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)

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 – Php1,250 (F&P) + Php500 (S) = Php1,750
  - IFF – Php1,000 (F&P) + Php500 (S) = Php1,500
  - DFF – Php750 (F&P) + Php500 (S) = Php1,250
- If filed from 16-30 days after the expiry date:
  (on or before _________________________)
  - NVOCC – Php1,250 (F&P) + Php1,000 (S) = Php2,250
  - IFF – Php1,000 (F&P) + Php1,000 (S) = Php2,000
  - DFF – Php750 (F&P) + 1,000 (S) = Php1,750
- If filed from 31-45 days after the expiry date:
  (on or before _________________________)
  - NVOCC – Php1,250 (F&P) + Php2,000 (S) = Php3,250
  - IFF – Php1,000 (F&P) + 2,000 (S) = Php3,000
  - DFF – Php750 (F&P) + 2,000 (S) = Php2,750
- If filed from 46 days after the expiry date and onwards:
  - NVOCC – Php1,250 (F&P) + Php3,000 (S) = Php4,250
  - IFF – Php1,000 (F&P) + 3,000 (S) = Php4,000
  - DFF – Php750 (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.

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Applicant/Applicant’s Rep. & Date

CPG-FTEB-BLAD-Form No.19/rev.03/05.19.20