prize: condo unit blueprint, specification, model, location plan, cost, area

For prizes payable in installment (shall not exceed 5 years): performance bond or similar devices

For foreign or domestic trips: local/domestic trip valid for 1 year, foreign trip valid for 6 months

Prize specification when promo Prizes are in kind and the total cost of the promo Prizes

Waiver stating the following (for text-based promos):

- In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency.
- Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the subscription, and after the promo period.
- In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost

Advertising materials

For public telecommunications services:

- average broadband speed must be indicated
- minimum broadband speed to be experienced by the customer 80% of the

<p>time (minimum of 265 kbps) must be indicated</p> <ul style="list-style-type: none"> • the claim “fastest speed” for broadband is NOT ALLOWED • the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services • maximum (“up to”) broadband speed may be indicated 	
For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine	
For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas	
For ads with image of Philippine National Flag or Philippine historical/cultural sites: Clearance from National Historical Commission of the Philippines	
For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner	
For online ads: Screens of online publication of promo mechanics/ads and all other promo related landing pages	
<p>Note:</p> <p><i>Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center</i></p>	
<p>Control Measures</p> <ul style="list-style-type: none"> • Procedure in handling, collecting, safekeeping of entries/data • Name and designation of persons responsible in handling the promo system, collecting entries, safekeeping of entries • Presence of DTI representative during the drawing of winners/determination of winners 	
<p>Other Promo particulars if applicable</p> <ul style="list-style-type: none"> • Raffle stub (traditional) with the following minimum contents: <ul style="list-style-type: none"> • Name • Address • Telephone number • Signature • Promo period • Deadline for submission of entries • Raffle draw date • “Per DTI FTEB SPD Permit No. _____ Series of 2016” • Raffle SMS and Online) <p>Registration page which must contain the following</p> <ul style="list-style-type: none"> - Name - Snail mail address - Contact details • Contest Sales Promo Campaign <ul style="list-style-type: none"> - Submit name and qualification of judges, at least 3 and 1 of which must be industry practitioner - Judges score sheet and tally sheet 	

CLIENT'S STEP	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPLY	Evaluate sales promotion permit application documents and issue order of payment	Each scheme will be subject to a Permit Fee based on the amount of prizes or geographical area, whichever is higher. See permit fee below.	2 hours 30 minutes	Account Officer
PAY	Receive payment and issue official receipt			
RECEIVE	Print and issue Sales Promotion Permit			

Area Coverage	Permit Fee
Single province/city/municipality	₱250
Several provinces/cities/municipalities within a single region	₱500
More than one region but excluding Metro Manila	₱750
NCR only or in several regions including Metro Manila or nationwide	₱1000

Amount of Prizes	Permit Fee
Up to ₱50,000	₱250
₱50,001-P150,000	₱500
₱150,001-P300,000	₱1000
₱300,001-P500,000	₱2000
₱500,001-P1,000,000	₱3000
Above ₱1,000,000	₱5000

Beauty Contest – ₱2000

Changes

- Minor changes (change in date or venue of draw) – ₱100
- Extensions and other major changes requiring re-evaluation – ₱300

Documentary Stamp Tax – ₱30

4. Processing of Import Commodity Clearance (ICC)

The issuance of Import Commodity Clearance is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Import Commodity Clearance is not released within 20 days, you may file a complaint via email (ask@dti.gov.ph.)

ICC Certificate is issued to an importer whose imported products have shown conformance to relevant standards through inspection, verification, and product testing by the BPS Recognized Testing Laboratories.

Office or Division:	Bureau of Philippine Standards
Classification:	Highly Technical
Type of Transaction:	G2B
Who may avail:	Importers of products covered under the BPS Mandatory Product Certification Scheme
CHECKLIST OF REQUIREMENTS	
Packing List (Certified true copy)	
Import Entry (Certified true copy)	
Commercial Invoice (Certified true copy)	
Bill of Lading/Airway Bill (Certified true copy)	
Summary of Batch Numbers/Serial Numbers of the product(s) covered by mandatory certification (original copy)	
Certified true copy of SEC Certificate of Incorporation (for corporation/partnership) or DTI Business Name Registration Certificate (for single proprietor)	
Original copy of Board/Partner's Resolution (for corporation/partnership) or Special Power of Attorney (for single proprietors) authorizing a particular person to transact business with the Bureau of Philippine Standards	
BOC Certificate of Registration / Importer's Certificate of Accreditation	
Surety Bond	
Certification to ISO 9001:2008 or its future amendments of the product manufacturer	
Where applicable, copy of valid test reports	
Current proof of billing of office and warehouse of the importer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the required information in the Product Certification Information Management System		<p>Application Fee: ₱300.00</p> <p>Processing Fee:</p> <ul style="list-style-type: none"> ₱5,000.00 - for importation with invoice value up to ₱500,000.00 ₱7,500.00 - for importation with invoice value over ₱500,000.00 up to ₱1 Million ₱10,000.00 - for importation with invoice value over ₱1 Million <p>Inspection Fee:</p> <ul style="list-style-type: none"> DTI Inspection Fee - ₱1,000.00 per man-hour Inspection Body - as charged by the BPS recognized Inspection Body <p>Testing Fee: As charged by the BPS recognized Testing Laboratory</p> <p>ICC stickers:</p> <ul style="list-style-type: none"> ₱1.68 per piece for regular products ₱1.31 per piece for small products (i.e. glow-starters, lighters, PVC electrical tapes, switches, plugs, & socket-outlets) ₱1.75 per piece for helmets 	20 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit ICC application and upload the required documents thru the Product Certification Information Management System (PCIMS)	<ul style="list-style-type: none"> • Evaluate the application and required documents. <ul style="list-style-type: none"> ➢ If complete, prepare Statement of Account. ➢ If incomplete, revert the application to client and indicate the deficiencies under "Remarks". • Identify the type of certificate to be issued. ➢ Import Commodity Clearance (ICC) if product applied is covered by the BPS Mandatory Certification scheme and with accompanying valid test report ➢ Certificate of Conditional Release (CR) if product applied is covered by the BPS Mandatory Certification scheme and without accompanying valid test report ➢ Certificate of Exemption (CE) if product applied is not covered by the BPS Mandatory Certification scheme or if with valid PS License 		20 minutes	Product Certification Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Review and recommend for approval/denial of certificate 		within 5 working hours	Product Certification Head or his/her authorized representative
	<ul style="list-style-type: none"> Approval or denial of certificate 		within 5 working hours	BPS Director or his/her duly authorized representative
Print Statement of Account / Payment Slip and have it signed by relevant frontline personnel. Pay application and/or processing fees	<ul style="list-style-type: none"> Sign Statement of Account / Payment Slip 		within 15 minutes	PCO and DTI Cashier
Present OR and Statement of Account / Payment Slip signed by DTI Cashier. Claim certificate (ICC/CR/CE). <ul style="list-style-type: none"> For ICC certificate with corresponding ICC stickers, proceed to Step No. 8. For Conditional Release, sign on the certificate to agree on the conditions stated therein and proceed to Step No. 6. 	<ul style="list-style-type: none"> Issue the certificate 		within 15 minutes	BPS Releasing Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For applications under Conditional Release, subject the importer's declared warehouse for inspection, inventory, and/or sampling by the BPS recognized inspection body or DTI RO/PO.	Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The former shall upload the Inspection Report and Request for Test Form in PCIMS			
Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory	Inspection body shall endorse the application to the laboratory for independent testing. The latter shall upload the Test Report/s in PCIMS			<i>Note: The test period varies on the product type.</i>
	Upon receipt of complete documents, evaluate results of inspection and testing. <ul style="list-style-type: none"> • If compliant, prepare the necessary certificate. • If non-compliant, inform applicant thru PCIMS of the non-conformities. 		within 16 working hours from receipt of complete documents to approval/denial of ICC certificate	
Print Statement of Account / Payment Slip and have it signed by relevant frontline personnel. Pay ICC stickers fee.	• Sign Statement of Account / Payment Slip. Prepare the ICC stickers for release once paid.		within 30 minutes	Releasing Officer and DTI Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Receive ICC certificate and ICC stickers thru PCIMS	<p>Releasing at BPS:</p> <ul style="list-style-type: none"> • If ICC is approved, release ICC and ICC stickers to importer or Memo to DTI RD/PD to issue ICC and importer to purchase ICC stickers. • If ICC is denied, release denial letter to importer or Memo to DTI RD/PD to issue denial letter to importer. 		within 30 minutes	
	<p>Releasing at DTI RO/PO:</p> <ul style="list-style-type: none"> • If ICC is approved, release ICC certificate upon purchase of ICC stickers at the BPS. • If ICC is denied, release denial letter. 			

