



Department of Trade and Industry

CITIZEN'S CHARTER 2025 1ST EDITION

Agency Details

I. Mandate

The Department of Trade and Industry (DTI) serves as the primary coordinative, promotive, facilitative, and regulatory arm of government for the country's trade, industry, and investment activities. It acts as catalyst for intensified private sector activity to accelerate and sustain economic growth through a comprehensive industrial growth strategy, a progressive and socially responsible liberalization and deregulation program, and policies designed for the expansion and diversification of both domestic and foreign trade.

DTI Philippines aims to achieve a global position for the country's export sector, develop micro, small, and medium enterprises (MSMEs), and create a harmonized investment facilitation to identify priority investments. This aligns with the Philippine Development Plan (PDP) 2023-2028, based on the Marcos administration's vision towards Bagong Pilipinas (New Philippines). A country where Filipinos can thrive in a secure and comfortable environment, with equal opportunities to participate in a globally competitive economy.

To achieve these goals by the target year, the Department has established 10 key priorities as part of its strategic agenda:

1. Upgrade, upskill, and upsize Micro, Small, Medium Enterprises
2. Promote and support regional development through the utilization of various trade agreements
3. Reconfigure Philippine export sectors into industry clusters
4. Improve ease of doing business
5. Create an enabling environment to attract foreign direct investments and expand exports
6. Foster industries geared to the domestic markets through technology and innovation
7. Ensure availability of accessible and affordable food for every Filipino
8. Enable jobs-skills matching and skills upgrading to transition to a higher level of services
9. Protect and empower consumers
10. Transform the Department into an agile organization through faster response mechanisms and digitalization

These we accomplish through 5 major programs:

- Export and Investment Development Program
- Industry Development Program
- SME Development Program
- Consumer Protection Program
- Consumer Education and Advocacy Program

II. Vision

A higher level of competitiveness for the Philippines and 2nd in ASEAN in FDI by 2028

III. Mission

DTI the main economic catalyst in enabling innovative, competitive, job-generating, inclusive business, and empowering consumers.

IV. Service Pledge

We, the Department of Trade and Industry, are committed to serve you, our clients, with quality service.

Committee on Red Tape Authority

Office of the Secretary :

Name	Designation	Email
Ma. Cristina A. Roque	Secretary of the DTI	Secretary@dti.gov.ph

Chairperson :

Name	Designation	Email
Atty. Michel Kristian R. Ablan	Assistant Secretary and Supervising Head, Management Services Group	KristianAblan@dti.gov.ph

Vice-Chairperson :

Name	Designation	Email
Engr. Robert Alvin T. Arceo	Director, Planning and Management Service	RobertArceo@dti.gov.ph

Members :

Name	Designation	Email
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List of Services

External Services

1. Registration to STMO Services
2. Individual License
3. Global License
4. Governmental End-Use Assurance
5. Issuance of Sales Promotion Permit via IRegis
6. Issuance of Coffee Exporter's Accreditation
7. Issuance of Coffee Export Clearance (CEC) and Certificate of Origin for Coffee
8. Issuance of Certificate of Exemption for Sample Sized Coffee Shipment
9. Accreditation of Truck/Bus/Special Purpose Vehicle Rebuilding Centers
10. Issuance of Certificate of Authority to Import (CAI) for importation of used Completely Knocked Down (CKD) Parts/Components of Truck/Bus/Special Purpose Vehicle for Rebuilding Purposes.
11. Accreditation of Sea Freight Forwarders
12. Issuance of Waiver under PD 1466
13. Issuance of Certificate of Authority for Ship and Merchandise Broker
14. Issuance of Certificate of Registration of Bulk Sales
15. Accreditation of Service and Repair Enterprises (Processing Application via IREGIS)
16. Issuance of General Bonded Warehouse License
17. Provision of Statistical Data to Various Stakeholders
18. Provision of Information on General Import Procedures and other Government Agencies' Import Regulations
19. Issuance of Domestic Bidders (DoBid) Certificate of Preference (New Applications)
20. Processing of Import Commodity Clearance (ICC)
21. Processing of Statement of Confirmation (SOC)
22. Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs) - Processing Application via IREGIS
23. BUSINESS NAME REGISTRATION - New and Renewal Application
24. Processing Application for Statement of Confirmation
25. Issuance of a Certificate of Registration for Age-Gating Measure
26. Processing of Philippine Standard (PS) Quality Mark License
27. Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License
28. Issuance of Certificate of Authority to Import (CAI) for importation of used Completely Built-Up Unit (CBU)
29. Issuance of Certificate of Authority to Import (CAI) for importation of used engines, parts and components of motor vehicles for replacement purposes
30. Issuance of Certificate of Authority to Import (CAI) - for No Dollar Importation (NDI)
31. Issuance of Certificate of Authority to Import (CAI) for importation of used motor vehicles by embassy officials, members of the diplomatic corps and international organizations
32. Issuance of Certificate of Authority to Import (CAI) for government importation

33. Issuance of Certificate of Authority to Import (CAI) for importation of donated motor vehicles to Local Government Units (LGUs)
34. Business Name Registration - Certification
35. Business Name Registration - Change/Amendment of Information
36. Consumer Complaints Handling (under DTI Jurisdiction)
37. Issuance of Domestic Bidders (DoBid) Certificate of Preference (Renewal Applications)
38. Processing of Application for Certificate of Warehouse Registration
39. Business Name Registration - Change in Territorial Scope
40. Issuance of Sales Promotion Permit for Vape
41. Business Name Registration - Cancellation of BN Registration
42. Business Name Registration - Authentication or Certified True Copy
43. Receiving and evaluation of application requirements for the accreditation of Conformity Assessment Bodies under LAD
44. Conducting assessment for Conformity Assessment Bodies under LAD
45. Issuance of Sales Promotion Permit through Manual Processing
46. Receiving and evaluation of application requirements for the Accreditation of Conformity Assessment Bodies under MSAD
47. Final Evaluation and Granting of the Accreditation of Conformity Assessment Bodies under MSAD
48. Conduct of Accreditation Assessment for Conformity Assessment Bodies under MSAD
49. Processing of Freedom of Information (FOI) Requests
50. Final Evaluation and Granting of the Accreditation to Conformity Assessment Bodies under LAD
51. Issuance of BMBE Certificate of Authority

Service Details

External Services

1. Registration to STMO Services

Registration refers to the act of entering the exporters, importers, and brokers of strategic goods and providers of services into the registry established by the STMO.

Office or Division:	Strategic Trade Management Office	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)	
Who may avail:	Any natural or juridical person who engages or intends to engage in the export, import, and re-export of strategic goods, or provides related services such as brokering, financing, transporting, and technical assistance	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Republic Act No. 10697 (Strategic Trade Management Act of 2015)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Form A1: Application for Entry into Register Form		
(1) Electronic Copy Remarks:		
Accomplished Application for Entry into Register Form (Form A1) through the STMO e-Licensing Platform (https://stmo.dti.gov.ph/)		Agency - Division: Strategic Trade Management Office - https://stmo.dti.gov.ph/
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2. Notarized copy of the document appointing a "person responsible for STMA compliance"		
(1) Electronic Copy Remarks:		
The person responsible for STMA compliance must be the CEO, owner, or any equivalent position. The person responsible for STMA compliance should preferably hold the highest position in the company here in the Philippines.		Applicant / Client
For documents notarized overseas, the documents should be authenticated either through an Apostille (for countries signatory to the 1961 Hague Convention ⁴) or a Philippine Department of Foreign Affairs (DFA) issued red ribbon (for countries not signatory to the 1961 Hague Convention) whichever is applicable		
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3. Organizational chart showing the relationship among the company's parent, subsidiaries, affiliates, or multiple division or facilities		
		Applicant / Client
(1) Electronic Copy		
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4. Internal organizational chart (i.e., showing responsibilities or reporting relationships of individuals or offices within the company)		
		Applicant / Client
(1) Electronic Copy		
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5. Form A1-1 through the Stratlink

(1) Electronic Copy

Remarks:

Accomplished Form A1-1 through Stratlink (<https://stmo.dti.gov.ph/>) indicating name/s with date and place of birth of:

Applicant / Client

- (a) incorporators;
- (b) board of directors; and
- (c) executive/ senior managers engaged in providing services related to strategic goods.

6. Proof of identity/relevant license/s

(1) Electronic Copy

Remarks:

- For corporations and sole proprietor's relevant license/s or business permits (e.g., SEC Registration and GIS, PEZA registration, etc.) - SEC, PEZA, DTI
- For individuals and/or sole proprietors, government-issued identifications (e.g., National ID, Passport, etc.) - PSA
- For brokers, brokers accreditation from the Bureau of Customs, as necessary - BOC

Agency - Division: SEC, PEZA, BOC, DTI - SEC-CRMD, DTI-BNRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Create an account on the STMO e-Licensing platform and submit accomplished application forms together with supporting documents</p> <p>Location:</p> <p>https://stmo.dti.gov.ph/</p> <p>Notes/Instruction:</p> <p>Supporting documents must be in .pdf format and must be uploaded through this link: https://stmo.dti.gov.ph/</p>	<p>1. 1.1 Receive and check the completeness of the requirements</p> <p>*Incomplete – Inform requesting party of any deficiency and enumerate the missing requirements</p> <p>*Complete – Acknowledge receipt containing application tracking number and accept the application for processing</p>	None	7 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
2.Initial Checks Decision				
<p>Incomplete Requirements</p> <p>2.A.Applicant is informed of any deficiency and STMO (requesting party) enumerates the missing information and/or requirements.</p> <p>Location:</p> <p>https://stmo.dti.gov.ph/</p>	<p>2.A. Receive and check the additional information and/or documents submitted by the applicant.</p>	None	7 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
<p>Complete Requirements</p> <p>2.B.Applicant is informed that the requirements are complete and correct, and will be evaluated by the licensing officers.</p> <p>Location:</p> <p>https://stmo.dti.gov.ph/</p>	<p>2.B. Acknowledge receipt containing application tracking number and accept the application for processing by STMO licensing officers.</p>	None	4 hour/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division

<p>3. Applicant waits for the completion of the submitted application</p> <p>Location:</p> <p>https://stmo.dti.gov.ph/</p> <p>Notes/Instruction:</p> <p>The STMO licensing officers may reach out to the applicant for further questions and/or clarifications.</p>	<p>3. STMO licensing officers conduct application evaluation, which includes: checking international embargo violations or sanctions checks on all natural and juridical persons (including company affiliates, subsidiaries, former name, etc.) listed in the application form and other submitted documents using screening tools and open source; assessing transaction details provided by the applicant, such as the commodity, number of transactions, possible end-users and country of destination; and recommend the appropriate type(s) of license.</p>	None	29 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
<p>4. Receive Decision</p> <p>Location:</p> <p>https://stmo.dti.gov.ph/</p> <p>Notes/Instruction:</p> <p>Release official result of the application to the applicant</p> <p>*If approved: Registration Certificate</p> <p>*If denied: Denial Letter</p>	<p>4. Release the result of the application to the applicant. Encrypts the documents and transmits such decision to the applicant.</p>	None	4 hour/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
Total Processing Time:			Calendar Days: 36 calendar day/s, 4 hour/s Working Days: 0 working day/s	
Total Processing Fee:			None	

2. Individual License

An authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services for **one end-user, consignee and covering one or more strategic goods**.

Office or Division:	Strategic Trade Management Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any STMO registered natural or juridical person who engages or intends to engage in the export, import, transit, transshipment, re- export, and the reassignment of strategic goods or provides related services such as brokering, financing, transporting, technical assistance.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 10697 (Strategic Trade Management Act of 2015)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

For Standard Requirement

1. Form A2: Authorization Application Form

(1) Electronic Copy

Remarks:**Agency - Division:** Strategic Trade Management Office -
<https://stmo.dti.gov.ph/>Accomplished Authorization Application Form (Form A2) through the STMO e-Licensing Platform (<https://stmo.dti.gov.ph/>)

2. Technical Specification Document

(1) Electronic Copy

Remarks:

Applicant / Client

Technical specifications of the item/commodity, allowing the STMO to verify the classification of the commodity against the control list

3. Documents certifying the origin and acquisition of the strategic goods

Applicant / Client

(1) Electronic Copy

4. Commercial Documents

(1) Electronic Copy

Remarks:

Applicant / Client

Relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note

5. Form A2-2: End-Use Statement or End-User Certificate

(1) Electronic Copy

Remarks:

Applicant / Client

Accomplished and signed Form A2-2 (End-Use Statement or End-User Certificate)

6. Form A2-1: Commodity Classification Form

(1) Electronic Copy

Remarks:

Applicant / Client

Accomplished and signed Form A2-1 (Commodity Classification Form)

7. Proof of payment of the processing fee

Agency - Division: Strategic Trade Management Office -
Registration and Authorization Division

(1) Electronic Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit accomplished application forms together with supporting documents Location: https://stmo.dti.gov.ph/ Notes/Instruction: Supporting documents must be in .pdf format and must be uploaded through this link: https://stmo.dti.gov.ph/	1. Receive and check the completeness of the requirements *Incomplete – Inform requesting party of any deficiency and enumerate the missing requirements *Complete – Acknowledge receipt containing application tracking number and accept the application for processing	None	7 calendar day/s	<ul style="list-style-type: none">Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
2.Initial Checks Decision				

Incomplete Requirements 2.A.Applicant is informed of any deficiency and STMO (requesting party) enumerates the missing information and/or requirements. Location: https://stmo.dti.gov.ph/	2.A. Receive and check the additional information and/or documents submitted by the applicant.	None	7 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
Complete Requirements 2.B.Applicant is informed that the requirements are complete and correct, and will be evaluated by the licensing officers. Location: https://stmo.dti.gov.ph/ Notes/Instruction: Individual Authorization is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.	2.B. Acknowledge receipt containing application tracking number and accept the application for processing by STMO licensing officers.	None	4 hour/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
3. Applicant waits for the completion of the submitted application Location: https://stmo.dti.gov.ph/ Notes/Instruction: The STMO licensing officers may reach out to the applicant for further questions and/or clarifications. Individual Authorization is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.	3. The STMO licensing officers conduct application evaluation and provide an appropriate risk score based on the Risk Assessment Matrix. The score will provide an initial recommendation on the course of action that needs to be taken. The STMO licensing officers shall also prepare necessary documents in relation to the approval or denial of the authorization application.	None	29 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division

4. Receive Decision Location: https://stmo.dti.gov.ph/ Notes/Instruction: <i>Release official result of the application to the applicant</i> <i>*If approved, Authorization Certificate</i> <i>*If denied/intent to deny, Denial Letter/Letter of Intent to Deny</i>	4. Release the result of the application to the applicant. Encrypts the documents and transmits such decision to the applicant.	None	1 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
Total Processing Time:			Calendar Days: 37 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

3. Global License

An authorization granted to one specific natural or juridical person to engage in the export, import, transit, transshipment, re-export, reassignment of strategic goods, and the provision of related services for ***one or more end-user and/or in one or more countries and covering one or more strategic goods.***

Office or Division:	Strategic Trade Management Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any STMO registered natural or juridical person who engages or intends to engage in the export, import, transit, transshipment, re- export, and the reassignment of strategic goods or provides related services such as brokering, financing, transporting, technical assistance.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 10697 (Strategic Trade Management Act of 2015)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement 1. Form A2: Authorization Application Form (1) Electronic Copy Remarks: Accomplished Authorization Form (Form A2) through the STMO e-Licensing Platform (https://stmo.dti.gov.ph/)	
2. Technical Specification (1) Electronic Copy Remarks: Technical specifications of the item/commodity, allowing the STMO to verify the classification of the commodity against the control list	Agency - Division: Strategic Trade Management Office - https://stmo.dti.gov.ph/ Applicant / Client

3. Documents certifying the origin and acquisition of the strategic goods

(1) Electronic Copy

Applicant / Client

Remarks:

Documents certifying the origin and acquisition of the strategic goods

4. Commercial Documents

(1) Electronic Copy

Remarks:

Applicant / Client

Relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note

5. Proof of payment of the processing fee

Agency - Division: Strategic Trade Management Office -
Registration and Authorization Division

(1) Electronic Copy

6. Internal Compliance Program Pre-Audit Result

(1) Electronic Copy

Agency - Division: Strategic Trade Management Office - Policy and
Enterprise Relations Division

Remarks:

Result of *Satisfactory or better*

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit accomplished application forms together with supporting documents Location: https://stmo.dti.gov.ph/ Notes/Instruction: Supporting documents must be in .pdf format and must be uploaded through this link: https://stmo.dti.gov.ph/	1. Receive and check the completeness of the requirements *Incomplete – Inform requesting party of any deficiency and enumerate the missing requirements *Complete – Acknowledge receipt containing application tracking number and accept the application for processing	None	7 calendar day/s	<ul style="list-style-type: none">Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
2.Initial Checks Decision				
Incomplete Requirements 2.A.Applicant is informed of any deficiency and STMO (requesting party) enumerates the missing information and/or requirements. Location: https://stmo.dti.gov.ph/	2.A. Receive and check the additional information and/or documents submitted by the applicant.	None	7 calendar day/s	<ul style="list-style-type: none">Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division

<p>Complete Requirements 2.B.Applicant is informed that the requirements are complete and correct, and will be evaluated by the licensing officers Location: https://stmo.dti.gov.ph/</p> <p>Notes/Instruction: Global Authorization is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.</p>	<p>2.B. Acknowledge receipt containing application tracking number and accept the application for processing by STMO licensing officers.</p>	<p>None</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
<p>3. Applicant waits for the completion of the submitted application Location: https://stmo.dti.gov.ph/</p> <p>Notes/Instruction: The STMO licensing officers may reach out to the applicant for further questions and/or clarifications.</p> <p>Global Authorization is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.</p>	<p>3. The STMO licensing officers conduct application evaluation and provide an appropriate risk score based on the Risk Assessment Matrix. The score will provide an initial recommendation on the course of action that needs to be taken. The STMO licensing officers shall also prepare necessary documents in relation to the approval or denial of the authorization application.</p>	<p>None</p>	<p>89 calendar day/s</p>	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
<p>4. Receive Decision Location: https://stmo.dti.gov.ph/</p> <p>Notes/Instruction: <i>Release official result of the application to the applicant</i></p> <p><i>*If approved, Authorization Certificate</i> <i>*If denied/intent to deny, Denial Letter/Letter of Intent to Deny</i></p>	<p>4. Release the result of the application to the applicant. Encrypts the documents and transmits such decision to the applicant.</p>	<p>None</p>	<p>1 calendar day/s</p>	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division

Total Processing Time:	Calendar Days: 97 calendar day/s Working Days: 0 working day/s
Total Processing Fee:	None

4. Governmental End-Use Assurance

Formal security guarantee issued by the STMO, in consultation with the National Security Council – Strategic Trade Management Committee (NSC-STMCom), upon request of the country of origin of the strategic items, certifying the end-use of those goods in the Philippines.

Office or Division:	Strategic Trade Management Office
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)
Who may avail:	Any STMO registered natural or juridical person who engages or intends to engage in the export, import, transit, transshipment, re- export, and the reassignment of strategic goods or provides related services such as brokering, financing, transporting, technical assistance.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Republic Act No. 10697 (Strategic Trade Management Act of 2015)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Form A2: Authorization Application Form

(1) Electronic Copy

Remarks:

Accomplished Authorization Application Form (Form A2) which can be downloaded at www.dti.gov.ph/strategictrade

Agency - Division: Strategic Trade Management Office - www.dti.gov.ph/strategictrade

2. Technical specifications

(1) Electronic Copy

Remarks:

Technical specifications, allowing the STMO to classify the commodity against the control list

Applicant / Client

3. Documents certifying the origin and acquisition of the strategic goods

(1) Electronic Copy

Remarks:

Documents certifying the origin and acquisition of the strategic goods

Applicant / Client

4. Commercial Documents

(1) Electronic Copy

Remarks:

Relevant commercial documents, in particular, any sales contract, order confirmation, invoice, or dispatch note,

Applicant / Client

5. Original End-Use Statement or End-User Certificate (1) Electronic Copy Applicant / Client				
6. Proof of payment of the processing fee (1) Electronic Copy Agency - Division: Strategic Trade Management Office - Registration and Authorization Division				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit accomplished application forms together with supporting documents Location: Through email: stmo_rad@dti.gov.ph Notes/Instruction: Submit duly accomplished signed application form (excel and PDF) together with supporting documents (PDF) through email: stmo_rad@dti.gov.ph	1. Check if the application is correctly filled out and if the entries in the forms are complete and written in a prescribed way. Check the completeness of the information and documentary requirements submitted by the applicant. Inform the applicant if it will be notified for completeness or if additional information or documents need to be submitted.	None	7 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
2.Initial Checks Decision				
Incomplete Requirements 2.A.Applicant is informed of any deficiency and STMO (requesting party) enumerates the missing information and/or requirements. Location: Through email: stmo_rad@dti.gov.ph	2.A. Receive and check the additional information and/or documents submitted by the applicant	None	7 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
Complete Requirements 2.B.Applicant is informed that the requirements are complete and correct, and will be evaluated by the licensing officers. Location: Through email: stmo_rad@dti.gov.ph	2.B. Acknowledge receipt containing application tracking number and accept the application for processing by STMO licensing officers.	None	4 hour/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division

<p>3. Applicant waits for the completion of the submitted application</p> <p>Location:</p> <p>Through email: stmo_rad@dti.gov.ph</p> <p>Notes/Instruction:</p> <p>The STMO licensing officers may reach out to the applicant for further questions and/or clarifications.</p> <p>GEUA is covered under Republic Act No. 10697. Information from other government agencies may be needed in the evaluation of the application. Rule IV, Sec. 4 of the Implementing Rules and Regulations of R.A 10697 states that the time that elapses between the date the STMO requests the information and the date such information is received from other government agencies will not be counted in the processing timeframe.</p>	<p>3. The STMO licensing officers conduct application evaluation and provide an appropriate risk score based on the Risk Assessment Matrix. The score will provide an initial recommendation on the course of action that needs to be taken. The STMO licensing officers shall also prepare necessary documents in relation to the approval or denial of the authorization application.</p>	None	29 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
<p>4. Receive Decision</p> <p>Location:</p> <p>Through email: stmo_rad@dti.gov.ph</p> <p>Notes/Instruction:</p> <p>Release GEUA Certificate</p>	<p>4. Release the result of the application to the applicant. Encrypts the documents and transmits such decision to the applicant.</p>	None	1 calendar day/s	<ul style="list-style-type: none"> Analyst/ Specialist/ Senior Specialist; Registration and Authorization Division
Total Processing Time:			Calendar Days: 37 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

5. Issuance of Sales Promotion Permit via IRegis

Any person intending to conduct any form or scheme for a sales promotion campaign of a consumer product, service or credit shall first secure a permit from the DTI at least 30 days before the commencement of the promotion activity.

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	Companies embarking on sales promotion campaign as defined under the Consumer Act of the Philippines and its Implementing Rules and Regulation			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <div> <div>1. Sales Promotion Permit Application Form</div> <div> <div>(1) Electronic Copy</div> <div> Remarks: Electronic Application Form can be secured and filed at https://iregis.dti.gov.ph/. Said form must be duly signed by the authorized representative. </div> </div> </div> <div> <div>2. Detailed Sales Promotion Mechanics</div> <div> <div>(1) Electronic Copy</div> <div> Remarks: For public telecommunications services: <ul style="list-style-type: none"> • average broadband speed must be indicated • minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated • the claim "fastest speed" for broadband is NOT ALLOWED • the word "UNLIMITED" shall not be allowed, if there are conditions • imposed on "UNLIMITED" services maximum ("up to") broadband speed may be indicate </div> </div> </div> <div> Waiver stating the following (for text-based promos): In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency. </div> <div> <div> <ul style="list-style-type: none"> • Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the subscription, and after the promo period. • In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost </div> </div>				Agency - Division: Fair Trade Enforcement Bureau - Sales Promotion Division
		Applicant / Client		

3. Layout of promo collaterals one of which must contain the detailed promo mechanics.

(1) Electronic Copy

Remarks:

Requirements for advertising materials to be posted or published via a vis medium utilized.

- RADIO ADVERTISEMENT: Audio Script
- TV/CINEMA ADVERTISEMENT: Storyboard
- WEB-BASED ADVERTISEMENT: Screenshots of online ads and landing pages
- SOCIAL MEDIA CARD: Layout of Artwork
- EMAIL-BASED ADVERTISEMENT: Email transcript
- TEXT-BASED ADVERTISEMENT: Text transcript/Spiel
- POSTER: Layout of Ad Artwork
- STREAMER: Layout of Ad Artwork
- PRINT ADVERTISEMENT: Layout of Ad Artwork
- MAILERS: Layout of Ad Artwork
- FLYERS: Layout of Ad Artwork

Applicant / Client

At least one advertising material must contain the complete mechanics. All other advertising materials with incomplete mechanics must indicate - "See/visit _____ for complete details"

ALL advertising material must indicate the promo duration, coverage, and clause "Per DTI Fair Trade Permit No. FTEB XXXXXX series of 202x."

4. List of products/services

(1) Electronic Copy

Remarks:

For Discount Scheme : List of participating products/services with regular price, discounted price, and percentage of discount

Applicant / Client

For Premium Scheme: List of participating products/services with regular price per item within the bundle, the promo price, and the computed savings

5. Projected Cost of Savings/Prize

(1) Electronic Copy

Remarks:

For Premium Scheme: Cost/value of free item/benefit/savings multiplied by the projected quantity of consumers who will avail of the promo

For Redemption Scheme: Prize allocation (winning and non-winning) per participating branch with the total cost

For Raffle/Game/Contest Scheme: List of Prize/s including its specifications such as brand name, model, color, cost/value.

For jewelry prize/s: submit appraisal certificate from a licensed gemologist

Applicant / Client

For House and Lot and/or condominium prize/s: submit agreement between the Sponsor and the developer with prize detail (total contract prize, house detail-floor area, lot detail-lot area). Include title, blueprint, specifications, model, location plan, cost and area of house, cost and area of lot

For Trip prize/s: provide the complete inclusions and must be valid for 1 year, for local/domestic trips, or 6 months, for foreign/international.

For prizes payable in installments (shall not exceed 5 years): Submit a copy of the one-time performance bond or similar devices

Gift Certificate, vouchers prize/s are subject to compliance with the Gift Check Act.

6. Control Measure

(1) Electronic Copy

Remarks:

For Promo scheme with winner selection:

Applicant / Client

Procedure in handling, collecting, safekeeping of entries/data, name and designation of persons responsible in handling the promo system, collecting entries, safekeeping of entries and presence of DTI representative during the drawing of winners/determination of winners.

7. Activity sheet

(1) Electronic Copy

Remarks:

For promo with winner selection:

Schedule of the witnessing by the DTI representative of the raffle draw, determination of winners, printing, sealing, seeding and inspection of the game paraphernalia or the conduct of the system's verification for online or electronic process. Activity Sheet form may be downloaded from:
<https://drive.google.com/file/d/1uXVePTD9RxydaYhqa2wqqSwJ8EuEMG1B/view?usp=sharing>

Applicant / Client

8. Promo Particular

(1) Electronic Copy

Remarks:

For Raffle Scheme:

1. Manual Raffle Entry: A raffle coupon/stub with the following contents: Name, Postal address, telephone number, signature, promo duration, the deadline for submission of entry, and the draw details (date, time, and venue), the phrase "See ___ for details" (in reference to the advertising material with complete mechanics) and statement "Per DTI Fair Trade Permit No. FTEB xxxxx Series of 20xx

Applicant / Client

2. Electronic Raffle Entry: Narrative Systems Description and end-to-end/complete screenshots of the process (database and raffle engine) and how it works.

For Contest/Game Scheme:

1. Name and qualification of judges, atleast 3 and 1 of which must be industry practitioner

2. Judges score sheet and tally sheet

3. If system aided promo: Narrative Systems Description and end-to-end/complete screenshots of the process (database and raffle engine) and how it works.

9. NATIONWIDE BEAUTY CONTEST SCHEME

(1) Electronic Copy

Remarks:

1. Application form thru IRegis
2. Formal Application Letter
3. Certificate of Registration issued by SEC
4. Articles of Incorporation, Co-partnership or Association
5. Constitution and/or By-Laws duly approved by SEC
6. Aims, Purposes and/or Objectives of the Beauty Contest
7. Organizational Set-Up of Applicant relative to Beauty Contest
8. Schedule and/or Timetable of Beauty Contest Activities from preliminary selection of participants/ candidates to final/awarding and delivery of prizes, with dates and places of activities.
9. Written contracts with promoters, sponsors and/or PR men
10. Latest financial statement of applicant for current year or income tax return if a natural person
11. Two (2) copies of Internal Rules which shall govern and regulate all activities of the Beauty Contest which shall contain:

11.1 Qualifications of participants/candidates

11.2 Criteria in the selection and determination of candidates and Winners

11.3 Titles and awards to be given, their nature and their corresponding prizes either in cash or in kind

11.4 Terms and conditions imposed on candidates and/or winners before, during and after the Contest

Applicant / Client

11.5 Criteria in the selection of the Board of Judges, if any

11.6 Other matters and information that will serve as guide to any and all persons intending to join the Beauty Contest

12. Copy of Score sheet and Tally Sheet Forms
13. Copies of Contracts signed by each candidate/participant and/or winner binding him/her with the organizer/promoter according to

the terms and conditions in No. 11.4

14. List of charges and fees to be assessed on candidates and the amount and nature of each fee or charge
15. Names of independent auditors contracted or to be contracted by the applicant/organizer
16. Specification of the disposition and distribution of proceeds derived from the Beauty Contest
17. If Beauty Contest is internationally affiliated, organizer is required to submit proof of such affiliation (contract, franchise).

Note: Effectivity and validity of the Permit is dependent upon the filing of a Performance Bond within seven (7) days upon the granting of the permit the amount of which shall be determined by the Director of the Fair Trade Enforcement Bureau

10. HOME SOLICITATION SCHEME

(1) Electronic Copy

Remarks:

1. Application Form thru IRegis
2. Complete mechanics with the following contents:
 - Products to be sold (BRAND, SIZE IN METRIC, SPECIFICATIONS)
 - How sale will be conducted
 - Conditions:
 1. Sales shall be conducted by a person with proper ID and authority.
 2. Sales shall be conducted within working days, between 9:00AM to 7:00PM only.
 3. Seller shall not represent that:
 - The buyer has been specially selected
 - Survey, test or research is being conducted
 - The seller is making a special offer to a few persons only for a limited period of time
4. All sales must be properly receipted.

Applicant / Client

3. DOCUMENTS RELATIVE TO THE AGENTS/SELLERS

- Business names and addresses of agents
- Scope and duration of authority granted to such agents
- Copy of authority given to such agents
- Copy of identification given to such agents

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply Online via SPS Portal Location: www.iregis.dti.gov.ph	1. Evaluate sales promotion permit application documents, determine permit Fee and submit documents for review to Division Chief	None	1 hour/s	• Account Officer; Fair Trade Enforcement Bureau
2. Payment of permit fees Location: www.iregis.dti.gov.ph thru DTI Pay/ e-payment portal	2. Review Sales promotion permit application documents by Division Chief and endorse for payment of permit fee.	Formula Fees Breakdown: Permit fee	15 minute/s	• Division Chief; Fair Trade Enforcement Bureau
3. Receive/Download Sales Promo Permit Approval letter Location: www.iregis.dti.gov.ph Notes/Instruction: Note: Processing time starts once a complete and correct application is "Locked for Evaluation" by the assigned evaluator in the IRegis system and excludes queuing time in between processes.	3. Approval of Sales Promotion Permit Application	None	10 minute/s	• Director; Fair Trade Enforcement Bureau

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 1 hour/s
Total Processing Fee:	None

6. Issuance of Coffee Exporter's Accreditation

The issuance of Coffee Exporter's Accreditation is considered a COMPLEX transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within 7 working days. If Certificate of Accreditation is not released within 7 days, you may file a complaint via email (artaunit@dti.gov.ph).

Accreditation of Coffee Exporters is in accordance with Chapter IX, Articles 26-32 of the International Coffee Agreement (ICA) to which the Philippines is a member-country.

