



**FAIR TRADE ENFORCEMENT BUREAU (FTEB)**  
**Business Licensing and Accreditation Division (BLAD)**  
**Accreditation of Freight Forwarders (PSB AO6 s.2005)**  
**Documentary Requirements for Accreditation - (ADDITIONAL CATEGORY)**

Requirement	Schedule of Fees
<input type="checkbox"/> 1. DTI-FTEB Application Form	<input type="checkbox"/> Additional Category Fee – <b>Php1,500.00</b> (for each category)
<input type="checkbox"/> 2a. SEC Registration Certificate with: Articles of Incorporation (AI) <input type="checkbox"/> - Primary Purpose (the category/ies to be applied should be included in the Primary Purpose) <input type="checkbox"/> - Paid-up Capital (Certification of Present Paid Up Capital if amount is different from the amount in AI) <ul style="list-style-type: none"><li>• NVOCC – Php4,000,000.00</li><li>• IFF – Php2,000,000.00</li><li>• DFF – Php250,000.00</li></ul>	<input type="checkbox"/> Certificate Fee – <b>PhP200.00</b> <input type="checkbox"/> Document Stamp Tax – <b>PhP30.00</b>
<input type="checkbox"/> 2b. DTI Business Name Registration Certificate (Single Prop.), if newly renewed	<b>Note:</b> <b>Application and Processing Fees are non-refundable.</b>  <b>Mode of payment:</b> <ul style="list-style-type: none"><li>- <b>Cash</b></li><li>- <b>Manager’s Check (payable to DTI)</b></li><li>- <b>Cashier’s Order (payable to DTI)</b></li><li>- <b>Deposit thru Landbank</b></li></ul>
<input type="checkbox"/> 3a. Latest Audited Financial Statement	
<hr/> <input type="checkbox"/> 3b. Bank Certificate (Single Prop.) reflecting minimum amount of capital requirement;	<b>Category:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Non-Vessel Operating Common Carrier</li><li><input type="checkbox"/> International Freight Forwarder</li><li><input type="checkbox"/> Domestic Freight Forwarder</li></ul>
<input type="checkbox"/> 3c. Proof of Tangible Assets with Undertaking (Single Prop.) TAs value should meet the minimum capital requirement;	
<input type="checkbox"/> 4. Valid Mayor’s Permit (with copy of Official Receipt);	<b>Link:</b> List of accredited freight forwarders and Advisory on freight forwarders
<input type="checkbox"/> 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;	
<input type="checkbox"/> 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)	<b>Downloadable Forms</b> <a href="http://www.dti.gov.ph/resources/downloadable-forms#seafreight-forwarders">http://www.dti.gov.ph/resources/downloadable-forms#seafreight-forwarders</a>
<input type="checkbox"/> 7. Insurance Policy [pls. see coverage guide] with copy of official receipt as proof of payment of insurance premium [pls. see coverage guide];	
<input type="checkbox"/> 8. Updated submission of Quarterly Cargo Statistics Report (in prescribed format): <hr/> <hr/> <hr/>	<b>For inquiries, call telephone nos. (02) 8811-8231 or 8890-4892 or email: fteb_blad@dti.gov.ph.</b>
<input type="checkbox"/> 9. Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DFF)	
<input type="checkbox"/> 10. Duly prescribed itemized service charges [ <i>pls. see PSB MC 01-05 (standard import charges)</i> ].	

\_\_\_\_\_  
Account Officer/Date

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

\_\_\_\_\_  
Applicant/Applicant’s Representative & Date

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