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**FAIR TRADE ENFORCEMENT BUREAU**



**Import Regulation Division**

UPRC Bldg. VI, 315 Sen. Gil Puyat Avenue,

1200 Makati City, Philippines

Telephone No.: (632) 403.1417

E-mail address: fteb\_ird@dti.gov.phWebsite:www.dti.gov.ph

**APPLICATION FORM**

**MANDATORY ACCREDITATION OF REBUILDING CENTERS**

**(DTI-DAO NO. 08)**

**New** **Renewal**

Sir:

We are respectfully applying for accreditation pursuant to the DTI Administrative Order NO. 08 Series of 2003, otherwise known as “Guidelines for Mandatory Accreditation of Rebuilding Centers”, and certify that the information and documents given hereunder are true and correct.

**APPLICANT’S INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **Name of Applicant** |  | |
| **Address** |  | |
| **Telephone No.** | **Fax No.** | **TIN** |

## Single Proprietorship Corporation Cooperative Partnership

## Work Area: \_\_\_\_\_\_\_\_\_\_ Square Meters No. of Employees: \_\_\_\_\_\_\_\_\_\_\_Capitalization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents for Submission (Please refer to the list at the back of this form)**

**Notes:**

1. Application/Assessment/Reassessment/Accreditation fees are Non-Refundable.
2. Application Fee – P300.00 6. Issuance of certified copy of a lost or destroyed
3. Assessment Fe – P500.00/man-hour Certificate of Accreditation – P500.00
4. Reassessment Fee – P500.00/man-hour 7. Issuance of any certificate – P100.00
5. Accreditation Fee – P30,000.00 8. Documentary Stamp Tax Fee – P30.00

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature over Printed Name**

**AFFIANT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position**

Republic of the Philippines)

City/Municipality/Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_) SS

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ in the City/Municipality/Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_: affiant exhibiting to me his Residence Certificate No. \_\_\_\_\_\_\_\_\_\_ issued at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Notary Public**

**Until December 31, 20 \_\_\_\_\_**

**Doc. No. \_\_\_\_\_\_\_\_**

**Page No. \_\_\_\_\_\_\_\_**

**Book No. \_\_\_\_\_\_\_\_**

**Series of 20 \_\_\_\_\_\_\_**

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#### LIST OF REQUIREMENTS FOR ACCREDITATION OF REBUILDING CENTERS

* a.) Duly accomplished application form, under oath

b) Certified copy of the following:

I. For sole proprietorship:

* Certificate of Business Name Registration

II. For corporation/partnership:

* Securities and Exchange Commission (SEC) Certificate of Registration
* Articles of Incorporation/partnership
* Board Resolution under oath specifying the name of its authorized representative

## III. For Cooperative:

* + Cooperative Development Authority (CDA) Certificate of Registration
  + Board Resolution under oath specifying the name of its authorized representative
  + Articles of Cooperation
  + c) Location Map of the center
  + d) Layout of the center including dimensions (minimum work area- 1,000 square meters)
  + e) Chart of Organizational Structure showing the relationship between the center and other operations of the applicant, when applicable
  + f) Chart of the Organizational Structure of the center showing its personnel andother respective function
  + g) List of personnel in the operation of the center including their job descriptions, qualification and responsibilities
  + h) Certificate of competency on rebuilding of road vehicles issued by TESDA or other DTI accredited institutions providing the same and other relevant training skills
  + List of equipment, including reference materials required for truck rebuilding
  + j) Manual on personnel, equipment and procedure for truck rebuilding
  + k) Certified copy of the insurance policy and other official receipt showing payment of the premium. Insurance coverage shall be not be less than One Million Pesos (P1,000,000.00) and shall cover the following risks:

- Theft

- Pilferage

- Fire

- Flood, and;

- Loss to cover the motor vehicles stored in the premises of the center for

purpose of truck rebuilding

* l) Other document that may be needed from time to time

- Surety Bond

- Sample of Certificate of Warranty