



**Republic of the Philippines  
Department of Trade and Industry**

**ACCREDITATION OF SERVICE & REPAIR ENTERPRISES  
CHECKLIST OF REQUIREMENTS AND EVALUATION SHEET**

Name of Business: \_\_\_\_\_

Type of Application:  New  Renewal (Date Expired: Dec. 31, \_\_\_\_)

Star Rating :  One Star  Two Star  Three Star  Four Star  Five Star

**REQUIREMENTS**

**REMARKS**

- \_\_\_\_ 1. Original/e-copy notarized completely filled out application form with Undertaking/Warranty (Minimum of 90 days) signed by the owner or authorized signatory ((Signed by the proprietor for SPs, if other than the Proprietor, attach SPA/Authorization; President/Managing Partner for Corporation/Partnership, otherwise, attach Secretary's Certificate or Board/Partners' Resolution re: authorized signatory);
  - \_\_\_\_ 2. Copy of Valid Business Name Certificate of Registration for Single Proprietorship; SEC Certificate of Incorporation/ Partnership and Articles of Incorporation/Partnership for Corporation/Partnership; CDA certificate of registration and Articles of Cooperation. For renewal- SEC Registration Certificate only, if no amendments made in AIs/APs;
  - \_\_\_\_ 3. Copy of Latest Accreditation Certificate;
  - \_\_\_\_ 4. Copy of Organizational Chart and List of Mechanics/Technicians and Position with Personal/Bio Data Sheet;
  - \_\_\_\_ 5. Copy of valid and relevant TESDA Certificate (National Certificate or Certificate of Competency for Technical Employees);
  - \_\_\_\_ 6. Original/e-copy Certified List of Trainings Attended by the Employees/Technicians for the past 2 years (for Ref and Aircon, including auto aircon);
  - \_\_\_\_ 7. Original/e-copy List of Shop Tools and Equipment;
  - \_\_\_\_ 8. Original/e-copy Shop Floor Plan/Layout/Size/No. of Stalls/Working Bays;
  - \_\_\_\_ 9. Original/e-copy Photos of the Shop/Office – showing front (with signages) and interior including the facilities and/or equipment;
  - \_\_\_\_ 10. Originally issued Certification (in lieu of items 8 and 9) that there are no changes on the said items for renewals, provided that said requirements have been previously submitted
  - \_\_\_\_ 11.a. Copy of Comprehensive Insurance Policy covering the customers' properties entrusted for repair or service against theft, pilferage, fire, flood and loss. Insurance coverage must be for one year and its expiry date must be on or after December 31st 20\_\_ and Official Receipt (proof of payment of insurance premiums).
  - \_\_\_\_ b. Original Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repairs in their client's premises, in lieu of insurance policy).
  - \_\_\_\_ c. In places where there are no insurance companies willing to undertake the risk due to the peace and order situation in the area the Director may grant exemption upon sufficient proof of such circumstances.
- Additional requirements for those applying for more than One Star:*
- \_\_\_\_ 12. Copy of valid dealership agreement (five-star only Motor Vehicle, Ref and Aircon, Office Machine/Data Processing Equipment);
  - \_\_\_\_ 13. Copy of Valid Contract of Service, (if any);
  - \_\_\_\_ 14. Original copy of Performance Bond policy and official receipt with minimum coverage of P50,000, in favor of the DTI valid until or after Dec. 31, 20\_\_ (for 3 to 5 STAR, New or Renewal).

\_\_\_\_\_  
Accreditation Officer/Date

I understand that the application will not be accepted if incomplete and/or inaccurate.

\_\_\_\_\_  
Applicant/Applicant's Representative/Date

**PLEASE BRING THIS EVALUATION SHEET WHENEVER YOU VISIT DTI IN CONNECTION WITH YOUR APPLICATION**

**For inquiries, call telephone no. (02) 8890 4892 or e-mail: fteb\_blad@dti.gov.ph**

FORM	Code	FM-SR-02
	Rev.	1
	Date	19-Dec-22