Total Processing Time	
For Import Shipment with valid Product Test Report:	For Import Shipment without valid Product Test Report:
16 working hours upon receipt of ICC application at the BPS frontline	16 working hours (upon receipt of ICC application for issuance of Certificate of Conditional Release) + inspection, inventory, & sampling time + product testing time + 16 working hours (upon receipt of inspection report and product test report for issuance of ICC and its corresponding ICC stickers)

5. Processing of Statement of Confirmation (SOC)

The issuance of Statement of Confirmation is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the Statement of Confirmation is not released within 20 days, you may file a complaint via email (ask@dti.gov.ph.)

SOC is issued to an importer whose cement or steel product have shown conformance to the relevant PNS and is confirmed to come from the registered foreign PS License holder

Office or Division:	Bureau of Philippine Standards	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Importers of cement and steel products	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Packing List		
2. Commercial Invoice		
3. Bill of Lading		
4. Summary of the production batch/lot and the corresponding manufacturing dates duly certified by the manufacturer's Quality Management Representative or Quality Manager		
5. Production records reflecting the shipped production batch/lot verifiable during surveillance audits duly certified by the manufacturer		
6. DTI Business Registration Certificate for sole proprietorship or latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/partnership		
7. Special Power of Attorney (for single proprietorship) or Board/Partnership Resolution or Secretary's Certificate in cases where the application is filed by a person other than the owner/importer/authorized representative clearly setting forth the authority of the representative dealing with the Bureau of Philippine Standards		
8. Latest audited financial statement		
9. List of distributors/retailers with their complete addresses and contact details		
10. Proof of ownership or contract of lease of warehouse		
11. Import Entry (may be submitted later prior to release of the certificate)		
12. Surety Bond		
13. Shipment in bulk shall be accompanied by shipping documents as prescribed by PNS 07 or PNS 63 (for cement only)		
14. Copy of pre-shipment test reports duly issued by BPS recognized testing laboratory		

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For applications with pre-shipment inspection and testing, a request letter must be sent indicating the chosen inspection body and testing laboratory	Prepare <u>written authority to conduct inspection and verification</u> to the identified BPS recognized inspection body and testing laboratory, copy furnished the applicant	Application Fee: ₱300.00 Processing Fee: ₱5,000, ₱7,500 or ₱10,000 (whichever is applicable)	4 working hours	Product Certification Officer
	Review and recommend for approval/denial of written authority		within 5 working hours	Product Certification Head or his/her authorized representative
	Approval or denial of written authority		within 5 working hours	BPS Director or his/her duly authorized representative
Fill out the required information and upload required documents in the Product Certification Information Management System				
Submit ICC application thru the Product Certification Information Management System (PCIMS)	Evaluate the application and required documents. • If complete, prepare Statement of Account. • If incomplete, revert the application to client and indicate the deficiencies under "Remarks". Prepare Certificate of Conditional Release (CR)		20 minutes	Product Certification Officer
	Review and recommend for approval/denial of certificate		within 5 working hours	Product Certification Head or his/her authorized representative

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Approval or denial of certificate		within 5 working hours	BPS Director or his/her duly authorized representative
Print Statement of Account / Payment Slip and have it signed by relevant frontline personnel. Pay application and/or processing fees	Sign Statement of Account / Payment Slip		15 minutes	PCO and DTI Cashier
Claim Conditional Release and sign tag the certificate as received in PCIMS	Issue Conditional Release		within 15 minutes	BPS Certificate Releasing Officer
Subject the importer's declared warehouse for inspection, inventory, and sampling by the BPS recognized inspection body or DTI RO/PO	Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The former shall upload the Inspection Report and Request for Test Form in PCIMS			BPS staff in-charge of endorsement to Inspection Body or DTI RO/PO for applications with pre-shipment inspection and testing
Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory	Inspection body shall endorse the application to the laboratory for independent testing. The latter shall upload the Test Report/s in PCIMS			

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Upon receipt of complete documents, evaluate results of inspection and testing</p> <ul style="list-style-type: none"> • If compliant, prepare the SOC • If non-compliant, inform applicant, thru PCIMS, of the non-conformities. (For the next procedures in case of non-conformities, please refer to DAO 17-06:2017) 		within 16 working hours from receipt of complete documents to approval/denial of certificate	Product Certification Officer
	Review and recommend for approval/denial of SOC		within 5 working hours	Product Certification Head or his/her authorized representative
	Approval or denial of SOC		within 5 working hours	BPS Director or his/her duly authorized representative
Receive SOC or relevant document	Issue SOC or relevant document		within 30 minutes	Releasing Officer

Total Processing Time	
For Import Shipment with Pre-shipment inspection and testing:	For Import Shipment without Pre-shipment inspection and testing:
<p>16 working hours upon receipt of ICC application at the BPS frontline for issuance of written authority to conduct inspection and verification</p> <p>+ inspection, inventory, & sampling time</p> <p>+ product testing time</p> <p>+ 16 working hours (upon receipt of inspection report and product test report for issuance of Certificate of Conditional Release)</p> <p>+ inspection, inventory, & sampling time</p> <p>+ 16 working hours (upon receipt of inspection report for issuance of Statement of Conformity)</p>	<p>16 working hours (upon receipt of ICC application for issuance of Certificate of Conditional Release)</p> <p>+ inspection, inventory, & sampling time</p> <p>+ product testing time</p> <p>+ 16 working hours (upon receipt of inspection report and product test report for issuance of SOC)</p>

6. Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License

The issuance of Philippine Standard (PS) Quality and/or Safety Certification Mark is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the PS License is not released within 20 days, you may file a complaint via email (ask@dti.gov.ph.)

