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

Requirements

☐ 1. Application Form
☐ 2. Latest Audited Financial Statement (must be updated in submitting annual BIR-Received audited FS).

☐ 3a. Bank Certificate (Single Prop.) reflecting minimum amount of capital requirement;
☐ 3b. Proof of Tangible Assets with Undertaking, (SP) TAs value should meet the minimum capital requirement;
☐ 3c. DTI Business Name Certificate (Single Prop.) [if newly renewed]
☐ 4. Valid Mayor's Permit (with copy of Official Receipt);
☐ 5. (a) List of Corporate Officers/Partners & (b) List of Key Operating Officers; (c) Certification from company that there are/there are no changes re: Corporate/Partners and Key Operating Officers; (d) Biodata [pls. see format] & passport size picture of new Officers & (e) Certification or proof of employment from previous employers, if applicable;
☐ 6. (a) List of International &/or Domestic Principals/Agents [pls. see format]; (b) Certification from company that there are/there are no changes re: Principals/Agents (int'l. and/or domestic);
☐ 7. (a) Original specimen of House/Forwarder’s Bill of Lading (B/L) with company signing “as Carrier” and (b) at least one (1) original specimen of Principal/Agent House/Forwarder’s B/L (NVOCC);
☐ 8. Insurance Policy with copy of official receipt as proof of payment of insurance premium [pls. see coverage guide];

☐ 10. Visitorial/Inspection Authority [pls. see format];
☐ 11. Freight Tariff and transshipment fees (NVOCC); Domestic Rates (DF);
☐ 12. Duly prescribed itemized service charges [pls. see PSB MC 01-05 (standard import charges)];

Schedule of Fees

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<th>Late Application</th>
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<td>(on or before)</td>
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<td>☐ NVOCC – P 5,000</td>
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<td>☐ DFF – P 3,000</td>
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Late Application

- If filed from 1-15 days after the expiry date: (on or before)
  - ☐ NVOCC-P5,000 (F&P)+P2,000 (S)= P 7,000
  - ☐ IFF – P4,000 (F&P) + P2,000 (S) = P 6,000
  - ☐ DFF –P3,000 (F&P) +P2,000 (S) = P 5,000

- If filed from 16-30 days after the expiry date: (on or before)
  - ☐ NVOCC-P5,000 (F&P)+P4,000 (S)= P 9,000
  - ☐ IFF –P4,000 (F&P) + P4,000 (S) = Php8,000
  - ☐ DFF –P3,000 (F&P) +P4,000 (S)= Php7,000

- If filed from 31-45 days after the expiry date: (on or before)
  - ☐ NVOCC - P5,000(F&P)+P8,000(S)= P13,000
  - ☐ IFF – P4,000(F&P) +P8,000(S)= P12,000
  - ☐ DFF – P3,000(F&P) + P8,000(S)= P11,000

- If filed from 46 days after the expiry date and onwards:
  - ☐ NVOCC - P5,000(F&P)+P12,000(S)= P17,000
  - ☐ IFF – P4,000(F&P) + P12,000(S)= P16,000
  - ☐ DFF – P3,000(F&P) + P12,000(S)= P15,000

☐ 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.

Mode of payment:
- Cash
- Manager’s Check (payable to DTI)
- Cashier’s Order (payable to DTI)
- Deposit thru Landbank

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 Representative & Date