### Requirement

- **1. DTI-FTEB Application Form**
- **2a. SEC Registration Certificate with:**
  - Articles of Incorporation (AI)
  - Primary Purpose (the category/ies to be applied should be included in the Primary Purpose)
  - Paid-up Capital (Certification of Present Paid Up Capital if amount is different from the amount in AI)
  - NVOCC –Php4,000,000.00
  - IFF – Php2,000,000.00
  - DFF – Php250,000.00
- **2b. DTI Business Name Registration Certificate (Single Prop.), if newly renewed**
- **3a. Latest Audited Financial Statement**
- **3b. Bank Certificate (Single Prop.) reflecting minimum amount of capital requirement;**
- **3c. Proof of Tangible Assets with Undertaking (Single Prop.) TAs value should meet the minimum capital requirement;**
- **4. Valid Mayor’s Permit (with copy of Official Receipt);**
- **5. List of International &/or Domestic Principals/Agents [pls. see format] with their respective Company Profile and copy of existing contract &/or agency agreement duly notarized/consularized;**
- **6. Original House/Forwarder’s Bill of Lading with company signing “as Carrier” and at least 1 original Principal/Agent House/Forwarder’s Bill of Lading (NVOCC)**
- **7. Insurance Policy [pls. see coverage guide] with copy of official receipt as proof of payment of insurance premium [pls. see coverage guide];**
- **8. Updated submission of Quarterly Cargo Statistics Report (in prescribed format):**
- **9. Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF)**
- **10. Duly prescribed itemized service charges [pls. see PSB MC 01-05 (standard import charges)].**

### Schedule of Fees

- **Additional Category Fee – PhP1,500.00** (for each category)
- **Certificate Fee – PhP200.00**
- **Document Stamp Tax – PhP30.00**

**Note:**
Application and Processing Fees are non-refundable.

### Mode of payment:
- Cash
- Manager’s Check (payable to DTI)
- Cashier’s Order (payable to DTI)
- Deposit thru Landbank

### Category:

- **Non-Vessel Operating Common Carrier**
- **International Freight Forwarder**
- **Domestic Freight Forwarder**

### Link:
List of accredited freight forwarders and Advisory on freight forwarders

### Downloadable Forms
http://www.dti.gov.ph/resources/downloadable-forms#seafreight-forwarders

For inquiries, call telephone nos. (02) 8811-8231 or 8890-4892 or email: fteb_blad@dti.gov.ph.

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Account Officer/Date

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

Applicant/Applicant’s Representative & Date