The PS Quality and/or Safety Certification Mark License is granted to either local or foreign manufacturer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant product standard/s, respectively.

Office or Division:	Bureau of Philippine Standards	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Manufacturers/assemblers of products covered under the BPS Mandatory Product Certification Schemes	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any.		
2. Quality Manual (CONTROLLED COPY)		
3. Brief description of manufacturing process		
4. Reference no. of the Product Identification File to include process flow, materials, process control and drawings among others.		
5. Listing of measuring and testing equipment with nominal capacities and serial numbers at each inspection point and final product testing together with the evidence of ownership, such as official receipts.		
6. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates.		
7. Copies of labels, markings and logos etc. as per requirements of specific standard.		
8. Description of the supply distribution chain. If new business, identify the target market. If foreign company, identify the Philippine principal and describe the organizational relationship of the applicant/license holder and Philippine principal.		
9. Vicinity map of the factory.		
10. Undertaking to abide by the terms and conditions of the PS License		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Fill out the required information in the Product Certification Information Management System		<p>Application Fee: Php 300.00 • Quality Manual Review: Php 5,000.00</p> <p>Original License Fee: ₱5,000.00 - for micro-sized establishments ₱7,500.00 – for small-sized establishments ₱10,000.00 - for medium-sized establishments ₱12,500.00 - for large-sized establishments</p>		
Submit PS application and upload required documents thru the Product Certification Information Management System (PCIMS)	Review and evaluate application & required attachments - If complete, endorse for conduct of audit - If incomplete, revert the application indicating the deficiencies under "Remarks" tab		16 working hours	Product Certification Officer (PCO)
Coordinate with BPS or the chosen auditing body for the schedule of the audit	BPS auditors or the auditing body shall prepare Audit Plan and Audit Assignment. BPS Audit Checker shall review the aforementioned documents.	<p>Annual License Fee: ₱2,500.00 - for micro-sized establishments ₱3,750.00 - for small-sized establishments ₱5,000.00 - for medium-sized establishments</p>	8 working hours	PCO and Audit Checker
Prepare for factory and product audit	Conduct factory/ QMS and product audit • If complied, draw product samples. Prepare Audit Report.	<p>Audit Fee: Size of business establishment in terms of assets ₱100.00 per man-hour - for micro-sized establishments ₱300.00 per man-hour - for small-sized establishments</p>		Audit Team (DTI-BPS, RO/PO, or from BPS designated auditing body)
Institute corrective actions.	If there are non-conformities (NCRs) during the QMS and/or product audit, advice applicant to do corrective actions within a period of three (3) months from notice.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>₱400.00 per man-hour - for medium-sized establishments</p> <p>₱500.00 per man-hour - for large-sized establishments</p> <ul style="list-style-type: none"> • Transportation: As per arrangement (if necessary) • Hotel Accommodation: As per arrangement (if necessary) • Testing Fee: As charged by the BPS recognized Testing Laboratory 		Audit Team (DTI-BPS, RO/PO, or from BPS designated auditing body)
Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory	Provide Request for Test form for the drawn samples and inform applicant of the test duration. (Note: The test period varies on the product type.)			Audit Team (DTI-BPS, RO/PO, or from BPS designated auditing body)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Institute corrective actions on the product, if appropriate	Evaluate Audit and Test Reports: • If complied, prepare PS License • If test results failed, recommend to client to undertake corrective action and/or request for re-testing		Within 5 working days	PCO
	Prepare draft for PS License and Certificate of Scope, Statement of Account, and letter reminding the licensee of the terms and conditions of the License			
	Review and recommend for approval/denial of certificate		within 1 working day	Product Certification Head
	Approval or denial of PS license		Within 1 working day	Bureau Director
Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR)	Prepare payment slip indicating the amount specified on the Statement of Account			Releasing Officer
Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Conform with the reminders as a PS licensee.	Release the PS License and Certificate of Scope upon verification of the OR			Audit Team (DTI-BPS, RO/PO, or from BPS designated auditing body)

Total Processing Time

16 working hours (upon receipt of application for issuance of a letter informing the applicant of the evaluation results of their application)
 + factory audit (includes QMS and product audit)
 + product testing time
 + 7 working days (upon receipt of the last required document i.e. audit report, corrective action report, product test reports, etc.)

7. Issuance of Certificate for Accreditation for Service and Repair Enterprise (Accreditation of Service and Repair Enterprises)

The issuance of Certificate of Accreditation of Service and Repair Enterprises is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days from the date the request and/or complete application or request was received. If the Certificate of Accreditation of SRE is not released within 7 days, you may file a complaint via email (ask@dti.gov.ph.)

The accreditation of repair and service enterprises and their technical personnel aims to protect the interest of the consumers availing their services. The accreditation ensures that the enterprises have the necessary tools, equipment, and facilities, and its technical personnel have the required expertise to provide the services

Office or Division:	Fair Trade Enforcement Bureau - Business Licensing and Accreditation Division	
Classification:	Complex	
Type of Transaction:	G2B	
Who may avail:	Service and Repair Enterprises	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1a. Notarized completely filled out application form, signed by the authorized signatory;		
1b. Detailed Information about the Shop (New applicants only);		
2. Undertaking/Warranty, minimum warranty of 90 days;		
3. Copy of Valid Business Name Certificate of Registration for Single Proprietorship; SEC Certificate of Incorporation/Partnership and Articles of Incorporation/Partnership for Corporation/Partnership;		
4. Copy of Latest Accreditation Certificate;		
5. Organizational Chart;		
6. List of Employees/Mechanics/Technicians and Position (attach Personal Data Sheet of technicians);		
7. Valid and relevant TESDA Certificate (National Certificate or Certificate of Competency for Technical Employees);		
8. Certified List of Trainings Attended by the Employees/Technicians for the past 2 years (for Ref and Aircon, including auto aircon);		
9. List of Shop Tools and Equipment;		
10. Shop Floor Plan/Layout/Size/No. of Stalls/Working Bays;		
11. Photos of the Shop/Office – showing front (with signages) and interior including the facilities and/or equipment		
12. Certification (in lieu of items 5, 6, 9, 10 or 11) that there are no changes on the said items for renewals, provided that said requirements have been previously submitted		

