

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
- NBI Clearance for authorized representatives/Police Clearance issued abroad for overseas authorized representatives
- Signed 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)
- Copy of Mayor's Permit
- Copy of 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
- Copy of Mayor's Permit
- Copy of Registration Certificate issued by the Bureau of Internal Revenue (BIR)
- Copy of Official Receipt (OR) issued by the Bureau of Internal Revenue (BIR)

* Marketers are required to regularly update and report to PRA significant information of their clients who are SRRV members using the attached Member Information Registry form.

II. FOR RENEWAL OF ACCREDITATION AS MARKETER

- Updated Marketer's Application Form
- Updated NBI Clearance for authorized representatives / Updated Police Clearance issued abroad for overseas authorized representatives
- Signed 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
- Copy of Mayor's Permit
- Copy of Registration Certificate issued by the Bureau of Internal Revenue (BIR)
- Copy of Official Receipt (OR) issued by the Bureau of Internal Revenue (BIR)
- Copy of Previously issued Accreditation Certificate
- List of clients and updated information of SRRV members (Member Information Registry)