Office or Division:	Export Marketing Bureau
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Would-be exporters, manufacturers, distributors and/or producers of coffee (in green beans or roasted or soluble forms)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Accreditation of Coffee Exporter in accordance with Chapter IX, Articles 26-32 of the International Coffee Agreement (ICA), to which the Philippines is a member-country.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. LETTER OF INTENT

(1) Original Copy

Applicant / Client

2. Company profile

(1) Original Copy

Applicant / Client

3. Mayor's Permit

(1) Photo Copy

Agency - Division: Local Government Unit - Office of the Mayor

4. Authorization of Representative to transact with EMB

(1) Original Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. Submit requirements in the application of export accreditation. Location:</p> <p>Export Marketing Bureau 15th Floor Filinvest Building, 837 Senator Gil Puyat Avenue, Makati City</p> <p>Notes/Instruction:</p> <p>May also email the requirements for advance copy embcoffee@dti.gov.ph</p>	<p>1. Evaluate the completeness of the requirements.</p>	None	20 minute/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
<p>2. Confirm availability for a plant visit with the Accreditation Officer Location:</p> <p>Export Marketing Bureau, 15th Floor Filinvest Bldg., 387 Senator Gil Puyat Avenue, Makati City</p> <p>Notes/Instruction:</p> <p>To coordinate thru phone 7791.3274 or email embcoffee@dti.gov.ph</p>	<p>2.1. Set a schedule for factory/plant visit</p>	None	1 working day/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
	<p>2.2. Conduct a factory or plant visit and have the inspection report countersigned by the applicant and orient the applicant on the ICO systems, rules, and procedures of the regulating office.</p>		1 working day/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
	<p>2.3. Prepare evaluation sheet/report on the inspected facility or farm, assign the ICO Identification Code of the company, and encode the details of the application in the computer file of the Coffee Accreditation (CA) Ledger for the current coffee year.</p>		2 hour/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
	<p>2.4. Prepare and print the Certificate of Accreditation (CA)</p>		10 minute/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
	<p>2.5. Review and Recommend approval (or disapproval of accreditation)</p>		30 minute/s	<ul style="list-style-type: none"> Division Chief; Export Marketing Bureau
	<p>2.6. Approve and sign the Certificate of Accreditation</p>		1 working day/s	<ul style="list-style-type: none"> Director; Export Marketing Bureau
<p>3. Acknowledge the release of the Certificate on hand. Location:</p> <p>Export Marketing Bureau, 15th Floor Filinvest Building, 387 Senator Gil Puyat Avenue, Makati City</p>	<p>3. Record the Release of the CA in the Releasing Logbook</p>	None	5 minute/s	<ul style="list-style-type: none"> Senior Trade-Industry Development Specialist; Export Marketing Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 3 working day/s, 3 hour/s	
Total Processing Fee:			None	

7. Issuance of Coffee Export Clearance (CEC) and Certificate of Origin for Coffee

The issuance of Coffee Export Clearance (CEC) and Certificate of Origin is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If CEC and/or CO is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Office or Division:	Export Marketing Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Accredited Coffee Exporters
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Coffee export documentation in accordance with Chapter IX , Article 26-32of the International Coffee Agreement (ICA) to which the Philippines is a member-country. The documentation is divided into two (2) stages; 1) Pre-loading stage where exporter is required to apply for Coffee Export Clearance(CEC) and 2) Post-loading stage where it is required to apply for a Certificate of Origin (CO) and countersigned by the Bureau of Customs (BOC).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Duly accomplished Export Declaration (ED) Form

(1) Original Copy Or (1) Electronic Copy

Remarks:

Applicant / Client

Duly signed by the Exporter and/or Broker

2. Commercial Invoice

(1) Original Copy Or (1) Electronic Copy

Remarks:

Applicant / Client

Details should be consistent with ED details on the export value of the coffee shipment

3. Packing Lists

(1) Original Copy Or (1) Electronic Copy

Remarks:

Applicant / Client

Details should be consistent with the ED details on the net weight of the coffee shipment.

4. Draft Bill of Lading or Airway Bill (Cargo Booking)

(1) Original Copy Or (1) Electronic Copy

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the required documents.</p> <p>Location:</p> <p>EMB 15th Floor Filinvest Building, 387 Senator Gil J. Puyat Avenue. Makati City, Philippines, 1200</p>	<p>1.1. Validate the consistency of information between the ED with the other required documents</p>	None	15 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division

Notes/Instruction: Requirements may be sent to email address embcoffee@dti.gov.ph for processing.	1.2. Assign the serial number for the application, encode the details of the application in the computer file of the Coffee Export Clearance (CEC) Ledger for the current coffee year, and stamp the box for clearance on the face of the ED.		10 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	1.3. Review and sign the Coffee Export Clearance (CEC) stamped on the ED Form		15 minute/s	<ul style="list-style-type: none"> Division Chief; Export Assistance and Business Matching Division
2. Acknowledge the release of the CEC. Location: EMB 15th Floor Filinvest Building, 387 Senator Gil J. Puyat Avenue, Makati City, Philippines, 1200	2.1. Record the Release of the CEC in the Releasing Logbook	None	5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	2.2. Assign the serial number for the application, encode the details of the application in the computer file of the Coffee Export Clearance (CEC) Ledger for the current coffee year, and stamp the box for clearance on the face of the ED.		10 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	2.3. Review and sign the Coffee Export Clearance (CEC) stamped on the ED Form		15 minute/s	<ul style="list-style-type: none"> Division Chief; Export Assistance and Business Matching Division
3. Sign the release of the CEC in the Releasing Logbook Location: EMB 15th Floor Filinvest Building, 387 Senator Gil J. Puyat Avenue, Makati City, Philippines, 1200	3. Record the Release of the CEC in the Releasing Logbook	None	5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
4. For post-shipment, a Certificate of Origin should be applied for by the Coffee Exporter, countersigned by BOC and returned to EMB. This is for reportorial compliance to ICO London and coffee export monitoring.				
Application of Certificate of Origin (CO) for Coffee 4.A. Submit the required documents Location: EMB 15th Floor Filinvest Building 387 Sen. Gil Puyat Ave., Makati City Notes/Instruction: May email embcoffee@dti.gov.ph the requirements	4.A.1. Validate the consistency of information on the ED with the other submitted documents	None	15 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	4.A.2. Assign the serial number and encode the details of the application in the computer file of the CO Ledger for the current coffee year.		15 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	4.A.3. Prepare and print one (1) receiving copy and the five (5) copies of the CO using the prescribed ICO CO Form.		30 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division

	4.A.4. Review and approve/sign the CO		15 minute/s	<ul style="list-style-type: none"> Division Chief; Export Assistance and Business Matching Division
Application for CO for Coffee 4.B. Sign the release of the CO in the Releasing Logbook Location: EMB 15th Floor Filinvest Building, 387 Sen. Gil Puyat Ave., Makati City	4.B. Record the release of the CO in the releasing logbook for submission to and countersigning of the BOC with instructions for the return of the 2 copies (green and blue) to EMB	None	5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
Application for the CO for Coffee 4.C. Return the photocopy of the Original and the Green and Blue copies of the validated CO to EMB Location: EMB 15th Floor Filinvest Building 387 Sen. Gil Puyat Ave., Makati city	4.C. Validate and keep the copies of CO for reference in preparing the monthly report for ICO London	None	5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

8. Issuance of Certificate of Exemption for Sample Sized Coffee Shipment

The issuance of Certificate of Exemption for Sample Sized Coffee Shipment is considered a SIMPLE transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If Certificate of Exemption is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

Office or Division:	Export Marketing Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any person who wants to send to other countries a sample size of coffee as gift, for home use, promotion or any legitimate purpose. Sample size which weighs up to maximum of 60 kg Green Bean Equivalent (GBE) net or 120 kg of dried berries or 75 kg of parchment coffee or 50.4 kg of roasted coffee, or 23 kg of soluble coffee or liquid forms.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	In accordance with Rule 4, Paragraph 8 of International Coffee Council (ICC) Document No. 102-9 Rev. 4 (E), 10 September 2021, a Certificate of Origin need not be issued to cover: small quantities of coffee for direct consumption on ships, aircraft, and other international commercial carriers; samples and parcels of no commercial value with a maximum net weight of 60 kg of green coffee or the green bean equivalent thereof, if said samples or parcels are of another form of coffee; and small export lots of commercial value not exceeding 60 kg net weight of green coffee or its green bean equivalent, if such samples and lots are of another form of coffee.
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	

For Standard Requirement

1. Letter of Intent (to mention the coffee form, volume, and the contact details of the consignee)

Applicant / Client

(1) Original Copy

2. Proof or information to support the request for exemption

Agency - Division: Requesting Party at the destination of the sample shipment. - Requesting Party at the destination of the sample shipment.

(1) Original Copy

3. Applicant's Company Identification (ID) Card or any government issued ID.

Applicant / Client

(1) Photo Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the Letter of Intent with supporting documents. Location: EMB 15th Floor Filinvest Building, 387 Sen. Gil Puyat Ave., Makati city</p> <p>Notes/Instruction: May email the requirements to embcoffee@dti.gov.ph</p>	1.1. Validate the consistency of information in the required documents	None	10 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Marketing Bureau
	1.2. Assign the serial number and encode the details of the application in the computer file of the Certificate of Exemption (COE) Ledger for the current coffee year.		5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
	1.3. Prepare and print the Certificate of Exemption (COE).		10 minute/s	<ul style="list-style-type: none"> Division Chief; Export Assistance and Business Matching Division
	1.4. Review and sign the COE.		15 minute/s	<ul style="list-style-type: none"> Division Chief; Export Assistance and Business Matching Division
<p>2. Sign the release of the COE in the Releasing Logbook Location: EMB 15th Floor Filinvest Building, 387 Sen. Gil Puyat Ave., Makati City</p>	2. Record the release of the COE in the Releasing Logbook	None	5 minute/s	<ul style="list-style-type: none"> Accreditation Officer; Export Assistance and Business Matching Division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

9. Accreditation of Truck/Bus/Special Purpose Vehicle Rebuilding Centers

All establishments, which conduct or provide rebuilding services for trucks/bus/special purpose vehicle falling under any of the following categories: M3, N1, N2 or N3 of PNS:1891:2000, must be accredited first by the DTI before they can legally engage in the business of truck/bus/special purpose vehicle rebuilding.

Office or Division:	Fair Trade Enforcement Bureau
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Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Any natural person who is at least 18 years of age or any juridical person who/which is not disqualified by any existing law or regulation to engage in the rebuilding of any road vehicle is qualified to apply for accreditation provided that the requirements set forth in Article II of Department Administrative Order No. 08, Series of 2003, is complied with.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Administrative Order No. 08, Series of 2003
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. A duly accomplished application form, under oath (1) Electronic Copy	Agency - Division: Department of Trade and Industry - Fair Trade Enforcement Bureau - Import Regulation Division via email fteb_ird@dti.gov.ph and concerned Provincial Office for Rebuilding Centers outside of NCR
2. *For sole proprietorship: Certificate of Business Name *For corporation/partnership: Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation/ partnership and Board Resolution under oath specifying the name of its authorized representative *For Cooperative: - Cooperative Development Authority (CDA) Certificate of Registration, Articles of Incorporation and Board Resolution under oath specifying the name of its authorized representative (1) Certified True Copy	Agency - Division: Department of Trade and Industry; SEC; CDA and applicant's company. - Department of Trade and Industry
3. Location map of the center (1) Electronic Copy	Applicant / Client
4. Layout of the center including dimensions (minimum work area- 1,000 square meters) (1) Electronic Copy	Applicant / Client
5. Chart of Organizational Structure showing the relationship between the center and other operations of the applicant, when applicable. (1) Electronic Copy	Applicant / Client
6. Chart of Organizational Structure of the center showing its personnel and their respective functions. (1) Electronic Copy	Applicant / Client
7. List of personnel involved in the operation of the center including their job descriptions, qualifications and responsibilities. (1) Electronic Copy	Applicant / Client
8. Certificate of competency on rebuilding of road vehicles issued by TESDA or other DTI-accredited institutions providing the same and other relevant training skills. (1) Electronic Copy	Agency - Division: TESDA - TESDA

9. List of all equipment, including reference materials required for truck rebuilding.

Applicant / Client

(1) Electronic Copy

10. Manual on personnel, equipment and procedure for truck rebuilding

Applicant / Client

(1) Electronic Copy

11. Certified copy of the insurance policy with official receipt

(1) Certified True Copy

Remarks:

Certified copy of the insurance policy and the official receipt showing payment of the premium. Insurance coverage shall be not less than One Million Pesos (P1,000,000.00) and shall cover the following risks: theft, pilferage, fire, flood and loss to cover the motor vehicles stored in the premises of the center for purposes of truck rebuilding.

Agency - Division: insurance company - insurance company

12. Such other documents that the Director may require from time to time to protect the interests of the government and the general public.

Applicant / Client

(1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit duly accomplished application form together with the requirements and pay the application fee plus documentary stamp after receipt of the Order of Payment for the Application Fee. Location: For Rebuilding Centers within NCR - Trade & Industry Building, Sen. Gil Puyat Avenue, Makati City For Rebuilding Centers outside NCR - concerned DTI Provincial Office	1. Evaluate the application form and requirements and issue Order of Payment for the payment of application fee plus documentary stamp.	Standard Fees Breakdown: Application Fee Plus Doc Stamp: PHP 330 Total: PHP 330	30 minute/s	• Account Officer;
2. Wait for the schedule of the inspection of the Rebuilding Center. Location: N/A	2. Coordinate with the client regarding inspection schedule (preferably 3 days after receipt of complete requirements and proof of payment of the application fee plus documentary stamp)	None	3 working day/s	• Account Officer;
3. Prepare the Rebuilding Center. Location: Applicant's rebuilding center.	3. Conduct actual inspection of the Rebuilding Center.	None	6 hour/s, 25 minute/s	• Assessment Team;

<p>4. Pay the assessment fee upon receipt of Order of Payment and submit proof of payment.</p> <p>Location:</p> <p>Location:</p> <p>If the Rebuilding Center is within NCR = Trade & Industry Building, Sen. Gil Puyat Ave., Makati City</p> <p>If the Rebuilding Center is outside of NCR = concerned DTI Provincial Office</p>	<p>4. Issue Order of Payment for the assessment fee; receive proof of payment.</p>	<p>Standard Fees Breakdown: Assessment Fee: PHP 500</p> <hr/> <p>Total: PHP 500</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> Account Officer;
<p>5. Wait for the result of the assessment report.</p> <p>Location:</p> <p>n/a</p>	<p>5. Prepare Assessment Report.</p>	<p>None</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> Account Officer;
<p>6. Pay the accreditation fee upon receipt of Order of Payment for applications that passed the assessment; Submit proof of payment.</p> <p>Location:</p> <p>If the Rebuilding Center is within NCR = Trade & Industry Building, Sen. Gil Puyat Ave., Makati City</p> <p>If the Rebuilding Center is outside of NCR = concerned DTI Provincial Office</p>	<p>6. Send Order of Payment for accreditation fee if the applicant passed the assessment. Receive proof of payment.</p>	<p>Standard Fees Breakdown: Accreditation Fee and documentary stamp: PHP 30030</p> <hr/> <p>Total: PHP 30030</p>	<p>30 minute/s</p>	<ul style="list-style-type: none"> Account Officer;
<p>7. Wait for the approval of the Certificate of Accreditation.</p> <p>Location:</p> <p>N/A</p>	<p>7. Prepare Certificate of Accreditation</p>	<p>None</p>	<p>10 minute/s</p>	<ul style="list-style-type: none"> Account Officer;
<p>8. Wait for the approval of the Certificate of Accreditation</p> <p>Location:</p> <p>N/A</p>	<p>8. The Division Chief will review the Certificate of Accreditation and will endorse the same to the Director concerned.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Division Chief;
<p>9. Wait for the approval of the Certificate of Accreditation</p> <p>Location:</p> <p>N/A</p>	<p>9. The Director will approve the Certificate of Accreditation (if the application is deemed to have passed the requirements)</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Director;
<p>10. Wait for the copy of the approved Certificate of Accreditation.</p> <p>Location:</p> <p>For Rebuilding Centers within NCR = 361 Trade & Industry Building, Sen. Gil Puyat Avenue, Makati City</p> <p>For Rebuilding Centers outside of NCR = concerned Provincial Office</p>	<p>10. Record the approved Certificate of Accreditation and send the copy of the Certificate of Accreditation via the applicant's email address or coordinate with the applicant for personal pick up of the Certificate of Accreditation.</p>	<p>None</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Account Officer;

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 4 working day/s, 1 hour/s
Total Processing Fee:	None

10. Issuance of Certificate of Authority to Import (CAI) for importation of used Completely Knocked Down (CKD) Parts/Components of Truck/Bus/Special Purpose Vehicle for Rebuilding Purposes.

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	DTI accredited Rebuilding Centers.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Administrative Order No. 08, Series of 2003

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Application form with Affidavit of Undertaking

(1) Electronic Copy

Agency - Division: Department of Trade and Industry - online at iregis.dti.gov.ph

2. Copy of Proforma Invoice

(1) Electronic Copy

Agency - Division: from supplier - from supplier

3. Copy of Certificate of Accreditation as a Rebuilding Center, issued by DTI.

(1) Electronic Copy

Applicant / Client

4. Copy of DTI Business Name for sole proprietor (one time submission); Copy of SEC Registration for Corporation/Partnership (one time submission)

(1) Electronic Copy

Agency - Division: Department of Trade and Industry (DTI) /Securities and Exchange Commission (SEC) - DTI/SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek"</p> <p>Location:</p> <p>N/A</p>	<p>1. IREGIS will generate unique token number.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> IREGIS system;
<p>2. The client will submit the application form together with the documentary requirements to IRegIS.</p> <p>Location:</p> <p>N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to "For Client's Action" for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	<p>None</p>	<p>20 minute/s</p>	<ul style="list-style-type: none"> Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location:</p> <p>N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director</p> <p>Location:</p> <p>N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: CKD Application Fee with documentary stamp: Php 600.00/set of chassis, engine body, cabin/ cowl: PHP 630</p> <hr/> <p>Total: PHP 630</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location:</p> <p>N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	<p>None</p>	<p>3 minute/s</p>	<ul style="list-style-type: none"> Account Officer;

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 0 working day/s
Total Processing Fee:	None

11. Accreditation of Sea Freight Forwarders

DTI implements an accreditation scheme for sea freight forwarders to make sure they meet the minimum requirements under which covered firms may legally do business; upgrade the quality of services, capabilities, resources and expertise of the covered firms, and curtail acts and practices inimical to the fast growth of the freight forwarding industry and prejudicial to the interests of Philippine shippers.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Complex
Type of Transaction:	G2B (Government to Business)
Who may avail:	Seafreight Forwarders (Non-Vessel Operating Common Carriers, International and Domestic Freight Forwarders)
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Application Form signed by the authorized signatory

(1) Original Copy

Remarks:

Applicant / Client

Application Form signed by the authorized signatory

2. Securities and Exchange Commission (SEC) Certificate of Incorporation or Partnership/Cooperative Development Authority (CDA) Certificate of Registration with the corresponding Articles of Incorporation/Partnership/Cooperation.

(1) Original Copy

Remarks:

Agency - Division: Securities and Exchange Commission - SEC

Securities and Exchange Commission (SEC) Certificate of Incorporation or Partnership/Cooperative Development Authority (CDA) Certificate of Registration with the corresponding Articles of Incorporation/Partnership/Cooperation specifically reflecting the category being applied for as one of its primary purposes (Corporation/Partnership).

3. Valid Business Permit to engage in freight forwarding business

Agency - Division: LGU - LGU

(1) Original Copy

4. Latest Audited Financial Statement stamped-received by BIR

(1) Original Copy

Remarks:

Applicant / Client

Latest Audited Financial Statement stamped-received by BIR

5. Bio-data of key operating officers showing their qualifications (training and experience)

(1) Original Copy

Remarks:

Applicant / Client

Bio-data of key operating officers showing their qualifications (training and experience).

6. List of agents/principals/offices abroad for NVOCC and/or IFF, and domestic agents for DFF

(1) Original Copy

Remarks:

Applicant / Client

List of agents/principals/offices abroad for NVOCC and/or IFF, and domestic agents for DFF with their addresses, contact person/s and designation, email address, and contact numbers. (Optional to New Applications). Domestic agents included in the List shall likewise be accredited by DTI.

7. Proofs of liability insurance coverage, such as policies and the official receipt showing payment of premium

Applicant / Client

(1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. LOG IN as Negosyo Applicant in the IRegIS portal https://iregis.dti.gov.ph For New Application: REGISTER your company to NegosyoKonek and GET reference number. GO TO Sea Freight Forwarders and CLICK on NEW Registration. For Renewal Application: GO TO Sea Freight Forwarders Menu and CLICK on RENEWAL Registration. RETRIEVE latest accreditation record by typing in the Accreditation Number FILL-OUT required information. UPLOAD the duly accomplished application form downloaded from the system and other required documents.</p> <p>Location:</p> <p>IREGIS</p>	<p>1. Download or View the uploaded documentary requirements. Evaluate the requirements and the encoded information. Assess fees to be paid, and if requirements are complete, endorse to the Division Chief for review</p>	None	30 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau
<p>2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief; PAY filing and processing fees, certificate fee, DST and surcharge/s if applicable, through any of the available payment facility/system.</p> <p>Location:</p> <p>IREGIS</p>	<p>2.1. Download to retrieve and review the application, and if complete, endorse for payment of fees.</p>	<p>Standard Fees Breakdown: Filing & Processing Fee (NVOCC-highest category): PHP 12500 Documentary Stamp Tax: PHP 30</p> <hr/> <p>Total: PHP 12530</p> <p>Possible Fees Breakdown: Certificate of Accreditation issued</p>	20 minute/s	<ul style="list-style-type: none"> Division Chief/Head; Fair Trade Enforcement Bureau

	2.2. Sign/Deny the certificate.	<p>in hard copy: PHP 500 Certified copy of a lost or destroyed Certificate of Accreditation : PHP 500 Other relevant Certifications including system generated copy of the certificate: PHP 500</p> <p>Formula Fees Breakdown: Filing & Processing Fee Surcharge for Late Filing of Renewal Application Penalty/Sanction for failure to submit report/s, document/s or paper/s in Rule III Sec. 12 or the submission under said Rule of report/s, document/s or paper/s which are false, or which contain false/misleading data</p>	5 minute/s	<ul style="list-style-type: none"> Director/OIC; Fair Trade Enforcement Bureau
3. DOWNLOAD the Certificate of Accreditation, Accomplish CSF; PREPARE the shop for any inspection; ALLOW officer/s to be interviewed; and COMPLY with inspection findings, if any. Location: IREGIS	3. Send link/form for the CSF rating.	None	3 minute/s	<ul style="list-style-type: none"> Administrative Aide/ Support Staff/ Accreditation Officer/ System; Fair Trade Enforcement Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

12. Issuance of Waiver under PD 1466

The issuance of Waiver Under PD 1466 is to prioritize the development of the country's maritime transport industry. Conserve the country's foreign exchange, promote the growth and development of the Philippine water transport industry and enhance national self-reliance in the transport of passengers and cargoes.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)

Who may avail:	Any Office, Agency, or Instrumentality of the government, including all government-owned or controlled corporations Any Person, Partnership, Corporation, or Entity Granted a Loan or Credit or whose obligation is guaranteed by the government or any of its financial institutions. For shipments via sea.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <div>1. Original Prescribed Application Form <div>(1) Original Copy</div></div> <hr/> <div>2. Certified true copy of the following: 1) Purchase Order, Letter of Credit and/or Sales Contract 2) Proposed Charter Party (Charter Agreement) if vessel is to be chartered, 3) And other documents which may be necessary. e.g. Bill of Lading, Proforma/Commercial Invoice; <div>(1) Original Copy</div></div> <div>Remarks:<ul style="list-style-type: none">Purchase Order, Letter of Credit and/or Sales ContractProposed Charter Party (Charter Agreement) if vessel is to be charteredAnd other documents which may be necessary. e.g. Bill of Lading, Proforma/Commercial Invoice;</div> <div>Agency - Division: DTI FTEB - BLAD Agency - Division: Applicant/Importer/Exporter/Shipping Line/Broker/Bank - Applicant/Importer/Exporter/Shipping Line/Broker/Bank</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. SUBMIT duly accomplished application form together with the required documents (A scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph); PAY Application Fee and SUBMIT copy of Official Receipt or validated Order of Payment Location: DTI FTEB	1.1. Evaluate documentary requirements, if complete, issue Order of Payment	Standard Fees Breakdown: Documentary Stamp Tax: PHP 30	20 minute/s	<ul style="list-style-type: none">Account Officer; Fair Trade Enforcement Bureau
	1.2. Receive payment of fees and issue official receipt (OR)	Total: PHP 30 Formula Fees Breakdown: Tonnage/Application Fee per ApplicationPenalties	10 minute/s	<ul style="list-style-type: none">DTI Cashier/ Other Available Payment Centers or Media; Fair Trade Enforcement Bureau
	1.3. Receive proof of payment of fees		5 minute/s	<ul style="list-style-type: none">Account Officer; Fair Trade Enforcement Bureau
2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief. Location: DTI FTEB	2.1. Process the application and endorse it to the Division Chief for review.	None	15 minute/s	<ul style="list-style-type: none">Account Officer; Fair Trade Enforcement Bureau
	2.2. Review the application and recommend to the Director the grant/denial of waiver.		10 minute/s	<ul style="list-style-type: none">Division Chief/Head; Fair Trade Enforcement Bureau

	2.3. Sign/Deny the application for waiver.		5 minute/s	<ul style="list-style-type: none"> Director/OIC; Fair Trade Enforcement Bureau
3. Claim Approved Waiver Application and ACCOMPLISH the CSF Form. Location: DTI FTEB	3. Release the approved Waiver application and Provide Link/Form for the CSF.	None	3 minute/s	<ul style="list-style-type: none"> Administrative Aide/Account Officer; Fair Trade Enforcement Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 1 hour/s	
Total Processing Fee:			None	

13. Issuance of Certificate of Authority for Ship and Merchandise Broker

The issuance of Certificate of Authority to Ship and Merchandise Brokers aim to protect the public from dishonest or incompetent salesmen, brokers, appraisers and consultants

Office or Division:	Fair Trade Enforcement Bureau/Regional and Provincial Offices		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)		
Who may avail:	Ship and Merchandise Brokers; Sub-agents		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Original duly accomplished application form (1) Original Copy Remarks:			
Original duly accomplished application form		Agency - Division: DTI website or FTEB-BLAD or RO and PO - BLAD/RO & PO	
<hr/> 2. Original copy of previous DTI Ship Broker/Merchandise Broker Certificate (1) Original Copy Remarks:			
Original copy of previous DTI Ship Broker/Merchandise Broker Certificate		Applicant / Client	
<hr/> 3. Copy of Clearance (Police, NBI, Fiscal's Officer, Clerk of Court or Justice of Peace) (1) Original Copy Remarks:			
Copy of Clearance (Police, NBI, Fiscal's Officer, Clerk of Court or Justice of Peace)		Agency - Division: PNP, NBI, DOJ or Courts - PNP, NBI, DOJ or Courts	

4. Copy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation and Partnership)

(1) Original Copy
Remarks:

Agency - Division: DTI or SEC - BNRD/ Applicable Division of SEC

Copy of Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation and Partnership)

5. Copy of Board Resolution appointing the applicant to act in behalf of the corporation

(1) Original Copy
Remarks:

Applicant / Client

Copy of Board Resolution appointing the applicant to act in behalf of the corporation (only for new or if with changes in the appointment)

6. Original Surety or Cash Bond (P2,000)

(1) Original Copy
Remarks:

Agency - Division: Insurance company/ broker/DTI Cashier - Insurance company/ broker/DTI Cashier

Original Surety or Cash Bond (P2,000)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. SUBMIT duly accomplished application form together with the required documents (for FTEB, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph), PAY Licensing/Permit Fee and SUBMIT Copy of Official Receipt or validated Order of Payment Location: DTI FTEB/ROs & POs	1.1. Evaluate application and documentary requirements, if complete, issue Order of Payment in Triplicate	Standard Fees Breakdown: Licensing Fee: PHP 350 Document Stamp Tax: PHP 30 <hr/> Total: PHP 380 Formula Fees Breakdown: Surcharge	25 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.2. Receive payment and issue official receipt (OR)		10 minute/s	<ul style="list-style-type: none"> DTI Cashier/Other Available Payment Centers or Media; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.3. Receive proof of payment		5 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC. Location: DTI FTEB/ ROs & POs	2.1. Process the application and endorse it to the Division Chief for review.	None	15 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	2.2. Review the application and recommend to FTEB Director the approval/ disapproval		15 minute/s	<ul style="list-style-type: none"> Division Chief/Head; Fair Trade Enforcement Bureau/Regional and Provincial Offices

	2.3. Approval/Disapproval of the application.		5 minute/s	<ul style="list-style-type: none"> Director/OIC; Fair Trade Enforcement Bureau/Regional and Provincial Offices
3. CLAIM the Certificate and Accomplish the CSF Form. Location: DTI FTEB/ROs & POs	3. Release Certificate and Provide CSF Link/Form	None	3 minute/s	<ul style="list-style-type: none"> Account Officer/Administrative Aide; Fair Trade Enforcement Bureau/Regional and Provincial Offices
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 1 hour/s	
Total Processing Fee:			None	

14. Issuance of Certificate of Registration of Bulk Sales

The issuance of Certificate of Registration for Bulk Sales prevents the defrauding of creditors by secret sale or disposal in bulk of all or substantially all of the merchant's stock or goods.

Office or Division:	Fair Trade Enforcement Bureau/Regional and Provincial Offices		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)		
Who may avail:	Vendor, Mortgagor, Transferor or Assignor		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Original Letter informing DTI of the sale (1) Original Copy		Applicant / Client	
2. Original Affidavit of Vendor/Board/Partner (Single Proprietorship/Corporation/Partnership) Stating that at the Time of Sale, the Company is with or without Creditor/s (1) Original Copy		Applicant / Client	
3. If there are Creditor/s: 3a. Original List of Creditors (name, address, total amount due) 3b. Copy of the Notice to the Creditors regarding the Sale, Transfer or Assignment; 3c. Original Receiving Copy by all the Creditor/s of the Notice; which date of receipt should be at least ten (10) days before transferring possession of the price, terms and condition of the sale, transfer, mortgage or assignment. (1) Original Copy		Applicant / Client	
4. Original Inventory of Properties Sold (1) Original Copy		Applicant / Client	

5. Copy of the Deed of Sale, Mortgage or Assignment (original copy to be presented)

Applicant / Client

(1) Original Copy

1. Original Board/Partner's Resolution re: Authorized Company Officers/Signatories in the Deed of Sale (Corporation/Partnership)

Applicant / Client

(1) Original Copy

2. Copy of Valid Government-Issued IDs of the Authorized Signatories (original copy must be presented)

Applicant / Client

(1) Original Copy

6. Copy of the Latest BN Registration Certificate -both buyer and seller (Single Proprietor); or Copy of SEC Registration Certificate and Articles of Incorporation/Partnership -both buyer and seller (Corporation/Partnership)

Agency - Division: DTI or SEC - BNRD/Applicable Division of SEC

(1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. SUBMIT all the required documents (For FTEB, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph), PAY registration fee, additional fee, if applicable, and DST; and SUBMIT Copy of Official Receipt or validated Order of Payment Location: DTI FTEB/ROs & POs	1.1. Evaluate application and documentary requirements (except payment of bond), if complete, issue Order of Payment in Triplicate	Standard Fees Breakdown: Registration fee: PHP 50 Additional Fee (per creditor): PHP 5 Documentary stamp tax: PHP 30 <hr/> Total: PHP 85	1 hour/s, 10 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.2. Receive payment of fees and issue official receipt		10 minute/s	<ul style="list-style-type: none"> DTI Cashier/ Other Available Payment Centers or Media; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.3. Receive proof of payment of fees		5 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief Location: DTI-FTEB or RO/PO	2.1. Process the application and endorse it to the BLAD/Division Chief for review	None	40 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	2.2. Review the application and recommend to FTEB Director the approval/ disapproval		30 minute/s	<ul style="list-style-type: none"> Division Chief/Head; Fair Trade Enforcement Bureau/Regional and Provincial Offices

	2.3. Approval/ Disapproval of the application		15 minute/s	<ul style="list-style-type: none"> Director/OIC ; Fair Trade Enforcement Bureau/Regional and Provincial Offices
3. Claim Certificate of Registration and accomplish the CSF Form Location: DTI-FTEB or RO/PO	3. Release Registration Certificate and Provide link/form for the CSF	None	3 minute/s	<ul style="list-style-type: none"> Account Officer/ Administrative Aide ; Fair Trade Enforcement Bureau/Regional and Provincial Offices
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 2 hour/s	
Total Processing Fee:			None	

15. Accreditation of Service and Repair Enterprises (Processing Application via IREGIS)

The accreditation of repair and service enterprises and their technical personnel aims to protect the interest of the consumers availing their services. The accreditation ensures that the enterprises have the necessary tools, equipment, and facilities, and its technical personnel have the required expertise to provide the services.