13a. Copy of Insurance Policy covering the customers' properties entrusted for repair or service against theft, pilferage, fire, flood and loss. Insurance coverage must be for one year and its expiry date must be on or after December 31st 20 and Official Receipt (proof of payment of insurance premiums).				
13b. Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repairs in their client's premises, in lieu of insurance policy).				
Additional requirements for those applying for more than One Star:				
14. Copy of the latest audited financial statements stamped "Received" by BIR;				
15. Original copy of valid dealership agreement (five-star only automotive, Ref and Aircon, Office Machine/Data Processing Equipment);				
16. Copy of Valid Contract of Service (if any);				
17. Original copy of Performance Bond policy and official receipt with minimum coverage of P50,000, in favor of the DTI valid until or after Dec. 31, _____ (for 3 to 5 STAR, New or Renewal).				
CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the requirements	Evaluate documentary requirements and Issues Order of Payment		If circumstances permit the conduct of inspection prior to issuance of the Certificate of Accreditation, processing time shall be within 7 working days upon receipt of application with complete requirements; If inspection will be conducted post issuance of Certificate of Accreditation, processing time shall be 1 day, 1 hour and 25 minutes	Account Officer
Pay Filing Fee and Present Official Receipt	Receive payment and issue official receipt	Pay Filing Fee of P50.00		Cashier
	Process the application;			Account Officer
	Conduct inspection (may be conducted pre or post issuance of Certificate of Accreditation)			
	Review and recommend approval/disapproval;			Division Chief
	Approval/Disapproval by the Director			Director

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Issue Order of Payment			Releasing Officer
Pay Accreditation Fee/, Document Stamp Tax and Surcharge, if applicable. Present Official Receipt and claim accreditation certificate.	Receive payment and issue official receipt.	Please refer to schedule of fees below	5 minutes	Cashier
	Release Accreditation Certificate.			Releasing Officer

SCHEDULE OF FEES				
Type of Shop	Filing Fee	New/Renewal	Renewal	Other Fees
		Accreditation Fee	Surcharge*	
1. One-Star Shop	50.00	350.00	87.50	Certification replacement 50.00
2. Two-Star Shop	50.00	400.00	100.00	
3. Three-Star Shop	50.00	425.00	106.25	
4. Four-Star Shop	50.00	450.00	112.50	Documentation Stamp 30.00
5. Five-Star Shop (Dealer of Motor Vehicle)	50.00	500.00	125.00	
6. Medical/Dental	50.00	350.00	87.50	
A surcharge of 25% of the amount of renewal fees are imposed if application is renewed after January 31.				

8. Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs)

The issuance of Certificate of Accreditation of Private Emission Testing Centers (PETC) is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days from the date the request and/or complete application or request was received. If the Certificate of Accreditation of PETC is not released within 7 days, you may file a complaint via email (ask@dti.gov.ph.)

Pursuant to Republic Act 8749 or the “Philippine Clean Air Act of 1999”, which provides, among others, that the State shall maintain a quality of air that protects human life and welfare, DTI is mandated to accredit Private Emission Testing Centers, which will be authorized by DOTr in order for DOTr to implement emission standards for motor vehicles.

DTI shall also conduct surveillance visits of accredited PETCs to check the consistent conformance to the accreditation requirements.

Office or Division:	Fair Trade Enforcement Bureau
Classification:	Complex
Type of Transaction:	G2B
Who may avail:	Owners of Private Emission Testing Centers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly notarized application form signed by the authorized signatory; under oath;	
2. Certified true copy of any of the following: <ol style="list-style-type: none"> Valid DTI Certificate of Business Name Registration for sole proprietorship; SEC Certificate of Registration and Articles of incorporation/Partnership, for corporation/partnership; Cooperative Development Authority Certificate of Registration and Articles of Cooperation, for cooperatives 	
3. Valid Business Permit with Official Receipt (OR) issued by the local government unit (LGU) where the PETC is located. The nature of business indicated should be emission testing.	
4. BIR Registration Certificate and TIN.	
5. SSS Membership Certificate	
6. Audited Financial Statement for the last two (2) years stamped, “Received” by the BIR or audited pre-operating Balance Sheet for newly established company; showing that the applicant shall be in such financial condition as to reasonably expect it to operate for at least one (1) year;	
7. Location Map of the center showing proximity to the nearest LTO District Office, and layout of the center including dimensions.	
8. Organizational Chart showing (a) its personnel and their functions and (b) the relationship between the center and other operations of the firm, if applicable	
9. List of personnel indicating their positions and their job descriptions/responsibilities including: <ol style="list-style-type: none"> Bio-data (in prescribed form); 	

b. Valid TESDA Certificate of Competency as Motor Vehicle Emission Control Technician (MVECT) or Automotive Servicing NC IV; and	
c. Authorization from PETC for its specific personnel to perform particular sampling, tests, issue test report, give opinion and interpretations and to operate the emission testing equipment.	
10. List of all test equipment with their corresponding brand, model, and serial number including the following:	
a. Certificate of conformance issued by the DENR for each equipment;	
b. Valid calibration certificate including manuals of the test procedures; and	
c. Reference materials for the calibration and tests and softwares, if available.	
11. Complaints Handling Procedure and copy of complaint form.	
12. Copy of PETC Operations Manual or equivalent documents pertaining to PETC operations.	
13. Housekeeping Policy (to be presented and validated during assessment).	
14. Proof of Bond in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) valid for three (3) years, with OR to be submitted before the release of the Certificate of Accreditation.	
15. Oath of undertaking (notarized) containing the PETC's commitment to comply with the provisions of the latest version of PNS ISO/IEC 17025 to be submitted before the release of Certificate of Accreditation.	
For Renewal	
1. Items #1-3, 6-10 except 10.c above.	
2. Copy of latest DTI certificate of accreditation and DOTr Authorization (both for Center and MVECT).	
3. Certificate of Compliance with the latest version of PNS ISO/IEC 17025.	
4. Proof of Bond valid for three (3) years with OR in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) to be submitted before the release of the Certificate of Accreditation.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Evaluate documentary requirements, issue Order of Payment		65 minutes	Accreditation Officer
Pay Application Fee and Present Official Receipt;	Receive payment and issue official receipt	Filing Fee: P300.00 (regardless of size of assets of applicant PETC)		Cashier
	Process the application;		30 minutes	Accreditation Officer
	Review and schedule assessment;		30 minutes	Division Chief
Prepare center for assessment	Conduct assessment and prepare assessment report;		½ day	Assessment Team
Institute and submit proof of corrective actions, if applicable	Review and endorse application to PETC Accreditation Committee;		20 minutes	Chief Accreditation Officer
	Evaluate and recommend approval/disapproval of application to the Director;		½ day	PETC Accreditation Committee
	Approval/Disapproval by the Director		20 minutes	Director
Submit Bond requirement and Undertaking, if applicable.	Evaluate submitted documents and Issue Order of Payment;	Refer to fees below	10 minutes Total processing time is 7 days. Time stop after receipt of application till the scheduled on-site assessment, and after assessment till PETC Accreditation Committee (PAC) meeting and if with findings after PAC meeting until submission of evidence/compliance.	Accreditation Officer
Pay Assessment and Accreditation Certificate fees and DST.	Receive payment and issue Official Receipt			Cashier
Claim Accreditation Certificate	Release Accreditation Certificate.			Releasing Officer

