



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM
PHILIPPINE RETIREMENT AUTHORITY



**CHECKLIST OF REQUIREMENTS
FOR ACCREDITATION
AS MERCHANT PARTNER (NEW)**

Name of Establishment: _____

- A. Accomplished Application Form
- B. Accomplished Information Sheet
- C. Authorization Letter for Representative
- D. Company Profile
- E. Latest / Current Mayor's Permit
- F. BIR Certificate of Registration
- G. Audited Financial Statements for the last 3 years
- H. Income Tax Return for the last 3 years
- I. Memorandum of Agreement (pro-forma provided by PRA)
- J. Registration Documents:

For *Sole Proprietorship*:

- Latest / Current DTI Registration

For *Partnership / Corporation*:

- SEC Registration, Articles of Incorporation and By-Laws

Only if applicable:

For *Hospital, Clinic, Laboratory or HMO*:

- DOH Bureau of Health Facilities and Services Accreditation

For *Insurance Company*:

- Insurance Commission License

For *School / Institute / Training Center*:

- DepEd / CHed/TESDA Permit

For *Hotel / Resort*:

- DOT Accreditation

For *Law Firm*:

- IBP Membership Receipt

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- Ocular Inspection Report (to be provided by PRA)

Processed/Evaluated by:

Marketing Department

Date Completed: _____

Ocular Inspection Date: _____