



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