



APPLICATION FOR DTI SEAL OF LEGITIMACY
Department Administrative Order No. 21-09 Series of 2021 (DAO 21-09 s.2021)

Please read instructions/requirements before filling up the application form.

PART I. INFORMATION ABOUT THE COMPANY/BUSINESS ENTERPRISE. Supply all requested information. Misrepresentation, false statement or fraud in this application or any supporting document is a ground for denial or cancellation of DTI Seal of Legitimacy.	Date Accomplished(mm/dd/yyyy) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

BUSINESS ORGANIZATION: <input type="checkbox"/> Single-Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative	NATURE OF BUSINESS <input type="checkbox"/> Multi-level Marketing <input type="checkbox"/> Direct Selling
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Name of Applicant Company/Business Enterprise <input type="text"/>	Contact Nos. E-mail address: _____ Landline Number: _____ Mobile Number: _____
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Address

(House/ Building No./ Building Name) (Street Name) (Barangay) (City/ Municipality) (Province) (Region) (Zip Code)

Asset Size <input type="checkbox"/> Micro (up to P3M) <input type="checkbox"/> Medium (above P15M up to P100M) <input type="checkbox"/> Small (above P3M up to P15M) <input type="checkbox"/> Large (above P100M)	Total No. of Employees _____
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Date Registered (mm/dd/yyyy) <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											PRODUCTS (attach additional sheets as necessary):
DTI/SEC/CDA Business Registration Number _____											

Name of Owner/ Authorized Representative <input type="text"/> <small>(Title/ Prefix) (First Name) (Middle Initial) (Last Name) (Suffix)</small>	Designation _____
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Classification <input type="checkbox"/> Abled <input type="checkbox"/> Youth <input type="checkbox"/> Persons with Disability <input type="checkbox"/> Out-of-School Youth <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Indigenous Persons

PRIVACY STATEMENT
All personal data collected herein shall be processed according to the principles and provisions of the Data Privacy Act of 2012 (DPA), its Implementing Rules and Regulations (IRR), and all National Privacy Commission (NPC) rules.

- INSTRUCTIONS**
- Type or print completely and clearly, all information required in the form.
 - The President of the organization or its duly authorized officer shall sign and file the application for the DTI Seal of Legitimacy.
 - Submit the accomplished application form and the documentary requirements, in both soft and hard copy, to the DTI-Consumer Policy and Advocacy Bureau or (DTI-CPAB).
- DOCUMENTARY REQUIREMENTS:**
- Certificate of Registration issued by the DTI/Securities and Exchange Commission (SEC)/Cooperative Development Authority (CDA);
 - Articles of Incorporation or Articles of Cooperation and By-Laws, as applicable;
 - General Information Sheet (GIS) or list of officers and members including their Tax Identification Number (TIN), complete address and contact numbers for partnerships, corporations, and cooperatives;
 - Business permit/license to engage in the business as applied before the Local Government Unit (LGU);
 - Certificate of Bureau of Internal Revenue (BIR) Registration;
 - Audited financial statements stamped received by the SEC/CDA or the BIR for the last two (2) years;
 - List of distributors/sellers/members for last two years preceding the application
 - Company's compensation plan and marketing plan;
 - Promotion or advertising materials; and
 - Registration/license/certification or its equivalent from concerned regulatory government agency should the products sold be regulated.

REPRESENTATIONS AND UNDERTAKING

I, _____, owner/authorized representative of
(Name of the Multi-level Marketing/Direct Selling Company), with business address at _____, after having been duly sworn, in connection with its application for a DTI Seal of Legitimacy, do hereby depose and state that all information provided in the application form are true and correct based on my personal knowledge or authentic records and that I or (Name of the Multi-level Marketing/Direct Selling Company) do/does not have any pending administrative, civil, or criminal case before any agency or tribunal and that I or (Name of the Multi-level Marketing/Direct Selling Company) company shall:

1. consistently comply with the DTI standards and parameters on compensation and marketing plan of business enterprises pursuant to Department Administrative Order No. 21-09, Series of 2021 (DAO 21-09 s.2021);
2. uphold consumer rights and to employ marketing/compensation plan in accordance with the rules and regulations of the DTI;
3. comply with government requirements on licenses, permits, and taxes;
4. conduct its business to the best interest of its members and of the consumers and forestall any act inimical or prejudicial to their interest and of the DTI Office that granted its DTI Seal of Legitimacy and to the DTI as a whole;
5. use the DTI Seal of Legitimacy for lawful purpose or purposes;
6. display and use the DTI Seal of Legitimacy for the purpose as intended and approved by the DTI;
7. notify the DTI of any changes in the organization's name, membership, officers, address, and contact numbers within five (5) days from the effectivity of the change/s;
8. secure prior approval from the DTI Seal of Legitimacy Evaluation Committee before implementing any change in the compensation and/or marketing plan of the company;
9. submit to the DTI office concerned a copy of the DTI/SEC/CDA/LGU Certificate of Cancellation, whichever is applicable, in case the Certificate of Registration and/or the Business Permit/License have been cancelled;
10. surrender to the DTI the DTI Seal of Legitimacy in the event that the same is ordered cancelled or revoked;
11. ensure that all information in any documentary requirements that the company shall submit is true and correct; and
12. comply with any other lawful requirements as may be prescribed by the DTI.

Any false or misleading information supplied, or production of materially false or misleading document to support the application shall be a ground for criminal, civil and or administrative action against me; and

Signature over Printed Name of Authorized Signatory

Republic of the Philippines)
City/Municipality/Province of _____) SS

SUBSCRIBED AND SWORN to before me this ____ day of _____ 20__ in the City/Municipality/Province of _____; affiant exhibiting to me his/her valid government issued ID: _____ No.: _____ issued at _____ on _____ valid until _____.

Notary Public
Valid until December 31, 20____

Doc. No. _____
Page No. _____
Book No. _____
Series of 20_____.