



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TOURISM
PHILIPPINE RETIREMENT AUTHORITY



**CHECKLIST OF REQUIREMENTS
AS AN ACCREDITED RETIREMENT PROJECT / FACILITY
(NEW)**

Name of Project / Facility: _____
Name of Developer: _____

- A. Accomplished Application Form;
- B. Accomplished Information Sheet;
- C. Authorization Letter for Representative;
- D. Project Profile;
- E. Latest / Current Mayor's Permit;
- F. HLURB Certificate of Registration;
- G. HLURB License to Sell;
- H. Securities and Exchange Commission (SEC) Registration;
- I. Articles of Incorporation with By-Laws;
- J. Audited Financial Statements for the last 3 years;
- K. Income Tax Return for the last 3 years;
- L. BIR Certificate of Registration;
- M. Pro-forma Contract to Sell / Lease;
- N. Additional requirement:
 - In case of Pre-selling Retirement Facility:
 - Project Feasibility Study
 - In case of Ready-for-Occupancy (RFO) Retirement Facility:
 - Occupancy Permit

Ocular Inspection Report (to be provided by PRA)

Processed/Evaluated by:

Marketing Department

Date Completed: _____

Ocular Inspection Date: _____