Office or Division:	Fair Trade Enforcement Bureau		
Category:	External Service		
Classification:	Complex		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Service and Repair Enterprises		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
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)		Agency - Division: IRegIS, DTI website, Regional and Provincial Offices, or Negosyo Centers - IRegIS, DTI website, Regional and Provincial Offices, or Negosyo Centers	
(1) Original Copy			
2. 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 were made in the Articles of Incorporation/Partnership		Agency - Division: DTI or SEC - DTI or SEC	
(1) Original Copy			

3. Latest Accreditation Certificate

(1) Original Copy

Applicant / Client

Remarks:

Latest Accreditation Certificate (for renewal only)

4. Organizational Chart and List of Mechanics/Technicians with Position and Personal/Bio-Data Sheet

Applicant / Client

(1) Original Copy

5. Valid and relevant TESDA Certificate (National Certificate or Certificate of Competency for Technical Employees)

Agency - Division: TESDA - TESDA

(1) Original Copy

6. Certified List of Trainings Attended by the Employees/Technicians for the past 2 years (for Ref and Aircon, including auto aircon)

Applicant / Client

(1) Original Copy

7. List of Shop Tools and Equipment

(1) Original Copy

Applicant / Client

Remarks:

Downloaded List of Shop Tools and Equipment from IREGIS

8. Shop Floor Plan/Layout/Size/No. of Stalls/Working Bays

Applicant / Client

(1) Original Copy

9. Photos of the Shop/Office – showing front (with signages) and interior including the facilities and/or equipment

Applicant / Client

(1) Original Copy

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

(1) Original Copy

Applicant / Client

Remarks:

Originally issued Certification (in lieu of items 8.- Original/e-copy Shop Floor Plan/Layout/Size/No. of Stalls/Working Bays and 9.- Original/e-copy Photos of the Shop/Office) that there are no changes on the said items for renewals, provided that said requirements have been previously submitted.

11. Comprehensive Insurance Policy covering the customers' properties entrusted for repair or service against theft, pilferage, fire, flood and loss

(1) Original Copy

Agency - Division: Insurance company/Insurance broker/ Applicant - Insurance company/Insurance broker/ Applicant

Remarks:

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/Service Invoice (proof of payment of insurance premiums)

1. Original Affidavit stating that all services and repairs are done in the clients' premises

(1) Original Copy
Remarks:

Agency - Division: Insurance company/Insurance broker/
Applicant - Insurance company/Insurance broker/ Applicant

Original Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repair in their client's premises, in lieu of insurance policy).

2. 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

Applicant / Client

(1) Original Copy

12. Valid dealership agreement (five-star only Motor Vehicle, Ref and Aircon, Office Machine/Data Processing Equipment)

(1) Original Copy
Remarks:

Applicant / Client

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)

(1) Original Copy
Remarks:

Applicant / Client

Additional requirements for those applying for more than One Star

14. Original copy of Performance Bond policy and official receipt/service invoice 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)

Agency - Division: Insurance company/ broker - Insurance company/ broker

(1) Original Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. LOG IN as Negosyo Applicant in the DTI IRegIS Portal, https://iregis.dti.gov.ph For New Application: REGISTER your company to NegosyoKonek and GET reference number. GO TO Service and Repair Enterprises Menu and CLICK on New Registration. For Renewal Application: GO TO Service and Repair Enterprises Menu and CLICK on RENEWAL Registration. Retrieve latest accreditation record by typing in the Accreditation Number. FILL-OUT required information. UPLOAD the notarized duly accomplished application form downloaded from the system and other required documents</p> <p>Location:</p> <p>DTI-FTEB</p>	<p>1. Download or view the uploaded documentary requirements. Evaluate the requirements and the encoded information. Assess fees to be paid, and if requirements are complete, Endorse to the Division Chief for review</p>	<p>Standard Fees Breakdown: Filing Fee: PHP 50 Documentary Stamp Tax: PHP 30</p> <hr/> <p>Total: PHP 80</p> <p>Possible Fees Breakdown: Certification/ Replacement: PHP 50</p> <p>Formula Fees Breakdown: Accreditation Fee & Surcharge</p>	<p>40 minute/s</p>	<ul style="list-style-type: none"> Accreditation Officer; Fair Trade Enforcement Bureau

2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the DC; PAY filing and accreditation fees, DST and surcharge/s if applicable, through any of the available payment facility/payment Location: DTI-FTEB	2.1. Download to retrieve and Review the application, and if complete, endorse for payment of fees	None	20 minute/s	<ul style="list-style-type: none"> Division Chief/Head; Fair Trade Enforcement Bureau
	2.2. Sign/Deny the Certificate		5 minute/s	<ul style="list-style-type: none"> Director/OIC; Fair Trade Enforcement Bureau
3. DOWNLOAD the Certificate of Accreditation, ACCOMPLISH CSF; PREPARE the shop for any inspection; ALLOW officer/s to be interviewed; and COMPLY with inspection findings, if any. Location: DTI-FTEB	3. Send link/form for the CSF rating	None	3 minute/s	<ul style="list-style-type: none"> Administrative Aide/Support Staff/Accreditation Officer/System ; Fair Trade Enforcement Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 1 hour/s	
Total Processing Fee:			None	

16. Issuance of General Bonded Warehouse License

The issuance of General Bonded Warehouse License is to regulate the business of receiving commodities for storage and defining the rights and obligations of a bonded warehouseman and protects the rights of the owner of the commodity.

Office or Division:	Fair Trade Enforcement Bureau/Regional and Provincial Offices		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)		
Who may avail:	General Bonded Warehouse Owner/Operator		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Application Form duly signed by authorized signatory (1) Original Copy		Agency - Division: FTEB, Regional and Provincial Offices - FTEB, Regional and Provincial Offices	
2. Valid Business Name Registration Certificate (Single Proprietorship) or SEC Registration Certificate and Articles of Incorporation/Partnership (Corporation/Partnership) (1) Original Copy		Agency - Division: DTI or SEC - DTI or SEC	
3. List and location map of branches (warehouse) with plan, size and dimensions (1) Original Copy		Applicant / Client	

4. List of agent/employees authorized to sign Warehouse receipts with specimen signature	Applicant / Client
(1) Original Copy	
5. Original specimen of warehouse receipts	Applicant / Client
(1) Original Copy	
6. List of weighing equipment including calibration certificates	Applicant / Client
(1) Original Copy	
7. Proposed schedule of charges	
(1) Original Copy	Applicant / Client
Remarks:	
Original Proposed schedule of charges	
8. Copy of latest audited financial statements	Applicant / Client
(1) Original Copy	
9. Fire insurance covering commodities received or stored	Agency - Division: Insurance company/ Insurance brokers - Insurance company/ Insurance brokers
(1) Original Copy	
10. Surety or Cash Bond, at least 33⅓% of maximum value of commodity to be received/received	Agency - Division: Insurance company/ Insurance brokers - Insurance company/ Insurance brokers
(1) Original Copy	
11. Storage and Withdrawal Report (Renewal)	Applicant / Client
(1) Original Copy	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. SUBMIT duly accomplished application form together with the required documents (for FTED, a scanned copy of the documents may be submitted via email: fteb_blad@dti.gov.ph); PAY Licensing and Permit Fee and SUBMIT copy of Official Receipt or validated Order of Payment Location: DTI-FTED or RO/PO	1.1. Evaluate application and documentary requirements, if complete, issue Order of Payment in triplicate	Standard Fees Breakdown: Licensing/Permit Fee-first 1,000 cbm + P0.50/succeeding cbm: PHP 100 Document Stamp Tax: PHP 30 Total: PHP 130	50 minute/s	• Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.2. Receive payment of fees and issue Official receipt (OR)		10 minute/s	• DTI Cashier/ Other Available Payment Centers or Media; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	1.3. Receive proof of payment of fees	Formula Fees Breakdown: Surcharge	5 minute/s	• Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices
2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief Location: DTI-FTED or RO/PO	2.1. Process the application and endorse it to the Division Chief for review	None	20 minute/s	• Account Officer; Fair Trade Enforcement Bureau/Regional and Provincial Offices

	2.2. Review the application and recommend to the Director the approval/ disapproval		20 minute/s	<ul style="list-style-type: none"> Division Chief/Head; Fair Trade Enforcement Bureau/Regional and Provincial Offices
	2.3. Approval/Disapproval of the application		10 minute/s	<ul style="list-style-type: none"> Director/OIC; Fair Trade Enforcement Bureau/Regional and Provincial Offices
3. Claim Certificate and accomplish CSF Form Location: DTI-FTEB or RO/PO	3. Release Certificate and provide CSF link/form	None	3 minute/s	<ul style="list-style-type: none"> Account Officer/ Administrative Aide ; Fair Trade Enforcement Bureau/Regional and Provincial Offices
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 1 hour/s	
Total Processing Fee:			None	

17. Provision of Statistical Data to Various Stakeholders

Provision of list of importers of specific product/ commodity and volume and value of imports by product classification (AHTN) or by country or origin, among others.

Office or Division:	Bureau of Import Services		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)		
Who may avail:	Industries/associations, embassies, private companies, banks, other government offices, academe, researchers, consultants.		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Company ID/Certification			
Company ID			
Company Certification			
2. Company Background		Applicant / Client	
(1) Electronic Copy			
3. Accomplished Online Data Request Form		Applicant / Client	
(1) Electronic Copy			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit letter of request via online request form, walk-in, e-mail/courier. Location: N/A Notes/Instruction: Please note that the number of days will depend on the complexity of the inquiry	1.1. Receipt of letter of request via accomplished online request form, e-mail, courier. Walk-in to fill-out standard form (SF) request	None	10 minute/s	• Admin Aide/ Technical Staff; Bureau of Import Services
	1.2. Evaluation of request by the technical staff concerned		10 minute/s	• Admin Aide/ Technical Staff; Bureau of Import Services
	1.3. Preparation and submission of summary of all requests for the day to the Division Chief/ Assistant Division Chief		30 minute/s	• Admin Aide/ Technical Staff; Bureau of Import Services
	1.4. Delegation to technical staff by the Division Chief/ Assistant Division Chief		10 minute/s	• Division Chief/ Assistant Division Chief; Bureau of Import Services
	1.5. Processing of request by the technical staff.		19 working day/s, 6 hour/s, 20 minute/s	• Technical Staff; Bureau of Import Services
2. Receipt of the import information requested. Location: N/A	2. Send letter reply via e-mail/fax/courier together with the CSF Survey	None	30 minute/s	• Technical Staff; Bureau of Import Services
3. Accomplishes the CSF survey. Location: N/A	3. Maintaining the records generated during the process and the accomplished CSF file.	None	10 minute/s	• Admin Aide/ Technical Staff; Bureau of Import Services
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 20 working day/s	
Total Processing Fee:			None	

18. Provision of Information on General Import Procedures and other Government Agencies' Import Regulations

This provides BIS' stakeholders pertinent information relative to importation thereby promoting transparency of government regulations, ensuring MSME's compliance with import rules and regulations and consequently, facilitates ease of doing business in the country.

Office or Division:	Bureau of Import Services
Category:	External Service

Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Importers, Exporters, Brokers, Overseas Filipino Workers (OFWs)	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

For Standard Requirement

1. Letter Request (1) Original Copy	Applicant / Client
2. Client Profile (1) Original Copy	Applicant / Client
3. Commodity Harmonized System (HS) Code or ASEAN Harmonized Tariff Nomenclature (AHTN) Code (1) Original Copy	Applicant / Client
4. Product Description (Literature/Brochure, if available) (1) Original Copy	Applicant / Client
5. Other Documents i.e., Sales invoice, Bill of Lading, Certificate of Origin, MSDS etc., (if needed) (1) Original Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Request for trade-related information thru letter/email Location: N/A	1.1. Acknowledges receipt of requests received thru letter/ email	None	5 minute/s	• Admin Aide/ Technical Staff; Bureau of Import Services
	1.2. If request is received through the Office of the Bureau Director, the OBD Secretary forwards the requests received to the Assistant Division Chief/Division Chief for the assignment of the request		1 working day/s	• OBD Secretary; Bureau of Import Services
	1.3. Reviews and endorses request to the Technical Staff		15 minute/s	• Assistant Division Chief/ Division Chief;
	1.4. Receives request and conducts research		17 working day/s	• Technical Staff; Bureau of Import Services

	1.5. Drafts response to the client		30 minute/s	<ul style="list-style-type: none"> Technical Staff; Bureau of Import Services
	1.6. Reviews communications prepared		15 minute/s	<ul style="list-style-type: none"> Assistant Division Chief; Bureau of Import Services
	1.7. Reviews and approves the communications prepared		15 minute/s	<ul style="list-style-type: none"> Division Chief; Bureau of Import Services
	1.8. Receives and sends thru letter/email the approved response to the concerned client together with the CSF survey		10 minute/s	<ul style="list-style-type: none"> Technical Staff; Bureau of Import Services
2. Receives and acknowledges receipt of import information thru letter/ email and accomplishes the CSF survey Location: N/A	2. Files and maintains documents	None	10 minute/s	<ul style="list-style-type: none"> Admin Aide/ Technical Staff; Bureau of Import Services
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 18 working day/s, 1 hour/s	
Total Processing Fee:			None	

19. Issuance of Domestic Bidders (DoBid) Certificate of Preference (New Applications)

The **Domestic Bidders (DoBid) Certificate of Preference** is a document that grants domestic price advantage to qualified local bidders during government procurement. The DoBid Certificate applies to all domestic bidders and is **assessed and paid per good** during the application process. It is supported by the following legal bases: **DTI Department Administrative Order (DAO) 19-01**, as amended by **DAO 19-10** and **DAO 22-15**; **Republic Act (RA) 9184** and **RA 12009** (the *Government Procurement Reform Act* and *New Government Procurement Reform Act*); and **RA 11981** (*Tatak Pinoy Law*).

The issuance of DoBid Certificate of Preference is considered as a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days. If the certificate is not released within 20 days, you may file a complaint via email (artaunit@dti.gov.ph).

Office or Division:	Bureau of Competitive Development
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	Domestic bidders or any person or entity offering unmanufactured articles, materials, or supplies of the growth of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture as the maybe, of the Philippines, may file an application.
Operating Hours:	8:00 AM - 5:00 PM

Statute:	DTI-Department Administrative Order (DAO) 19-01, as amended by DAO 19-10 and DAO 22-15 Republic Act (RA) 9184 and RA 12009 ('The Government Procurement Reform Act' & 'The New Government Procurement Reform Act') RA 11981 ('Tatak Pinoy Law')			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. 1.Domestic Bidders Certificate of Preference Application Form				
(1) Original Copy				
Remarks:		Agency - Division: https://www.dti.gov.ph/DomesticBidders - https://www.dti.gov.ph/DomesticBidders		
• Annex A (Supplier Information-locally grown, produced, or manufactured raw materials)				
• Annex B (Supplier Information-imported raw materials)				
• Annex C (Machines Information, manufacturing facilities, information, production flowchart, and floor plan)				
2. Copy of whichever document is applicable:				
(1) Photo Copy				
Remarks:		Agency - Division: DTI SEC CDA - DTI SEC CDA		
• DTI Business Name Registration (if sole proprietorship)				
• Securities and Exchange Commission (SEC) Certificate of Registration and Articles of Incorporation (for partnership or corporation)				
• Cooperative Development Authority (CDA) Registration Certificate (for cooperative)				
3. Mayor's Permit or Business Permit		Agency - Division: Local Government Units (LGUs) - Local Government Units (LGUs)		
(1) Photo Copy				
4. Food and Drug Administration (FDA) Registration or Philippine Standard (PS) License		Agency - Division: FDA or DTI Bureau of Philippine Standards (DTI-BPS) - FDA or DTI-Bureau of Philippine Standards (DTI-BPS) - FDA or DTI Bureau of Philippine Standards (DTI-BPS) - FDA or DTI-Bureau of Philippine Standards (DTI-BPS)		
(1) Photo Copy				
5. Brochure of the Goods sought to be Certified				
(1) Photo Copy				
Remarks:		Applicant / Client		
The brochure of the goods sought to be certified, indicating the brand and model/brand and generic (or any term applicable).				
6. Duly Notarized Statement				
(1) Photo Copy				
Remarks:		Applicant / Client		
Duly notarized statement executed by the applicant or his/her/its duly authorized representative stating and affirming the raw material/s or component/s that go into or form an integral part of, every unit of the goods sought to be certified and the place/s of their origin. It shall also identify and affirm the place of manufacture of such goods.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit complete documentary requirements . Location:</p> <p>6th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph)</p> <p>Notes/Instruction:</p> <p>If the applicant repeats Step 1 due to deficiencies in their application, the processing time for the application shall cease. The new processing time shall begin once the applicant has submitted the complete documentary requirements through Email/Walk-In/Online Platform. The processing time shall also cease on Step 2 (payment of the corresponding application fees and charges) and shall continue once the Official Payment receipt has been submitted to the DoBid Secretariat.</p> <p>If upon preliminary assessment, it is found that the application lacks information and/or required documents, the Secretariat, shall, in writing, direct applicants to supply the needed information or complete the documentary requirements within twenty-one (21) working days from receipt of such directive, stating therein with particularity the information or documents required to be supplied or resubmitted. After the lapse of the period given, the application will be deemed abandoned or withdrawn.</p> <p>Provisional Certificates are awarded to applicants who have completed all documentary requirements and passed all other criteria prescribed under the Guidelines but whose actual operation for the growth, production, or manufacture of the good sought to be certified is yet to commence or resume at the time of on-site inspections. The Provisional Certificate shall have the force and effect of a regular Certificate of Domestic Preference, subject to post-audit which, in coordination with the concerned domestic bidder, shall be set not later than six (6) months thereafter.</p> <p>The DoBid Secretariat shall acknowledge the application and inform the applicant of the status of their application through the BCDDoBid email at BCDDoBid@dti.gov.ph</p>	<p>1.1. Acknowledge receipt of the application and its attachments through official email, and inform the applicant that their submission is currently under initial assessment for completeness and compliance.</p>	None	1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
	<p>1.2. Assess the application form and all its attached documents for completeness. Send back the initial assessment feedback using the Preliminary Assessment Form (PrAF). If the submitted documents are found to be complete, the Payment Assessment Form (PAF) will be sent to the applicant. If deficiencies have been found in the application, the applicant repeats Step 1.</p>		3 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development

2. Pay the corresponding application fees indicated in the	2.1. Acknowledge submission of the Official Payment receipt of the	Standard Fees Breakdown:	3 working day/s	<ul style="list-style-type: none"> DTI Cashier; Human Resource and
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<p>PAF. Submit a photo/scanned copy of the Official Payment Receipt. Location:</p> <p>Payment of application fees: 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City.</p> <p>Submission of Official Payment Receipt: 6th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph).</p> <p>Notes/Instruction:</p> <p>Fees (per good): Micro Enterprises: ₱2,500 Small Enterprises: ₱5,000 Medium Enterprises: ₱7,500 Large Enterprises: ₱20,000 Documentary Stamp Tax (DST): Php 30.00</p>	application fees.	<p>Breakdown: Documentary Stamp Tax (DST): PHP 30</p> <p>Total: PHP 30</p> <p>Possible Fees Breakdown: Fee for Micro Enterprises: PHP 2500 Fee for Small Enterprises: PHP 5000 Fee for Medium Enterprises: PHP 7500 Fee for Large Enterprises: PHP 20000</p>		Administrative Service
	2.2. Schedule and conduct an on-site hybrid inspection of the applicant's products and facilities (in coordination with the applicant and technical evaluators).		4 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
<p>3. Wait for the results of the on-site/hybrid inspection Location:</p> <p>9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph).</p>	3.1. Prepare the Inspection Report and submit a recommendation (whether the applicant passes the criteria or not) to the BCD Director for approval/provisional approval/disapproval.	None	5 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
	3.2. Review the Secretariat's recommendation on whether an application is for approval/provisional approval/disapproval.		2 working day/s	<ul style="list-style-type: none"> DTI-BCD Director; Bureau of Competitive Development
	3.3. Prepare and issue the Certificate of Preference or Provisional Certificate, if approved; or a Notice of Disapproval if disapproved.		1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
<p>4. Acknowledge the receipt of the Signed Certificate of Preference/ Provisional Certificate or the Notice of Disapproval Location:</p> <p>Pickup of physical/provisional certificate (if approved): 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City.</p> <p>Receipt of certificate or notice of disapproval: BCDDoBid@dti.gov.ph.</p>	4. Officially record that the applicant or client has received the required documentation from the DoBid Secretariat.	None	1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 20 working day/s	
Total Processing Fee:			None	

20. Processing of Import Commodity Clearance (ICC)

The issuance of Import Commodity Clearance (ICC) is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days, excluding product inspection and testing period. If the Import Commodity Clearance is not released within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

ICC Certificate is issued to an importer whose imported products have shown conformance to relevant standards through inspection, verification, and product testing by the BPS Recognized Testing Laboratories. Application for Import Commodity Clearance is available online through the Product Certification Information Management System (PCIMS).

Applicants are encouraged to apply online. All applications are processed and corresponding certificates are issued within 16 working hours. However, inspection and testing time are not included in "processing time" since they vary depending on the product being tested. Applications are then processed for another 16 working hours after the submission of inspection and audit reports.

Office or Division:	Bureau of Philippine Standards (BPS)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Importers of products covered under the BPS Mandatory Product Certification Scheme	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Packing List (1) Certified True Copy	Agency - Division: Exporter - -	
2. Import Entry (1) Certified True Copy	Agency - Division: Department of Finance - Bureau of Customs	
3. SEC Certificate of Incorporation (for corporation/partnership) or DTI Business Name Registration Certificate (for single proprietor) (1) Certified True Copy	Agency - Division: Security Exchange Commission (SEC) / Department of Trade and Industry (DTI) - -	
4. Board/Partner's Resolution (for corporation/partnership) or Special Power of Attorney (for single proprietors) authorizing a particular person to transact business with the Bureau of Philippine Standards (1) Certified True Copy	Applicant / Client	
5. BOC Certificate of Registration / Importer's Certificate of Accreditation (1) Certified True Copy	Agency - Division: Department of Finance - Bureau of Customs	
6. Surety Bond (1) Original Copy Remarks: Original copy to be uploaded in PCIMS	Agency - Division: Insurance company - -	
7. Certification to ISO 9001:2008 or its future amendments of the product manufacturer (1) Certified True Copy	Agency - Division: Manufacturer of the imported commodity - -	

8. Current proof of billing of office and warehouse of the importer (1) Certified True Copy		Applicant / Client		
9. Commercial Invoice (1) Certified True Copy		Agency - Division: Exporter - -		
10. Bill of Lading/Airway Bill (1) Certified True Copy		Agency - Division: Shipping company - -		
11. Summary of Batch Numbers/Serial Numbers of the product(s) covered by mandatory certification Bill (1) Certified True Copy Remarks: based on the actual batch/serial numbers of the imported commodity				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill-out the required information in the Product Certification Information Management System (PCIMS) Location: Product Certification Information Management System (PCIMS)	1. No Action Required	None	20 minute/s	<ul style="list-style-type: none"> Importer; Any of requesting office / division
2. Submit ICC application and upload the required documents thru the Product Certification Information Management System (PCIMS) Location: Product Certification Information Management System (PCIMS)	2.1. Evaluate the application and required documents If complete, prepare Statement of Account. If incomplete, revert the application to client and indicate the deficiencies under "Remarks". Identify the type of certificate to be issued. Import Commodity Clearance (ICC), if product applied is covered by the BPS Mandatory Certification scheme and with accompanying valid test report/s. Certificate of Conditional Release (CR), if product applied is covered by the BPS Mandatory Certification scheme and without accompanying valid test report Certificate of Exemption (CE), if product applied is not covered by the BPS Mandatory Certification scheme or if with valid PS License	None	7 hour/s	<ul style="list-style-type: none"> Product Certification Officer; Bureau of Philippine Standards (BPS)

	2.2. Identify the type of certificate to be issued. Import Commodity Clearance (ICC) if product applied is covered by the BPS Mandatory Certification scheme and with accompanying valid test report/s. Certificate of Conditional Release (CR) if product applied is covered by the BPS Mandatory Certification scheme and without accompanying valid test report Certificate of Exemption (CE) if product applied is not covered by the BPS Mandatory Certification scheme or if with valid PS License		7 hour/s	<ul style="list-style-type: none"> Product Certification Officer; Bureau of Philippine Standards (BPS)
	2.3. Review and recommend for approval/ denial of certificate		4 hour/s	<ul style="list-style-type: none"> Product Certification Head or his/her authorized representative; Bureau of Philippine Standards (BPS)
	2.4. Approval or denial of certificate		4 hour/s	<ul style="list-style-type: none"> BPS Director or his/her duly authorized representative; Bureau of Philippine Standards (BPS)
<p>3. Print Statement of Account / Payment Slip received thru PCIMS and visit BPS or DTI Regional/ Provincial Office. Present the printed Statement of Account and have it signed by relevant frontline personnel. Pay application and/or processing fees at the DTI Cashier.</p> <p>Location:</p> <p>BPS or DTI Regional/ Provincial Office</p>	3. Sign Statement of Account / Payment Slip. Receive payment from client, sign Statement of Account presented by the client and issue Official Receipt.	<p>Standard Fees Breakdown: Application Fee: PHP 300</p> <hr/> <p>Total: PHP 300</p> <p>Possible Fees Breakdown: Processing Fee (For importation with invoice value up to ₱500,000.00): PHP 5000 Processing Fee (For importation with invoice value over ₱500,000.00 up to ₱1 Million): PHP 7500 Processing Fee (For importation with invoice value over ₱1 Million): PHP 10000</p>	15 minute/s	<ul style="list-style-type: none"> PCO / DTI Cashier; Bureau of Philippine Standards (BPS)

<p>4. Present OR and Statement of Account / Payment Slip signed by DTI Cashier. Claim certificate (ICC/CR/CE). For ICC certificate with corresponding ICC stickers, proceed to Step No.7. For Conditional Release, sign on the certificate to agree on the conditions stated therein and proceed to Step No. 5. For CE, confirm receipt of certificate.</p> <p>Location:</p> <p>DTI Office</p>	4. Issue the certificate	None	45 minute/s	<ul style="list-style-type: none"> Releasing Officer; Bureau of Philippine Standards (BPS)
<p>5. For applications under Conditional Release, subject the importer's declared warehouse for inspection, inventory, and/or sampling by the BPS recognized inspection body or DTI RO/PO. Select and assign any of the BPS recognized inspection bodies using PCIMS. Allow the designated inspector to conduct product inspection and sampling based on the relevant DAO/ PNS at the declared warehouse. If the inspector determined that the product is indeed covered by mandatory certification, proceed to step 6 for product testing. Otherwise proceed to step 8 for issuance of Certificate of Exemption (CE).</p> <p>Location:</p> <p>PCIMS and Registered Importers Address</p> <p>Notes/Instruction:</p> <p>For the purpose of the processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 1 working day as minimum time of the inspection activity. However, please be informed that the duration of inspection and sampling depends on the location of the declared warehouse and the volume of the importer commodity being applied for ICC.</p>	<p>5. 5.1 Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The inspection body or DTI RO/PO shall upload the Inspection Report and submit Request for Test Form in PCIMS certification, proceed to step 7. Otherwise proceed to step 8 for preparation of Certificate of Exemption.</p>	<p>Possible Fees Breakdown: Inspection Fee (if DTI)/man-hour: PHP 1000 Inspection Fee (as per charged by theBPS Recognized Inspection Body): PHP 0 Testing Fee (As charged by the BPS recognized Testing Laboratory): PHP 0</p>	1 working day/s	<ul style="list-style-type: none"> Inspection body and importer ; Any of requesting office / division
<p>6. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory</p> <p>Location:</p> <p>BPS designated testing laboratory facility</p> <p>Notes/Instruction:</p> <p>For the purpose of the processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 1 working day as</p>	<p>6.1. Inspection body shall endorse the application to the BPS-recognized laboratory independent testing. The latter shall perform product testing as per the applicable PNS and upload the Test Report/s in PCIMS</p>	<p>Possible Fees Breakdown: Testing Fee (As charged by the BPS recognized Testing Laboratory): PHP 0</p>	1 working day/s	<ul style="list-style-type: none"> BPS Recognized Testing Laboratory; Any of requesting office / division

<p>minimum time of the testing activity. However, please be informed that the test period varies on the product type.</p>	<p>6.2. Upon receipt of complete documents, evaluate results of inspection and testing. If compliant, prepare the necessary certificate. If non-compliant, inform applicant thru PCIMS of the non-conformities.</p>		7 hour/s	<ul style="list-style-type: none"> Product Certification Officer ; Bureau of Philippine Standards (BPS)
	<p>6.3. Review and recommend for approval/ denial of certificate</p>		4 hour/s	<ul style="list-style-type: none"> Product Certification Head or his/her authorized representative; Bureau of Philippine Standards (BPS)
	<p>6.4. Approval or denial of certificate</p>		4 hour/s	<ul style="list-style-type: none"> BPS Director or his/her duly authorized representative; Bureau of Philippine Standards (BPS)
<p>7. Print Statement of Account / Payment Slip and have it signed by relevant frontline personnel. Pay ICC stickers fee. Location: DTI Office</p>	<p>7. Sign Statement of Account / Payment Slip. Prepare the ICC stickers for release once paid.</p>	<p>Possible Fees Breakdown: ICC stickers per piece for regular products (new stickers): PHP 1.56 ICC stickers per piece for regular products: PHP 1.68 ICC stickers per piece for small products (i.e. glow-starters, lighters, PVC electrical tapes, switches, plugs, & socket- outlets): PHP 1.31</p>	15 minute/s	<ul style="list-style-type: none"> Releasing Officer and DTI Cashier ; Any of requesting office / division
<p>8. Receive ICC certificate and ICC stickers. Location: DTI Office</p>	<p>8. Releasing at BPS: If ICC is approved, release ICC and ICC stickers. If ICC is denied, release denial letter to importer. Releasing at DTI RO/PO: If ICC is approved, release ICC certificate upon purchase of ICC stickers at the BPS. If ICC is denied, release denial letter</p>	None	45 minute/s	<ul style="list-style-type: none"> Releasing Officer ; Bureau of Philippine Standards (BPS)
Total Processing Time:			<p>Calendar Days: 0 calendar day/s Working Days: 6 working day/s, 7 hour/s</p>	
Total Processing Fee:			None	

21. Processing of Statement of Confirmation (SOC)

The issuance of Statement of Confirmation (SOC) is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days excluding product inspection and testing period. If the Statement of Confirmation is not released within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

SOC is issued to an importer whose cement, BI/GI steel pipes, deformed and re-rolled steel bars, plywood, and ceramic tiles have shown conformance to the relevant PNS and is confirmed to come from the registered foreign PS License holder. All applications are processed and corresponding certificates are issued within 16 working hours. However, inspection and testing time are not included in "processing time" since they vary depending on the product being tested. Applications are then processed for another 16 working hours after the submission of inspection and audit reports.

