



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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- K.  Ocular Inspection Report (to be provided by PRA)

Processed/Evaluated by:

Marketing Department

Date Completed: \_\_\_\_\_

Ocular Inspection Date: \_\_\_\_\_