Fees	Small	Medium	Large
Assessment fee* (payable within 15 days after the assessment)	₱8,000.00	₱16,000.00	24,000.00
Reassessment fee (applicable only in cases of verification visit)	₱4,000.00	₱8,000.00	₱12,000.00
Accreditation Certificate Fee	₱3,000.00	₱4,000.00	₱5,000.00
Annual accreditation fee	₱1,000.00	₱2,000.00	₱3,000.00
Other fees: Certified true copy of certificate/ Other certifications	₱500.00 / ₱100.00	₱500.00 / ₱100.00	₱500.00 / ₱100.00

*Non-transferrable

Based on Assets: Small (<P15M); Medium (P15-100M); (>P100M)

9. Processing Application for Certificate of Accreditation for Truck Rebuilding Center

The issuance of Certificate of Accreditation for Truck Rebuilding Center is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the Certificate of Accreditation for Truck Rebuilding Center is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

Processing and issuance of accreditation certificate to Truck Rebuilding Centers

Office or Division:	Fair Trade Enforcement Bureau – Import Regulation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	Truck Rebuilders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form, under oath		
2. Certified copy of the following: <ul style="list-style-type: none"> a. For sole proprietorship: Certificate of Business Name Registration b. For corporation/partnership: <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration • Articles of Incorporation/ partnership • Board Resolution under oath specifying the name of its authorized representative c. For Cooperative: - Cooperative Development Authority (CDA) Certificate of Registration - Board Resolution under oath specifying the name of its authorized representative <ul style="list-style-type: none"> • Articles of Cooperation 		
3. Location Map of the center		
4. Layout of the center including dimensions (minimum work area- 1,000 square meters)		
5. Chart of Organizational Structure showing the relationship between the center and other operations of the applicant, when applicable		
6. Chart of the Organizational Structure of the center showing its personnel and other respective function		
7. List of personnel in the operation of the center including their job descriptions, qualification and responsibilities		
8. Certificate of competency on rebuilding of road vehicles issued by TESDA or other DTI accredited institutions providing the same and other relevant training skills		
9. List of equipment, including reference materials required for truck rebuilding		

10. Manual on personnel, equipment and procedure for truck rebuilding	
11. Certified copy of the insurance policy and other official receipt showing payment of the premium. Insurance coverage shall be not be less than One Million Pesos (P1,000,000.00) and shall cover the following risks: <ul style="list-style-type: none"> • Theft • Pilferage • Fire • Flood, and; • Loss to cover the motor vehicles stored in the premises of the center for purpose of truck rebuilding 	
Other document that may be needed from time to time - Surety Bond	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Pre-evaluate the duly accomplished application form and documentary requirements	Per registration: P300 Per accreditation: P30,000 Documentary Stamp Tax: P30	Upon submission of completed documents, under normal circumstances, estimated processing time is 7 hours and 46 minutes	Account Officer/ Administrative Aide VI
Pay processing fee and submit duly accomplished application form, documentary requirements and official receipt	Receive the accomplished application form, Official Receipt (OR), documentary requirements and record the details for reference number			Account Officer
	Evaluate Documents			
	Conduct on-site assessment/inspection, prepare Assessment Report and recommend the approval/disapproval of the application			Assessment Team/ IRD Staff/ Division Chief

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Director will review and approve/disapprove the Certificate of Accreditation			Director
	Record the signed Certificate of Accreditation			
Payment of Accreditation Fee and Claim the Certificate of Accreditation	Release the Certificate of Accreditation			Account Officer/Administrative Aide VI
Answer Client Satisfaction Survey				

10. Issuance of Certificate of Authority for Ship and Merchandise Broker

The issuance of Certificate of Authority for Ship and Merchandise Broker is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date the request and/or complete application or request was received. If the Certificate of Authority for Ship and Merchandise Broker is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

The issuance of Certificate of Authority to Ship and Merchandise Brokers aim to protect the public from dishonest or incompetent salesmen, brokers, appraisers and consultants.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	Ship and Merchandise Brokers; Sub-agents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form		
2. Previous DTI Ship Broker/Merchandise Broker Certificate		
3. Clearance (Police, NBI, or Justice of Peace)		
4. Copy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation and Partnership)		
5. Board Resolution appointing the applicant to act in behalf of the corporation		
6. Surety or Cash Bond (P2,000)		

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Evaluate documentary requirements and issue Order of Payment	Refer to fees below	Upon submission of completed documents, under normal circumstances, estimated processing time is 1 hour	Account Officer
Pay Application Fee and Present Official Receipt	Receive payment and issue official receipt			Cashier

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Process the application;			Account Officer
	Review and recommend approval/disapproval;			Division Chief
	Approval/Disapproval by the Director.			Director
Claim Accreditation Certificate	Release Accreditation Certificate			Releasing Officer

Licensing/Permit Fee: ₱350.00	
Filing Date	Surcharge:
1 month after grace period	10 % of filing fee
2 months later	20 %
3 months later	30 %
4 – 5 months later	40 %
6 months later	50 %
Document Stamp Tax: ₱ 30.00	

*with 30-day grace period after expiration of License.

