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

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