

**CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR ACCREDITATION AS MARKETER**

Business Name to be Registered _____

I. FOR NEW MARKETER-APPLICANT

1. General Requirements

- Letter of Intent to become an Accredited PRA Marketer
- Accomplished Marketer's Application Form
- Accomplished Marketer's Information Sheet
- NBI Clearance for authorized representatives/Police Clearance issued abroad for overseas authorized representatives
- Signed/Notarized Contract with PRA
- Accreditation Fee of US\$ 300.00 PRA OR No. _____ Dated _____
- Photo of current Office
- Accomplished ID Request Form with Photo of Representative

2. Additional Requirements for the following:

a. Sole Proprietor

- Business Name Certificate and Permit issued by the Department of Trade and Investment (DTI)
- Mayor's Permit
- Registration Certificate issued by the Bureau of Internal Revenue (BIR)
- Copy of Official Receipt (OR) issued by the Bureau of Internal Revenue (BIR)

b. Partnership / Corporation

- 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
- Board Resolution / Secretary's Certificate for the list of authorized representatives to transact with PRA on behalf of the corporation
- Mayor's Permit
- Registration Certificate issued by the BIR
- Copy of Official Receipt (OR) issued by the BIR

II. FOR RENEWAL OF ACCREDITATION AS MARKETER

- Updated Marketer Information Sheet
- Updated NBI Clearance for authorized representatives
Updated Police Clearance issued abroad for overseas authorized representatives
- Updated DTI Registration Certificate
- Updated signed/notarized Contract with PRA
- Accomplished ID Request Form with Photo of Representative
- Renewal Fee of US\$ 150.00
- Penalty for late renewal – US\$5.00/month (Marketer is given a 3-month grace period after the expiration of the accreditation before the penalty will be implemented)
- Photo of current Office

03.2014

Procedure

- 1) Coordinate with the **Marketing Department – Client Relations Division (CRD)**.
 - a. Submit to CRD the documentary requirements for evaluation;
 - b. Secure from CRD an Order of Payment prior to the payment of the Accreditation Fee at the Cashier;
 - c. Give a copy of the Official Receipt issued by the **PRA Cashier** to CRD.
- 2) The CRD will conduct an ocular inspection of the office/business address declared at the Marketer's Information Sheet;
- 3) The CRD will conduct the Oath of Affirmation for the Marketer before the Accreditation Certificate and IDs will be released.

Reminders:

- 1) Accreditation Certificate as a Marketer will only be issued and released upon submission of complete documentary requirements and payment of accreditation fee
- 2) The Ocular Inspection Report will form part of the documentary requirements needed for the release of the Accreditation Certificate as a Marketer
- 3) Accreditation fee may be paid in US Dollars or its equivalent amount in Peso
- 4) PRA will issue (2) two ID Cards without charge. Request for additional ID card for additional representative or replacement of lost/ worn-out ID card must be paid at Php300 each;
- 5) Police Clearance from abroad must be translated in English, if necessary and authenticated by the Philippine Embassy/ Consulate;
- 6) Official Receipts (OR) issued by the BIR must be registered under the Accredited Name of the Marketer;
- 7) All documentary requirements to be submitted to PRA must be updated and valid during the time of submission (*ex. NBI Clearance, DTI Business Name Registration and Permit*); and
- 8) PRA has the right to verify all documents submitted for application as Marketer.

Date of Interview/ Briefing Orientation _____

Date submitted documentary requirements _____

complete incomplete _____

Date paid Accreditation Fee _____

Date of Ocular Inspection _____

Validity of Accreditation Certificate _____

Date of Oath of Affirmation _____

Date of release of Accreditation Certificate _____

03.2014