

## 6. MARKETER ACCREDITATION

This process provides the procedure for Marketer Accreditation application and renewal filed through the PRA Satellite Office, from submission of complete requirements until release of documents.

<b>Office/Division:</b>	PRA Satellite Offices
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Travel Agencies, Law Firms, etc.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b>A. NEW MARKETER-APPLICANT</b></p> <ol style="list-style-type: none"> <li>1. Letter of Intent to become an Accredited PRA Marketer</li> <li>2. Accomplished Marketer's Application Form</li> <li>3. NBI Clearance for authorized representatives/Police Clearance issued abroad for overseas authorized representatives</li> <li>4. Signed Contract with PRA</li> <li>5. Proof of payment</li> <li>6. Photo of current Office</li> <li>7. Accomplished ID Request Form with Photo of Representative</li> <li>8. Additional Requirements for Sole Proprietor and Partnership/Corporation</li> </ol> <p><b>B. RENEWAL OF ACCREDITATION AS MARKETER</b></p> <ol style="list-style-type: none"> <li>1. Updated Marketer's Application Form</li> <li>2. Updated NBI Clearance for authorized representatives / Updated Police Clearance issued abroad for overseas authorized representatives</li> <li>3. Signed Contract with PRA</li> <li>4. Updated DTI Registration Certificate / Amended Securities and Exchange Commission (SEC) Articles of Incorporation and By-Laws to include in its secondary purpose the promotion of the Special Resident Retiree's Visa (SRRV) program of PRA.</li> <li>5 Accomplished ID Request Form with Photo of Representative</li> <li>6. Proof of payment</li> <li>7. Photo of current Office</li> <li>8. Copy of Mayor's Permit</li> <li>9. Copy of Registration Certificate issued by the Bureau of Internal Revenue (BIR)</li> <li>10. Copy of Official Receipt (OR) issued by the</li> </ol>	<p>Owners or authorized representatives of travel agencies, law firms, etc.</p> <p>Note: 1. Checklists and forms may be downloaded from the PRA Website or requested from the PRA Office.</p>

Bureau of Internal Revenue (BIR) 11. Copy of Previously issued Accreditation Certificate 12. List of clients and updated information of SRRV members (Member Information Registry)	
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements	1.1 Pre-evaluate documentary requirements	NONE	40 mins	PRA Satellite Officer/Staff
	1.2 Prepare Land Bank deposit slip	NONE	5 mins	PRA Satellite Officer/Staff
2. Deposit payment at Land Bank		a. Accreditation Fee - \$300.00 b. Renewal Fee - \$150.00 c. Penalty for late renewal of \$5.00 per month, after 3-month grace period (if applicable)  <i>Note: May be paid in USD or PHP</i>		PRA Satellite Officer/Staff
3. Submit complete requirements and proof of payment	3.1 Receipt of complete requirements and proof of payment	NONE	5 mins	PRA Satellite Officer/Staff
	3.2 Record request and submitted documents on Transaction Tracker/Database	NONE	5 mins	PRA Satellite Officer/Staff
	3.3 Scan submitted requirements	NONE	5 mins	PRA Satellite Officer/Staff
	3.4 Transmit to Head Office via courier	NONE	2-3 business days	PRA Satellite Officer/Staff
	3.5 Processing of request at Head Office	NONE	Refer to the Head Office Process Flow	HO Personnel
	3.6 Receipt of	NONE	5 mins	PRA Satellite

	accreditation certificate, marketer's ID(s), and official receipt from Head Office			Officer/Staff
	3.7 Photocopy of documents for receiving copy	NONE	5 mins	PRA Satellite Officer/Staff
	3.8 Send notification to client	NONE	5 mins	PRA Satellite Officer/Staff
4. Claim documents	4.1 Release of documents	NONE	5 mins	PRA Satellite Officer/Staff