11. Issuance of Certificate of Registration of Bulk Sales

The issuance of Certificate of Registration for Bulk Sales is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date the request and/or complete application or request was received. If the Certificate of Registration for Bulk Sales is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

The issuance of Certificate of Registration for Bulk Sales prevent the defrauding of creditors by secret sale or disposal in bulk of all or substantially all of the merchant's stock or goods.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	Vendor, Mortgagor, Transferor or Assignor	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter informing DTI of the sale;		
2a. Affidavit of Vendor Stating that at the Time of Sale, the Company has or no Creditor/s (Single Proprietorship);		
2b. Board/Partner Resolution, stating that at the Time of Sale the Company has or no Creditor/s (Corporation/Partnership);		
3a. List of Creditors (name, address, total amount due)		
3b. Copy of the Notice to the Creditors regarding the Sale, Transfer or Assignment, if there are Creditor/s;		
3c. Original Receiving Copy by all the Creditor/s of the Notice; the notice should be received by the Creditors at least ten (10) days before the date of sale;		
4. Inventory of Properties Sold;		
5a. Copy of the Deed of Sale, Mortgage or Assignment (original copy to be presented);		
5b. Board/Partner's Resolution re: Authorized Company Officers/Signatories in the Deed of Sale (Corporation/Partnership);		
5c. Copy of Valid Government-Issued IDs of the Authorized Signatories (original copy must be presented);		
6a. Copy of the Latest BN Registration Certificate -both buyer and seller (Single Proprietor);		
6b. Copy of SEC Registration Certificate and Articles of Incorporation/ Partnership -both buyer and seller (Corporation/Partnership).		

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished form	Evaluate documentary requirements and issue Order of Payment			Account Officer
Pay Application Fee and Present Official Receipt to BLAD	Receive payment and issue official receipt.	Registration Fee: ₱50.00 Additional Fee: ₱5.00/creditor Document Stamp Tax: ₱ 30.00	Upon submission of completed documents and approval of Certificate of Registration of Bulk Sales application, under normal circumstances, estimated processing time is 1 hour and 35 minutes.	Account Officer
	Process the application; Review and recommend approval/disapproval; Approval/Disapproval by the Director			Account Officer Division Chief Director
Claim Accreditation Certificate	Release Accreditation Certificate.			Releasing Officer

12. Issuance of Certificate of Accreditation for Sea Freight Forwarders

The issuance of Certificate of Accreditation for Sea Freight Forwarders is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date the request and/or complete application or request was received. If the Certificate of Accreditation for Sea Freight Forwarders is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

DTI implements an accreditation scheme for sea freight forwarders to ensure the delivery of balikbayan boxes.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	Seafreight Forwarders (Non-Vessel Operating Common Carriers, International and Domestic Freight Forwarders)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Documentary Requirements for NEW Applicants		
1. Application Form signed by the authorized signatory;		
2. SEC Registration Certificate with Articles of Incorporation/ Partnership; Category/ies to be applied should be included in the Primary Purpose and the paid-up capital should be equal or more than the capital requirement (Corporation/Partnership); DTI Business Name Registration Certificate (Single Proprietorship);		
3. Latest Audited Financial Statement (for newly organized companies, audited pre-operating balance sheet);		
4. Latest Income Tax Return for two (2) preceding years (Single Proprietorship);		
5. Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement (Single Proprietorship);		
6. Valid Mayor's Permit (with copy of Official Receipt); BIR Registration Certificate; and SSS Certificate of Membership;		
7. Board Resolution, Partnership Resolution or Authorization from Proprietor (as applicable) authorizing the company to apply for accreditation and identifying the key officers authorized to sign documents relative to DTI-FTEB accreditation, follow-up, and receive the accreditation certificate;		
8. List of Corporate Officers/Partners & Key Operating Officers with corresponding Biodata and passport size picture. At least 1 key officer must have at least three (3) years experience in shipping, forwarding, &/or related activities and must submit certification or proof of employment from previous employers.		

9. List of International &/or Domestic Principals/Agents with their respective Company Profile, and a copy of existing contract &/or agency agreement;	
10. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading;	
11. Proof of cargo insurance coverage, insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement;	
12. Inventory of Office Equipment/Facilities;	
13. Location Map of Office;	
14. Visitorial/Inspection Authority;	
15. Freight Tariff and transshipment fees (NVOCC); Domestic rates (DFF);	
16. Duly prescribed itemized service charges.	

Documentary Requirements for RENEWAL

1. Application Form signed by the authorized signatory;	
2. Latest Audited Financial Statement (must be updated in submitting FS as reportorial requirement);	
3. Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement; and DTI Business Name Certificate, if newly renewed; (Single Proprietorship);	
4. Valid Mayor's Permit (with copy of Official Receipt);	
5. List of Corporate Officers/Partners and Key Operating Officers; Certification from company that there are/no changes re: Corporate/Partners and Key Operating Officers; (d) Biodata & passport size picture of new Officers & (e) Certification or proof of employment from previous employers, if applicable;	
6. List of International &/or Domestic Principals/ Agents; Certification from company that there are/no changes re: Principals/Agents;	
7. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading;	
8. Proof of cargo insurance coverage: insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement;	
9. Updated submission of Quarterly Cargo Statistics Report as part of the reportorial requirements;	
10. Visitorial/Inspection Authority;	
11. Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF)	
12. Duly prescribed itemized service charges	

Documentary Requirements for BRANCH OFFICE

1. Application Form signed by the authorized signatory;	
2. Brief information about the Branch Office;	
3. Bio-data and picture of Branch Manager (with experience of at least 3 years in Forwarding, shipping and/or related activities)	
4. Valid Mayor's Permit and official receipt	

5. Insurance policy coverage – inclusion of the clause in the Territorial Limits : "covering branch office's area of operations"	
6. Visitorial/Inspection Authority	
7. Freight tariff and service rates Ex-Port nearest to branch office's area of operations (NVOCC)/Domestic Rates (DFF)	
Documentary Requirements for Accreditation (ADDITIONAL CATEGORY)	
1. DTI-FTEB Application Form signed by the authorized signatory;	
2. SEC Registration Certificate with Articles of Incorporation/ Partnership; Category/ies to be applied should be included in the Primary Purpose and the paid-up capital should be equal or more than the capital requirement (corporation/Partnership); DTI Business Name Registration Certificate, if newly renewed (Single Proprietorship);	
3. Latest Audited Financial Statement, must be updated in submitting FS as reportorial requirement;	
4. Bank Certificate reflecting at least the minimum amount of capital requirement and Proof of Tangible Assets and Undertaking; the fair market value of tangible assets must be equal or more than the amount of capital requirement; and DTI Business Name Certificate, if newly renewed; (Single Proprietorship)	
5. Valid Mayor's Permit (with copy of Official Receipt);	
6. List of International &/or Domestic Principals/Agents with their respective Company Profile and a copy of existing contract &/or agency agreement;	
7. For NVOCC, original blank specimen of own House/Forwarders Bill of Lading with company signing "as Carrier", and Principal/Agent's House/Forwarders Bill of Lading;	
8. Proof of cargo insurance coverage: insurance policy with copy of official receipt as proof of payment of insurance premium. It should meet the insurance coverage requirement;	
9. Updated submission of Quarterly Cargo Statistics Report as part of the reportorial requirements:	
10. Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF)	
11. Duly prescribed itemized service charges (NVOCC and IFF).	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Evaluate documentary requirements, issue Order of Payment and receive application		Upon submission of completed documents and approval of Certificate of Accreditation of Seafreight	Account Officers
Pay Application Fee and Present Official Receipt to BLAD	Receive payment and issue official receipt.		Forwarder if inspection will be conducted post approval and under normal circumstances, estimated processing time is 1 hour and 50 minutes.	Account Officer Division Chief Director
	Process the application; Review and recommend approval/disapproval; Approval/Disapproval by the Director			
Pay Certificate Fee and DST.	Receive payment and issue official receipt			Cashier
Claim accreditation certificate.	Release Certificate of Accreditation to Authorized representative.			Releasing Officer

