



10. ACCREDITATION OF MERCHANT PARTNERS PROCESS

The Philippine Retirement Authority (PRA) accredits merchant partners to provide a range of services and benefits to retirees under its retirement visa program. These merchant partners may offer discounts, special deals, or exclusive privileges to retirees holding the Special Resident Retiree's Visa (SRV) issued by the PRA. By accrediting merchant partners, the PRA aims to enhance the attractiveness of the retirement program, provide additional incentives for retirees, and promote economic activity in the Philippines. Additionally, accrediting partners ensures that retirees have access to reputable and reliable services during their stay in the country.

Office/Division:	Accreditation Unit (AU), Office of the General Manager (OGM)
Classification:	Highly Technical
Type of Transaction:	G2B - Government to Business
Who may avail:	Business Establishments (<i>Single Proprietorships, Partnerships, Corporations, Law Firms, Medical Facilities, Hospitals or Clinics, etc.</i>)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p><i>For New / Renewal of Application</i></p> <ol style="list-style-type: none"> 1. Checklist of Documentary Requirements for Merchant Partner 2. Accomplished Application Form 3. Memorandum of Agreement (<i>pro-forma</i> provided by PRA) 4. Ocular Inspection Report (to be provided by PRA) 5. Company Profile 6. Department of Tourism (DOT) Accreditation (For DOT-Accredited Establishments) 7. Latest / Current Mayor's Permit (For Non-DOT Accredited Establishments) 8. BIR Certificate of Registration (For Non-DOT Accredited Establishments) 	<p>Checklist and forms may be downloaded from the PRA website or requested from the PRA office thru the Accreditation Officer</p> <p style="text-align: center;">Business Establishments (Applicants)</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
9. Registration Documents: a. <u>For Sole Proprietorship:</u> i. Latest / Current DTI Registration b. <u>For Partnership / Corporation:</u> i. SEC Registration, Articles of Incorporation and By-Laws		Checklist and forms may be downloaded from the PRA website or requested from the PRA office thru the Accreditation Office Business Establishments (Applicants)		
Additional Requirement (only if applicable): <ul style="list-style-type: none"> • <u>For Hospital, Clinic, Laboratory, or HMO:</u> <ul style="list-style-type: none"> ○ Latest DOH Bureau of Health Facilities and Services Accreditation • <u>For Insurance Company:</u> <ul style="list-style-type: none"> ○ Insurance Commission License • <u>For School / Institute / Training Center:</u> <ul style="list-style-type: none"> ○ DepED / CHED / TESDA Permit • <u>For Law Firm:</u> <ul style="list-style-type: none"> ○ IBP membership receipt 		Checklist and forms may be downloaded from the PRA website or requested from the PRA office thru the Accreditation Office Business Establishments (Applicants)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get Queuing Number	1.1. Fill out Visitor Request Form	None	2 Minutes	Agnes Dapapac, - PACD
2. Submit documentary requirements	2.1. Evaluate documents submitted. Brief/orient client, if needed.	None	1 Hour	Sean Isaac Dulfo, Accreditation Officer - OGM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2. Conduct ocular inspection. <i>(to be scheduled)</i>	None	1 Day within NCR (3 Days in case outside NCR)	Sean Isaac Dulfo, Accreditation Officer - OGM
None	2.3. Prepare Ocular Inspection Report	None	1 Day	Sean Isaac Dulfo, Accreditation Officer - OGM
None	2.4. Endorsement Memo Preparation for Accreditation Unit Head and GM's approval	None	1 Hour	Sean Isaac Dulfo, Accreditation Officer - OGM
None	2.5. Review application and approve accreditation	None	5 Days	Jose Nazareth Delas Alas, MS IV - OGM Roberto Zozobrado, CEO/General Manager - OGM
None	2.6. Notarize Memorandum of Agreement	None	2 Hours	Sean Isaac Dulfo, Accreditation Officer - OGM
None	2.7. Inform business owner on the status of accreditation application	None	10 Minutes	Sean Isaac Dulfo, Accreditation Officer - OGM



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Visit PRA Office	3.1. Release Certificate of Accreditation, MOA, and Official Sticker	None	15 Minutes	Sean Isaac Dulfo, Accreditation Officer - OGM
TOTAL, if within NCR		None	7 Working Days, 4 Hours, 27 Minutes	
TOTAL, if outside NCR		None	9 Working Days, 4 Hours, 27 Minutes	