

CPRS AMENDMENT PROCEDURES (Changes in Information in the CPRS Exporter Profile Information)

- 1) Prepare 2 copies of amendment letter together with the supporting documents.
- 2) For change in company name the following are the supporting documents:

Single/Sole Proprietorship:

- a) Updated DTI certificate
- b) Updated Mayors Permit
- c) Updated BIR 2303

Corporation/Partnership:

- a) Updated SEC certificate
- b) Updated Mayors Permit
- c) Updated BIR 2303

For change in address, the requirements are the same as above plus location map.

- 3) The amendment letter is be signed by the CPRS Authorized Company Officer as indicated in the Secretary's Certificate submitted to PHILEXPORT.
- 4) The following are the information that cannot be amended;
 - a) Securities and Exchange Commission (SEC) Number and
 - b) Taxpayer's Identification Number (TIN)
- 5) Pay the Amendment fee of Three Hundred Pesos (P300.00).