

8. ACCREDITATION

A. MERCHANT PARTNER

B. RETIREMENT FACILITY

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

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
All documents listed on checklists for (1) Merchant Partner; (2) Accredited Retirement Project / Facility (New and Renewal)	Owners or authorized representatives of travel agencies, law firms, hospitals, clinics, hotels, land developers, etc. Note: 1. Checklists and forms may be downloaded from the PRA Website or requested from the PRA Office.

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 Record request and submitted documents on Transaction Tracker/Database	NONE	5 mins	PRA Satellite Officer/Staff
	1.3 Scan submitted requirements	NONE	5 mins	PRA Satellite Officer/Staff
	1.4 Transmit to Head Office via courier	NONE	2-3 business days	PRA Satellite Officer/Staff
	1.5 Processing of request at Head Office	NONE	Refer to the Head Office Process Flow	HO Personnel
	1.6 Receipt of documents from Head Office	NONE	5 mins	PRA Satellite Officer/Staff
	1.7 Photocopy of documents for receiving copy	NONE	5 mins	PRA Satellite Officer/Staff

	1.8 Send notification to client	NONE	5 mins	PRA Satellite Officer/Staff
2. Claim documents	2.1 Release of documents	NONE	5 mins	PRA Satellite Officer/Staff