



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



ACCREDITATION OF REPRESENTATIVES/PARALEGALS OF LAW OFFICES
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 REPRESENTATIVE(S)/PARALEGAL(S) OF LAW OFFICES

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

- ☐ 1. Letter request from the law office, addressed to the Commissioner, for the accreditation of authorized representative(s)/paralegal(s);
- ☐ 2. 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;
- ☐ 3. Photocopy of the 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)
- ☐ 4. Photocopy of the Integrated Bar of the Philippines (IBP) Identification Card (I.D.) of the managing partner/owner of the law office with three (3) specimen signatures;
- ☐ 5. Proof of ownership of the office or Contract of Lease;
- ☐ 6. Proof of billing reflecting office name and address or an authority from the registered payor allowing the use of the proof of billing for accreditation purposes;
- ☐ 7. Duly accomplished BI Accreditation Application Form;
- ☐ 8. Contract of Employment/Appointment Letter/Certificate of Employment stating the date of employment, salary, term and job description;
- ☐ 9. Valid National Bureau of Investigation (NBI) Clearance;
- ☐ 10. Affidavit of Undertaking by the managing partner/owner in the required form;
- ☐ 11. Affidavit of Undertaking of the representative(s)/paralegal(s) in the required form;
- ☐ 12. Photocopy of company issued I.D. of the representative(s) /paralegal(s) with three (3) specimen signatures;
- ☐ 13. 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

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