

**APPLICATION REQUIREMENTS FOR
PS MARK, ICC STICKERS, COE, AND SOC**

#	Philippine Standard License	Import Commodity Clearance	Certificate of Exemption	Statement of Confirmation
1	Articles of Incorporation or Business Name and Sub-Contracting Agreement, if any	Packing List	Packing List	Packing List
2	Quality Manual	Import Entry (need not be submitted upon filing the application but shall be a requirement for the release of the ICC Certificate)	Import Entry (need not be submitted upon filing the application but shall be a requirement for the release of the ICC Certificate)	Import Entry (need not be submitted upon filing the application but shall be a requirement for the release of the ICC Certificate)
3	Brief description of manufacturing process	Commercial Invoice	Commercial Invoice	Commercial Invoice
4	Reference no. of the Product Identification File to include process flow, materials, process control and drawings among others	Bill of Lading/Airway Bill	Bill of Lading/Airway Bill	Bill of Lading/Airway Bill
5	Listing of measuring and testing equipment with nominal capacities and serial numbers at each inspection point and final product testing together with the evidence of ownership, such as official receipts	Summary of Batch Nos./Serial Nos. of Products	Summary of Batch Nos./Serial Nos. of Products	Summary of Batch Nos./Serial Nos. of Products
6	Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates	a) DTI Business Name Registration (for single proprietor)	a) DTI Business Name Registration (for single proprietor)	a) DTI Business Name Registration (for single proprietor)
		b) SEC Certificate of Incorporation (for corporation)	b) SEC Certificate of Incorporation (for corporation)	b) SEC Certificate of Incorporation (for corporation)

7	Copies of labels, markings and logos etc. as per requirements of specific standard	a) Special Power of Attorney (for single proprietor)	a) Special Power of Attorney (for single proprietor)	a) Special Power of Attorney (for single proprietor)
		b) Board/Partners' Resolution or (for corporation) / Notarized Secretary's Certificate stating the name of authorized company representative	b) Board/Partners' Resolution or (for corporation) / Notarized Secretary's Certificate stating the name of authorized company representative	b) Board/Partners' Resolution or (for corporation) / Notarized Secretary's Certificate stating the name of authorized company representative
8	Description of the supply distribution chain. If new business, identify the target market. If foreign company, identify the Philippine principal and described the organizational relationship of the applicant/license holder and Philippine principal	Surety Bond	BIR Importers Clearance Certificate	Surety Bond (Valued at 10% of the commercial invoice value of the cement shipment)
9	Vicinity map of the factory	BIR Importers Clearance Certificate	Current Proof of Billing (Office and Warehouse)	BIR Importers Clearance Certificate / COR
10	Undertaking to abide by the terms and conditions of the PS License (Annexed to Application Form)	Current Proof of Billing (Office and Warehouse)	**Nothing follows**	Current Proof of Billing (Office and Warehouse)
11	**Nothing follows**	ISO 9001 Certificate of the Manufacturer		Production Record
12		Valid Test Report		List of Distributors
13		Other Documents: a) For rerolled steel bars deformed steel bars and equal leg angle bars: - Submission of logo to BPS prior to importation - Mill Certificate, quality inspection report or its equivalent from the Manufacturer		Audited Financial Statement

		<p>b) For motorcycle helmet and its visors:</p> <ul style="list-style-type: none"> - Test report per brand per type per model - Certificate of Conformity from the Manufacturer that the batch imported conformed to the requirement of the standard prior to release from the Manufacturer's premises - Updated list of distributors/retailers 		
14				Photocopy of PS License
15		**Nothing follows**		Load Port Survey Report
16				Other documents