

**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
- Signed/Notarized Contract with PRA
- 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.
- Accomplished ID Request Form with Photo of Representative
- Renewal Fee of **US\$ 150.00** OR No. _____ Dated _____
- 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
- Mayor's Permit
- Registration Certificate issued by the BIR
- Copy of Official Receipt (OR) issued by the BIR
- Copy of Previously issued Accreditation Certificate

