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

Requirements

1. Application Form

2a. SEC Registration Certificate with Articles of Incorporation/Partnership and By-Laws;
- Category/ies to be applied should be included in the Primary Purpose; and,
- Paid-up Capital at least (highest category applies):
  - NVOCC – Php4,000,000
  - IFF – Php2,000,000
  - DFF – Php250,000

Submit SEC Certification of Present Paid Up Capital if amount is different from the paid up capital in AI.

2b. DTI Business Name Registration Certificate (Single Prop.);

3. Latest Audited Financial Statement (for newly organized companies: audited pre-operating balance sheet);

4. Latest Income Tax Return for two (2) preceding years (SP);

5a. Bank Certificate reflecting the minimum amount of capital requirement (Single Prop.);

5b. Proof of Tangible Assets and Undertaking (Single Prop.);

6a. Valid Mayor’s Permit (with copy of Official Receipt);

6b. BIR Registration Certificate;

6c. SSS Certificate of Membership;

7. Board Resolution, Partnership Resolution or Authorization from Proprietor (as applicable):
   * Authorizing the company to apply for accreditation
   * Key officers authorized to sign documents relative to DTI-FTEB accreditation, follow-up, and receive the accreditation certificate;

8. (a) List of Corporate Officers/Partners & (b) List of Key Operating Officers + (c) Biodata [pls. see format] & passport size picture of Corporate/Partners and Key Operating Officers (d) at least 1 key officer should have at least 3 years experience in shipping, forwarding, &/or related activities & (e) Certification or proof of employment from previous employers.

9. 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 or consularized;

10. 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);

11. Insurance Policy with copy of official receipt as proof of payment of insurance premium [pls. see coverage guide];

12. Inventory of Office Equipment/Facilities;

13. Location Map of Office;

14. Visitorial/Inspection Authority [pls. see format];

15. Freight Tariff and transshipment fees (NVOCC); Domestic rates (DFF);

16. Duly prescribed itemized service charges [pls. see PSB MC 01-05 (standard import charges)].

Schedule of Fees:
(highest category applies):

- NVOCC – Php5,000.00
- IFF – Php4,000.00
- DFF – Php3,000.00
- 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

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.

_________________________________________
Account Officer/Date

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

_________________________________________
Applicant/Applicant’s Rep. & Date

CPG-FTEB-BLAD-Form No.17/rev.03/05.19.20