



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]**;
- 9. Updated submission of Quarterly Cargo Statistics Report (in prescribed format):

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

Schedule of Fees

Regular Application
(on or before _____)

- NVOCC – **P 5,000**
- IFF – **P 4,000**
- DFF – **P 3,000**

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**

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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