



FAIR TRADE ENFORCEMENT BUREAU
Business Licensing and Accreditation Division (BLAD)
 Application for Certificate of Authority of Ship/Merchandise Broker
 Checklist of Requirements/Evaluation Sheet

Name of Applicant Firm: _____

Merchandise Broker Ship Broker Sub-Agent

Type of Application: New Renewal Expiry Date:_____

REQUIREMENTS	REMARKS
_____ 1. Application Form;	_____
_____ 2. Previous DTI Ship Broker/Merchandise Broker Certificate;	_____
_____ 3. Clearance (Police, NBI, or Justice of Peace);	_____
_____ 4a. Copy of Business Name Registration Certificate (SP);	_____
_____ 4b. SEC Registration Certificate (Corp./Partnership);	_____
_____ 4c. Articles of Incorporation/Partnership (New);	_____
_____ 5. Board Resolution appointing the applicant to act In behalf of the corporation (New, or Renewal, if authorized officer is different from the previous authorized officer);	_____
_____ 6. Surety or Cash Bond (P2,000.00);	_____
_____ 7. Proof of payment (Licensing/Permission Fee- P350.00 + Doc. Stamp-P30.00 + Surcharge, if applicable).	_____

 Account Officer/Date

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

 Applicant/Applicant's Representative/Date

For inquiries, please send email to: fteb_blad@dti.gov.ph

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