



PRIYATAMA RT LOGISTICS SERVICES

Accreditation Requirements of New Importers

- ☐ Duly notarized accomplished Application Form and signed by owner (for Sole Proprietorship), responsible Officer (for Corporation), Chairman (for Cooperative) and authorized partner (for Partnership);
- ☐ Bureau of Customs Official Receipt (BCOR) evidencing payment of processing fee (Php1,000.00);
- ☐ Corporate Secretary Certificate (Corporation) / Affidavit (Sole Proprietorship) / Partnership Resolution (Partnership) / BOD Resolution (Cooperative) designating its authorized signatories in the import entries;
- ☐ Two (2) valid government issued IDs (with picture) of Applicant, President and Responsible Officers (i.e., passport, UMID Card, SSS ID, Driver's License, Alien Certificate of Registration and Alien Employment Permit for aliens);
- ☐ NBI Clearance of applicant (issued within three (3) months prior to the application)
- ☐ Photocopy of DTI Registration or SEC Registration/Articles of Partnership and Latest General Information Sheet, or Cooperative Development Authority Registration and latest Cooperative Annual Progress Report, whichever is applicable;
- ☐ Personal Profile of Applicant, President and Responsible Officers;
- ☐ Company Profile with pictures of office with proper and permanent signage and pictures of warehouse/storage area;
- ☐ Proof of Lawful Occupancy of Office Address and Warehouse (i.e., Updated Lease Contract under the name of the Corporation or Proprietor, Affidavit of Consent from the owner and the Title of the Property under his/her name in case the property is used for free, Certification from the Lessor or Owner allowing the sharing of office in case of Sublease);
- ☐ Printed CPRS of the Company and updated notification of "STORED" status;
- ☐ BIR Registration (2303);
- ☐ Income Tax Return (ITR) for the past three (3) years duly received by the BIR, if applicable;
- ☐ Valid Mayor's Permit as certified by the Bureau of Permits and Licensing Office;
- ☐ Proof of Financial capacity to import goods (Bank Certificate or other forms of financial certification) (Top 1000 Taxpayers and under SGL Companies are exempted); and
- ☐ Endorsement from the District Collector, if applicable.
- ☐ Location map / sketch map of office and warehouse address