



**Fair Trade Enforcement Bureau (FTEB)  
Business Licensing and Accreditation Division (BLAD)  
Documentary Requirements for Accreditation of Service & Repair Enterprises**

New  Renewal

**Requirements:**

- 1a. Notarized completely filled out application form. (Signed by the proprietor for SPs, if other than the Proprietor, attach Undertaking/Authorization; President/Managing Partner for Corporation/Partnership, otherwise, attach Secretary's Certificate or Board/Partners' Resolution re: authorized signatory);
- 1b. Detailed Information about the Shop (New);
2. Undertaking/Warranty, minimum warranty of 90 days;
3. Copy of Latest Accreditation Certificate (if last renewal is before 2015);
4. Copy of Valid Business Name Certificate of Registration for single proprietorship;
5. Certified True Copy by the Corporate Secretary (original signature) of SEC Registration Certificate and Articles of Incorporation/Articles of Partnership for new applicants; for renewal- SEC Registration Certificate only;
6. Organizational Chart, include name and position of officers, for New or Renewal- if there are changes in the Organizational chart for updating purposes;
7. List of Shop Employees/Mechanics/Technicians and Position (attach Personal Data Sheet of technicians- New and Renewal if with new technicians, or if last renewal was before June 2015);
8. Valid and relevant TESDA National Certificate or Certificate of Competency for Technical Employees;
9. Certified List of Trainings Attended by the Employees for the last 2 years (for Ref and Aircon, including auto aircon);
10. List of Shop Tools and Equipment (New or Renewal, if there are changes for updating purposes). Ref and Aircon, including auto aircon applicants must have a refrigerant recovery machine.
11. Shop Floor Plan/Layout/Size/No. of Stalls. For new or renewal, if there are changes for updating purposes;
12. Photos of the Shop/Office – showing front (with signages) and interior including the facilities and/or equipment; new or renewal, if there are changes for updating purposes;
13. Certification (in lieu of items 6,7,10,11 or 12) that there are no changes on the said items for renewals, provided that said requirements have been previously submitted.
- 14a. Copy of Insurance Policy covering the customers' properties entrusted for repair or service against theft, pilferage, fire, flood and loss. Insurance coverage must be for one year and its expiry date must be on or after December 31<sup>st</sup> 20\_\_ and Official Receipt (proof of payment of insurance premiums).
- 14b. Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repairs in their client's premises, in lieu of insurance policy).

Additional requirements for those applying for more than One Star:

15. Copy of the latest audited financial statements stamped "Received" by BIR;
16. Original copy of valid dealership agreement (five-star only – automotive, Ref and Aircon, Office Machine/Data Processing Equipment);
17. Copy of Valid Contract of Service (if any);
18. Original copy of Performance Bond policy and official receipt with minimum coverage of P50,000, in favor of the DTI valid until or after Dec. 31, \_\_\_\_ (for 3 to 5 STAR, New or Renewal).

Schedule of Fees				Insurance Coverage (minimum)	
<b>A. Filing/Accreditation Fees:</b>				a. Insurance Policy	
Classification	New/Renewal	Renewal		1 Star	P 50,000
	Filing Fee	Accreditation Fee	Surcharge*	2 Star	P 100,000
One Star	P50	P350.00	P 87.50	3 Star	P 200,000
Two Star	P50	P400.00	P100.00	4 Star	P 500,000
Three Star	P50	P425.00	P106.25	5 Star	P1,000,000
Four Star	P50	P450.00	P112.50	b. All other classifications/categories: min. of P50,000.	
Five Star	P50	P500.00	P125.00	c. It should cover the customers' properties entrusted for repair, service or maintenance against theft, pilferage, fire, flood and loss.	
Medical/Dental	P50	P350.00	P 87.50	d. Exemption from Insurance Policy requirement: Affidavit stating that all services and repairs are done in the clients' premises (for applicants that conduct all services and repairs in their client's premises).	
*After January 31st of every year					
<b>B. Other Fees:</b>					
Certification/Cert. replacement		P50.00			
Documentation Stamp		P30.00			

For inquiries, call tel. no. 890-48-92, Andrew (#A-D), Ed (E-J), Mercy (K-Rh), My (Ri-Z); or email: [feb\\_blad@dti.gov.ph](mailto:feb_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

**PLEASE BRING THIS CHECKLIST WHENEVER YOU VISIT FTEB IN CONNECTION WITH YOUR APPLICATION.**