Office or Division:	Bureau of Philippine Standards (BPS)	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Importers of cement and steel products	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Packing List		Agency - Division: Exporter - -
(1) Certified True Copy		
2. Commercial Invoice		Agency - Division: Exporter - -
(1) Certified True Copy		
3. Bill of Lading		Agency - Division: Shipping Company - -
(1) Certified True Copy		
4. Summary of the production batch/lot and the corresponding manufacturing dates duly certified by the manufacturer's Quality Management Representative or Quality Manager		Agency - Division: Manufacturer - -
(1) Certified True Copy		
5. Production records reflecting the shipped production batch/lot verifiable during surveillance audits duly certified by the manufacturer		Agency - Division: Manufacturer - -
(1) Certified True Copy		
6. DTI Business Registration Certificate for sole proprietorship or latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/partnership		Agency - Division: DTI or SEC - -
(1) Certified True Copy		
7. Special Power of Attorney (for single proprietorship) or Board/Partnership Resolution or Secretary's Certificate in cases where the application is filed by a person other than the owner/importer/authorized representative clearly setting forth the authority of the representative dealing with the Bureau of Philippine Standards		Applicant / Client
(1) Certified True Copy		
8. Latest audited financial statement		Applicant / Client
(1) Certified True Copy		
9. List of distributors/retailers with their complete addresses and contact details		Applicant / Client
(1) Certified True Copy		

10. Proof of ownership or contract of lease of warehouse (1) Certified True Copy	Applicant / Client
11. Import Entry (1) Certified True Copy Remarks: may be submitted later prior to release of the certificate	Agency - Division: Department of Finance - Bureau of Customs (BOC)
12. Surety Bond (1) Certified True Copy	Agency - Division: Insurance Company - -
13. BOC Certificate of Registration / Importer's Certificate of Accreditation (1) Certified True Copy	Agency - Division: Department of Finance - Bureau of Customs (BOC)
14. Current proof of billing of office and warehouse of the importer (1) Certified True Copy	Applicant / Client
15. PS License (1) Certified True Copy	Agency - Division: Manufacturer - -

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. For applications with pre-shipment inspection and testing, a request letter must be sent indicating the chosen inspection body and testing laboratory with the summary of batch and production record as attachments Location: Email	1.1. Prepare written authority to conduct inspection and verification to the identified BPS recognized inspection body and testing laboratory, copy furnished the applicant	None	1 working day/s	<ul style="list-style-type: none"> Product Certification Officer (PCO); Bureau of Philippine Standards (BPS)
	1.2. Review and recommend for approval/denial of written authority		4 hour/s	<ul style="list-style-type: none"> Product Certification Head or his/her authorized representative ; Bureau of Philippine Standards (BPS)
	1.3. Approval or denial of written authority		4 hour/s	<ul style="list-style-type: none"> BPS Director or his/her duly authorized representative ; Bureau of Philippine Standards (BPS)
2. Fill out the required information and upload the required documents in the Product Certification Information Management System. Submit SOC application and upload the required documents thru the Product Certification Information Management System (PCIMS) Location: Product Certification Information Management System (PCIMS)	2.1. Evaluate the application and required documents. If complete, prepare Statement of Account. If incomplete, revert the application to client and indicate the deficiencies under "Remarks". Prepare Certificate of Conditional Release (CCR)	None	7 hour/s	<ul style="list-style-type: none"> Product Certification Officer ; Bureau of Philippine Standards (BPS)

	2.2. Review and recommend for approval/ denial of CCR		3 hour/s	<ul style="list-style-type: none"> Product Certification Head or his/her authorized representative ; Bureau of Philippine Standards (BPS)
	2.3. Approval or denial of CCR		4 hour/s	<ul style="list-style-type: none"> BPS Director or his/her duly authorized representative; Bureau of Philippine Standards (BPS)
3. Print Statement of Account / Payment Slip. Present the printed Statement of Account and have it signed by relevant frontline personnel. Pay application and/or processing fees at the DTI Cashier. Location: DTI Office	3. Sign Statement of Account / Payment Slip. Receive payment from client, sign Statement of Account presented by the client and issue Official Receipt	Standard Fees Breakdown: Application Fee: PHP 300 <hr/> Total: PHP 300 Possible Fees Breakdown: Processing Fee (for importation with invoice value up to ₱500,000.00): PHP 5000 Processing Fee (for importation with invoice value over ₱500,000.00 up to ₱1 Million): PHP 7500 Processing Fee (for importation with invoice value over ₱1 Million): PHP 10000	15 minute/s	<ul style="list-style-type: none"> Product Certification Officer/DTI Cashier; Any of requesting office / division
4. Present OR and Statement of Account/ Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release and tag the certificate as received. Location: DTI Office	4. Issue the certificate Conditional Release	None	45 minute/s	<ul style="list-style-type: none"> Releasing Officer; Bureau of Philippine Standards (BPS)

<p>5. Select and assign any of the BPS recognized inspection bodies using PCIMS. Subject the importer's declared warehouse for inspection, inventory and sampling by the BPS recognized inspection body or DTI RO/PO.</p> <p>Location:</p> <p>Importer's registered warehouse</p> <p>Notes/Instruction:</p> <p>For the purpose in processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 1 working day as minimum time of the inspection activity. However, please be informed that the duration of inspection and sampling depends the location of the declared warehouse and the volume of the importer commodity being applied for SOC</p>	<p>5. Endorse to inspection body or DTI RO/PO for the conduct of product inventory, sampling, and monitor submission of samples for independent testing thru PCIMS. The inspection body or DTI RO/PO shall upload the Inspection Report and Request for Test Form in PCIMS.</p>	<p>Possible Fees Breakdown: Inspection Fee/ man-hour (if DTI): PHP 1000 Inspection Fee (as charged by the BPS recognized Inspection Body): PHP 0</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> Inspection body or DTI RO/PO; Any of requesting office / division
<p>6. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory</p> <p>Location:</p> <p>BPS Recognized Testing Laboratory Facility</p> <p>Notes/Instruction:</p> <p>Applications with pre-shipment inspection and testing are only required to undertake testing for critical parameters identified in each relevant technical regulation.</p>	<p>6.1. Inspection body shall endorse the application to the laboratory for independent testing. The latter shall upload the Test Report/s in PCIMS. Upon receipt of complete documents, evaluate results of inspection and testing. If compliant, prepare the Statement of Confirmation If non-compliant, inform applicant, thru PCIMS, of the non-conformities.</p>	<p>Possible Fees Breakdown: Testing Fee (As charged by the BPS recognized Testing Laboratory): PHP 0</p>	<p>7 hour/s</p>	<ul style="list-style-type: none"> Products certification officer ; Bureau of Philippine Standards (BPS)
	<p>6.2. Review and recommend for approval and denial of SOC</p>		<p>4 hour/s</p>	<ul style="list-style-type: none"> Product Certification Head or his/her authorized representative ; Bureau of Philippine Standards (BPS)
	<p>6.3. Approval or denial of certificate</p>		<p>4 hour/s</p>	<ul style="list-style-type: none"> BPS Director or his/her duly authorized representative ; Bureau of Philippine Standards (BPS)
<p>7. Receive SOC or relevant document</p> <p>Location:</p> <p>DTI Office</p> <p>Notes/Instruction:</p> <p>DTI Office</p>	<p>7. Issue SOC or relevant document</p>	<p>None</p>	<p>1 hour/s</p>	<ul style="list-style-type: none"> Releasing Officer ; Bureau of Philippine Standards (BPS)
<p>Total Processing Time:</p>			<p>Calendar Days: 0 calendar day/s Working Days: 6 working day/s, 7 hour/s</p>	

Total Processing Fee:	None
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22. Issuance of Certificate of Accreditation for Private Emission Testing Centers (PETCs) - Processing Application via IREGIS

Pursuant to Republic Act 8749 or the “Philippine Clean Air Act of 1999”, which provides, among others, that the State shall maintain a quality of air that protects human life and welfare, DTI is mandated to accredit Private Emission Testing Centers, which will be authorized by DOTr in order for DOTr to implement emission standards for motor vehicles.

DTI shall also conduct surveillance visits of accredited PETCs to check the consistent conformance to the accreditation requirements.

Office or Division:	Fair Trade Enforcement Bureau		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Owners of Private Emission Testing Centers		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			
1. Original and duly notarized application form signed by the authorized signatory, under oath (1) Original Copy		Agency - Division: IREGIS - IREGIS	
2. Certified true copy of any of the following: (1) Original Copy Remarks: A. Valid DTI Certificate of Business Name Registration for sole proprietorship; B. SEC Certificate of Registration and Articles of incorporation/Partnership, for corporation/partnership; C. Cooperative Development Authority Certificate of Registration and Articles of Cooperation, for cooperatives		Agency - Division: DTI or SEC - DTI or SEC	
3. Valid Business Permit with Official Receipt (OR) issued by the local government unit (LGU) where the PETC is located. The nature of business indicated should be emission testing (1) Original Copy		Agency - Division: LGU - LGU	
4. BIR Registration Certificate and TIN (1) Original Copy		Agency - Division: Bureau of Internal Revenue (BIR) - Bureau of Internal Revenue (BIR)	
5. SSS Membership Certificate (1) Original Copy		Agency - Division: Social Security System (SSS) - Social Security System (SSS)	

6. Audited Financial Statement for the last two (2) years stamped, "Received" by the BIR or audited pre-operating Balance Sheet for newly established company; showing that the applicant shall be in such financial condition as to reasonably expect it to operate for at least one (1) year.

Applicant / Client

(1) Original Copy

7. Location Map of the center showing proximity to the nearest LTO District Office, and layout of the center including dimensions

Applicant / Client

(1) Original Copy

8. Organizational Chart showing:

(1) Original Copy

Remarks:

Applicant / Client

A. its personnel and their functions and

B. the relationship between the center and other operations of the firm, if applicable.

9. List of personnel indicating their positions and their job descriptions/responsibilities including:

(1) Original Copy

Remarks:

A. Original Bio-data (in prescribed form);

Agency - Division: Applicant/ TESDA/ PETC - Applicant/ TESDA/ PETC

B. Copy of Valid TESDA Certificate of Competency as Motor Vehicle Emission Control Technician (MVECT) or Automotive Servicing NC IV; and

C. Original Authorization from PETC for its specific personnel to perform particular sampling, tests, issue test report, give opinion and interpretations and to operate the emission testing equipment.

10. List of all test equipment with their corresponding brand, model, and serial number including the following:

(1) Original Copy

Remarks:

a. Certificate of conformance issued by the DENR for each equipment;

Agency - Division: Applicant/ DENR-EMB/ PAB-accredited calibration lab - Applicant/ DENR-EMB/ PAB-accredited calibration lab

b. Valid calibration certificate including manuals of the test procedures; and

c. Reference materials for the calibration and tests and software, if available.

11. Complaints Handling Procedure and copy of complaint form.

Applicant / Client

(1) Original Copy

12. PETC Operations Manual or equivalent documents pertaining to PETC operations

Applicant / Client

(1) Original Copy

13. Housekeeping Policy (to be presented and validated during assessment).

Applicant / Client

(1) Original Copy

14. Proof of Bond in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) valid for three (3) years, with OR to be submitted before the release of the Certificate of Accreditation.

Agency - Division: Insurance company/ broker - Insurance company/ broker

(1) Original Copy

15. Oath of undertaking (notarized) containing the PETC's commitment to comply with the provisions of the latest version of PNS ISO/IEC 17025 to be submitted before the release of Certificate of Accreditation. Applicant / Client (1) Original Copy				
16. For Renewal: Items #1-3, 6-10 except 10.c above. Applicant / Client (1) Original Copy				
17. For Renewal: Photocopy of latest DTI certificate of accreditation and DOTr Authorization (both for Center and MVECT). Applicant / Client (1) Photo Copy				
18. For Renewal: Photocopy of Certificate of Compliance with the latest version of PNS ISO/IEC 17025. Applicant / Client (1) Photo Copy				
19. For Renewal: Original Proof of Bond valid for three (3) years with OR in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) to be submitted before the release of the Certificate of Accreditation. Agency - Division: Insurance company/ broker - Insurance company/ broker (1) Original Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. LOG IN as Negosyo Applicant in the IRegIS portal https://iregis.dti.gov.ph For New Application: REGISTER your company to NegosyoKonek and GET reference number. GO TO PETC dashboard and CLICK on NEW Registration. For Renewal Application: GO TO PETC Menu and CLICK on RENEWAL Registration. RETRIEVE latest accreditation record by typing in the Accreditation Number. FILL-OUT required information. UPLOAD the notarized duly accomplished application form downloaded from the system and other required documents. Location: IREGIS	1.1. Download or view the uploaded documentary requirements. Evaluate the requirements and the encoded information. Assess fees to be paid, and if requirements are complete, Endorse to the Division Chief for review.	None	1 hour/s, 10 minute/s	<ul style="list-style-type: none"> Account Officer; Fair Trade Enforcement Bureau
	1.2. If with complete requirements, coordinate and schedule date of assessment. Endorse to the Division Chief for review of the application.		25 minute/s	<ul style="list-style-type: none"> Account Officer/ Division Chief or Head; Fair Trade Enforcement Bureau
2. SUBMIT lacking or supporting requirements, if any, after review of the documents by the Division Chief; PAY application and applicable fees through any of the available payment facility/system. Location: DTI-FTTB	2.1. Download to retrieve and review the application, and if complete, endorse for payment of fees.	Standard Fees Breakdown: Application Fee (regardless of size of assets of applicant PETC) : PHP 3000 Annual Accreditation Fee, if any (small): PHP 1000 <hr/> Total: PHP 4000	20 minute/s	<ul style="list-style-type: none"> Division Chief or Head; Fair Trade Enforcement Bureau
	2.2. Endorse notice of assessment for Director's signature through the Division Chief.		40 minute/s	<ul style="list-style-type: none"> Division Chief or Head/Director or OIC; Fair Trade Enforcement Bureau

	2.3. Prepare for the conduct of on-site/off-site assessment and allow officer/s to be interviewed during assessment.		3 working day/s	<ul style="list-style-type: none">Account Officer/Administrative Aide; Fair Trade Enforcement Bureau
	2.4. Conduct assessment (online or onsite) and submit report		3 hour/s	<ul style="list-style-type: none">Account Officer (Assessment Team); Fair Trade Enforcement Bureau
	2.5. Process the application and endorse it to the Division Chief for review		40 minute/s	<ul style="list-style-type: none">Account Officer; Fair Trade Enforcement Bureau
	2.6. Review the application documents and result of assessment and corrective actions made, if any and endorse application to the existing PETC Accreditation Committee (PAC), if none, Go to Agency Action 3.1		30 minute/s	<ul style="list-style-type: none">Division Chief/Head; Fair Trade Enforcement Bureau
	2.7. Prepare to convene the PETC Accreditation Committee		3 working day/s	<ul style="list-style-type: none">Administrative Aide/Division Chief or Head; Fair Trade Enforcement Bureau
	2.8. Evaluate the application by PETC Accreditation Committee		40 minute/s	<ul style="list-style-type: none">PETC Accreditation Committee ; Any of requesting office / division
3. PAY Assessment and Accreditation Certification fees and DST; SUBMIT proof of payment of fees, and DOWNLOAD the Accreditation Certificate and Accomplish CSF Location: DTI-FTEB	3.1. Download to retrieve and review the application, and if complete, endorse for payment of fees	Possible Fees Breakdown: Certified true copy of certificate (regardless of size of assets of applicant PETC): PHP 500 Other certifications: PHP 100 Formula Fees Breakdown: Schedule of Fees	1 hour/s	<ul style="list-style-type: none">Division Chief/Head ; Fair Trade Enforcement Bureau
	3.2. Approve/ Disapprove the issuance of Certificate of Accreditation		15 minute/s	<ul style="list-style-type: none">Director/OIC; Fair Trade Enforcement Bureau
	3.3. Send link/accomplish form for the CSF rating		3 minute/s	<ul style="list-style-type: none">Administrative Aide/ Support Staff/ Accreditation Officer/ System; Fair Trade Enforcement Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 7 working day/s	
Total Processing Fee:			None	

23. BUSINESS NAME REGISTRATION - New and Renewal Application

NEW AND RENEWAL APPLICATION

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Individuals/Sole Proprietors
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Act No. 3883
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

For Standard Requirement

1. Application Form

(1) Original Copy

Agency - Division: DTI - BNRS/RO/PO/NC

2. Valid ID

- 1) Passport - Department of Foreign Affairs
- 2) Driver's License - Land Transportation Office
- 3) Professional Regulation Commission (PRC) ID
- 4) National Bureau of Investigation (NBI) Clearance
- 5) Police Clearance
- 6) Postal ID
- 7) Voter's ID
- 8) Unified Multi-Purpose ID
- 9) Overseas Workers Welfare Administration (OWWA) ID
- 10) Seaman's BOOK
- 11) Integrated Bar of the Philippines (IBP) ID
- 12) Senior Citizen's ID
- 13) Persons with Disability (PWD) ID
- 14) Government Office ID
- 15) Validated State College/University ID
- 16) Philippine Identification (PhilID or printed ePhilID)

Remarks:

Other government-issued identification document not listed above may be accepted as long as it bears the BN owner's/applicant's or authorized representative's printed full name, signature and photograph and must be valid and active at the time of application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. If Filipino citizen, apply online via BNRS portal If non-Philippine national, refugee or stateless person, Senior Citizen, Person with Disabilities, accomplish and submit application form</p> <p>Location:</p> <p>Negosyo Center</p>	<p>1. Generate unique Reference Code Receive, verify, and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.)</p>	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/ NC Business Counselor (NCBC); Negosyo Centers - Program Management Office and Negosyo Centers (NCs)

2. Pay registration fee If through Cashier/Special Collecting Officer (SCO), secure Order of Payment from the BN Processor/NCBC. If through available online payment modes Location: Negosyo Center/BNRS	2. Issue Order of Payment Receive payment and issue electronic official receipt generated from the BNRS Generate electronic official receipt	Formula Fees Breakdown: Registration fee	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC, Cashier/Special Collecting Officer (SCO), BNRS; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
3. Claim BNR Certificate Location: Negosyo Center/BNRS	3. Print and issue BNR Certificate Send email to applicant together with the BNR Certificate and the electronic official receipt.	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC, BNRS; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

24. Processing Application for Statement of Confirmation

Statement of Confirmation (SOC) - a document stating that the imported product covered by RA 11900 was sourced from a manufacturer with a valid PS License and that the imported electronic cigarette product from said manufacturer complies with specified requirements after undergoing inspection and verification and should contain the batch or serial number and manufacturing date of the imported product. Application for SOC is filed through email submission at osmv@dti.gov.ph

Office or Division:	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products						
Category:	External Service						
Classification:	Highly Technical						
Type of Transaction:	G2B (Government to Business)						
Who may avail:	Importers of vaporized nicotine and non-nicotine products, and novel tobacco products, as defined by Republic Act No. 11900 (RA 11900).						
Operating Hours:	8:00 AM - 5:00 PM						
Statute:	Republic Act 11900						
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2"> For Standard Requirement 1. Notarized Statement of Confirmation (SOC)/ Certificate of Conditional Release (CCR) Application Form (1) Electronic Copy </td></tr> <tr> <td colspan="2"> Agency - Division: Department of Trade and Industry - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products (OSMV) </td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement 1. Notarized Statement of Confirmation (SOC)/ Certificate of Conditional Release (CCR) Application Form (1) Electronic Copy		Agency - Division: Department of Trade and Industry - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products (OSMV)	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
For Standard Requirement 1. Notarized Statement of Confirmation (SOC)/ Certificate of Conditional Release (CCR) Application Form (1) Electronic Copy							
Agency - Division: Department of Trade and Industry - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products (OSMV)							

2. Packing List	
(1) Electronic Copy	Applicant / Client
Remarks:	
To secure from the Exporter	
3. Commercial Invoice	
(1) Electronic Copy	Applicant / Client
Remarks:	
To secure from the Exporter	
4. Summary of the production batch/lot	
(1) Electronic Copy	Applicant / Client
Remarks:	
To secure from the Manufacturer	
5. Production records reflecting the shipped production batch/lot	
(1) Electronic Copy	Applicant / Client
Remarks:	
To secure from the Manufacturer	
6. DTI Business registration Certificate for sole proprietorship or Latest SEC Registration Certificate and Articles of Incorporation/Partnership for corporation/ partnership	
(1) Electronic Copy	Agency - Division: Security Exchange Commission (SEC) - Department of Finance
Remarks:	
The DTI business registration may be secured through the DTI - Business Name Registration System (BNRS)	
7. Special Power of Attorney (for single proprietorship) or Notarized Board/Partners Resolution/Secretary's Certificate	
(1) Electronic Copy	Applicant / Client
8. List of distributors/retailers with their complete addresses and contact details	
(1) Electronic Copy	Applicant / Client
9. Proof of ownership or contract of lease of warehouse	
(1) Electronic Copy	Applicant / Client
10. BOC Certificate of Registration / Importer's Certificate of Accreditation	
(1) Electronic Copy	Agency - Division: Bureau of Customs - Account Management Office
11. Current proof of billing of office and warehouse of the importer	
(1) Electronic Copy	Applicant / Client
12. PS License (If any)	
(1) Electronic Copy	Agency - Division: Department of Trade and Industry - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products (OSMV)
13. Excise Tax Payment (ETP) and Excise Tax Return (ETR)	
(1) Electronic Copy	Agency - Division: Department of Finance - Bureau of Internal Revenue
14. Authority to Release Imported Goods(ATRIG)	
(1) Electronic Copy	Agency - Division: Department of Finance - Bureau of Customs

15. Surety Bond

(1) Electronic Copy

Remarks:

To secure from an Insurance Company

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the SOC application and email the required documents to OSMV Location: None	1.1. Acknowledge submitted application. Evaluate the application and required documents. If complete, prepare Statement of Account If incomplete, revert the application to client and indicate the deficiencies Prepare Certificate of Conditional Release	None	2 working day/s	<ul style="list-style-type: none"> OSMV Standards Unit; Office of the Secretary
	1.2. Review and recommend for approval/ denial of CCR		3 working day/s	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Any of requesting office / division
	1.3. Approval or denial of CCR		3 working day/s	<ul style="list-style-type: none"> OSMV Director/Supervising Head or his/her authorized representative; Any of requesting office / division
2. Print Statement of Account / Payment Slip Present the printed Statement of Account. Pay application and/or processing fees at the DTI Cashier Location: 9F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209	2.1. Issue the Statement of Account to the applicant	Standard Fees Breakdown: Application Fee: PHP 300 Documentary Stamp: PHP 30	15 minute/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	2.2. Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt	Total: PHP 330 Formula Fees Breakdown: Processing Fee	15 minute/s	<ul style="list-style-type: none"> DTI Cashier ; Any of requesting office / division
3. Present OR and Statement of Account/ Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release. Location: 12F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209	3. Issue the Certificate Conditional Release	None	45 minute/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary

<p>4. Notify the OSMV for the conduct of the inspection and prepare the declared warehouse for inspection, inventory, and sampling (if necessary)</p> <p>Location:</p> <p>None</p> <p>Notes/Instruction:</p> <p><i>Note: The inspection time varies and the number of product types being applied for Statement of Confirmation</i></p>	<p>4. Conduct of Inspection at Importer's Warehouse Draw samples if necessary Prepare Inspection Report</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> Inspection team (DTI-OSMV or from an OSMVrecognized inspection body); Any of requesting office / division
<p>5. Secure Request for Test form for the drawn samples and submit samples to the OSMV recognized testing laboratory (for inspection with sampling)</p> <p>Location:</p> <p>None</p> <p>Notes/Instruction:</p> <p><i>Note: The test period varies on the product type.</i></p>	<p>5. Provide Request for Test form for the drawn samples and inform the applicant of the test duration.</p>	<p>Formula Fees Breakdown: Testing Fee</p>	<p>1 working day/s, 2 hour/s</p>	<ul style="list-style-type: none"> Inspection Team (DTI-OSMV or from an OSMVrecognized inspection body); Office of the Secretary
<p>6. Institute corrective actions on the product, (if appropriate)</p> <p>Location:</p> <p>None</p>	<p>6.1. Evaluate Inspection Report and Test Reports (if applicable) If complied, prepare the SOC and Statement of Account for inspection fee If test results failed, recommend applicant to undertake corrective action and/or request for re-sampling</p>	<p>None</p>	<p>2 working day/s, 2 hour/s</p>	<ul style="list-style-type: none"> OSMV SU ; Office of the Secretary
	<p>6.2. Review and recommend for approval/denial of SOC</p>		<p>3 working day/s</p>	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Office of the Secretary
	<p>6.3. Approval or Denial of SOC</p>		<p>3 working day/s</p>	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Office of the Secretary
<p>7. Print Statement of Account / Payment Slip Present the printed Statement of Account. Pay application and/or processing fees at the DTI Cashier</p> <p>Location:</p> <p>DTI Cashier: 9F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209</p> <p>DTI- OSMV: 12F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209</p>	<p>7.1. Issue the Statement of Account to the applicant for inspection fee (if inspected by OSMV)</p>	<p>Standard Fees Breakdown: Documentary Stamp: PHP 30</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	<p>7.2. Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt</p>	<p>Total: PHP 30</p> <p>Formula Fees Breakdown: Inspection Fee</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> DTI Cashier; Office of the Secretary

<p>8. Present OR and Statement of Account/ Payment Slip signed by</p>	<p>8. Issue the SOC</p>	<p>None</p>	<p>45 minute/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
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Account Payment Slip signed by DTI Cashier/Claim certificate. Claim Conditional Release Location: 12F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209				ure Secretary
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 19 working day/s, 6 hour/s	
Total Processing Fee:			None	

25. Issuance of a Certificate of Registration for Age-Gating Measure

The issuance of a Certificate of Registration for Age Gating Measure is considered as a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, highly technical transactions shall be acted upon by assigned officer/employee within 20 working days. If the Sales Promotion Permit is not released within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph). The issuance of the Certificate of Registration is required to ensure that the online sale, distribution, and advertisement of vaporized nicotine and non-nicotine products, their devices, and novel tobacco products is compliant with the relevant laws and issuances. Application for the Certificate of Registration is filed through email submission at OSMV@dti.gov.ph

Office or Division:	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products																				
Category:	External Service																				
Classification:	Highly Technical																				
Type of Transaction:	G2B (Government to Business)																				
Who may avail:	All entities engaged in the online sale, distribution, or promotion of vaporized nicotine and non-nicotine products, their devices, and novel tobacco products																				
Operating Hours:	8:00 AM - 5:00 PM																				
Statute:	Republic Act No. 11900																				
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td colspan="2"> For Standard Requirement </td></tr> <tr> <td>1. Application Form</td><td rowspan="4"> Agency - Division: Department of Trade and Industry (DTI) - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products </td></tr> <tr> <td>(1) Electronic Copy</td></tr> <tr> <td colspan="2"> 2. Certificate of Registration issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA) depending on the Business Entity Type </td></tr> <tr> <td colspan="2">Any of the following:</td></tr> <tr> <td>A. Certificate of Registration</td><td rowspan="2"> Agency - Division: Department of Trade and Industry (DTI) - Business Name Registration System (BNRS) </td></tr> <tr> <td>(1) Electronic Copy</td></tr> <tr> <td>B. Certificate of Registration</td><td rowspan="2"> Agency - Division: Securities and Exchange Commission (SEC) - N/A </td></tr> <tr> <td>(1) Electronic Copy</td></tr> <tr> <td>C. Certificate of Registration</td><td rowspan="2"> Agency - Division: Cooperative Development Authority (CDA) - N/A </td></tr> <tr> <td>(1) Electronic Copy</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	For Standard Requirement		1. Application Form	Agency - Division: Department of Trade and Industry (DTI) - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products	(1) Electronic Copy	2. Certificate of Registration issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA) depending on the Business Entity Type		Any of the following:		A. Certificate of Registration	Agency - Division: Department of Trade and Industry (DTI) - Business Name Registration System (BNRS)	(1) Electronic Copy	B. Certificate of Registration	Agency - Division: Securities and Exchange Commission (SEC) - N/A	(1) Electronic Copy	C. Certificate of Registration	Agency - Division: Cooperative Development Authority (CDA) - N/A	(1) Electronic Copy
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																				
For Standard Requirement																					
1. Application Form	Agency - Division: Department of Trade and Industry (DTI) - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products																				
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2. Certificate of Registration issued by the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA) depending on the Business Entity Type																					
Any of the following:																					
A. Certificate of Registration	Agency - Division: Department of Trade and Industry (DTI) - Business Name Registration System (BNRS)																				
(1) Electronic Copy																					
B. Certificate of Registration	Agency - Division: Securities and Exchange Commission (SEC) - N/A																				
(1) Electronic Copy																					
C. Certificate of Registration	Agency - Division: Cooperative Development Authority (CDA) - N/A																				
(1) Electronic Copy																					

3. Business permit or License to Engage in the Business <div> <div>Agency - Division: Local Government Unit (LGU) - As applicable</div> <div>(1) Electronic Copy</div> </div>				
4. Detailed description and step-by-step process flow of the age-gating mechanism <div> <div>Applicant / Client</div> <div>(1) Electronic Copy</div> </div>				
5. Undertaking to abide by the terms and conditions of the registration of age-gating mechanism <div> <div>Agency - Division: Department of Trade and Industry (DTI) - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products (OSMV)</div> <div>(1) Electronic Copy</div> </div>				
6. System demonstration (Sample: Live (Face-toface or online)) <div> <div>Applicant / Client</div> <div>Remarks:</div> <div>To be scheduled with the DTI OSMV after submission of application</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Fill-out the required information in the Application Form and prepare the documentary requirements Location: N/A	1. N/A	None	30 minute/s	<ul style="list-style-type: none"> N/A; Any of requesting office / division
2. Submit the duly-accomplished Application Form, with the necessary documents, via e-mail Location: OSMV@dti.gov.ph	2.1. Acknowledge receipt of the submitted application.	None	1 working day/s	<ul style="list-style-type: none"> Standards Unit (SU) Personnel; Any of requesting office / division
	2.2. Evaluate the application and submitted documents. If complete, coordinate with the Applicant for the schedule of live system demonstration, subject to the availability of SU Personnel. If incomplete, revert the application back to the Applicant indicating the deficiencies.		5 working day/s	<ul style="list-style-type: none"> SU Personnel; Any of requesting office / division
3. Conduct live system demonstration (face-to-face or online) Location: Department of Trade and Industry (DTI) - Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products (OSMV)	3.1. Evaluate the age gating mechanism as observed during system demonstration. If compliant, prepare the draft Certificate of Registration, Statement of Account, and Payment Slip. If non-compliant, revert the application back to the Applicant indicating the deficiencies.	None	5 working day/s	<ul style="list-style-type: none"> SU Personnel; Any of requesting office / division
	3.2. Review and recommend for approval/denial of application		2 working day/s	<ul style="list-style-type: none"> SU Unit Head or his/her authorized representative; Any of requesting office / division

	3.3. Approval or denial of application		1 working day/s	<ul style="list-style-type: none"> OSMV Supervising Head or his/her authorized representative; Any of requesting office / division
4. Print the Statement of Account and Payment Slip and pay the necessary fees at DTI Cashier Location: DTI Cashier - 9/F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209	4.1. Issue the Payment Slip indicating the amount specified in the Statement of Account	Standard Fees Breakdown: Documentary Stamp: PHP 30 <hr/> Total: PHP 30	1 working day/s	<ul style="list-style-type: none"> SU Personnel; Any of requesting office / division
	4.2. Receive payment from the Applicant, sign the Statement of Account presented by the Applicant, and issue Official Receipt (OR)		1 working day/s	<ul style="list-style-type: none"> DTI Cashier; Any of requesting office / division
5. Present original copy of the official receipt to OSMV Location: 12/F 387 Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209	5. Release the Certificate of Registration upon verification of the OR	None	1 hour/s	<ul style="list-style-type: none"> SU Personnel; Any of requesting office / division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 16 working day/s, 1 hour/s	
Total Processing Fee:			None	

26. Processing of Philippine Standard (PS) Quality Mark License

The PS Quality Mark License is granted to either a local or foreign manufacturer or local importer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant standard/s, respectively. Application for PS License is filed through email submission at osmv@dti.gov.ph

Office or Division:	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business)
Who may avail:	<p>Manufacturer - any entity engaged in any and all operations involved in the production of vaporized nicotine and non nicotine products, or their devices, including preparatory, processing, compounding, formulating, filling, refilling, packaging, repackaging, altering, ornamenting, finishing and labeling for the purpose of their storage, sale or distribution.</p> <p>Importer - any entity who engages in sourcing outside the Philippines vaporized nicotine and non-nicotine products, or their devices, and bringing them into the Philippines for purposes of distribution in commerce, except that such term does not include a manufacturer, retailer, or common carrier of such products.</p>
Operating Hours:	8:00 AM - 5:00 PM

