



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRADE AND INDUSTRY**

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		Date Accomplished(mm/dd/yyyy)
To be accomplished by the applicant. 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.		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
BUSINESS ORGANIZATION:	NATURE OF BUSINESS	TYPE OF APPLICATION
<input type="checkbox"/> Single-Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Cooperative	<input type="checkbox"/> Multi-level Marketing <input type="checkbox"/> Direct Selling	<input type="checkbox"/> New <input type="checkbox"/> Branch <input type="checkbox"/> Renewal
NAME OF APPLICANT COMPANY/BUSINESS ENTERPRISE		CONTACT NOS.
<input style="width:100%;" type="text"/>		E-mail address: _____ Landline Number: _____ Mobile Number: _____
ADDRESS		
<input style="width:100%; height: 20px;" type="text"/>		
(House/ Building No./ Building Name)	(Street Name)	(Barangay)
(City/ Municipality)	(Province)	(Region)
(Zip Code)		
ASSET SIZE		TOTAL NO. OF EMPLOYEES
<input type="checkbox"/> Micro (up to P3M) <input type="checkbox"/> Small (above P3M up to P15M)	<input type="checkbox"/> Medium (above P15M up to P100M) <input type="checkbox"/> Large (above P100M)	_____
DATE REGISTERED (mm/dd/yyyy)	PRODUCTS:	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
DTI/SEC/CDA BUSINESS REGISTRATION NUMBER		

NAME OF OWNER/ AUTHORIZED REPRESENTATIVE	DESIGNATION	
<input style="width:100%;" type="text"/>	_____	
SEX	SOCIAL CLASSIFICATION	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<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	
INSTRUCTIONS IN ACCOMPLISHING AND SUBMITTING APPLICATION AND REQUIREMENTS		
<ol style="list-style-type: none"> Accomplish the application form in duplicate. 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. File/Submit the accomplished application form together with the required documentary requirements at the DTI-Consumer Policy and Advocacy Bureau or (DTI-CPAB). 		
DOCUMENTARY REQUIREMENTS:		
<ol style="list-style-type: none"> Completely filled-out application form signed by the company's President or its duly authorized officer; Copy of the 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; Copy of the business permit/license to engage in the business as applied before the Local Government Unit (LGU); Copy of Certificate of Bureau of Internal Revenue (BIR) Registration; Copy of audited financial statements stamped received by the SEC/CDA or the BIR for the last two (2) years; Copy of the list of distributors/sellers/members for last two years preceding the application Copy of company's compensation plan and marketing plan; Copy of promotion or advertising materials; List of products/services; and Copy of Certificate of Product Registration from the Food and Drug Administration (FDA), as applicable. 		

OATH OF 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 *(Name of the Multi-level Marketing/Direct Selling 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_____.