



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TOURISM  
PHILIPPINE RETIREMENT AUTHORITY



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

Name of Establishment: \_\_\_\_\_

- A.  Updated Application Form
- B.  Updated Information Sheet
- C.  Authorization Letter for Representative
- D.  Company Profile
- E.  Latest / Current Mayor's Permit
- F.  Latest Audited Financial Statements
- G.  Latest Income Tax Return
- H.  Memorandum of Agreement (pro-forma provided by PRA)

Only if applicable:

*For Hospital, Clinic or Laboratory or HMO:*

- Latest DOH 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: \_\_\_\_\_