Statute:	Republic Act 11900	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Duly accomplished application form, subscribed and sworn to by the applicant, or his duly authorized management representative.		
(1) Electronic Copy		
Remarks:		Agency - Division: DTI - OSMV
In case of an overseas applicant, the application form shall be duly authenticated by the Philippine Consulate in the country where the manufacturing plant to be audited is located. The requirement of authentication may be waived subject to reciprocity arrangements between the Philippines and the exporting country;		
2. Copy of whichever document is applicable: Department of Trade and Industry (DTI) Business Name Registration Certificate (if sole proprietor); Securities and Exchange Commission (SEC) Certificate of Registration (if corporation/ partnership); or Equivalent foreign document (if overseas applicant)		
(1) Electronic Copy		Agency - Division: Department of Trade and Industry - Business Name Registration System
Remarks:		
For SEC Certificate of Registration: Security and Exchange commission: Department of Finance		
For Foreign document: Equivalent foreign government agency		
3. Copy of the company's latest Income Tax Return (ITR) or latest audited financial statement and certification of an accountant on the net worth of the business		
(1) Electronic Copy		Agency - Division: Department of Finance - Bureau of Internal Revenue
Remarks:		
Can also be Secured from Applicant		
4. Quality Management System (QMS) Manual		Applicant / Client
(1) Electronic Copy		
5. Product Identification Traceability Procedure including process flow, materials and process control and drawings, among others		Applicant / Client
(1) Electronic Copy		
6. List of testing and measuring equipment with nominal capacities, serial numbers, and proof of ownership of the same, and product testing results		Applicant / Client
(1) Electronic Copy		
7. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with corresponding calibration certificates		Applicant / Client
(1) Electronic Copy		
8. Copies of labels, markings, and logos as per requirements of specific standard		Applicant / Client
(1) Electronic Copy		
9. Vicinity of the factory		Applicant / Client
(1) Electronic Copy		

<div> <div>10. Copy of Food and Drug Administration (FDA) Registration (if applicable)</div> <div>Agency - Division: Department of Health - Food and Drug Administration</div> <div>(1) Electronic Copy</div> </div>				
<div> <div>11. Product formulation of the e-liquid/vape juice/vapor product or heated tobacco product (HTP) consumables duly signed by a Licensed Chemist</div> <div>Applicant / Client</div> <div>(1) Electronic Copy</div> </div>				
<div> <div>12. Toxicological risk assessment from the manufacturer duly signed by a toxicologist</div> <div>Applicant / Client</div> <div>(1) Electronic Copy</div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the documentary requirements to the OSMV via email Location: None	1.1. None	None	20 minute/s	<ul style="list-style-type: none"> Applicant; Any of requesting office / division
	1.2. Acknowledge receipt of the application requirements		1 working day/s	<ul style="list-style-type: none"> OSMV Standards Unit (SU); Office of the Secretary
	1.3. Review and evaluation of application and required attachments If complete, endorse the conduct of the audit If incomplete, revert the application indicating deficiencies via email		3 working day/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
2. Coordinate with OSMV or the chosen auditing body for the schedule of the audit Location: None Notes/Instruction: 2.1 For OSMV auditor/s: Two (2) working days for preparation of AA and AP 2.2 Two (2) working days upon receipt of AA and AP from OSMV auditor or OSMV Recognized Auditing Body	2.1. OSMV auditors or the auditing body shall prepare Audit Assignment (AA) and Audit Plan (AP). OSMV Audit Checker shall review the aforementioned documents. If incomplete, revert the application to the auditing body indicating deficiencies via email	None	2 working day/s	<ul style="list-style-type: none"> OSMV SU ; Office of the Secretary
	2.2. Approval of AA and AP If incomplete, revert the application to the auditing body indicating deficiencies via email		1 working day/s	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Any of requesting office / division
3. Prepare for factory and product audit Location: None Notes/Instruction: <i>Note: The audit time varies based on the number of product types being applied for PS License</i>	3. Conduct factory/QMS and product audit If complied, draw product samples Prepare Audit Report	Formula Fees Breakdown: Audit FeeOSMV Audit FeeTransportationHotel Accommodation	3 working day/s	<ul style="list-style-type: none"> Audit Team (OSMV or from OSMV Recognized Auditing Body; Office of the Secretary

<p>4. Institute corrective actions</p> <p>Location:</p> <p>None</p>	<p>4. If there are non conformities (NCRs) during the QMS and/or product audit, advise the applicant to do corrective actions within a period of three (3) months from notice.</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> Audit Team (OSMV or from OSMV Recognized Auditing Body); Any of requesting office / division
<p>5. Secure Request for Test form for the drawn samples and submit samples to the OSMV Recognized Testing Laboratory</p> <p>Location:</p> <p>None</p>	<p>5. Provide Request for Test (RFT) form for the drawn samples and inform the applicant of the test duration.</p>	<p>Formula Fees Breakdown: Testing Fee</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> Audit Team (OSMV or from OSMV Recognized Auditing Body) and OSMV Recognized Testing Laboratory ; Any of requesting office / division
<p>6. Institute corrective actions on the product, if appropriate</p> <p>Location:</p> <p>None</p>	<p>6. Evaluation of the submitted corrective action</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
<p>7. Submission of Audit Report from OSMV Recognized Auditing Body via email</p> <p>Location:</p> <p>None</p>	<p>7. Evaluate Audit Report If incomplete, revert the audit report to the auditing body indicating deficiencies via email</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
<p>8. Submission of Test Report from OSMV Recognized Auditing Body via email</p> <p>Location:</p> <p>None</p>	<p>8.1. Evaluate Test Report If complied, recommend for drafting of PS License If test results failed, recommend to Applicant to undertake corrective action and/or request for re-sampling If incomplete, revert the application to the testing body indicating deficiencies via email</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	<p>8.2. Prepare draft for PS License and its Scope of Certification, Statement of Account, and letter reminding the Licensee of the terms and conditions of the License</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	<p>8.3. Review and recommend for approval/denial of PS License</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	<p>8.4. Approval or denial of PS License</p>		<p>1 working day/s</p>	<ul style="list-style-type: none"> OSMV Director/Supervising Head or his/her authorized representative; Office of the Secretary

9. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR) Location: 9F Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209	9. Prepare payment slip indicating the amount specified on the Statement of Account	Formula Fees Breakdown: Application Fee Quality Manual review Original License Fee Annual License Fee Documentary Stamp Tax	1 hour/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
10. Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Confirm with the reminders as a PS Licensee Location: 12F Filinvest Bldg., Sen. Gil J. Puyat Avenue Bel-Air, Makati City, Philippines 1209 Notes/Instruction: <i>Note: 1 working hour upon receipt of OR</i>	10. Release the PS License and Certificate of Scope upon verification of the OR	None	1 hour/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 27 working day/s, 2 hour/s	
Total Processing Fee:			None	

27. Processing of Philippine Standard (PS) Quality and/or Safety Certification Mark License

The issuance of Philippine Standard (PS) Quality and/or Safety Certification Mark is considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within 20 working days excluding product audit and testing period. If the PS License is not released within the prescribed time, you may file a complaint via email (arta@dti.gov.ph).

The PS Quality and/or Safety Certification Mark License is granted to either a local or foreign manufacturer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant product standard/s, respectively. Application for PS License is filed through the Product Certification Information Management System (PCIMS) accessible at www.qualityproducts.dti.gov.ph.

Office or Division:	Bureau of Philippine Standards		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Manufacturers/assemblers of products covered under the BPS Mandatory Product Certification Schemes		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

1. Articles of Incorporation or Business Name of the Manufacturer	Applicant / Client			
(1) Certified True Copy				
2. Quality Manual				
(1) Certified True Copy	Applicant / Client			
Remarks:				
Controlled Copy				
3. Brief description of manufacturing process	Applicant / Client			
(1) Certified True Copy				
4. Reference no. of the Product Identification File to include process flow, materials, process control and drawings among others	Applicant / Client			
(1) Certified True Copy				
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.	Applicant / Client			
(1) Certified True Copy				
6. Brief description of equipment maintenance and calibration program for all testing and measuring equipment with their corresponding calibration certificates.	Applicant / Client			
(1) Certified True Copy				
7. Copies of labels, markings and logos etc. as per requirements of specific standard	Applicant / Client			
(1) Certified True Copy				
8. Description of the supply distribution chain.				
(1) Certified True Copy	Applicant / Client			
Remarks:				
If new business, identify the target market. If foreign company, identify the Philippine principal and describe the organizational relationship of the applicant/license holder and Philippine principal.				
9. Vicinity map of the factory	Applicant / Client			
(1) Certified True Copy				
10. Latest audited financial statement of the manufacturer and its local counterpart				
(1) Certified True Copy	Applicant / Client			
Remarks:				
For foreign manufacturers of cement and steel				
11. Undertaking to abide by the terms and conditions of the PS License	Agency - Division: DTI - Bureau of Philippine Standards (BPS)			
(1) Certified True Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Fill-out the required information in the Product Certification Information Management System (PCIMS) Location: Product Certification Information Management System (PCIMS)</p>	1. No action required	None	20 minute/s	<ul style="list-style-type: none"> Manufacturer; Any of requesting office / division
<p>2. Submit PS application and upload required documents thru the Product Certification Information Management System (PCIMS) Location: Product Certification Information Management System (PCIMS)</p>	2. Review and evaluate application & required attachments. If complete, endorse for conduct of audit. If incomplete, revert the application indicating the deficiencies under "Remarks" tab.	None	2 working day/s	<ul style="list-style-type: none"> Product Certification Officer (PCO) ; Bureau of Philippine Standards
<p>3. Coordinate with BPS or the chosen auditing body for the schedule of the audit Location: None Notes/Instruction: For the purpose of the processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 1 working day as minimum time of the coordination and audit plan preparation. However, please be informed that the schedule depends on the availability of the client and the auditors</p>	3. BPS auditors or the auditing body shall prepare Audit Plan and Audit Assignment. BPS Audit Checker shall review the aforementioned documents.	None	8 working day/s	<ul style="list-style-type: none"> PCO and Audit Checker; Bureau of Philippine Standards
<p>4. Prepare for factory and product audit. Location: Manufacturer's Facility Notes/Instruction: Size of business establishment in terms of assets. For the purpose of the processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 2 working days as minimum time of the audit activity. However, please be informed that the audit time varies and the number of product types being applied for PS license.</p>	4. Conduct factory/ QMS and product audit If complied, draw product samples. Prepare Audit Report.	<p>Possible Fees Breakdown: Audit Fee (As charged by the BPS Recognized Auditing Body): PHP 0 DTI Audit Fee/man-hour (for micro-sized establishments): PHP 100 DTI Audit Fee/man-hour (for small-sized establishments): PHP 300 DTI Audit Fee/man-hour (for medium-sized establishments): PHP 400 DTI Audit Fee/man-hour (for large-sized establishments): PHP 500 Transportation (As per arrangement (if necessary)): PHP 0 Hotel Accommodation (As per arrangement (if necessary)): PHP 0</p>	2 working day/s	<ul style="list-style-type: none"> Audit Team (DTI-BPS, RO/PO, or from BPS recognized auditing body) ; Any of requesting office / division

<p>5. Institute corrective actions.</p> <p>Location:</p> <p>None</p> <p>Notes/Instruction:</p> <p>If no non-conformities, the 90 days is not applicable.</p>	<p>5. If there are non-conformities (NCRs) during the QMS and/or product audit, advice applicant to do corrective actions within a period of three (3) months from notice.</p>	<p>None</p>	<p>90 working day/s</p>	<ul style="list-style-type: none"> Audit Team (DTI-BPS, RO/PO, or from BPS recognized auditing body) ; Any of requesting office / division
<p>6. Secure Request for Test form for the drawn samples and submit samples to the BPS designated testing laboratory</p> <p>Location:</p> <p>BPS recognized Testing Laboratory facilities</p> <p>Notes/Instruction:</p> <p>For the purpose of the processing the Citizens Charter through ARTEMIS, we will indicate the processing time, 1 working day as minimum time of the testing activity. However, please be informed that the test period varies on the product type.</p>	<p>6. Provide Request for Test form for the drawn samples and inform applicant of the test duration.</p>	<p>Standard Fees Breakdown: Testing Fee (As charged by the BPS recognized Testing Laboratory): PHP 0</p> <hr/> <p>Total: PHP 0</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> Audit Team (DTI-BPS, RO/PO, or from BPS recognized auditing body) and BPS Recognized Testing Laboratory; Any of requesting office / division
<p>7. Institute corrective actions on the product, if appropriate</p> <p>Location:</p> <p>None</p>	<p>7.1. Evaluate Audit and Test Reports If complied, prepare PS License If test results failed, recommend to client to undertake corrective action and/or request for re-testing. Prepare draft for PS License and its Scope of Certification, Statement of Account, and letter reminding the licensee of the terms and conditions of the License.</p>	<p>None</p>	<p>7 hour/s</p>	<ul style="list-style-type: none"> PCO; Bureau of Philippine Standards
	<p>7.2. Review and recommend for approval/denial of PS license</p>		<p>4 hour/s</p>	<ul style="list-style-type: none"> Product Certification Head; Bureau of Philippine Standards
	<p>7.3. Approval or denial of PS license</p>		<p>4 hour/s</p>	<ul style="list-style-type: none"> Bureau Director ; Bureau of Philippine Standards

<p>8. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR). Location: DTI Office</p>	<p>8. Prepare payment slip indicating the amount specified on the Statement of Account</p>	<p>Standard Fees Breakdown: Application Fee: PHP 300 Quality Manual Review: PHP 5000</p> <hr/> <p>Total: PHP 5300</p> <p>Possible Fees Breakdown: Original License Fee (for micro-sized establishments): PHP 5000 Original License Fee (for small-sized establishments): PHP 7500 Original License Fee (for medium-sized establishments): PHP 10000 Original License Fee (for large-sized establishments): PHP 12500 Annual License Fee (for micro-sized establishments): PHP 2500 Annual License Fee (for small-sized establishments): PHP 3750 Annual License Fee (for medium-sized establishments): PHP 5000 Annual License Fee (for large-sized establishments): PHP 6250</p>	<p>15 minute/s</p>	<ul style="list-style-type: none"> Releasing Officer ; Bureau of Philippine Standards
<p>9. Get original copy of the PS License and Certificate of Scope and/or copies of Test Results. Conform with the reminders as a PS licensee Location: DTI Office</p>	<p>9. Release the PS License and Certificate of Scope upon verification of the OR.</p>	<p>None</p>	<p>45 minute/s</p>	<ul style="list-style-type: none"> Releasing Officer ; Bureau of Philippine Standards
Total Processing Time:			<p>Calendar Days: 0 calendar day/s Working Days: 105 working day/s</p>	
Total Processing Fee:			None	

28. Issuance of Certificate of Authority to Import (CAI) for importation of used Completely Built-Up Unit (CBU)

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to

shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any person, natural or juridical.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Executive Order (EO) No. 156, Series of 2002 as amended by EO No. 877-A, Series of 2010			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Application form with affidavit of undertaking. (1) Electronic Copy		Agency - Division: Department of Trade and Industry - online via iregis.dti.gov.ph		
2. Copy of Proforma Invoice (1) Electronic Copy		Agency - Division: from supplier - from supplier		
3. Business Name if Single Proprietorship or SEC if corporation (for new applicants). (1) Electronic Copy		Agency - Division: DTI or SEC - DTI or SEC		
4. Certificate of Roadworthiness and Emission Compliance (CEC) (1) Original Copy Remarks: Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostilled by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA RA 8749).		Agency - Division: Philippine Embassy or competent authority of Apostille-contracting countries - Philippine Embassy or competent authority of Apostille-contracting countries		
5. Picture of the motor vehicle. (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek"</p> <p>Location:</p> <p>N/A</p>	<p>1. IREGIS will generate unique token number.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • IREGIS system;
<p>2. The client will submit the application form together with the documentary requirements to IRegIS.</p> <p>Location:</p> <p>N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to 'For Client's Action' for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	<p>None</p>	<p>20 minute/s</p>	<ul style="list-style-type: none"> • Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location:</p> <p>N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director</p> <p>Location:</p> <p>N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: CBU Application Fee with documentary stamp: Php 600.00/unit : PHP 630</p> <hr/> <p>Total: PHP 630</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location:</p> <p>N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	<p>None</p>	<p>3 minute/s</p>	<ul style="list-style-type: none"> • Account Officer;

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 0 working day/s
Total Processing Fee:	None

29. Issuance of Certificate of Authority to Import (CAI) for importation of used engines, parts and components of motor vehicles for replacement purposes

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Any person, natural or juridical.			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Executive Order (EO) No. 156, Series of 2002 as amended by EO No. 877-A, Series of 2010			
CHECKLIST OF REQUIREMENTS				
WHERE TO SECURE				
For Standard Requirement <div> 1. Application form with affidavit of undertaking. (1) Electronic Copy </div> <div> Agency - Division: Department of Trade and Industry - online via iregis.dti.gov.ph </div> <hr/> <div> 2. Copy of Proforma Invoice. (1) Electronic Copy </div> <div> Agency - Division: from supplier - from supplier </div> <hr/> <div> 3. Business Name if Single Proprietorship/Partnership or SEC if corporation (for new applicants). (1) Original Copy </div> <div> Agency - Division: DTI or SEC - DTI or SEC </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek"</p> <p>Location: N/A</p>	<p>1. IREGIS will generate unique token number.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • IREGIS system;
<p>2. The client will submit the application form together with the documentary requirements to IRegIS.</p> <p>Location: N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to "For Client's Action" for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	<p>None</p>	<p>20 minute/s</p>	<ul style="list-style-type: none"> • Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location: N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director.</p> <p>Location: N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: SP Application Fee with documentary stamp: Php 300.00/application : PHP 330</p> <hr/> <p>Total: PHP 330</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Director;
<p>5. The Client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location: N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	<p>None</p>	<p>3 minute/s</p>	<ul style="list-style-type: none"> • Account Officer;

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 0 working day/s
Total Processing Fee:	None

30. Issuance of Certificate of Authority to Import (CAI) - for No Dollar Importation (NDI)

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Filipino returning resident, immigrants holding 13g and 13a visa or Dual Citizens, SRR Visa Holder under the Philippine Retirement Act, 47(a)(2) Visa Holder under the Balik-Scientist Program.
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Executive Order (EO) No. 156, Series of 2002 as amended by EO No. 877-A

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. For the Importer: passport/visa

(1) Original Copy

Remarks:

- Philippines passport for the Philippine citizens showing that the applicant has resided abroad for at least (1) year (accumulated for the last 3 years from the date of filing of the application).
- Immigrants holding 13G or 13A Visa or Dual Citizens.
- SRR Visa Holder under the Philippine Retirement Act.
- 47 (a)(2) Visa Holder under the Balik-Scientist Program

Additional Requirements

1. Philippine Passport Holders - Original or authenticated copy of pages with entries of both old and new passport. Applicant / Client
2. Dual Citizens
 1. Original or authenticated copy of Philippine and Foreign Passport.
 2. Original or authenticated copy of Identification Certificate or Oath of allegiance issued by the Bureau of Immigration or Philippine Consulate/ Embassy in-lieu of a Philippine passport.
3. Foreign Passport Holders (13A and 13G visa Holders)
 1. Original or authenticated copy of passport, stamped with valid 13A and 13G Visa.
 2. Immigrant Card (I-card).
4. Foreigners Under the Philippines Retirement Act (PRA) (SRR Visa) - Original or authenticated copy of passport stamped with a valid SRR Visa.
5. Filipinos/Foreigners of Filipino Descent under the Balik-Scientist Program (47A2 Visa) - Original or authenticated copy of passport stamped with valid 47A2 Visa.

2. For motor vehicle: Left Hand Drive and Not to exceed 3,000Kgs GVW.

(Sample: n/a n/a)

Remarks:

Applicant / Client

Registered under the name of qualified importer for at least six (6) months prior to the submission of the application. Co-owner to submit Affidavit of Waiver.

3. For motor vehicle: Certificate of Roadworthiness and Emission Compliance (CEC)

(1) Original Copy

Remarks:

Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostilled by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA RA 8749).

Agency - Division: Philippine embassy or competent authority of Apostille-contracting countries - Philippine embassy or competent authority of Apostille-contracting countries

4. Completely filled-out and notarized FTEB application form with undertaking

(1) Electronic Copy

Agency - Division: Department of Trade and Industry - online via iregis.dti.gov.ph

5. 1 copy of 2x2 picture with signature

(Sample: n/a n/a)

Applicant / Client

6. Picture of motor vehicle (Sample: n/a n/a)					Applicant / Client
7. Original or authenticated copy of Car Title or Registration with English translation if necessary. (1) Original Copy					Applicant / Client
8. Additional Requirements (Sample: n/a n/a) Remarks: <ul style="list-style-type: none"> Authentication is required when original documents cannot be presented, unless expressly stated. Non-original documents shall be authenticated by the Philippine Consulate/ Embassy abroad. Certificate of car title or registration from UAE shall be authenticated by the UAE Ministry of Foreign Affairs (MOFA) and consequently certified by the Philippine Consulate/Embassy abroad. Importation of motor vehicle is subject to payment of taxes and duties. Personal appearance of applicant at the FTEB is required prior to the release of the motor vehicle from the Bureau of Customs (BOC). Only one vehicle shall be allowed per family (composed of the husband, wife and unemancipated minor children) and can avail of the program only once (under Part II Sec. 3, par d 3 of the guidelines of EO 156 as amended by EO 887-A). There shall be no resale of the motor vehicle for three years (under EO 156 as amended by EO 877-A) Must file within two years of arrival. 					Applicant / Client
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)	
1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph . Without Individual Profile, go to Individual Profile menu and fill-out necessary information. With Individual profile, go to Import Application Menu and fill-out necessary information. Location: N/A	1. IREGIS will generate unique token number.	None	5 minute/s	<ul style="list-style-type: none"> IREGIS system; 	
2. The client will submit the application form together with the documentary requirements to IRegIS. Location: N/A	2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to 'For Client's Action' for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.	None	20 minute/s	<ul style="list-style-type: none"> Account Officer and Division Chief; 	

<p>3. The client will wait for the new status of the application. Location: N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	<p>Standard Fees Breakdown: NDI Application Fee with documentary stamp for cars: PHP 1530</p> <hr/> <p>Total: PHP 1530</p> <p>Formula Fees Breakdown: NDI Application Fee with documentary stamp for cars and motorcycles</p>	5 minute/s	<ul style="list-style-type: none"> • Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director. Location: N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	None	5 minute/s	<ul style="list-style-type: none"> • Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the IRegis. Location: N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	None	3 minute/s	<ul style="list-style-type: none"> • Account Officer;
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

31. Issuance of Certificate of Authority to Import (CAI) for importation of used motor vehicles by embassy officials, members of the diplomatic corps and international organizations

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)

Who may avail:	Embassy officials, members of the diplomatic corps and international organizations.	
Operating Hours:	8:00 AM - 5:00 PM	
Statute:	Executive Order (EO) No. 156, Series of 2002 as amended by EO No. 877-A, Series of 2010	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement 1. Individual - Foreign (Sample: n/a n/a) Remarks: Applicant / Client Importers must be Officials of the Diplomatic Corps and International Organization		
2. Individual - Foreign: For motor vehicle (Sample: n/a n/a) Remarks: Applicant / Client <ul style="list-style-type: none"> ▪ Left Hand Drive. ▪ Registered under the name of the qualified importer. Co-owner to submit Affidavit of Waiver. 		
3. Individual - Foreign: For motor vehicle (1) Original Copy Remarks: Applicant / Client Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostilled by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA, RA 8749).		
4. Individual - Foreign: Documentary Requirements (1) Original Copy Remarks: Documentary Requirements <ul style="list-style-type: none"> ▪ Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking. ▪ 1 copy of 2x2 picture with signature. ▪ Photocopy of passport. ▪ Picture of the motor vehicle. ▪ Copy of Car Title or Registration with English translation if necessary. ▪ Processing fee of One Thousand Five Hundred Pesos (Php 1,500.00) for cars and Nine Hundred Pesos (Php 900.00) for motorcycle. ▪ Documentary Stamp Tax Fee - Php 30.00 / application. ▪ Certification from Department of Foreign affairs (DFA) as a member of Diplomatic Corps and authorization to import used motor vehicle. Agency - Division: Department of Trade and Industry - application form is via online at iregis.dti.gov.ph		

5. Individual - DFA

(Sample: n/a n/a)

Applicant / Client

Remarks:

Importers must be DFA Officers and Employees under R.A.7157

6. Individual - DFA: For motor vehicle

(Sample: n/a n/a)

Remarks:

Applicant / Client

- Left Hand Drive.
- Registered under the name of the qualified importer. Co-owner to submit Affidavit of Waiver.

7. Individual - DFA: For Motor Vehicle: Certificate of Roadworthiness and Emission Compliance (CEC)

(1) Original Copy

Remarks:

Agency - Division: Philippine embassy or competent authority of Apostille-contracting countries - Philippine embassy or competent authority of Apostille-contracting countries

Certificate of Roadworthiness and Emission Compliance (CEC) from country of origin duly authenticated by the Philippine Embassy abroad for non-members of the Apostille Convention or apostilled by the competent authority of Apostille-contracting countries, whichever is applicable (under CAA, RA 8749).

8. Individual - DFA: Documentary Requirements

(1) Original Copy

Remarks:

- Completely filled-out DTI-FTEB Application Form and notarized Affidavit of Undertaking.
- 1 copy of 2x2 picture with signature.
- Photocopy of passport.
- Picture of the motor vehicle.
- Copy of Car Title or Registration with English translation if necessary.
- Processing fee of One Thousand Five Hundred Pesos (Php 1,500.00) for cars and Nine Hundred Pesos (Php 900.00) for motorcycle.
- Documentary Stamp Tax Fee - Php 30.00 / application.
- Certification from Department of Foreign affairs (DFA) confirming that the importer is a member of the Philippine Foreign Service returning to the Philippines after official assignment abroad and authorization to import used motor vehicle acquired in the country of posting.

Agency - Division: Department of Trade and Industry/DFA - DTI - application form via iregis.dti.gov.ph/DFA - Certification from DFA

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. For embassy/international organization = Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek" For individual = Without Individual Profile, go to Individual Profile menu and fill-out necessary information. With Individual Profile, go to Import Application and fill-out necessary information.</p> <p>Location:</p> <p>N/A</p>	<p>1. IREGIS will generate unique token number.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • IREGIS system;
<p>2. The client will submit the application form together with the documentary requirements to IRegIS.</p> <p>Location:</p> <p>N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to 'For Client's Action' for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	<p>None</p>	<p>20 minute/s</p>	<ul style="list-style-type: none"> • Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location:</p> <p>N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	<p>None</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> • Division Chief;

<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director</p> <p>Location:</p> <p>N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: ODC Application Fee with documentary stamp: Cars: Php1,500. 00/unit: PHP 1530</p> <hr/> <p>Total: PHP 1530</p> <p>Formula Fees Breakdown: ODC Application Fee with documentary stamp for cars and motorcycles</p>	<p>5 minute/s</p>	<ul style="list-style-type: none"> Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location:</p> <p>N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	<p>None</p>	<p>3 minute/s</p>	<ul style="list-style-type: none"> Account Officer;
Total Processing Time:			<p>Calendar Days: 0 calendar day/s Working Days: 0 working day/s</p>	
Total Processing Fee:			None	

32. Issuance of Certificate of Authority to Import (CAI) for government importation

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	National Government Agencies (NGA), Local Government Units (LGU) and Government-Owned and Controlled Corporation (GOCC)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	LOI 1307, Series of 1983
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	

<div> <div>1. Application form with affidavit of undertaking.</div> <div> <div>(1) Electronic Copy</div> <div> <div>Agency - Division: Department of Trade and Industry - online via iregis.dti.gov.ph</div> </div> </div> </div>				
<div> <div>2. Copy of Proforma Invoice</div> <div> <div>(1) Electronic Copy</div> <div> <div>Agency - Division: from supplier - from supplier</div> </div> </div> </div>				
<div> <div>3. Certificate of Emission Compliance (CEC) and Certificate of Roadworthiness for importation of motor vehicles</div> <div> <div>(1) Electronic Copy</div> <div> <div>Remarks:</div> <div>Certificate of Emission Compliance (CEC) and Certificate of Roadworthiness from country of origin duly authenticated by the Philippine Embassy abroad (for motor vehicles only).</div> </div> <div> <div>Agency - Division: Philippine embassy - Philippine embassy</div> </div> </div> </div>				
<div> <div>4. Liquidation of previous Authority to Import if any/ Certificate of First Importation.</div> <div> <div>(1) Electronic Copy</div> <div> <div>Applicant / Client</div> </div> </div> </div>				
<div> <div>5. Board Resolution</div> <div> <div>(1) Original Copy</div> <div> <div>Remarks:</div> <div>Board Resolution (original & or certified true copy w/ dry seal) for Local Government Unit (LGU) only indicating all items to be imported.</div> </div> <div> <div>Applicant / Client</div> </div> </div> </div>				
<div> <div>6. Notice of Award with Abstract of Bids, if through public bidding.</div> <div> <div>(1) Electronic Copy</div> <div> <div>Applicant / Client</div> </div> </div> </div>				
<div> <div>7. Sole distributorship/manufacturer certificate or certificate of non-public bidding</div> <div> <div>(1) Electronic Copy</div> <div> <div>Applicant / Client</div> </div> </div> </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<div>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek"</div> <div>Location:</div> <div>N/A</div>	<div>1. IREGIS will generate unique token number.</div>	<div>None</div>	<div>5 minute/s</div>	<div>• IREGIS system;</div>

<p>2. The client will submit the application form together with the documentary requirements to IREGIS.</p> <p>Location:</p> <p>N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to 'For Client's Action' for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	None	20 minute/s	<ul style="list-style-type: none"> Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location:</p> <p>N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	None	5 minute/s	<ul style="list-style-type: none"> Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director</p> <p>Location:</p> <p>N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: GI Application Fee with documentary stamp: Php300.00 /application : PHP 330</p> <hr/> <p>Total: PHP 330</p>	5 minute/s	<ul style="list-style-type: none"> Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location:</p> <p>N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	None	3 minute/s	<ul style="list-style-type: none"> Account Officer;
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

33. Issuance of Certificate of Authority to Import (CAI) for importation of donated motor vehicles to Local Government Units (LGUs)

A Certificate of Authority to Import (CAI) is a statutory pre-importation requirement for importation of used parts and used motor vehicles that are exempted from the general import prohibition imposed under EO 156 as amended by EO 877-A, which an importer needs to secure at DTI-FTEB, prior to shipping of imported used motor vehicles, parts and components into the customs territory or the Philippine territory outside the secured fenced-in Freeport zones.

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	Local Government Units (LGU)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	EO 443, Series of 2005; Executive Order (EO) No. 156, Series of 2002 as amended by EO No. 877-A, Series of 2010

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. For Donee/Consignee: Application form with affidavit of undertaking.

