



FAIR TRADE ENFORCEMENT BUREAU (FTEB)
Business Licensing and Accreditation Division (BLAD)
Accreditation of Freight Forwarders (PSB AO6 s.2005)

Documentary Requirements for BRANCH OFFICE

Requirements

- 1. Application Form
- 2. Brief information about the Branch Office
- 3. Bio-data and picture of Branch Manager (with experience of at least 3 years in Forwarding, shipping and/or related activities)
- 4. Valid Mayor's Permit + official receipt
- 5. Insurance policy coverage – inclusion of the clause in the Territorial Limits : *"covering branch office's area of operations"*
- 6. Visitorial/Inspection Authority
- 7. Freight tariff and service rates Ex-Port nearest to branch office's area of operations (NVOCC)/Domestic Rates (DFF)

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Mode of payment:

- **Cash**
- **Manager's Check (payable to DTI)**
- **Cashier's Order (payable to DTI)**
- **Deposit thru Landbank**

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.

Schedule of Fees

Filing and Processing Fee:

New

- 25% of the Filing and Processing Fee
 - NVOCC – **Php1,250**
 - IFF – **Php1,000**
 - DFF – **Php750**

Renewal

25% of the Filing and Processing Fee plus 25% of the corresponding surcharge (if applicable).

Regular Application

(on or before _____)

- NVOCC – **Php1,250**
- IFF – **Php1,000**
- DFF – **Php750**

Late Application

- If filed from 1-15 days after the expiry date: (on or before _____)

- NVOCC – P1,250(F&P) + P500(S)= **Php1,750**
- IFF – P1,000 (F&P) + P500 (S) = **Php1,500**
- DFF – P750 (F&P) + P500 (S)= **Php1,250**

- If filed from 16-30 days after the expiry date: (on or before _____)

- NVOCC –P1,250(F&P)+P1,000(S)= **Php2,250**
- IFF – P1,000(F&P) + P1,000(S) = **Php2,000**
- DFF – 750 (F&P) + 1,000 (S) = **Php1,750**

- If filed from 31-45 days after the expiry date: (on or before _____)

- NVOCC -P1,250(F&P)+P2,000(S)= **Php3,250**
- IFF – 1,000 (F&P) + 2,000 (S) = **Php3,000**
- DFF – 750 (F&P) + 2,000 (S) = **Php2,750**

- If filed from 46 days after the expiry date and onwards:

- NVOCC -P1,250(F&P) +P3,000(S)=**Php4,250**
- IFF – 1,000 (F&P) + 3,000 (S) = **Php4,000**
- DFF – 750 (F&P) + 3,000 (S) = **Php3,750**

- Certificate Fee – **Php200.00**
- Document Stamp Tax – **Php30.00**

Note :

- (F) – Filing/Accreditation Fee
- (P) – Processing Fee
- (S) – Surcharge

* Application and Processing Fees are non-refundable.

Account Officer/Date

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

Applicant/Applicant's Rep. & Date