



Fair Trade Enforcement Bureau

REGISTRATION OF SPEED LIMITER INSTALLATION FACILITY

Checklist of Documentary Requirements

New Renewal

1. Duly notarized application form signed by the authorized signatory.
For Sole Proprietorship (SP), the application form shall be signed by the Installation Facility (IF) owner. If the applicant is not the owner of the IF, he/she must execute and submit an undertaking indicating the name of the authorized representative and the grant of authority to said representative to sign the application form and all the documentary requirements and to act on behalf of the proprietor on matters relating to the application for registration;
For corporations, partnerships, or cooperatives, the application form shall be signed by its authorized representative. The said representative must be authorized by a Board or Partners Resolution or Secretary's Certificate, as the case may be, to apply for registration. The authorized representative must be an Officer and the grant of its authority to sign the application form and all the documentary requirements and to act on behalf of the corporation, partnership, or cooperative on matters relating to the application for registration must be explicitly indicated.
2. Certified true copy of any of the following and compliance with Paid Up Capital Requirement:
 - a. Valid DTI Certificate of Business Name Registration for sole proprietorship;
 - b. Securities and Exchange Commission (SEC) Certificate of Registration and Articles of Incorporation/Partnership, for corporation/partnership; or
 - c. Cooperative Development Authority (CDA) Certificate of Registration and Articles of Cooperation, for cooperatives.
 - For purposes of verification of the submissions, the originals of the foregoing must also be presented.
 - Primary Purpose of Articles of Incorporation/cooperation should include to operate a speed limiter IF;
 - Paid-up capital of at least Five Million Pesos for Corporations, Partnerships, and Cooperatives as shown in registration documents from SEC/CDA. Every branch office shall have proof of tangible assets worth at least Three Million Pesos. Proof of tangible assets of at least Five Million Pesos for main office and Three Million Pesos for branch office of Sole Proprietorships.
3. Valid Business Permit where the facility is located; the nature of business shall be installation of speed limiter;
4. BIR Registration Certificate and TIN. The nature of business shall be installation of speed limiter;
5. Location map, photo, and lay-out of the facility;
6. List of all personnel indicating their positions and their job descriptions/responsibilities together with their:
 - a. Bio-data (in prescribed form)
 - b. Valid National Certificate/Certificate of Competency from TESDA as installer of speed limiter;
 - c. Authorization from the IF for its specific personnel to install speed limiter, operate the necessary equipment.
7. Proof of availability of all required tools and equipment used for the installation of speed limiter device (e.g. certified list signed by the authorized representative, proof of purchase, sales invoice);
8. Copy of Complaints Handling Procedure and copy of complaint form;
9. Copy of Operations Manual and other supporting documentation relation to speed limiter installation;
10. Manual and reference materials required for installation of Speed Limiter from the manufacturer or distributor;
11. Manual of test procedures and authorized personnel;
12. Liability Insurance or Proof of Bond valid for three (3) years from registration with official receipt in the amount of PhP10,000,000.00 in favor of the DTI to be submitted before the release of the Certificate of Registration;
13. Service Warranty (at least one year) and Guarantee of Workmanship (at least 90 days);
14. Copy of the Official Receipt as proof of payment of Application Fee;
15. Updated submission of quarterly report on installation services made (Renewals only).

Schedule of Fees (in Philippine Peso):

Particular	Amount
Filing Fee (New or Renewal)	300.00
Processing Fee	5,000.00
Documentary Stamp Tax	30.00
Certified True Copy of Certificate of Registration	200.00
Surcharge for Late Filing of Renewal application: 0-2 months after expiry	3,000.00
More than 2 months after expiration date	5,000.00

Forms may be downloaded from DTI website (<https://dti.gov.ph/resources/downloadable-forms>)

For inquiries, please send message to email address: fteb_blad@dti.gov.ph .

Account Officer/Date

Note: Application will not be accepted if incomplete and/or inaccurate.