(1) Electronic Copy

Agency - Division: Department of Trade and Industry - online via iregis.dti.gov.ph

2. For Donee/Consignee: Letter request for importation

(1) Electronic Copy

Applicant / Client

3. For Donee/Consignee: Sangguniang Panlalawigan, Sangguniang Panglungsod or Sangguniang Bayan Resolution accepting the donation (original or certified true copy with dry seal of the City/Municipal/Province)

(1) Original Copy

Applicant / Client

4. For Donor/Supplier: Authenticated DEED OF DONATION by the nearest Philippine Consulate abroad (original).

(1) Original Copy

Agency - Division: from donor - from donor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. The Client will log in to DTI's IREGIS Portal as Negosyo Applicant via https://iregis.dti.gov.ph. Without NegosyoKonek Profile, register at NegosyoKonek website and get reference number https://negosyokonek.dti.gov.ph. With NegosyoKonek Profile, go to Import Application Menu and fill-out necessary information. "One-time business registration only to NegosyoKonek"</p> <p>Location:</p> <p>N/A</p>	<p>1. IREGIS will generate unique token number.</p>	<p>None</p>	<p>5 minute/s</p>	<p>• IREGIS system;</p>

<p>2. The client will submit the application form together with the documentary requirements to IRegIS.</p> <p>Location:</p> <p>N/A</p>	<p>2. The IRD Account Officer will evaluate the application form and documentary requirements uploaded by the client in IREGIS. If Incomplete, the application will be returned with comment. The status of the application will change to 'For Client's Action' for client's compliance with the lacking and/or incorrect documents. If Complete, the status will change to "For Review" for IRD Division Chief's review of the application.</p>	None	20 minute/s	<ul style="list-style-type: none"> Account Officer and Division Chief;
<p>3. The client will wait for the new status of the application.</p> <p>Location:</p> <p>N/A</p>	<p>3. The IRD Division Chief will review the application in IREGIS. If disapprove, application will be returned to the IRD Account Officer with comment. The IRD Account Officer will return the application indicating the comment. The status will be changed to "For Client's Action" for client's compliance of the lacking and/or incorrect documents. If approve, the status of the application will be changed to "for Application Fee Payment" for the full payment of the application fee.</p>	None	5 minute/s	<ul style="list-style-type: none"> Division Chief;
<p>4. The client will pay the application fee through DTI Pay. The confirmation of payment will be sent through email and will be reflected on the application dashboard on the IREGIS. Upon payment, the status of the application will change to "For Recommending Approval" for the final approval of FTEB Director.</p> <p>Location:</p> <p>N/A</p>	<p>4. The Director will review the application and approve the issuance of the CAI (if the application is deemed to have passed the requirements).</p>	<p>Standard Fees Breakdown: Donation Application Fee with documentary stamp: Php300.00 /application : PHP 330</p> <hr/> <p>Total: PHP 330</p>	5 minute/s	<ul style="list-style-type: none"> Director;
<p>5. The client will download the approved Certificate of Authority to Import (CAI) and will accomplish the Client Satisfaction Feedback in the iRegis.</p> <p>Location:</p> <p>N/A</p>	<p>5. IREGIS' system will generate the Client Satisfaction Feedback.</p>	None	3 minute/s	<ul style="list-style-type: none"> Account Officer;
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

34. Business Name Registration - Certification

Issuance of Affirmative/Negative Certification

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Category:	External Service

Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Individuals/Sole Proprietors			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	Act No. 3883			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Apply online via the BNRS portal Location: BNRS	1. BNRS will generate unique Reference Code	None	5 minute/s	<ul style="list-style-type: none"> BNRS; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
2. Pay corresponding fee If through Cashier/Special Collecting Officer (SCO), secure Order of Payment from the BN Processor/NCBC If through available online payment modes Location: Negosyo Centers/BNRS	2. Issue Order of Payment Receive payment and issue electronic official receipt generated from the BNRS Generate electronic official receipt	Standard Fees Breakdown: Affirmative/Negative Certification: PHP 80 <hr/> Total: PHP 80	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC Cashier/SCO BNRS; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
3. Claim Affirmative/Negative Certification Location: Negosyo Center/BNRS	3. Print and issue certification Send email to applicant together with the Affirmative/Negative Certification and the electronic official receipt	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC BNRS; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

35. Business Name Registration - Change/Amendment of Information

Changes of information or amendments to the Certificate of Business Name Registration

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)

Who may avail:	Individuals/Sole Proprietors			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement <div> <div>1. Other BN-Related Application Form</div> <div> <div>(1) Original Copy</div> <div>Agency - Division: DTI - ROs/POs/NCs/BNRS</div> </div> </div> <hr/> <div> <div>2. ID</div> <div> <div>1) Passport - Department of Foreign Affairs</div> <div>2) Driver's License - Land Transportation Office</div> <div>3) Professional Regulation Commission (PRC) ID - Professional Regulation Commission</div> <div>4) National Bureau of Investigation (NBI) Clearance - National Bureau of Investigation</div> <div>5) Police Clearance - Philippine National Police</div> <div>6) Postal ID - Philippine Postal Corporation (PHLPost)</div> <div>7) Voter's ID - Commission on Elections</div> <div>8) Unified Multi-Purpose ID - Social Security System</div> <div>9) Overseas Workers Welfare Administration (OWWA) ID - Department of Labor and Employment</div> <div>10) Seaman's BOOK - Maritime Industry Authority (MARINA)</div> <div>11) Integrated Bar of the Philippines (IBP) ID - Integrated Bar of the Philippines (IBP)</div> <div>12) Senior Citizen's ID - Head of the Office of Senior Citizens Affairs (OSCA)</div> <div>13) Persons with Disability (PWD) ID - Persons with Disability Affairs Office (PDAO)</div> <div>14) Government Office ID - Philippine Statistics Authority (PSA)</div> <div>15) Validated State College/University ID - typically issued by the institution itself</div> <div>16) Philippine Identification (PhilID or printed ePhilID) - Philippine Statistics Authority (PSA)</div> </div> </div> <div> Remarks: Other government-issued identification document not listed above may be accepted as long as it bears the BN owner's/applicant's or authorized representative's printed full name, signature and photograph and must be valid and active at the time of application. </div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit other BN-Related application form Location: Negosyo Center	1. Receive, verify and process application form (if incomplete, immediately return the application to applicant and point out deficiencies.)	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)

2. Pay corresponding fee (via Cashier/SCO only) Location: Negosyo Center Notes/Instruction: Change of Owner's Name, Business Address, and/or Owner's Address - Php 50.00 + Php 30.00 (DST) per change of information	2. Receive payment and issue official receipt	Standard Fees Breakdown: Change of Info: PHP 80 <hr/> Total: PHP 80	5 minute/s	<ul style="list-style-type: none"> Cashier/SCO; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
3. Claim new BNR Certificate or Undertaking Location: Negosyo Center Notes/Instruction: New BNR Certificate, if request is change of owner's name by virtue of marriage or judicial decree. Copy of the Undertaking bearing the revised information, if request is change of other BN Owner and/or Business Information except the Territorial Scope	3. Print and issue the new BNR Certificate or Undertaking bearing the update on the requested changes.	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

36. Consumer Complaints Handling (under DTI Jurisdiction)

Consumer Complaints Resolution aims to ensure that all consumer complaints received are resolved in accordance with applicable laws and procedures

Office or Division:	Fair Trade Enforcement Bureau
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Natural or Juridical Person
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Department Administrative Order No. 20-02
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Standard Requirement	

1. Initial Complaint Form

(1) Electronic Copy

Remarks:

Initial Complaint Form can be downloaded at
https://fairtrade.dti.gov.ph/wp-content/uploads/2023/08/FM-CC-01v0_Initial-Complaint-Form.pdf

Applicant / Client

Initial Complaint Form shall be duly accomplished

2. Proof of Transaction

(1) Electronic Copy

Applicant / Client

3. Supporting Evidence to Substantiate Claim

(1) Electronic Copy

Applicant / Client

4. Valid Government-Issued ID

Any valid government-issued ID

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. File Initial Complaint Form and Required Documents</p> <p>Location:</p> <p>Complainants may file a complaint through any of the following modes:</p> <ul style="list-style-type: none"> Snail mail through courier. For the National Capital Region: DTI-FTEB Office Address: 4th/5th Floor, Trade and Industry Building, 361 Sen. Gil J. Puyat Ave., Makati City, Philippines Email at consumercare@dti.gov.ph. Walk-in complaints, during regular business hours, Monday through Friday, at 8:00am-5:00pm. <p>Notes/Instruction:</p> <p>This step is not part of the 10-working day mediation procedure</p>	<p>1. Evaluate the completeness of the documents submitted; If complete and in order, encode complaint details in the database, assign a reference number and a Mediation Officer to implement mediation procedure</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> Division Chief /Asst. Division Chief (evaluation); Fair Trade Enforcement Bureau Admin Officer (encoding and assigning); Fair Trade Enforcement Bureau
<p>2. Receive Notice of Mediation</p> <p>Location:</p> <p>Email and/or hardcopy through courier</p>	<p>2. Schedule and issue Notice of Mediation to concerned parties, through email and/or hardcopy through courier</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> Mediation Officer; Fair Trade Enforcement Bureau

3. Attend Scheduled Mediation Conference Location: Online through MS Teams Notes/Instruction: Section 4, Rule III of the DAO 20-02 provides, "Mediation Period. The mediation proceedings shall be completed within seven (7) working days from the service of Notice of Mediation upon the business establishment complained of."	3. 1. Conduct of Mediation Conference 2. If No Settlement is reached, prepare and issue a Certificate to File Action (CFA)	None	7 working day/s	• Mediation Officer; Fair Trade Enforcement Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 13 working day/s	
Total Processing Fee:			None	

37. Issuance of Domestic Bidders (DoBid) Certificate of Preference (Renewal Applications)

The **Domestic Bidders (DoBid) Certificate of Preference** is a document that grants domestic price advantage to qualified local bidders during government procurement. The DoBid Certificate applies to all domestic bidders and is **assessed and paid per good** during the application process. It is supported by the following legal bases: **DTI Department Administrative Order (DAO) 19-01**, as amended by **DAO 19-10** and **DAO 22-15**; **Republic Act (RA) 9184** and **RA 12009** (the *Government Procurement Reform Act* and *New Government Procurement Reform Act*); and **RA 11981** (*Tatak Pinoy Law*).

The issuance of DoBid Certificate of Preference is considered a **COMPLEX** transaction. Under Sec. 9 b1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within seven (7) working days. If the certificate is not released within seven (7) days, you may file a complaint via email (artaunit@dti.gov.ph).

Office or Division:	Bureau of Competitive Development		
Category:	External Service		
Classification:	Complex		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Domestic bidders or any person or entity offering unmanufactured articles, materials, or supplies of the growth of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture as the maybe, of the Philippines, may file an application.		
Operating Hours:	8:00 AM - 5:00 PM		
Statute:	DTI-Department Administrative Order (DAO) 19-01, as amended by DAO 19-10 and DAO 22-15 Republic Act (RA) 9184 and RA 12009 ('The Government Procurement Reform Act' & 'The New Government Procurement Reform Act') RA 11981 ('Tatak Pinoy Law')		
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
For Standard Requirement 1. Domestic Bidders Certificate of Preference Application Form (1) Original Copy Remarks: • Annex A (DoBid Use and Assessment) • Annex B (Change in Specifications)			
Agency - Division: https://www.dti.gov.ph/DomesticBidders - https://www.dti.gov.ph/DomesticBidders			

2. Mayor's Permit or Business Permit

(1) Photo Copy

Agency - Division: Local Government Units (LGUs) - Local Government Units (LGUs)

3. Duly Notarized Statement

(1) Photo Copy

Remarks:

Duly notarized statement executed by the applicant or his/her/its duly authorized representative stating and affirming the raw material/s or component/s that go into or form an integral part of, every unit of the goods sought to be certified and the place/s of their origin. It shall also identify and affirm the place of manufacture of such goods.

Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit complete documentary requirements .</p> <p>Location:</p> <p>6th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph).</p> <p>Notes/Instruction:</p> <p>If the applicant repeats Step 1 due to deficiencies in their application, the processing time for the application shall cease. The new processing time shall begin once the applicant has submitted the complete documentary requirements through Email/Walk-In/Online Platform. The processing time shall also cease on Step 2 (payment of the corresponding application fees and charges) and shall continue once the Official Payment receipt has been submitted to the DoBid Secretariat.</p> <p>The DoBid Secretariat shall acknowledge the application and inform the applicant of the status of their application through the BCDDoBid email at BCDDoBid@dti.gov.ph.</p>	<p>1.1. Acknowledge receipt of the application and its attachments through official email, and inform the applicant that their submission is currently under initial assessment for completeness and compliance.</p>	None	1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
	<p>1.2. Assess the application form and all its attached documents for completeness. Send back the initial assessment feedback using the Preliminary Assessment Form (PrAF) If the submitted documents are found to be complete, the Payment Assessment Form (PAF) will be sent to the applicant. If deficiencies have been found in the application, the applicant repeats Step 1.</p>		1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
<p>2. Pay the corresponding application fees indicated in the PAF. Submit a photo/scanned copy of the Official Payment Receipt.</p> <p>Location:</p> <p>Payment of application fees: 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City.</p> <p>Submission of Official Payment Receipt: 6th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph).</p>	<p>2.1. Acknowledge submission of the Official Payment receipt of the application fees.</p>	<p>Standard Fees</p> <p>Breakdown:</p> <p>Breakdown:</p> <p>Documentary Stamp Tax (DST): PHP 30</p> <hr/> <p>Total:</p> <p>PHP 30</p>	1 hour/s	<ul style="list-style-type: none"> DTI Cashier; Human Resource and Administrative Service
		<p>Possible Fees</p> <p>Breakdown:</p> <p>Fee for Micro Enterprises: PHP 2500</p> <p>Fee for Small Enterprises: PHP</p>		

Notes/Instruction: Fees (per good): Micro Enterprises: ₱2,500 Small Enterprises: ₱5,000 Medium Enterprises: ₱7,500 Large Enterprises: ₱20,000 Documentary Stamp Tax (DST): Php 30.00		5000 Fee for Medium Enterprises: PHP 7500 Fee for Large Enterprises: PHP 20000		
	2.2. Schedule and conduct an on-site hybrid inspection of the applicant's products and facilities (in coordination with the applicant and technical evaluators).		1 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
3. Wait for the results of the on-site/hybrid inspection Location: 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City (or BCDDoBid@dti.gov.ph).	3.1. Prepare the Inspection Report and submit a recommendation (whether the applicant passes the criteria or not) to the CB Director for approval/ provisional/ disapproval.	None	2 working day/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
	3.2. Review the Secretariat's recommendation on whether an application is for approval/provisional approval/disapproval.		8 hour/s	<ul style="list-style-type: none"> DTI-BCD Director; Bureau of Competitive Development
	3.3. Prepare and issue the Certificate of Preference or Provisional Certificate, if approved; or a Notice of Disapproval if disapproved.		8 hour/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
4. Acknowledge the receipt of the Signed Certificate of Preference/ Provisional Certificate or the Notice of Disapproval Location: Pickup of physical/provisional certificate (if approved): 9th Floor, Filinvest Building, 387 Sen. Gil Puyat Ave. Makati City. Reciept of certificate or notice of disapproval: BCDDoBid@dti.gov.ph.	4. Officially record that the applicant or client has received the required documentation from the DoBid Secretariat.	None	1 hour/s	<ul style="list-style-type: none"> DoBid Secretariat; Bureau of Competitive Development
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 7 working day/s	
Total Processing Fee:			None	

38. Processing of Application for Certificate of Warehouse Registration

Application for Certificate of Warehouse Registration is granted to either a local or foreign manufacturer or local importer whose factory and product have successfully complied with the requirements of the PNS ISO 9001 and the relevant standard/s, respectively. Application for Certificate of Warehouse Registration is filed through email submission at osmv_su@dti.gov.ph.

Office or Division:	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, and their Devices, and Novel Tobacco Products
Category:	External Service
Classification:	Highly Technical

Type of Transaction:	G2B (Government to Business)			
Who may avail:	<p>Manufacturer- any entity engaged in any and all operations involved in the production ofvaporized nicotine and non-nicotine products, or their devices, including preparatory processing, compounding, formulating, filling, refilling, packaging, repackaging, altering, ornamenting, finishing and labeling for the purpose of their storage, sale or distribution.</p> <p>Importer- any entity who engages in sourcing outside the Philippines vaporized nicotineand non-nicotine products, or their devices, and bringing them into the Philippines forpurposes of distribution in commerce, except that such term does not include amanufacturer, retailer, or common carrier of such products.</p> <p>Distributor-shall refer to any entity to whom Vaporized Nicotine and Non-Nicotine Products, or their devices, or Novel Tobacco Products is delivered or sold for purposes of distribution in commerce, except that such term does not include a manufacturer, retailer or common carrier of such product.</p>			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement				
1. Certificate of Warehouse Registration ApplicationForm (1) Electronic Copy		Agency - Division: Department of Trade and Industry - OSMV		
2. Duly-accomplished and notarized Undertaking to Abide by the (1) Electronic Copy		Agency - Division: Department of Trade and Industry - OSMV		
3. DTI Business RegistrationCertificate for sole proprietorship or Latest SEC Registration Certificate and Articles of Incorporation/Partnershipfor corporation/partnership (1) Electronic Copy Remarks: For SEC Certificate: Department of Finance- Security and Exchange Commission		Agency - Division: Department of Trade and Industry - Business Name Registration System		
4. Proof of ownership of warehouse or contract if the warehouse is rented/leased (1) Electronic Copy		Applicant / Client		
5. Vicinity map of the store including the Global Positioning System(GPS) coordinates showing proof/evidence that the store is notlocated within 100-meter vicinity from any schools or places frequented by minors (1) Electronic Copy		Applicant / Client		
6. Undertaking to abide by the terms and Conditions of the Certificate ofWarehouse Registration (1) Electronic Copy		Agency - Division: Department of Trade and Industry - OSMV		
7. Proof of billing of warehouse (1) Electronic Copy		Applicant / Client		
8. List of brands and varieties of vaporized nicotine and non-nicotine products and novel tobacco products (1) Electronic Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit the documentary requirements to the OSMV via email Location: None</p> <p>Notes/Instruction: Note: Inspection Time may Vary</p>	1.1. None	None	20 minute/s	<ul style="list-style-type: none"> Applicant; Any of requesting office / division
	1.2. Acknowledge receipt of the application requirements		1 working day/s	<ul style="list-style-type: none"> OSMV Standards Unit (SU); Office of the Secretary
	1.3. Review and evaluation of application and required attachments If complete, Prepare draft for Certificate of Warehouse Registration, Statement of Account, and letter reminding the Licensee of the terms and conditions of the License If incomplete, revert the application indicating deficiencies under "Remarks" tab		2 working day/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
	1.4. Conduct of Inspection at Importers Warehouse (if necessary)		1 working day/s	<ul style="list-style-type: none"> Inspection Officer; Any of requesting office / division
	1.5. Review and recommend for approval/denial of Certificate of Warehouse If compliant, prepare Draft Certificate of Warehouse Registration, Statement of Account and Oath of Undertaking		2 working day/s	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Office of the Secretary
	1.6. Approval or denial of Certificate of Warehouse Registration		1 working day/s	<ul style="list-style-type: none"> OSMV Director/Supervising Head or his/her authorized representative; Office of the Secretary
<p>2. Pay the necessary fees specified on the Statement of Account and present Official Receipt (OR) Location: 9F 387 Filinvest Building Sen. Gil Puyat Ave., Brgy. Bel-Air, Makati City</p>	2. Prepare payment slip indicating the amount specified on the Statement of Account	<p>Standard Fees Breakdown: Processing Fee: PHP 500 Documentary Stamp: PHP 30</p> <hr/> <p>Total: PHP 530</p> <p>Formula Fees Breakdown: Inspection Fee Inclusion Fee Transportation Fee</p>	1 working day/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary
<p>3. Present original copy of the official receipt to OSMV Location: 12F 387 Filinvest Building Sen. Gil Puyat Ave., Brgy. Bel-Air, Makati City 1209</p>	3. Release the Certificate of Warehouse Registration upon verification of the Official Receipt	None	1 working day/s	<ul style="list-style-type: none"> OSMV SU; Office of the Secretary

Total Processing Time:	Calendar Days: 0 calendar day/s Working Days: 9 working day/s
Total Processing Fee:	None

39. Business Name Registration - Change in Territorial Scope

The Territorial Scope may be changed subject to the specific provisions on registrability and shall have the effect of new application for BN registration

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Category:	External Service
Classification:	Simple
Type of Transaction:	G2B (Government to Business)
Who may avail:	Individuals/Sole Proprietors
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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For Standard Requirement

1. Other BN-Related Application Form

(1) Original Copy Or (1) Electronic Copy

Remarks:

In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.

Agency - Division: DTI - ROs/POs/NCs/BNRS

2. Valid ID

- 1) Passport - Department of Foreign Affairs
- 2) Driver's License - Land Transportation Office
- 3) Professional Regulation Commission (PRC) ID - Professional Regulation Commission
- 4) National Bureau of Investigation (NBI) Clearance - National Bureau of Investigation
- 5) Police Clearance - Philippine National Police
- 6) Postal ID - Philippine Postal Corporation (PHLPost)
- 7) Voter's ID - Commission on Elections
- 8) Unified Multi-Purpose ID - Social Security System
- 9) Overseas Workers Welfare Administration (OWWA) ID - Department of Labor and Employment
- 10) Seaman's BOOK - Maritime Industry Authority (MARINA)
- 11) Integrated Bar of the Philippines (IBP) ID - Integrated Bar of the Philippines (IBP)
- 12) Senior Citizen's ID - Head of the Office of Senior Citizens Affairs (OSCA)
- 13) Persons with Disability (PWD) ID - Persons with Disability Affairs Office (PDAO)
- 14) Government Office ID - Philippine Statistics Authority (PSA)
- 15) Validated State College/University ID - typically issued by the institution itself
- 16) Philippine Identification (PhilID or printed ePhilID) - Philippine Statistics Authority (PSA)

Remarks:

Other government-issued identification document not listed above may be accepted as long as it bears the BN owner's/applicant's or authorized representative's printed full name, signature and photograph and must be valid and active at the time of application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit other BN-Related application Location: Negosyo Center	1. Receive, verify and process application form. (If incomplete, immediately return the application to applicant and point out deficiencies.)	None	5 minute/s	• BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
2. Pay corresponding fee (via Cashier/SCO only) Location: Negosyo Center	2. Receive payment and issue official receipt	Formula Fees Breakdown: Registration Fee	5 minute/s	• Cashier/SCO; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
3. Claim new BNR Certificate with updated Territorial Scope and validity period Location: Negosyo Center	3. Print and issue new BNR Certificate with updated Territorial Scope and validity period	None	5 minute/s	• BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

40. Issuance of Sales Promotion Permit for Vape

The issuance of Sales Promotion Permit is considered as a COMPLEX transaction. Under Sec. 9 b1 of Republic Act No. 11032, or the Anti-Red Tape Act of 2007, complex transactions shall be acted upon by assigned officer/employee within seven (7) working days. If the application is not acted upon within the prescribed time, you may file a complaint via email (artaunit@dti.gov.ph).

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation. Application for Sales Promotion Permit is filed through email submission at osmv@dti.gov.ph

Office or Division:	Office for the Special Mandate on Vaporized Nicotine and Non-Nicotine Products, their Devices, and Novel Tobacco Products			
Category:	External Service			
Classification:	Complex			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen)			
Who may avail:	Companies embarking on sales promotional events campaign as defined under Republic Act No. 11900 (RA11900) or the Vaporized Nicotine and Non-Nicotine Products Regulation Act			
Operating Hours:	8:00 AM - 5:00 PM			
Statute:	RA 11900			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Submit the duly accomplished application form with complete documentary requirements to the OSMV via email Location: DTI-OSMV</p> <p>Notes/Instruction: Each scheme will be subject to a Permit fee based on the amount of prizes or geographical area, whichever is higher. Please see schedule of fees below</p>	1.1. Acknowledge receipt of submission	None	1 working day/s	<ul style="list-style-type: none"> Applicant; Any of requesting office / division Standards Unit Personnel; Any of requesting office / division
	1.2. . Evaluate sales promotion permit application documents If complete, prepare Statement of Account and Payment Slip. If incomplete, revert the application to client and indicate the deficiencies.		2 working day/s	<ul style="list-style-type: none"> Standards Unit Personnel; Any of requesting office / division
	1.3. Review and recommend for approval/denial of sales promotion permit		2 working day/s	<ul style="list-style-type: none"> Standards Unit Head or his/her authorized representative; Any of requesting office / division

	1.4. Approval or denial of sales promotion permit		1 working day/s	<ul style="list-style-type: none"> OSMV Director/Supervising Head or his/her authorized representative ; Any of requesting office / division
	1.5. Issue Statement of Account and Payment Slip to the applicant		1 hour/s	<ul style="list-style-type: none"> Standards Unit Personnel ; Any of requesting office / division
2. Print Statement of Account and Payment Slip Pay application and/or processing fees at the DTI Cashier Location: DTI-OSMV	2. Receive payment from the client, sign the Statement of Account presented by the client, and issue Official Receipt	Standard Fees Breakdown: Documentary Stamp : PHP 30 <hr/> Total: PHP 30 Possible Fees Breakdown: Single province/city/municipality: PHP 250 Several provinces/cities/municipalities: PHP 500 More than one region but excluding Metro Manila: PHP 750 NCR only or in several regions including Metro Manila or nationwide: PHP 1000 Up to P50,000: PHP 250 P50,001-P150,000: PHP 500 P150,001-P300,00 : PHP 1000 P300,001-P500,000: PHP 2000 P500,001-P1,000,000: PHP 3000 Above P1,000,000: PHP 5000	1 hour/s	<ul style="list-style-type: none"> Applicant; Any of requesting office / division DTI Cashier; Any of requesting office / division
3. Submit Official Receipt to OSMV Location: DTI-OSMV	3. Issue sales promotion permit	None	1 hour/s	<ul style="list-style-type: none"> Standards Unit Personnel ; Any of requesting office / division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 6 working day/s, 3 hour/s	
Total Processing Fee:			None	

41. Business Name Registration - Cancellation of BN Registration

The BN owner, at his/her own initiative, may request for the cancellation of his/her BN at any DTI office.

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Individuals/Sole Proprietors	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Standard Requirement</p> <p>1. Other BN-Related Application Form</p> <p>(1) Original Copy Or (1) Electronic Copy</p> <p>Remarks:</p> <p>In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.</p> <p>Agency - Division: DTI - ROs/POs/NCs/BNRS</p> <hr/> <p>2. Valid ID</p> <p>1) Passport - Department of Foreign Affairs</p> <p>2) Driver's License - Land Transportation Office</p> <p>3) Professional Regulation Commission (PRC) ID - Professional Regulation Commission</p> <p>4) National Bureau of Investigation (NBI) Clearance - National Bureau of Investigation</p> <p>5) Police Clearance - Philippine National Police</p> <p>6) Postal ID - Philippine Postal Corporation (PHLPost)</p> <p>7) Voter's ID - Commission on Elections</p> <p>8) Unified Multi-Purpose ID - Social Security System</p> <p>9) Overseas Workers Welfare Administration (OWWA) ID - Department of Labor and Employment</p> <p>10) Seaman's BOOK - Maritime Industry Authority (MARINA)</p> <p>11) Integrated Bar of the Philippines (IBP) ID - Integrated Bar of the Philippines (IBP)</p> <p>12) Senior Citizen's ID - Head of the Office of Senior Citizens Affairs (OSCA)</p> <p>13) Persons with Disability (PWD) ID - Persons with Disability Affairs Office (PDAO)</p> <p>14) Government Office ID - Philippine Statistics Authority (PSA)</p> <p>15) Validated State College/University ID - typically issued by the institution itself</p> <p>16) Philippine Identification (PhilID or printed ePhilID) - Philippine Statistics Authority (PSA)</p> <p>Remarks:</p> <p>Other government-issued identification document not listed above may be accepted as long as it bears the BN owner's/applicant's or authorized representative's printed full name, signature and photograph and must be valid and active at the time of application.</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit Other BN-Related application form and other documentary requirements Location: Negosyo Center	1. Receive, verify and process application form (If incomplete, immediately return the application to applicant and point out deficiencies.)	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
2. Pay corresponding fee (via Cashier/SCO only) Location: Negosyo Center	2. Receive payment and issue official receipt	Standard Fees Breakdown: Documentary Stamp Tax: PHP 30 <hr/> Total: PHP 30	5 minute/s	<ul style="list-style-type: none"> Cashier/SCO; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
3. Claim Cancellation Certification Location: Negosyo Center	3. Print and issue Cancellation Certification	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

42. Business Name Registration - Authentication or Certified True Copy

Issuance of authenticated or certified true copy of the BN Certificate of Registration

Office or Division:	Negosyo Centers - Program Management Office and Negosyo Centers (NCs)		
Category:	External Service		
Classification:	Simple		
Type of Transaction:	G2B (Government to Business)		
Who may avail:	Individuals/Sole Proprietors		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

1. Other BN-Related Application Form

(1) Original Copy Or (1) Electronic Copy

Remarks:

In cases where the authorized representative was not able to bring the hard copy of documentary requirement/s (e.g., Other BN-Related Application Form signed by the BN owner), an electronic copy of such document/s may be accepted in compliance with the Anti-Red Tape Authority (ARTA) Memorandum Circular (MC) No. 2020-06, Series of 2020.

Agency - Division: DTI - ROs/POs/NCs/BNRS

2. Valid ID

- 1) Passport - Department of Foreign Affairs
- 2) Driver's License - Land Transportation Office
- 3) Professional Regulation Commission (PRC) ID - Professional Regulation Commission
- 4) National Bureau of Investigation (NBI) Clearance - National Bureau of Investigation
- 5) Police Clearance - Philippine National Police
- 6) Postal ID - Philippine Postal Corporation (PHLPost)
- 7) Voter's ID - Commission on Elections
- 8) Unified Multi-Purpose ID - Social Security System
- 9) Overseas Workers Welfare Administration (OWWA) ID - Department of Labor and Employment
- 10) Seaman's BOOK - Maritime Industry Authority (MARINA)
- 11) Integrated Bar of the Philippines (IBP) ID - Integrated Bar of the Philippines (IBP)
- 12) Senior Citizen's ID - Head of the Office of Senior Citizens Affairs (OSCA)
- 13) Persons with Disability (PWD) ID - Persons with Disability Affairs Office (PDAO)
- 14) Government Office ID - Philippine Statistics Authority (PSA)
- 15) Validated State College/University ID - typically issued by the institution itself
- 16) Philippine Identification (PhilID or printed ePhilID) - Philippine Statistics Authority (PSA)

Remarks:

Other government-issued identification document not listed above may be accepted as long as it bears the BN owner's/applicant's or authorized representative's printed full name, signature and photograph and must be valid and active at the time of application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Accomplish and submit Other BN-Related application form and other documentary requirements Location: Negosyo Center	1. Receive, verify and process application form (If incomplete, immediately return the application to applicant and point out deficiencies.)	None	5 minute/s	• BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
2. Secure Order of Payment and pay corresponding fee (via Cashier/SCO only) Location: Negosyo Center	2. Issue Order of Payment on the BN fee. Receive payment and issue official receipt	Standard Fees Breakdown: Fee per copy: PHP 80 Total: PHP 80	5 minute/s	• BN Processor/NCBC Cashier/SCO; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)

3. Claim Authenticated or Certified True Copy of the BNR Certificate Location: Negosyo Center	3. Issue duly marked and signed Authenticated or Certified True Copy of BNR Certificate	None	5 minute/s	<ul style="list-style-type: none"> BN Processor/NCBC; Negosyo Centers - Program Management Office and Negosyo Centers (NCs)
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s	
Total Processing Fee:			None	

43. Receiving and evaluation of application requirements for the accreditation of Conformity Assessment Bodies under LAD

The receiving and evaluation of application requirements are used for the initial accreditation and reaccreditation of Conformity Assessment Bodies are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the written notice of compliance and/or non-compliance to the accreditation requirements is not released within twenty (20) days, you may file a complaint via email (ask@dti.gov.ph).

The Laboratory Accreditation Division (LAD) of the PAB implements the accreditation of CABs based on applicable international standards. Accreditation provides public recognition to CABs with whose management and/ or operation have demonstrated technical competence on their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/ or type of organization.