Filing & Processing Fee

	Non-Vessel Operating Common Carrier (NVOCC)	International Freight Forwarder (IFF)	Domestic Freight Forwarder (DFF)
Main Office	₱5,000.00	₱ 4,000.00	₱3,000.00
Branch Office	₱1,250.00	₱ 1,000.00	₱ 750.00
Additional Category Fee	₱ 1,500.00		

Surcharge for Late Filing of Renewal Application (Main & Branch Office)

	NVOCC/ IFF/ DFF	
	Main Office	Branch Office
If filed from 1-15 days after the expiry date:	₱ 2,000.00	₱ 500.00
If filed from 16-30 days after the expiry date:	₱ 4,000.00	₱ 1,000.00
If filed from 31-45 days after the expiry date:	₱ 8,000.00	₱ 2,000.00
If filed from 46 days after the expiry date and onwards:	₱ 12,000.00	₱ 3,000.00

Other Fees:

For the issuance of a substitute certified copy of a lost or destroyed Certificate of Accreditation	₱ 200.00
For the issuance of a Certification that a certain firm has or has no pending case	₱ 200.00
For the issuance of any other Certification	₱ 200.00
Document Stamp Tax	₱ 30.00

13. Issuance of General Bonded Warehouse License

The issuance of General Bonded Warehouse License is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date the request and/or complete application or request was received. If the General Bonded Warehouse License is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph)

The issuance of General Bonded Warehouse License is to regulate the business of receiving commodities for storage and defining the rights and obligations of a bonded warehouseman and protects the rights of the owner of the commodity.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	General Bonded Warehouse Owner/Operator	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form duly signed by authorized signatory;		
2. Copy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation/Partnership);		
3. List and location map of branches (warehouse) with plan, size and dimensions;		
4. List of agent/employees authorized to sign Warehouse receipts with specimen signature;		
5. Original specimen of warehouse receipts;		
6. List of weighing equipment including calibration certificates;		
7. Proposed schedule of charges;		
8. Copy of latest audited financial statements;		
9. Fire insurance covering commodities received or stored;		
10. Surety or Cash Bond, at least 33½% of maximum value of commodity to be received/received;		
11. Storage and Withdrawal Report (Renewal)		

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Evaluate documentary requirements and issues Order of Payment	License/ Permit fee: ₱100.00 - first 1,000 cbm + P5/succeeding cbm Surcharge (Renewal): 10% of filing fee if renewing after 30 day grace period 20% if within 60 days 40% if within 150 days 100% if filed renewal application after 180 days	Upon submission of completed documents and approval General Bonded Warehouse License, under normal circumstances, estimated processing time is 1 hour and 25 minutes.	Account Officer
	Process the application; Review and recommend approval/disapproval; Approval/Disapproval by the Director	Document Stamp Tax: ₱ 30.00		Account Officer; Division Chief Director
Claim Accreditation Certificate	Release Accreditation Certificate			Releasing Officer

14. Issuance of Waiver under PD 1466

The issuance of Waiver Under PD No. 1466 is considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days from the date the request and/or complete application or request was received. If the Waiver Under PD No. 1466 is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph).

The issuance of Waiver Under PD 1466 is to Prioritize the development of the country's maritime transport industry. Conserve the country's foreign exchange, promote the growth and development of the Philippine water transport industry and enhance national self-reliance in the transport of passengers and cargoes.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division	
Classification:	Simple Transaction	
Type of Transaction:	G2B	
Who may avail:	Any Person, Partnership, Corporation or Entity Granted a Loan or Credit by Government or any of its financial institutions.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Prescribed Application Form		
2. Any of the following supporting documents: <ul style="list-style-type: none"> • Proforma/Commercial Invoice; • Letter of Credit; • Purchase Order; • Sales Contract and Charter Agreement and/or Bill of Lading 		

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Evaluate documentary requirements and issues Order of Payment	Please refer to the fees below	Upon submission of completed documents and approval of application for Waiver under PD No. 1466, under normal circumstances, estimated processing time is 30 minutes.	Account Officer
Pay Application Fee and Present Official Receipt	Receive payment and issue official receipt			
	Process the application;			Account Officer

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Review and recommend approval/disapproval;			Division Chief
	Approval/Dis-approval by the Director			Director
Claim Approved Waiver Application.	Release approved Waiver application.			Releasing Officer

Application Fee:

Tonnage/Application	Fee per Application
Chartered Vessel	₱ 1,000.00
Above 100 RT	₱ 800.00
Over 80 to 100 RT	₱ 700.00
Over 60 to 80 RT	₱ 600.00
Over 40 to 60 RT	₱ 500.00
Over 20 to 40 RT	₱ 400.00
20 RT and below	₱ 300.00

Amendments - 50% of Application Fee

Penalties

Number of Violations	Liner Service	Chartered Vessel
First Violation	₱ 10,000.00	₱ 50,000.00
2. Second Violation	₱ 30,000.00	₱ 100,000.00
3. Third Violation	₱ 50,000.00	₱ 200,000.00
4. Fourth Violation	₱ 70,000.00	₱ 300,000.00
5. Fifth & Succeeding Violations	₱ 100,000.00	₱ 500,000.00

15. Application for Certificate of Authority to Import

The issuance of Certificate of Authority to Import a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the Certificate of Authority to Import is not released within 3 days, you may file a complaint via email (ask@dti.gov.ph)

Processing and issuance of importation clearance for regulated used motor vehicles, used engines, parts and components prior to shipment from the country of origin to Philippine customs territory.

