



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**BUREAU OF IMMIGRATION**  
MAGALLANES DRIVE, INTRAMUROS  
1002 MANILA



**ACCREDITATION OF TRAVEL AGENCIES, CORPORATIONS,  
CONSULTANCY OFFICES AND LIAISON OFFICERS**

**GENERAL INSTRUCTIONS**

*To avoid summary dismissal/delay in the processing of your application/petition, please be advised of the following:*

1. All documents must be submitted with the corresponding label (agency/liaison) at the upper right hand corner.
2. All sworn statements or affidavits must be original and duly notarized.
3. All documents required for submission must be arranged in the order as listed in the Checklist of Requirements and compiled in a legal size (8 ½ x 14 in.) folder. Otherwise, your application or petition will not be accepted.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ACCREDITATION OF  
TRAVEL AGENCIES, CORPORATIONS AND CONSULTANCY OFFICES**

*Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.*

- ☐ 1. Letter request addressed to the Commissioner for the accreditation of travel agency/corporation/consultancy office;
- ☐ 2. Department of Tourism Certificate of Accreditation (for Travel Agencies);
- ☐ 3. a. For Corporations or Partnership:
  - ☐ i. Machine-validated Securities and Exchange Commission (SEC) Certificate of Registration;
  - ☐ ii. Articles of Incorporation;
  - ☐ iii. General Information Sheet (GIS) for the current year stamped and received by the SEC;b. For Single Proprietorships:
  - ☐ i. Photocopy of Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
- ☐ 4. Current Mayor's Permit and Business License;
- ☐ 5. Photocopy of latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, BIR's EFPS payment details' print-out or other similar evidence);
- ☐ 6. For travel agencies, official receipt of the CASH BOND of ₱100,000.00 or GSIS SURETY BOND. For Corporations/Consultancy Offices, official receipt of the cash bond of ₱100,000.00;
- ☐ 7. Affidavit of Undertaking by manager/owner/CEO/President;
- ☐ 8. Valid government-issued Identification Card (I.D.) of the president or duly authorized officer of the travel agency/corporation/consultancy office with three (3) specimen signatures;
- ☐ 9. Proof of ownership of the office or Contract of Lease; and
- ☐ 10. Proof of Billing reflecting office name and address or authority of the registered payor to use the same as proof of billing (i.e. MERALCO, PLDT).

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR ACCREDITATION OF LIAISON OFFICERS**

- ☐ 1. Letter request addressed to the Commissioner by travel agency/corporation/consultancy office for the accreditation of authorized liaison officer(s);
- ☐ 2. Duly accomplished BI Accreditation Application Form;
- ☐ 3. Contract of Employment/Appointment letter/Certificate of Employment stating the date of employment, salary, term, and job description;
- ☐ 4. Valid National Bureau of Investigation (NBI) Clearance;
- ☐ 5. Affidavit of Undertaking of the liaison officer(s);
- ☐ 6. Photocopy of company-issued I.D.;
- ☐ 7. Three (3) specimen signatures of the liaison officer(s);
- ☐ 8. Seminar Training Certificate.

*(To be filled out by Authorized BI Personnel Only)*

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_ are complete and in accordance with the above checklist.

*(Last name, First name, Middle name)*

BI Accreditation Unit Evaluator  
*(Signature over Printed name)*

Date  
*(DD-MMM-YYYY)*

The Bureau of Immigration (BI) commits to protect and respect personal data privacy pursuant to the provisions of Republic Act No. 10173 or the Data Privacy Act of 2012 and its Implementing Rules and Regulations. The entire Data Privacy Notice of the BI is accessible in this link: <https://immigration.gov.ph/information/data-privacy>.

*Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application*

[xinfo@immigration.gov.ph](mailto:xinfo@immigration.gov.ph) | [www.immigration.gov.ph](http://www.immigration.gov.ph)

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