Office or Division:	Philippine Accreditation Bureau - Laboratory Accreditation Division		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)		
Who may avail:	Conformity Assessment Bodies: 1. Testing and/or Calibration Laboratories 2. Medical Testing Laboratories 3. Inspection Bodies 4. Proficiency Testing Providers		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement 1. Application for Accreditation forms (1) Electronic Copy Remarks: PAB Website: https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms			
		Agency - Division: DTI - PAB	

2. Terms and Conditions of PAB Accreditation				
(1) Electronic Copy				
Remarks:		Agency - Division: DTI - PAB		
PAB Website:				
https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms				
3. Assessment checklist, as per scheme applied				
(1) Electronic Copy				
Remarks:		Agency - Division: DTI - PAB		
PAB Website:				
https://www.dti.gov.ph/resources-pab/downloadable-forms/lab-inspection-body-accredit-forms				
4. Copy of system documentation				
		Applicant / Client		
(1) Electronic Copy				
Management System documents				
Technical documents				
5. Uncertainty Budget for Calibration Laboratory				
		Applicant / Client		
(1) Electronic Copy				
6. PAB policies and procedures for the accreditation				
(1) Electronic Copy				
Remarks:		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau		
PAB website See LA/GD 01-11, and LA/SR 01-04				
https://www.dti.gov.ph/pab/resources/				
7. Mandatory documents issued by the Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)				
(1) Electronic Copy				
Remarks:		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau		
www.apac-accreditation.org and International Laboratory Accreditation Cooperation (ILAC)				
https://ilac.org/				
8. Signed Memorandum of Understanding (MOU) with other regulatory bodies e.g. MOU with DOH, where applicable				
		Applicant / Client		
(1) Electronic Copy				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Submit application documents. 1.1 Acknowledge receipt of notification. Location: Online Notes/Instruction: Note: <i>Incomplete documents will not be processed</i></p>	<p>1. Receive, check, and ensure completeness of application documents 1.1 For renewal of accreditation: PAB will remind the accredited CAB of the expiry of accreditation validity and deadline for submission of the required document 1.2 Log application in CAB database 1.3 Draft Billing Statement for Application Fee and Assessment fee (Document review)</p>	None	5 working day/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief Bureau Director; Philippine Accreditation Bureau - Laboratory Accreditation Division
<p>2. Acknowledge the Billing Statement and result of document review and submit additional documents as necessary. 2.1. Pay the corresponding application fee and document review fee. Location: Philippine Accreditation Bureau (PAB) 2/F Trade and Industry Building 361 Sen. Gil Puyat Ave. Makati City Notes/Instruction: Note 1: <i>For payment transaction:</i></p> <ol style="list-style-type: none"> Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City or to the nearest DTI Regional or Provincial office and settle the obligation. In case of Foreign CAB, payment transaction may be done electronically (i.e. wire transfer, direct bank payment) Provide proof of payment (OR/deposit slip) to LAD personnel 	<p>2. Payment of initial fees 2.1 Prepare Order of Payment and issue to CAB. Note: For payment transaction: a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS). 2.2 Update LAD billing monitoring file.</p>	<p>Formula Fees Breakdown: Application Fee Document Review Fee</p>	5 working day/s	<ul style="list-style-type: none"> Accreditation Officer DTI Cashier FS Personnel; Philippine Accreditation Bureau - Laboratory Accreditation Division
<p>3. None Location: Online Notes/Instruction: Note: <i>Review may extend depending on the complexity of the system documentation submitted and the scope applied.</i></p>	<p>3. Document Review (Resource Review) 3.1 Check and evaluate the compliance of documentation with the standard. 3.2 Inform CABs, in writing, of the result of review if there are discrepancies. If there are no deviations, the application will be endorsed for the schedule of assessment.</p>	None	7 working day/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief; Philippine Accreditation Bureau - Laboratory Accreditation Division

4. Submit additional documents as requested Location: Online Notes/Instruction: Note: Review may extend depending on the complexity of the system documentation submitted and the scope applied.	4. Receive and review additional documents submitted 5. 4.2 Complete the document review report and endorse written notice of compliance for the schedule of assessment visit.	None	3 working day/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief; Philippine Accreditation Bureau - Laboratory Accreditation Division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 20 working day/s	
Total Processing Fee:			None	

44. Conducting assessment for Conformity Assessment Bodies under LAD

The assessment of Conformity Assessment Bodies (CABs) is conducted for initial accreditation, special assessment, surveillance and reaccreditation are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/ employee within twenty (20) working days. If the assessment is not conducted within twenty (20) days, you may file a complaint via email (ask@dti.gov.ph)

The Laboratory Accreditation Division (LAD) of the PAB implements accreditation of CABs based on applicable international standards. Accreditation provides public recognition to CABs whose management and/ or operation have demonstrated technical competence on their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/ or type of organization.

The reassessment (renewal of accreditation) of accredited CABs, involves full assessment of the CAB's management system, technical operations, and personnel involved in the accredited activities. It includes follow-up of corrective actions on previous assessment findings. The visit is conducted not less than six (6) months before the validity of the accreditation expires.

Surveillance visits are conducted to monitor the continuous conformance of accredited CABs with international standards and PAB accreditation requirements. Only selected aspects of the organization's operations are assessed. All accredited CABs shall conform to the following schedule:

- **First Surveillance Visit** – conducted **fifteen (15)** months from the date of granting accreditation
- **Succeeding Surveillance Visits** – Succeeding surveillance visit to be conducted after **twenty (20)** months from the schedule of the first surveillance visit; but not be more than 24 months

Office or Division:	Philippine Accreditation Bureau		
Category:	External Service		
Classification:	Highly Technical		
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)		
Who may avail:	Conformity Assessment Bodies: <div>1. Testing and/or Calibration Laboratories</div> <div>2. Medical Testing Laboratories</div> <div>3. Inspection Bodies</div> Proficiency Testing Providers		
Operating Hours:	8:00 AM - 5:00 PM		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Standard Requirement			

1. PAB policies and procedures for the accreditation

(1) Electronic Copy

Remarks:

PAB website See LA/GD 01-11, and LA/SR 01-04

<https://www.dti.gov.ph/pab/resources/>

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

2. Applicable accreditation standards

(1) Electronic Copy

Remarks:

www.apac-accreditation.org and International Laboratory Accreditation Cooperation (ILAC)

<https://ilac.org/>

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

3. Mandatory documents issued by the Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)

(1) Electronic Copy

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

4. Signed Memorandum of Understanding (MOU) with other regulatory bodies e.g. MOU with DOH, where applicable

(1) Electronic Copy

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. None Location: Online	1. Schedule of assessment. Note: Ensure proof of payment of application fee and/or document review fee prior scheduling. 1.1 Draft and send Notice of Assessment to CABs.	None	4 hour/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief; Philippine Accreditation Bureau
2. 2. Confirm schedule of assessment within seven (7) calendar days after the receipt of the notice. Otherwise, the assessment will be cancelled. Note: Inform PAB for request of assessment reschedule Location: Online Notes/Instruction: Note: <i>If there are no available Assessors/ Experts, this will be consulted and/ or coordinated with CABs to look for possible assessors/experts.</i>	2. Selection of assessment team 2.1 Select assessors/ experts from registry. Send revised assessment notice (with assessment team composition) to the CABs. 2.2 Preparation and approval of Appointment of Assessment Team.	None	7 working day/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief Bureau Director; Philippine Accreditation Bureau

<p>3. Confirm final assessment schedule and team 3.1 Coordinate with PAB the transportation arrangements at least seven (7) days before on-site visit. Note: CABs shall inform PAB of the arrangement at least a week before the scheduled assessment</p> <p>Location:</p> <p>Online</p> <p>Notes/Instruction:</p> <p>Note: Processing time is subject to availability of Technical Experts in case of joint assessment with partner AB</p>	<p>3. Prepare for the conduct of assessment and coordinate with the CAB for the schedule and logistics arrangement. 3.1 Preparation of assessment kits and other relevant documents</p>	None	2 working day/s, 4 hour/s	<ul style="list-style-type: none"> Accreditation Officer Assessment Team Division Head Bureau Director; Philippine Accreditation Bureau
<p>4. None</p> <p>Location:</p> <p>Online</p>	<p>4. Assessment team briefing and technical dry run, as necessary</p> <p>Note: Set assessment team briefing one (1) week before the scheduled assessment</p>	None	4 hour/s	<ul style="list-style-type: none"> Accreditation Officer Assessment Team; Philippine Accreditation Bureau
<p>5. Participate as auditee in the assessment. 5.1 CABs shall cooperate with the assessment team by providing the requirements during the time of assessment. Note: All non-conformities (NCs) must be submitted within thirty (30) days from closing meeting and may be extended upon request of the CAB. 5.2 Acknowledge the result of assessment</p> <p>Location:</p> <p>CAB's Site</p> <p>Notes/Instruction:</p> <p>Note:</p> <p>May be extended depending on the scopes applied, the number of staffs involved in the activities and the location of the applicant CABs</p>	<p>5. 5. Conduct of assessment 5.1. Start with an Opening meeting and conduct assessment based on program. (Assessment includes interview/ discussions with CABs' personnel, review of records, documents, and witness of actual conformity assessment activities). 5.2. Team to prepare assessment findings to be presented in the closing meeting.</p>	None	3 working day/s	<ul style="list-style-type: none"> Assessment Team; Philippine Accreditation Bureau
<p>6. None</p> <p>Location:</p> <p>Online</p>	<p>6. Billing of assessment fees 6.1. Prepare Billing Statement and transmit to CAB. Note: Total billing is based on actual time assessed by the team (inclusive of travel time).</p>	<p>Formula Fees</p> <p>Breakdown:</p> <p>Assessment Fee</p>	4 hour/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief; Philippine Accreditation Bureau

<p>7. Submit corrective actions 7.1 Submit corrective actions (CAs) for any findings raised on assessment. 7.2 Submit additional documents, as necessary</p> <p>Location:</p> <p>Online</p> <p>Notes/Instruction:</p> <p>Note: All nonconformities (NCs) must be cleared within the prescribed time and may be extended depending on the complexity of findings and results of corrective actions</p>	<p>7. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation. 7.2 Submission of final assessment report and corrective action evaluation report</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> Assessment Team Accreditation Officer Division Chief Bureau Director; Philippine Accreditation Bureau
<p>8. Settle the obligation based on the Billing Statement sent by PAB. Note 1: Payment shall be paid within thirty (30) days upon receipt of billing statement Note 2: For payment transaction: a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City or to the nearest DTI Regional of Provincial office and settle the obligation. b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer, direct bank payment) c. Provide proof of payment (OR/deposit slip) to LAD personnel</p> <p>Location:</p> <p>Philippine Accreditation Bureau (PAB)</p> <p>2/F Trade and Industry Building 361 Sen. Gil Puyat Ave. Makati City</p> <p>Notes/Instruction:</p> <p>Note 1:</p> <p>Fees to be paid will be based on the fees reflected on the issued billing statement</p> <p>Note 2: Refer to LAGD05</p>	<p>8. Prepare Order of Payment and transmit to CAB. Note: For payment transaction: a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS). c. Update LAD billing monitoring file.</p>	<p>Formula Fees Breakdown: Assessment Fee</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> Administrative Aide Accreditation Officer DTI Cashier FS Personnel; Philippine Accreditation Bureau
Total Processing Time:			<p>Calendar Days: 0 calendar day/s Working Days: 19 working day/s, 4 hour/s</p>	
Total Processing Fee:			None	

45. Issuance of Sales Promotion Permit through Manual Processing

Any person intending to conduct any form or scheme for a sales promotion campaign of a consumer product, service or credit shall first secure a permit from the DTI at least 30 days before the commencement of the promotion activity.

The issuance of a sales promotion permit is required to ensure fairness in the conduct of sales promotion, truth in claims, guarantee in the delivery of commitments, and remedies for violation.

Office or Division:	Department of Trade and Industry	
Category:	External Service	
Classification:	Simple	
Type of Transaction:	G2B (Government to Business)	
Who may avail:	Companies embarking on sales promotion campaign as defined under the Consumer Act of the Philippines and its Implementing Rules and Regulation	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1. DISCOUNT PROMO

(1) Original Copy

Remarks:

SP Permit Application Requirements

Filled – up application and duly signed by the authorized representative

Detailed sales promo mechanics

Layout of promo collaterals one of which must contain the detailed promo mechanics.

List of products on sales reflecting the original price, discounted price and

% discount

Product Standard Certificate for products covered by mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph).

Certificate of Accreditation of Service and Repair Shop from DTI

National Telecommunications Commission (NTC) Permit/Registration for:

- Call/SMS promo rates
- Surfing Services Promo
- 4-digit access number or code to be used for SMS promo material
- Value Added Services (VAS) that are packaged with voice Applicant / Client
- New product offers and their pricing schemes

HLURB License for real property promo and authority to sell

Advertising materials requirements

minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated

- the claim “fastest speed” for broadband is NOT ALLOWED
- the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services
- maximum (“up to”) broadband speed may be indicated
- For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine

For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas

For ads with image of Philippine National Flag or Philippine historical/ cultural sites: Clearance from National Historical Commission of the Philippines

For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner

For online ads: screenshots of online publication of promo mechanics/ads and all other promo related landing pages

Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner if applicable.

2. PREMIUM PROMO

Applicant / Client

(1) Original Copy

Remarks:

SP Permit Application Requirements

Filled – up application and duly signed by the authorized representative

Detailed sales promo mechanics

Layout of promo collaterals one of which must contain the detailed promo mechanics

Promo Particulars

Voucher or similar instrument with the following minimum contents:

- Validity period of at least 1 year
- Redemption center
- How to avail

Claiming terms and conditions

- Certificates/Check/Card/Vouchers or similar instrument to be sold at promo rate (should be valid for at least 1 year from date of issue)

System description and features

Systems flowchart

Reply/content messages if using SMS/electronic system

Permit Application Attachments (if applicable)

Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph)

Certificate of Accreditation of Service and Repair Shop from DTI

National Telecommunications Commission (NTC) Permit/Registration for:

- Call/SMS promo rates
- 4-digit access number or code to be used for SMS promo material
- Value Added Services (VAS) that are packaged with voice

New product offers and their pricing schemes

- HLURB License for real estate properties and authority to sell

For jewelry prizes: Certificate indicating the appraised value of the jewelry signed by licensed gemologist

For house and lot prizes: title, blueprint, specifications, model, location plan, cost and area of house, cost and area of lot

For condominium prize: blueprint, specification, model, location plan, cost,

area

For prizes payable in installment (shall not exceed 5 years): performance bond or similar devices

For foreign or domestic trips: local/domestic valid for 1 year, foreign valid for 6 months.

Projected total cost of Prizes for the whole promo duration.

Waiver stating the following (for text-based promos):

In the event that it is determined by a Court of Competent Jurisdiction that

(promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency.

- Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber

turns off the subscription, and after the promo period.

- In case inadvertent or unsolicited text message is sent to the subscriber due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund

the cost

Advertising materials

For public telecommunications services:

- average broadband speed must be indicated
- minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated
- the claim “fastest speed” for broadband is NOT ALLOWED
- the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services
- maximum (“up to”) broadband speed may be indicated

For ads with special claims (e.g. “the best”, “no.1”, “biggest”, “best-selling”): the source of special claim with supporting official copy of research/test/survey results/scientific or statistical finding, article from

journal/book/newspaper/magazine

For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas

For ads with image of Philippine National Flag or Philippine historical/ cultural sites: Clearance from National Historical Commission of the

Philippines

For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner

For online ads: Screenshots of online publication of promo mechanics/ads and all other promo related landing pages

Note: Memorandum of Agreement between promoting agency and

participating outlet/co-sponsor/promo partner/redemption center, if applicable

3. RAFFLE/REDEMPTION/GAMES/CONTEST SALES PROMOTION

Applicant / Client

(1) Original Copy

Remarks:

SP Permit Application Requirements

Filled – up application and duly signed by he authorized representative

Detailed sales promo mechanics

Layout of promo collaterals one of which must contain the detailed promo mechanics

For System Aided/Online Promo

System description and features

Systems flowchart

Reply/content messages for SMS/electronic system-based promo

Screenshot of all other promo related landing pages/webpages

Permit Application Attachments (if applicable)

Product Standard Certificate for products with mandatory standard (see List of Products Under Mandatory Certification at www.bps.dti.gov.ph)

Certificate of Accreditation of Service and Repair Shop from DTI

National Telecommunications Commission (NTC)
Permit/Registration for:

- Call/SMS promo rates
- 4-digit access number or code to be used for SMS promo material
- Value Added Services (VAS) that are packaged with voice
- New product offers and their pricing schemes

HLURB License for real estate properties and authority to sell

For jewelry prizes: Certificate of appraisal signed by licensed gemologist

title, house plan blueprint, specifications, model, location plan, cost and area of house, cost and area of lot

For condominium prize: condo unit blueprint, specification, model, location plan, cost, area

For prizes payable in installment (shall not exceed 5 years):
performance

bond or similar devices

For foreign or domestic trips: local/domestic trip valid for 1-year,
foreign trip valid for 6 months

Prize specification when promo Prizes are in kind and the total cost of the promo prizes

Waiver stating the following (for text-based promos):

In the event that it is determined by a Court of Competent Jurisdiction that (promo title) is a form of gambling or wagering, (sponsor) will submit to the rules and regulations required by the pertinent Government Agency.

Sponsor/content provider) shall not forward any unsolicited text messages to subscribers during the promo period, after the subscriber turns off the

subscription, and after the promo period.

In case inadvertent or unsolicited text message is sent to the subscriber

due to failure of the system to recognize subscriber request to turn off subscription, (sponsor/content provider) will revert or refund the cost

Advertising materials

For public telecommunications services:

- average broadband speed must be indicated
- minimum broadband speed to be experienced by the customer 80% of the time (minimum of 265 kbps) must be indicated
- the claim “fastest speed” for broadband is NOT ALLOWED
- the word “UNLIMITED” shall not be allowed, if there are conditions imposed on “UNLIMITED” services maximum (“up to”) broadband speed may be indicated

For ads with special claims: source of special claim with supporting copy of research/test/survey results/scientific or statistical finding, article from journal/book/newspaper/magazine

For ads with image of Philippine Peso: Clearance from Bangko Sentral ng Pilipinas

For ads with image of Philippine National Flag or Philippine historical/

cultural sites: Clearance from National Historical Commission of the Philippines

For ads using copyrighted image (Philippine Airlines, Enchanted Kingdom, Disney): permit from copyright owner

For online ads: Screens of online publication of promo mechanics/ads and all other promo related landing pages

Note: Memorandum of Agreement between promoting agency and participating outlet/co-sponsor/promo partner/redemption center

Control Measures

Procedure in handling, collecting, safekeeping of entries/data

Name and designation of persons responsible in handling the promo system, collecting entries, safekeeping of entries

Presence of DTI representative during the drawing of winners/determination of winners

Other Promo particulars if applicable

Raffle stub (traditional) with the following minimum contents:

- Name
- Address
- Telephone number
- Signature
- Promo period
- Deadline for submission of entries
- Raffle draw date
- “Per DTI Fair Trade Permit No. XXXX (DTI Office) _Series of 2016”

Raffle (SMS and Online)

- Registration page which must contain the following:
- Name
- Postal address

<ul style="list-style-type: none"> - Contact details <p>Contest Sales Promo Campaign</p> <ul style="list-style-type: none"> - Submit name and qualification of judges, at least 3 and 1 of which must be industry practitioner - Judges score sheet and tally sheet 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit requirements to DTI Regional/Provincial Offices Location: Regional/Provincial Office Notes/Instruction: Each scheme will be subject to a Permit Fee based on the amount of prizes or geographical area, whichever is higher. Please see permit fee below.	1. Evaluate sales promotion permit application documents and issue order of payment	None	2 hour/s	<ul style="list-style-type: none"> Account Officer; Regional Offices and Provincial Offices
2. Pay and receive official receipt. Location: Regional/Provincial Office	2. Receive payment and issue official receipt.	None	15 minute/s	<ul style="list-style-type: none"> Account Officer; Regional Offices and Provincial Offices
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 0 working day/s, 2 hour/s	
Total Processing Fee:			None	

46. Receiving and evaluation of application requirements for the Accreditation of Conformity Assessment Bodies under MSAD

The receiving and evaluation of application requirements for Initial Accreditation, Special Assessment, and Reaccreditation are considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the evaluation of the application requirements is not conducted within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant. Though, the manner of application of the set criteria will vary considering the nature and/or type of applicant body.

Initial assessment, special surveillance assessment and reassessment (renewal of accreditation) will include all other premises of the applicant body which one or more key activities are performed, and which are covered by the scope of accreditation. The key activities include policy formulation, process and/or procedure development, contract review, planning of conformity assessments, review, approval and decisions on the results of conformity assessment.

Office or Division:	Philippine Accreditation Bureau
Category:	External Service

Classification:	Highly Technical														
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)														
Who may avail:	<p>Public and private local and foreign Conformity Assessment Bodies (CABs) that:</p> <p>A. Certify:</p> <ol style="list-style-type: none"> 1. Management System <ol style="list-style-type: none"> a. Quality Management System (QMS) b. Environmental Management System (EMS) c. Food Safety Management System (FSMS) d. Hazard Analysis Critical Control Point (HACCP) e. Information Security Management System (ISMS) f. Energy Management System (EnMS) g. Occupational Health and Safety Management System (OHSMS) 2. Products, processes, services <ol style="list-style-type: none"> a. Halal b. Organic c. Other Product Certification Schemes 3. Persons <p>B. Validate/verify:</p> <ol style="list-style-type: none"> 1. Greenhouse Gases Validation/Verification Program <ol style="list-style-type: none"> a. ICAO CORSIA Program <p>Other GHG validation/verification program</p>														
Operating Hours:	8:00 AM - 5:00 PM														
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE													
<p>For Standard Requirement</p> <table border="1"> <tr> <td> <p>1. Letter of application (1 e-copy)</p> <p>(1) Electronic Copy</p> <p>Remarks:</p> <p>#1-4 PAB website see link below: https://www.dti.gov.ph/resourcespab/downloadableforms/certificationbody</p> </td><td> <p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p> </td></tr> <tr> <td> <p>2. Accomplished application form per scheme applied</p> <p>(1) Electronic Copy</p> </td><td> <p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p> </td></tr> <tr> <td> <p>3. Accomplished Assessment Checklist per scheme applied</p> <p>(1) Electronic Copy</p> </td><td> <p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p> </td></tr> <tr> <td> <p>4. Signed PAB Accreditation Agreement</p> <p>(1) Electronic Copy</p> </td><td> <p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p> </td></tr> <tr> <td> <p>5. Copy of SEC Registration with the Articles of Incorporation or DTI Registration and Local Government Unit (LGU) Business Permit or if in case of a foreign CAB, duly notarized registration documents and authenticated by Philippine Consulate or an equivalent document from the country where CAB is operating, as proof of being a legal entity as the case may be.</p> <p>(1) Electronic Copy</p> </td><td> <p>Agency - Division: 5 Securities and Exchange Commission (SEC), DTI, LGU, Philippine Consulate (where, applicable) - -</p> </td></tr> <tr> <td> <p>6. Copy of CAB's proof of managing liabilities (e.g. insurance, *reserves)</p> <p>(1) Electronic Copy</p> </td><td> <p>Applicant / Client</p> </td></tr> </table>				<p>1. Letter of application (1 e-copy)</p> <p>(1) Electronic Copy</p> <p>Remarks:</p> <p>#1-4 PAB website see link below: https://www.dti.gov.ph/resourcespab/downloadableforms/certificationbody</p>	<p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p>	<p>2. Accomplished application form per scheme applied</p> <p>(1) Electronic Copy</p>	<p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p>	<p>3. Accomplished Assessment Checklist per scheme applied</p> <p>(1) Electronic Copy</p>	<p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p>	<p>4. Signed PAB Accreditation Agreement</p> <p>(1) Electronic Copy</p>	<p>Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division</p>	<p>5. Copy of SEC Registration with the Articles of Incorporation or DTI Registration and Local Government Unit (LGU) Business Permit or if in case of a foreign CAB, duly notarized registration documents and authenticated by Philippine Consulate or an equivalent document from the country where CAB is operating, as proof of being a legal entity as the case may be.</p> <p>(1) Electronic Copy</p>	<p>Agency - Division: 5 Securities and Exchange Commission (SEC), DTI, LGU, Philippine Consulate (where, applicable) - -</p>	<p>6. Copy of CAB's proof of managing liabilities (e.g. insurance, *reserves)</p> <p>(1) Electronic Copy</p>	<p>Applicant / Client</p>
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<p>6. Copy of CAB's proof of managing liabilities (e.g. insurance, *reserves)</p> <p>(1) Electronic Copy</p>	<p>Applicant / Client</p>														

7. Copy of certification agreement between the CAB and its clients	Applicant / Client
(1) Electronic Copy	
8. Copy of certificate issued to its clients	
(1) Electronic Copy	
Remarks:	
Note: The applicant body shall have granted at least two (2) certificates for each scheme applied.	Applicant / Client
Note for Validation/Verification: Copy of validation/verification activity report	
9. List of certified organizations (specifying certified scopes, validity of certificates, address and contact numbers)	
(1) Electronic Copy	
Remarks:	
Note for Person Certification: List of certified persons (specifying name, geographical location, scope of certification and effectivity date)	Applicant / Client
Note for Validation/Verification: List of validation/verification activities done by the applicant VVBs with their client	
10. Copy of CAB's Quality Manual (Applicant / Client
(1) Electronic Copy	
11. Copy of CAB's Rules/procedures of certification	Applicant / Client
(1) Electronic Copy	
12. List of auditors/inspectors (including their approved scopes) and Technical Experts	
(1) Electronic Copy	
Remarks:	
Note for Persons Certification: List of auditors/validators/verifiers (including their approved scopes) and technical experts (1 e-copy)	Applicant / Client
Note for Validation/Verification: List of validation/verification team (i.e. lead validator/verifier, validator/verifier) and technical experts (1 e-copy)	
13. Latest audited financial statement of the CAB	Applicant / Client
(1) Electronic Copy	
14. Detailed organizational structure with individual duties and responsibilities	Applicant / Client
(1) Electronic Copy	
15. Information on fees charged to its applicants and certified organization and the means by which CAB obtains financial support	Applicant / Client
(1) Electronic Copy	
16. Records of internal audit conducted by the CAB	Applicant / Client
(1) Electronic Copy	
17. Records of management review conducted by the CAB	Applicant / Client
(1) Electronic Copy	

18. Copy of Latest Risk Management Matrix

(1) Electronic Copy

Remarks:

Applicant / Client

19. PAB Accreditation Policies

(1) Electronic Copy

Remarks:

Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:

1. PAB policies for the accreditation criteria
 2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment
 3. Use of PAB accreditation symbol
 4. Department Administrative Order (DAO)1:2005 – Schedule of Fees
 5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)
 6. *Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board
 7. *Signed Memorandum of Understanding (MOU) with other accreditation bodies (i.e. MOU with ESMA (MoIAT), MOU with GAC), where applicable
 8. *Importing Country requirement (i.e. relevant Halal Standards of the concerned country/region of destination)
 9. *Philippine National Halal Certification Scheme (PNHCS)
 10. *Use of Philippine Halal logo
- Note: *Applicable to Halal CAB applicants

Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

Where to secure:

1-4 PAB website See MSA/P01, MSA/P01-1,MSA/GD 01, MSA/GD 02

<https://dti.gov.ph/resourcespab/guidancedocuments/-certif-bodyguidance-docs>

5 www.apacaccreditation.org and International Accreditation Forum (IAF) www.iaf.nu

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. Communicate to PAB the intention to apply for PAB Accreditation and submit the accomplished application form, checklist and other requirements. Send e-copies of documents to: pab_msad@dti.gov.ph</p> <p>Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>Note: Application is valid for one (1) year from the date of the acceptance of application</p> <p>1.1 For renewal of accreditation</p> <p>Acknowledge receipt of notification.</p>	<p>1. Receive and review the application submitted by the applicant CAB. Note: The start of processing of CAB application is subject to submission of complete requirements. 1.1 For renewal of accreditation Send notification to accredited CAB six (6) months before the expiration date of its accreditation</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> Admin Officer; Philippine Accreditation Bureau Accreditation Officer; Philippine Accreditation Bureau Program Manager; Philippine Accreditation Bureau

2. None Location: -	2. Review available resources (availability of qualified assessors and external technical experts). 2.1 Coordination of availability of the assessment team	None	2 working day/s, 4 hour/s	<ul style="list-style-type: none"> • Division Head; Philippine Accreditation Bureau • Program Manager; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau
3. None Location: -	3. Draft and send Quotation of fees (i.e. assessment fee, accreditation fee and annual fee) to CAB. Note 1: For CABs that do not require formal quotation, billing statement will be issued when some or all of the accreditation activities have been undertaken Note 2: Amount indicated in the quotation depends on the number of scopes applied and number of assessment man day.	None	1 working day/s	<ul style="list-style-type: none"> • Admin Officer; Philippine Accreditation Bureau • Program Manager; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Bureau Director; Philippine Accreditation Bureau
4. Accept the quotation and send to PAB the signed quotation form. (if applicable) Location: email	4. Receive the acceptance of the communication and inform Division Head. 4.1 Update CAB's Accreditation Files	None	1 working day/s	<ul style="list-style-type: none"> • Admin Officer ; Philippine Accreditation Bureau • Program Manager; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau
5. None Location: -	5. Review the CAB's submitted Quality Manuals and other relevant documents, prepare summary of document review result and send this to CAB. 5.1 Draft Billing Statement for Application Fee and Document Review Fee and send to CAB	None	3 working day/s	<ul style="list-style-type: none"> • Assessor ; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau

<p>6. Acknowledge the result of document review and pay the corresponding application fee and document review fee.</p> <p>Location:</p> <p>email</p> <p>PAB Office</p> <p>DTI Cashier</p> <p>Notes/Instruction:</p> <p>Note 1: For payment transaction:</p> <p>a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City and settle the obligation.</p> <p>b. In case of Foreign CB, payment transaction is done electronically (i.e. wire transfer)</p> <p>c. Provide proof of payment (OR/deposit slip) to MSAD personnel</p>	<p>6. Prepare Order of Payment Slip and transmit to CAB. Note: For payment transaction: a. Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Services (FS). Update MSAD billing monitoring file.</p>	<p>Formula Fees Breakdown: Application Fee Document Review Fee:</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> Admin Officer; Philippine Accreditation Bureau DTI Cashier; Any of requesting office / division FS ; Any of requesting office / division
<p>7. Submit corrective actions (CAs) and additional documents, as necessary, for the findings raised on the document review (if applicable).</p> <p>Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>Note 1: Office-based assessment will only be conducted after the closure of the findings on the document review.</p> <p>Note 2: In the event that the applicant CAB has not acted satisfactorily within six (6) months from the date of the communication of the deficiencies noted during the document review, the processing of the application shall be terminated. The CAB may still re-apply for PAB's accreditation but needs to pay new application fee and document review fee.</p>	<p>7. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation. 7.1 Endorse for the schedule of assessment visit. Refer to relevant MSASF04A Document Review Checklist Note 1: Processing time is subject to the number and category of raised NCs which needs to be closed through corrective actions evaluated as satisfactory Note 2: There will be cases where additional CAs need to be submitted by the CAB based on the evaluation of PAB.</p>	<p>None</p>	<p>10 working day/s</p>	<ul style="list-style-type: none"> Assessor ; Philippine Accreditation Bureau Division Head; Philippine Accreditation Bureau Admin Officer; Philippine Accreditation Bureau
Total Processing Time:			<p>Calendar Days: 0 calendar day/s Working Days: 20 working day/s</p>	
Total Processing Fee:			None	

47. Final Evaluation and Granting of the Accreditation of Conformity Assessment Bodies under MSAD

The final evaluation and granting of accreditation for Initial Accreditation, Special Assessment, and Reaccreditation, are considered a HIGHLY TECHNICAL transaction.

Under Sec. 9 b 1 of RA 11032, complex transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the result of technical evaluation is not communicated within twenty (20) days, you may file a complaint via email (arta@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant.