Office or Division:	Fair Trade Enforcement Bureau – Business Licensing and Accreditation Division
Classification:	Simple Transaction
Type of Transaction:	a) Government to Business (G2B) – Importation of CKD, CBU and Replacement Parts b) Government to Government (G2G) – Importation through Government Importation and Donation to LGU c) Government to Citizens (G2C) - No-Dollar Importation
Who may avail:	Importation of the following: 1. CKD Parts and Components for Rebuilding – only DTI accredited rebuilding centers 2. CBU used motor vehicles – any person, natural or juridical 3. Use Engines, Parts and Components for Rebuilding - any person, natural or juridical 4. No-Dollar Importation – Filipino returning resident, immigrants holding 13g and 13a visa or Dual Citizens, SRR Visa Holder under the Philippine Retirement Act, 47(a)(2) Visa Holder under the Balik-Scientist Program and member of Diplomatic Corps. 5. Government Importation – National Government Agencies (NGA), Local Government Units (LGU) and Government-Owned and Controlled Corporation (GOCC) Donation – Local Government Units (LGU) 6. Donation – Local Government Units (LGU)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Completely Knocked-Down parts and components of Used Truck, Bus and Special Purpose Vehicle for Rebuilding	
1. Application form with affidavit of undertaking; 2. Original and photocopy of Proforma Invoice; 3. Photocopy of Certificate of Accreditation as a Rebuilding Center (for first importation only)	
Completely Built-Up Used Trucks, Buses and Special Purpose Vehicle Importation	
1. Application form with affidavit of undertaking; 2. Original and photocopy of Proforma Invoice; 3. Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants); Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants);	

4. Authenticated copy of Certificate of Roadworthiness and Euro 4 emission compliance. (Release Certificate shall not be issued without submission of Certificate)	
5. Picture of the motor vehicle	
Used Engines, Parts and Components Importation	
1. Application form with affidavit of undertaking;	
2. Original and photocopy of Proforma Invoice;	
3. Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants);	
4. In appropriate cases, applicant may be required to submit a brochure or any pertinent literature to describe the spare parts to be imported	
No-Dollar Importation of Used Motor Vehicle	
A. Basic Requirements	
1. For the importer	
a. Philippine passport for Philippine citizens showing that the applicant has resided abroad for at least one (1) year (accumulated for the last 3 years from the date of filing of the application);	
b. Immigrants holding 13G or 13A Visa or Dual Citizens;	
c. SRR Visa Holder under the Philippine Retirement Act;	
d. 47(a)(2) Visa Holder under the Balik-Scientist Program.	
2. For the motor vehicle	
a. Left Hand Drive;	
b. Not to exceed 3,000Kgs GVW;	
c. Registered under the name of qualified importer for at least six (6) months prior to the submission of the application. Co-owner to submit Affidavit of Waiver;	
d. Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad (under CAA, RA 8749).	
B. Documentary Requirements	
1. Completely filled-out and notarized FTEB application;	
2. Completely filled-out notarized Affidavit of Undertaking;	
3. 1 copy of 2x2 picture with signature	
4. Picture of the motor vehicle;	
5. Original or authenticated copy of Car Title of Registration with English translation if necessary	
C. Additional Requirements	
1. Philippine Passport Holders – Original or authenticated copy of pages with entries of both old and new passport;	
2. Dual Citizens: <ul style="list-style-type: none"> a. Original or authenticated copy of Philippine and Foreign Passport; b. Original or authenticated copy of Identification Certificate or Oath of allegiance issued by the Bureau of Immigration or Philippine Consulate/ Embassy in-lieu of a Philippine passport. 	
3. Foreign Passport Holders (13A and 13G visa Holders): <ul style="list-style-type: none"> a. Original or authenticated copy of passport, stamped with valid 13A and 13G Visa); b. Immigrant Card (I-card) 	

4. Foreigners Under the Philippine Retirement Act (PRA) (SRR Visa) – Original or authenticated copy of passport stamped with a valid SRR Visa. 5. Filipinos/Foreigners of Filipino Descent under the Balik-Scientist Program (47A2 Visa) – Original or authenticated copy of passport stamped with valid 47A2 Visa	
D. Note	
1. Authentication is required when original documents cannot be presented, unless expressly stated;	
2. Non-original documents shall be authenticated by the Philippine Consulate/ Embassy abroad;	
3. Certificate of car title or registration from UAE shall be authenticated by the UAE Ministry of Foreign Affairs (MOFA) and consequently certified by the Philippine Consulate/Embassy abroad;	
4. Importation of motor vehicles is subject to payment of taxes and duties;	
5. Personal appearance of applicant at the FTEB is required prior to the release of the motor vehicle from the Bureau of Customs (BOC);	
6. Only one vehicle shall be allowed per family (composed of the husband, wife and unemancipated minor children) and can avail of the program only once (under Part II Sec. 3, par.d.3 of the guidelines of EO 156 as amended by EO 877-A);	
7. There shall be no resale of the motor vehicle for three years (under EO 156 as amended by EO 877-A);	
8. Must file within two years of arrival;	
9. Submit to the FTEB the above mentioned requirements for evaluation and subsequent issuance of an authority to import if found qualified.	
Government Importation	
1. Application form with affidavit of undertaking;	
2. Original and certified photocopy of Proforma Invoice;	
3. Certificate of Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad (for motor vehicles only);	
4. Liquidation of previous Authority to Import, if any/ Certificate of First Importation;	
5. Board Resolution (original & certified true copy w/ dry seal) for Local Government Unit (LGU) only, indicating all items to be imported;	
6. Notice of Award, Abstract of Bids, if through public bidding;	
7. Sole distributorship/manufacturer certificate, certificate of non-public bidding;	
8. Brochure and other documents (if needed)	
Importation through Donation of used Motor Vehicle by Local Government Units	
A. For Donee/Consignee	
1. Application form with affidavit of undertaking;	
2. Letter request for Importation;	
3. Sangguniang Panlalawigan, Sangguniang Panglungsod or Sangguniang Bayan Resolution accepting the donation (original and certified true copy with dry seal of the City/Municipal/Province).	
B. For Donor/Supplier	
1. Authenticated Deed of Donation by the nearest Philippine Consulate abroad (original and photocopy)	

CLIENTS STEPS	AGENCY'S ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit duly accomplished application form together with the required documents	Pre-evaluate the duly accomplished application form and documentary requirements Issue order of payment if documentary requirements are complete and accurate	Completely Knocked-Down (CKD) P600.00/set of chassis, engine body, cabin/ cowl Completely Built-Up (CBU) P600.00 per unit Spare parts (SP) P300.00 per application No-Dollar Importation (NDI) Cars: Php1,500.00 per unit Motorcycle: Php900.00 per unit Government Importation (GI) Php300.00 per application Donation (D) Php300.00 per application	Upon submission of completed documents, under normal circumstances, estimated processing time is 46 minutes	Account Officer/ Administrative Aide VI
Pay processing fee and submit duly accomplished application form, documentary requirements and official receipt	Receive the accomplished application form, Official Receipt (OR), documentary requirements and record the details for reference number			Account Officer/Division Chief
	Evaluate and Process the application; prepare the CAI and endorse to Director for approval and disapproval			Director
	Record the signed CAI			
Claim the CAI	Release the CAI			Account Officer/ Administrative Aide VI
Answer Client Satisfaction Survey				