Office or Division:	Philippine Accreditation Bureau	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)	
Who may avail:	Public and private local and foreign Conformity Assessment Bodies (CABs) that: A. Certify: 1. Management System a. Quality Management System (QMS) b. Environmental Management System (EMS) c. Food Safety Management System (FSMS) d. Hazard Analysis Critical Control Point (HACCP) e. Information Security Management System (ISMS) f. Energy Management System (EnMS) g. Occupational Health and Safety Management System (OHSMS) 2. Products, processes, services a. Halal b. Organic c. Other Product Certification Schemes 3. Persons B. Validate/verify: 1. Greenhouse Gases Validation/Verification Program a. ICAO CORSIA Program Other GHG validation/verification program	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		

1. Order of Payment

(1) Electronic Copy

Remarks:

PAB Accreditation Policies

Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:

1. PAB policies for the accreditation criteria
2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.
3. Use of PAB accreditation symbol
4. Department Administrative Order (DAO)1:2005 – Schedule of Fees
5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)
6. *Advisories/Resolutions related to accreditation of Halal CBs issued by Philippine Halal Board -
7. *Signed Memorandum of Understanding (MOU) with other accreditation bodies (i.e. MOU with ESMA (MoIAT), MOU with GAC), where applicable
8. *Importing Country requirement (i.e. relevant Halal Standards of the concerned country/region of destination)
9. *Philippine National Halal Certification Scheme (PNHCS)
10. *Use of Philippine Halal logo

Note: *Applicable to Halal CAB applicants

Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

Where to Secure: # 1-4 PAB website

See MSA/P01,MSA/P01-1, MSA/GD01, MSA/GD 02

<https://dti.gov.ph/resources-pab/guidancedocuments/certif-bodyguidance-docs>

5 www.apacaccreditation.org and International Accreditation Forum (IAF) www.iaf.nu

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. None Location: -	1. For initial, special assessment, reaccreditation Upon the approval of the recommendation indicated in the MSASF26 –Assessment Review Report, prepare to convene the Accreditation Evaluation Panel (AEP) members 1.1 Invitation of AEP members 1.2 Coordination on and logistics (remote/onsite) of AEP Meeting	None	5 working day/s	<ul style="list-style-type: none"> • Program Manager; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau
2. None Location: -	2. . For initial, special assessment and reaccreditation : Evaluate the assessment package, accomplish the assessment review report and endorse to the Bureau Director for approval. For surveillance assessment: Review assessment package for the surveillance assessment conducted.	None	5 working day/s	<ul style="list-style-type: none"> • Admin Officer; Philippine Accreditation Bureau • Program Manager; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau

<p>3. None</p> <p>Location:</p> <p>-</p>	<p>3. Prepare, review, approve, communicate/coordinate the draft billing for the accreditation services (i.e. accreditation fee, annual fee) with other partner ABs, where applicable, and send the billing statement to CAB. 3.1 For initial, special assessment and reaccreditation: Prepare, review, approve and send Notice of Granting, Certificate of Accreditation Note: Amount indicated in the billing statement depends on the number of accredited scopes and duration of conducted assessment & witness audit. 3.2 For surveillance: Confirm/deny continued accreditation and communicate to client.</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • Program Manager; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Bureau Director; Philippine Accreditation Bureau
<p>4. Settle the obligation based on the statement of account sent by PAB.</p> <p>Location:</p> <p>email, PAB office, DTI Cashier</p> <p>Notes/Instruction:</p> <p>Note 1: Maximum period for payment is fifteen (15) days.</p> <p>Note 2: For payment transaction:</p> <p>a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building to settle the obligation.</p> <p>b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer)</p> <p>c. Send to PAB through email the copy of Official Receipt as proof of payment</p> <p>Note 3: PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB.</p>	<p>4. Prepare Order of Payment and transmit to CAB. Note: For payment transaction: a. Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS). c. Update MSAD billing monitoring database.</p>	<p>Formula Fees Breakdown: Accreditation Fee Annual fee</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Admin Officer ; Philippine Accreditation Bureau • DTI Cashier; Any of requesting office / division • FS Personnel; Any of requesting office / division
<p>5. None</p> <p>Location:</p> <p>-</p>	<p>5. Prepare the draft certificate for review.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • Admin Officer; Philippine Accreditation Bureau • Program Manager; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau

6. None Location: -	6. Sign the official certificate and post it to PAB website. Inform client on the posted certificate Note: PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB.	None	2 working day/s	<ul style="list-style-type: none"> Admin Officer; Philippine Accreditation Bureau Bureau Director; Philippine Accreditation Bureau
7. Acknowledge receipt of communication. Location: email Notes/Instruction: Note: Input of 1 minute processing time in order to submit	7. None	None	1 minute/s	<ul style="list-style-type: none"> n/a; Philippine Accreditation Bureau
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 20 working day/s	
Total Processing Fee:			None	

48. Conduct of Accreditation Assessment for Conformity Assessment Bodies under MSAD

The conduct of initial accreditation, special assessment, surveillance visit and reaccreditation are considered a HIGHLY TECHNICAL transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/employee within twenty (20) working days. If the assessment is not conducted within twenty (20) days, you may file a complaint via email (artaunit@dti.gov.ph).

The Management System Accreditation Division (MSAD) of the Philippine Accreditation Bureau (PAB) implements accreditation of Conformity Assessment Bodies (CABs) based on applicable international standards. Accreditation provides CABs with public recognition whose management system have demonstrated technical competence for their particular activities and PAB accreditation requirement compliant.

The reassessment (renewal of accreditation) of accredited Conformity Assessment Bodies (CABs) resembles an initial assessment in all aspect. It is a full assessment of the CAB's management system, technical operations and personnel involved in the accredited activities. It includes follow-up of corrective actions on previous assessment findings. The visit is conducted six (6) months before the validity of accreditation expires.

Surveillance visits are conducted to monitor the continuous conformance by accredited Conformity Assessment Bodies (CABs) with the international standard and PAB accreditation requirements. Only selected aspects of the organization's operations are assessed. All accredited CABs shall conform to the following schedule:

- First Surveillance Visit - conducted on or before the 12th month from the date of granting accreditation
- Succeeding Surveillance Visit - conducted on or before the 24th month after the previous surveillance visit

Special Surveillance Assessment may be conducted if deemed necessary by the Accreditation Evaluation Panel (AEP) or the PAB Director, in accordance with clause 15.11 of MSA/P01.

Office or Division:	Philippine Accreditation Bureau
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2G (Government to Government)

Who may avail:	Public and private local and foreign Conformity Assessment Bodies (CABs) that:	
	A. Certify: <ol style="list-style-type: none"> 1. Management System <ol style="list-style-type: none"> a. Quality Management System (QMS) b. Environmental Management System (EMS) c. Food Safety Management System (FSMS) d. Hazard Analysis Critical Control Point (HACCP) e. Information Security Management System (ISMS) f. Energy Management System (EnMS) g. Occupational Health and Safety Management System (OHSMS) 2. Products, processes, services <ol style="list-style-type: none"> a. Halal b. Organic c. Other Product Certification Schemes 3. Persons B. Validate/verify: <ol style="list-style-type: none"> 1. Greenhouse Gases Validation/Verification Program <ol style="list-style-type: none"> a. ICAO CORSIA Program Other GHG validation/verification program	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement <ol style="list-style-type: none"> 1. Prior to office-based assessment <ol style="list-style-type: none"> (1) Electronic Copy Remarks: <p>For initial and reassessment: All required documents were already submitted in the first stage unless there are other documents to be submitted upon evaluation prior to the conduct of assessment.</p> <p>For surveillance assessment:</p> <ol style="list-style-type: none"> 1. Records of latest internal audit and management review conducted by the CAB (1 e-copy) 2. Proof/evidence of any changes on the CAB which is significant to the operation of its certification scheme, i.e. a) change in legal entity; b) changes on the organizational structure and key personnel c) change of resources and premises; d) change to the scope of accreditation; e) changes to main policies; f) transfer of accreditation; and g) any other matter that may affect the ability of accredited CAB to fulfill requirements for accreditation. (1 e-copy where applicable) 3. Updated list of policies and procedures (if any) (1 e-copy) 4. Updated Organization Chart (if applicable) (1 e-copy) 5. List of updated auditors/inspectors and technical experts (if applicable) (1 e-copy) 		
		Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

2. Prior to witness audit (Stage 2) activity

(1) Electronic Copy

Remarks:

Documents needed for the conduct of witness audit should be submitted at least one (1) week prior to the witnessing activity. These documents are the following:

1. Agreement between the CAB and its clients allowing PAB to join the audit (1 e-copy)
2. Copy of the CAB's audit plan (1 e-copy)
3. Background information on the CAB's audit team (i.e. CV, Scope approval) (1 e-copy)
4. Copy of the Quality Manual and key procedures of its clients to be audited (1 e-copy)
5. If the audit being witnessed is an initial certification re-assessment, a copy of the document review report and/or stage 1 audit report (1 e-copy)
6. Audit report, required actions, and responses from the previous audit activity (1 e-copy)
7. Calculation of man-days (1 e-copy)

Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

3. PAB Accreditation Policies

(1) Electronic Copy

Remarks:

Philippine Accreditation Bureau adheres to the following accreditation rules and regulation:

1. PAB policies for the accreditation criteria
2. PAB policies procedure for the conduct of pre-assessment, initial assessment, surveillance and reassessment.
3. Use of PAB accreditation symbol
4. Department Administrative Order (DAO)1:2005 – Schedule of Fees
5. Resolutions issued by: Asia Pacific Accreditation Cooperation (APAC) and International Accreditation Forum (IAF)
6. *Advisories/Resolutions related to accreditation of Halal CABs issued by Philippine Halal Board
7. *Signed Memorandum of Understanding (MOU) with other accreditation bodies (i.e. MOU with ESMA (MoIAT), MOU with GAC), where applicable
8. *Importing Country requirement (i.e. relevant Halal Standards of the concerned country/region of destination)
9. *Philippine National Halal Certification Scheme (PNHCS)
10. *Use of Philippine Halal logo

Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

Note: *Applicable to Halal CAB applicants

4. After Assessment (where applicable)

(1) Electronic Copy

Remarks:

1. Accomplished MSA/SF18 Assessment Findings
2. Documents supporting the corrective actions taken

Agency - Division: Philippine Accreditation Bureau - Management System Accreditation Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
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<p>1. None</p> <p>Location:</p> <p>email</p>	<p>1. Upon endorsement for the conduct of initial accreditation, special assessment, surveillance visit and reaccreditation. Prepare letter of notification, review, approve and send to CAB regarding planned schedule of assessment (initial/special/surveillance/reassessment). Note 1: For surveillance, basis is the *scheduled surveillance program of the Accredited CAB, (i.e. 1st Surveillance is done within twelve (12) months after the date of granting accreditation, 2nd Surveillance is done on or before the 24th month after the previous Surveillance Visit. Note 2: For reassessment, the visit is conducted six (6) months before the validity of accreditation expires.</p>	<p>None</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> • Accreditation Officer; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Bureau Director; Philippine Accreditation Bureau
<p>2. Acknowledge the receipt of the notification and coordinate with PAB the schedule and logistics for the conduct of assessment.</p> <p>Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>Note: Requirements shall be submitted at least one (1) week prior to the date of assessment.</p> <p>Processing time:</p> <p>Note: Processing time is subject to availability of Technical Experts in case of joint assessment with partner AB.</p>	<p>2. Prepare for the conduct of office-based assessment and coordinate with the CAB for the schedule and logistics arrangement. Preparation of assessment kits and other relevant documents.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • Division Head; Philippine Accreditation Bureau • Assessment Team; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau • Bureau Director; Philippine Accreditation Bureau

<p>3. Participate as auditee in office-based assessment. Location:</p> <p>Site of the assessment.</p> <p>Notes/Instruction:</p> <p>For initial assessment</p> <p>Note 1: Processing time is based on the number of schemes applied. One (1) scheme is 4 man days = *2 days with 2 assessors.</p> <p>1 day</p> <p>For Surveillance Note: Processing time is based on the number of schemes applied. One (1) scheme is 3 man days = *1 day with 2 assessors.</p> <p>1 day & 4 hours</p> <p>For re-assessment</p> <p>Note: Processing time is based on the number of schemes applied. One (1) scheme is 3 man days = *1.5 days with 2 assessors</p> <p>General Note: Refer to Annex B of MSA P01 for the Standard Number of Accreditation Assessment Man-Days</p>	<p>3. Conduct office-based assessment. Note: Assigned assessors are based on the number of approved mandays and the presence of technical expert/s are based on the scheme/s being assessed</p>	<p>Possible Fees Breakdown: Assessment Fee: PHP 5000</p> <p>Formula Fees Breakdown: Assessment Fee</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> Assessment Team; Philippine Accreditation Bureau Technical Expert; Philippine Accreditation Bureau
<p>4. Coordinate with PAB on the schedule and logistics for the conduct of witness audit. Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>Note 1: Please see checklist of requirements "B. Prior to witness audit (Stage 2) activity"</p> <p>Note 2: The number of organizations to be witnessed is based on the surveillance program.</p> <p>Note 3: Witness audits can be done prior to office assessment and should be completed within nine (9) months of the surveillance period</p>	<p>4. Prepare for the conduct of witness audit and coordinate with the CAB on the schedule and logistics arrangement. Preparation of assessment kits and other relevant documents.</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> Admin Officer ; Philippine Accreditation Bureau Assessment Team; Philippine Accreditation Bureau Division Head; Philippine Accreditation Bureau Bureau Director; Philippine Accreditation Bureau

<p>5. Conduct scheduled certification audit.</p> <p>Location:</p> <p>Site of the witness audit.</p> <p>Notes/Instruction:</p> <p>Processing Time:</p> <p>Note 1: Duration does not include travel time.</p> <p>Note 2: Based on the assumption that there is only 1 scope witnessed and it is a certification audit.</p> <p>Person Responsible:</p> <p>Note: When necessary, technical experts in the areas to be assessed maybe included in the assessment team as adviser.</p>	<p>5. Conduct witness audit. Note 1: For initial and reassessment, conduct of witness audit are to be completed within three (3) months after the office-based assessment. Note 2: The number of organizations to be witnessed is based on the surveillance program, i.e. the schedule scopes to be witnessed. Note 3: Witness audits can be done prior to office assessment and should be completed within nine (9) months of the surveillance period.</p>	<p>Possible Fees Breakdown: Assessment Fee: PHP 5000</p> <p>Formula Fees Breakdown: Assessment Fee</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> Assessment Team; Philippine Accreditation Bureau Technical Expert; Philippine Accreditation Bureau
<p>6. None</p> <p>Location:</p> <p>email</p>	<p>6. Prepare, review, approve and send the office assessment report to CAB.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> Assessment Team; Philippine Accreditation Bureau Technical Expert; Philippine Accreditation Bureau Division Head; Philippine Accreditation Bureau

<p>7. Acknowledge the result of office-based assessment and submit additional documents, as necessary. Submit corrective actions (CAs) for any findings raised on office-based assessment:</p> <p>Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>For initial and reassessment: Submit CA/s within sixty (60) days from the date of the initial assessment / reassessment.</p> <p>Note 1: Extension of one (1) month from the timelines may be extended upon written request by the CAB to PAB (but PAB may accept or reject such request as appropriate). If the request of extension is approved, but the CAB fails to submit CAs within the timeframe of extension, PAB reserves the right to consider the application invalid. The CAB may still re-apply for PAB's accreditation but needs to pay new application fee and doc review fee.</p> <p>Note 2: All nonconformities must be cleared within four (4) months from the date of assessment.</p> <p>For Surveillance: Note 1:</p> <p>For major NC – within seven (7) working days</p> <p>For minor NC – within thirty (30) working days</p> <p>Note 2: There may be cases where additional CAs need to be submitted by the CAB based on the evaluation made by PAB.</p> <p>Note 3: All nonconformities must be cleared within three (3) months from the date of assessment. Otherwise, this shall be ground for suspension/withdrawal of accreditation.</p>	<p>7. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation. Note: All nonconformities (NCs) must be cleared within four (4) months from the date of assessment.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • Assessment Team; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau • Technical Expert; Philippine Accreditation Bureau
<p>8. Acknowledge receipt of evaluation of Corrective Action/s (CA/s)</p> <p>Location:</p> <p>email</p>	<p>8. None</p>	<p>None</p>	<p>1 minute/s</p>	<ul style="list-style-type: none"> • -; Philippine Accreditation Bureau

<p>9. None</p> <p>Location:</p> <p>email</p>	<p>9. Prepare, review and approve witness audit report and send to CAB.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • Assessor; Philippine Accreditation Bureau • Technical Expert; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau
<p>10. Acknowledge the receipt of witness audit report. Submit CAs for the findings raised during witness audit within thirty (30) days after the witnessing activity.</p> <p>Location:</p> <p>email</p> <p>Notes/Instruction:</p> <p>Processing Time:</p> <p>Note 1: Processing time is subject to the number and category of raised NCs that need to be closed through corrective actions evaluated as satisfactory.</p> <p>Note 2: There may be cases where additional CAs need to be submitted by the CAB based on the evaluation of PAB.</p>	<p>10. Accept the submitted CAs, evaluate and send to CAB the result of the evaluation.</p>	<p>None</p>	<p>2 working day/s</p>	<ul style="list-style-type: none"> • Assessment Team; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau • Admin Officer; Philippine Accreditation Bureau
<p>11. None</p> <p>Location:</p> <p>email</p>	<p>11. Consolidate all the records of the applicant. Accomplish the MSASF26 - Assessment Review Report and endorse for the review of AEP members.</p>	<p>None</p>	<p>5 working day/s</p>	<ul style="list-style-type: none"> • Assessment Team; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau
<p>12. None</p> <p>Location:</p> <p>email</p>	<p>12. Prepare, review, approve and communicate the draft billing for the assessment and witness audit conducted with other partner AB, where applicable, and send the billing to CAB. Note 1: Amount indicated in the billing statement depends on the number of scopes witnessed and duration of audit. Note 2: Billing Statement may be issued to CAB every after assessment/ witness audit conducted.</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> • Admin Officer; Philippine Accreditation Bureau • Division Head; Philippine Accreditation Bureau

<p>13. Settle the obligation based on the Billing Statement sent by PAB.</p> <p>Location:</p> <p>email</p> <p>DTI-FS</p> <p>Notes/Instruction:</p> <p>Note 1: Maximum period for payment of fee is 15 days.</p> <p>Note 2: For payment transaction: a. Secure triplicate copies of Order of Payment at PAB Office or to PAB MSAD personnel thru email and go to 4/F DTI Cashier, DTI Building to settle the obligation b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer) c. Email to PAB the copy of Official Receipt (OR) as proof of payment.</p> <p>Note 3: If the accredited CAB fails to pay the required fees within fifteen (15) days after the issuance of the billing statement, its accreditation will be subject to suspension or withdrawal.</p>	<p>13. Prepare Order of Payment Slip and transmit to CAB. Note: For payment transaction: a. Authorized MSAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS). c. Update MSAD billing monitoring database.</p>	<p>Possible Fees Breakdown: Assessment Fee: PHP 5000</p> <p>Formula Fees Breakdown: Assessment Fee</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> • Admin Officer; Philippine Accreditation Bureau • DTI Cashier; Any of requesting office / division • FS Personnel; Any of requesting office / division
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 25 working day/s	
Total Processing Fee:			None	

49. Processing of Freedom of Information (FOI) Requests

The Processing of Freedom of Information (FOI) Request is considered HIGHLY TECHNICAL transaction. Under Executive Order No. 02, series of 2016, FOI requests should be processed within 15 working days, which can be extended for another 20 working days depending on the complexities involved in doing extensive search for government's office records, examination of voluminous records, and even the occurrence of fortuitous events or analogous cases. In cases of denied requests, clients can file an appeal, which shall be decided within 30 working days from the filing of said written appeal. Pursuant to the said EO, Department Administrative Order 17-01 (bit.ly/DTI_DAO1701) and Department Order 17-02 (bit.ly/DTI_DAO1702) were issued to establish the process of handling FOI requests in DTI.

Processing of FOI Requests in DTI is a response to the call for transparency and full public disclosure of information. The DTI is committed to release information to the public involving public interest, subject to limitations as provided by Constitution, applicable laws, rules, regulations, and procedures, such as Republic Act (RA) No. 10173, otherwise known as the "Data Privacy Act", and the List of Exceptions approved by the Office of the President, among others.

Office or Division:	Communication and Information Service
Category:	External Service
Classification:	Highly Technical
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All
Operating Hours:	8:00 AM - 5:00 PM

Statute:		Executive Order No. 02, s.2016		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Standard Requirement 1. FOI Request Form (1) Original Copy Remarks: Online: foi.gov.ph ; www.dti.gov.ph/foi Head Office: The Malasakit Help Desk (MHD), Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City. Regional Office: Receiving desks of respective Regional Offices Agency - Division: Department of Trade and Industry - All Bureaus/Offices and Regional Offices				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. The requesting party shall fill up and submit the FOI request Location: Head Office: The Malasakit Help Desk (MHD), Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City. Regional Office: Receiving desks of respective Regional Offices Notes/Instruction: Processing time for the request is 1 to 15 days which can be extended for another 20 working days	1.1. Received the accomplished FOI request	None	1 working day/s	<ul style="list-style-type: none"> FOI Receiving Officers (FROs) from the Head Office and the Regions; All Bureaus/Offices and Regional Offices
	1.2. The request shall be logged, indicating the date and time of the receipt of the written request		1 working day/s	<ul style="list-style-type: none"> FROs; All Bureaus/Offices and Regional Offices
	1.3. Notify the requesting party of the status of the request		1 working day/s	<ul style="list-style-type: none"> FROs; All Bureaus/Offices and Regional Offices
	1.4. Process the Request		15 working day/s	<ul style="list-style-type: none"> Process owners of information of respective Bureau/Office and Regions; All Bureaus/Offices and Regional Offices
2.Approval/Denial of Request				

Approval of Request 2.A.The requesting party shall fill up and submit the FOI Request Location: Head Office: The Malasakit Help Desk (MHD), Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City. Regional Office: Receiving desks of respective Regional Offices Notes/Instruction: Processing time is 1 to 15 days which can be extended for another 20 working days	2.A. In case of approval, the DTI shall ensure that all records that have been retrieved and considered be checked for possible exemptions, prior to actual release. The DTI shall prepare the letter or email informing the requesting party within the prescribed period that the request was granted	Standard Fees Breakdown: Business Name listing (for the first 5 pages: PHP 20 Business Name listing (for the succeeding page both soft and hard copy; each): PHP 3 <hr/> Total: PHP 23	15 working day/s	<ul style="list-style-type: none"> FOI Decision Makers (FDMs) from Head Office and the Regions; Respective Regional FDMs; All Bureaus/Offices and Regional Offices
Denial of Request 2.B.The requesting party shall fill up and submit the FOI Request Location: Head Office: The Malasakit Help Desk (MHD), Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City. Regional Office: Receiving desks of respective Regional Offices Notes/Instruction: Processing time is 1 to 15 days which can be extended for another 20 working days	2.B. In case of denial of the request wholly or partially, the requesting party shall be notified by the DTI, within the prescribed period, of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.	None	15 working day/s	<ul style="list-style-type: none"> FOI Decision Makers (FDMs); All Bureaus/Offices and Regional Offices
3. File an appeal in cases of denial of requests Location: Head Office: The Malasakit Help Desk (MHD), Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City. Regional Office: Receiving desks of respective Regional Offices Notes/Instruction: Processing time is 1 to 30 working days.	3. Decide on the appeal	None	30 working day/s	<ul style="list-style-type: none"> FOI Appellate Director; Respective DTI Regional Director; All Bureaus/Offices and Regional Offices
Total Processing Time:			Calendar Days: 0 calendar day/s Working Days: 48 working day/s	
Total Processing Fee:			None	

50. Final Evaluation and Granting of the Accreditation to Conformity Assessment Bodies under LAD

The final technical evaluation and granting of the accreditation assessment of Conformity Assessment Bodies (CABs) is considered a **HIGHLY TECHNICAL** transaction. Under Sec. 9 b 1 of RA 11032, highly technical transactions shall be acted upon by the assigned officer/ employee within twenty (20) working days. If the result of the technical evaluation is not communicated within twenty (20) days, you may file a complaint via email (ask@dti.gov.ph).

The Laboratory Accreditation Division (LAD) PAB implements accreditation of CABs based on applicable international standards. Accreditation provides public recognition to CABs whose management and/ or operation have demonstrated technical competence for their particular activities and have complied with PAB accreditation requirements. However, the manner of application of the set criteria will vary depending on the nature and/ or type of organization.

Office or Division:	Philippine Accreditation Bureau	
Category:	External Service	
Classification:	Highly Technical	
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)	
Who may avail:	Conformity Assessment Bodies: 1. Testing and/or Calibration Laboratories 2. Medical Testing Laboratories 3. Inspection Bodies 4. Proficiency Testing Providers	
Operating Hours:	8:00 AM - 5:00 PM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For Standard Requirement		
1. Assessment Report (1) Electronic Copy		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau
2. Corrective Action Evaluation Report (1) Electronic Copy		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau
3. Documents supporting the corrective actions taken (1) Electronic Copy		Applicant / Client
4. PAB policies and procedures for the accreditation (1) Electronic Copy Remarks: PAB website See LA/GD 01-11, and LA/SR 01-04 https://www.dti.gov.ph/pab/resources/		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau
5. Applicable accreditation standards (1) Electronic Copy Remarks: www.apac-accreditation.org and International Laboratory Accreditation Cooperation (ILAC) https://ilac.org/		Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

6. Mandatory documents issued by the Asia Pacific Accreditation Cooperation (APAC) and International Laboratory Accreditation Cooperation (ILAC)

(1) Electronic Copy
Remarks:

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

www.apac-accrreditation.org and International Laboratory Accreditation Cooperation (ILAC)

<https://ilac.org/>

7. Signed Memorandum of Understanding (MOU) with other regulatory bodies e.g. MOU with DOH, where applicable

Agency - Division: Department of Trade and Industry - Philippine Accreditation Bureau

(1) Electronic Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
<p>1. None</p> <p>Location:</p> <p>Online</p> <p>Notes/Instruction:</p> <p><u>Note:</u> Submission of additional documents within given timeframe as necessary</p>	<p>1. Final evaluation process 1.1 Review all documents including assessment findings , corrective actions and proof of payments (assessment fees) 1.2 Endorse a final assessment and corrective action evaluation report based on the recommended scope of accreditation and approved signatories. 1.3 Endorse to the Bureau Director for approval of the recommendation from the final evaluation process. Otherwise, require the CAB to submit additional documents. Note: Final Evaluation Process may be extended depending on the results of the review. For surveillance visit, final evaluation process is not applicable. 1.4 Endorse for granting of accreditation or granting of continued accreditation</p>	None	11 working day/s	<ul style="list-style-type: none"> Accreditation Officer in consultation with Technical Assessor/ Expert (as necessary) Division Chief Bureau Director; Philippine Accreditation Bureau
<p>2. None</p> <p>Location:</p> <p>Online</p>	<p>2. Prepare, review, approve and send Notice of Granting/ Continued Certificate of Accreditation and certificate 2.1 Endorse to the Bureau Director for approval</p>	None	5 working day/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief Bureau Director; Philippine Accreditation Bureau
<p>3. None</p> <p>Location:</p> <p>Online</p>	<p>3. Prepare, review, approve and communicate /coordinate the draft billing for the accreditation services (i.e. accreditation fee, annual fee) and send the billing statement to CAB.</p>	None	4 hour/s	<ul style="list-style-type: none"> Accreditation Officer Division Chief ; Philippine Accreditation Bureau

<p>4. Acknowledge receipt of the billing statement 4.1 Settle the obligation based on the Billing Statement sent by PAB. Note 1: Maximum period for payment of fee is 30 days. Note 2: For payment transaction: a. Secure triplicate copies of Order of Payment at PAB Office or to PAB-LAD personnel thru email and go to 4/F DTI Cashier, DTI Building 361 Sen. Gil Puyat Ave. Makati City or to the nearest DTI Regional/ Provincial office and settle the obligation. b. In case of Foreign CAB, payment transaction is done electronically (i.e. wire transfer, direct bank payment) c. Provide proof of payment (OR/deposit slip) to LAD personnel</p> <p>Location:</p> <p>Philippine Accreditation Bureau (PAB)</p> <p>2/F Trade and Industry Building 361 Sen. Gil Puyat Ave. Makati City</p> <p>Notes/Instruction:</p> <p>Note: Refer to LA GD05 or DAO 13:1995 for the schedule of fees.</p>	<p>4. Prepare Order of Payment and transmit to CAB. Note: For payment transaction: a. Authorized LAD personnel to Issue signed triplicate copies of Order of Payment to CAB personnel. b. Validate deposit slips for CAB's direct payment and/or wire transfers through DTI – Financial Service (FS). c. Update LAD billing monitoring file.</p>	<p>Formula Fees Breakdown: Accreditation Fee Annual Fee</p>	<p>4 hour/s</p>	<ul style="list-style-type: none"> Administrative Aide Accreditation Officer DTI Cashier FS Personnel; Philippine Accreditation Bureau
<p>5. None</p> <p>Location:</p> <p>Online</p>	<p>5. Preparation, approval, and issuance of certificate of accreditation 5.1 Prepare Certificate of Accreditation. 5.2 Posting of certificate in PAB website 5.3 Sign the official certificate and post the certificate to PAB website in coordination with DTI- ISMS and communicate with the client for the availability of the certificate. Note: PAB reserves the right to issue the certificate and post this on PAB website only upon receipt of payment made by the CAB.</p>	<p>None</p>	<p>3 working day/s</p>	<ul style="list-style-type: none"> Accreditation Officer Division Chief Bureau Director; Philippine Accreditation Bureau
<p>6. Acknowledge receipt of communication</p> <p>Location:</p> <p>Online</p>	<p>6. None</p>	<p>None</p>	<p>1 working day/s</p>	<ul style="list-style-type: none"> None; Philippine Accreditation Bureau
<p>Total Processing Time:</p>			<p>Calendar Days: 0 calendar day/s Working Days: 21 working day/s</p>	
<p>Total Processing Fee:</p>			<p>None</p>	

51. Issuance of BMBE Certificate of Authority

The issuance of Barangay Micro Business Enterprise (BMBE) Certificate of Authority (CA) is considered a **SIMPLE** transaction. Under Sec. 9 b1 of Republic Act (RA) No. 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the BMBE CA is not released within 3 days, you may file a complaint via email (artaunit@dti.gov.ph).

The processing and issuance of BMBE CA is in compliance with RA 9178 as amended by RA 10644, its implementing rules and regulations, and future amendments.

The BMBE CA shall be effective for a period of two (2) years commencing from the date of issuance, and may be renewed for the same period of two (2) years and every two (2) years thereafter, subject to the applicant's continued compliance with the eligibility requirements as prescribed by law and its IRR.

Office or Division:	Bureau of Small and Medium Enterprise Development			
Category:	External Service			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	<div>Barangay micro business enterprises (BMBEs) that:</div> <ul style="list-style-type: none">• have an asset size of not more than Three Million Pesos (Php 3,000,000.00) including those arising from loans but excluding land on which the plant and equipment are located• engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading, and services but excluding practice of profession (e.g. Accountant, Lawyer, Doctor, among others.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<div>For Standard Requirement</div> <div>1. Certificate of Registration (to be uploaded to the BMBE System)</div> <div>(1) Original Copy</div> <div>Remarks:</div> <div><div>Online end-to-end registration only through the Barangay Micro Business Enterprises Online Registration System (BMBE ONLINE)–https://bmbe.dti.gov.ph</div><div>Agency - Division: Securities and Exchange Commission (SEC) for One-Person Corporation (OPC), Partnership, Corporation, or Atsaniapin Cooperative Development Authority (CDA) for Cooperatives - -</div><div>Visit any DTI Offices or Negosyo Centers (NC), the Regional Offices provide equipment and infrastructure for applicant to register through the BMBE ONLINE with assistance from NC Business Counselors/BMBE Processors, if required.</div></div> <div>2. For SEC and CDA, copy of one (1) valid government issued ID of the business owner if OPC or authorized representative (to be uploaded to the BMBE System)</div> <div>(1) Original Copy</div> <div>Remarks:</div> <div><div>Online end-to-end registration only through the Barangay Micro Business Enterprises Online Registration System (BMBE ONLINE)–https://bmbe.dti.gov.ph.</div><div>Agency - Division: c/o applicant - -</div><div>Visit any DTI Offices or Negosyo Centers (NC), the Regional Offices provide equipment and infrastructure for applicant to register through the BMBE ONLINE with assistance from NC Business Counselors/BMBE Processors, if required.</div></div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)

<p>1. Apply online via the BMBE ONLINE anywhere or thru the DTI Offices or NCs For SEC or CDA applicant, upload copies of Certificate of Registration and identification document of the owner if OPC or authorized representative to the BMBE ONLINE</p> <p>Location:</p> <p>BMBE Online</p> <p>Notes/Instruction:</p> <p>Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is eight (8) hours.</p>	<p>1.1. Generate One Time Pin (OTP) to verify applicant email address</p>	None	2 hour/s	<ul style="list-style-type: none"> • BMBE Online;
	<p>1.2. Validate the business name registrations for sole proprietorship applicants</p>		2 hour/s	<ul style="list-style-type: none"> • BMBE Online;
<p>2. Claim BMBE Certificate of Authority (BMBE-CA)</p> <p>Location:</p> <p>BMBE Online</p> <p>Notes/Instruction:</p> <p>Upon submission of completed documents and approval of application under normal circumstances, estimated processing time is eight (8) hours.</p> <p>NOTE: The NC Business Counselor/ BMBE Processors shall print the BMBE CA upon request of the applicants if processed thru the DTI Offices or NCs.</p> <p>NOTE: The BMBE Custodian shall post evaluate the application particularly the uploaded SEC or CDA Certificate of Registration for partnership/ corporation and cooperative applicants respectively and government-issued identification document of the business owner or authorized representative. Upon discovery that the uploaded documents did not satisfy what are required in relation to the BMBE application, the BMBE Custodian shall advise the applicant to submit the correct documents for five (5) working days wherein failure to do so shall be resulted to the cancellation of the BMBE registration.</p>	<p>2.1. Generate the BMBE Certificate of Authority automatically thru the system</p>	None	2 hour/s	<ul style="list-style-type: none"> • BMBE Online;

	2.2. Send email to applicant the BMBE Certificate of Authority	2 hour/s	• BMBE Online;
Total Processing Time:		Calendar Days: 0 calendar day/s Working Days: 1 working day/s	
Total Processing Fee:		None	



Service Details

Internal Services

