

Client Profile Registration System (CPRS)

**DOCUMENTARY REQUIREMENTS (NEW):**

A.CHECKLIST

<u>Single/Sole Proprietorship</u>		<u>Partnership or Corporation</u>	
1. [ ]	<b>Duly Notarized CPRS Form for Single / Sole Proprietorship</b> with attached <b>Client Profile Registration System (CPRS) Information</b> – duly accomplished, signed and saved in separate filename in CD together with requirements in Item 12.	1. [ ]	<b>Duly Notarized CPRS Form for Partnership and Corporation</b> with attached <b>Client Profile Registration System (CPRS) Information</b> – duly accomplished , signed and saved in separate filename in CD together with requirements in Item 13.
2. [ ]	<b>Valid DTI Certificate of Registration</b>	2. [ ]	<b>Articles of Incorporation:</b> <b>For Partnership:</b> SEC Articles of Partnership and By-laws and Joint Solidary Undertaking <b>For Corporation:</b> SEC/CDA Articles of Incorporation and By-laws
		3. [ ]	<b>Latest SEC General Information Sheet (for corporation only)</b>
3. [ ]	<b>Mayor’s Permit</b> (office and factory/ warehouse)	4. [ ]	<b>Mayor’s Permit</b> (office and factory/ warehouse)
4. [ ]	<b>Updated BIR Certificate of Registration</b> (Form No. 2303)	5. [ ]	<b>Updated BIR Certificate of Registration</b> (Form No. 2303)
5. [ ]	<b>Past Year’s Audited Financial Statements;</b> if new company, <b>Interim Financial Statements.</b>  Only the first pages of the <b>Income Statement, Balance Sheet, Cash Flow Statement</b> and <b>Auditor’s letter</b> stating that financial statements were audited.	6. [ ]	<b>Past Year’s Audited Financial Statements;</b> if new company, <b>Interim Financial Statements.</b>  Only the first pages of the <b>Income Statement, Balance Sheet, Cash Flow Statement</b> and <b>Auditor’s letter</b> stating that financial statements were audited.
6. [ ]	<b>Past Year’s Income Tax Return (ITR)</b>	7. [ ]	<b>Past Year’s Income Tax Return (ITR)</b>
7. [ ]	<b>Proof of Physical Location</b> (office and factory/ warehouse) if owned: <b>Transfer Certificate of Title (TCT)</b> ; if leased: <b>Copy of Lease Contract</b>	8. [ ]	<b>Proof of Physical Location</b> -(office and factory/ warehouse) if owned: <b>Transfer Certificate of Title (TCT)</b> ; if leased: <b>Copy of Lease Contract</b>
8. [ ]	<b>Location map</b> of office and factory/ warehouse <b>(2 Copies)</b>	9. [ ]	<b>Location map</b> of office and factory warehouse <b>(2 copies)</b>
9. [ ]	<b>Product list</b>	10. [ ]	<b>Product list</b>
10. [ ]	<b>Product brochure</b> or pictures of products	11. [ ]	<b>Product brochure</b> or pictures of products
11. [ ]	<b>Duly notarized Owner’s Authorization</b> indicating principal officer and/or responsible officer to sign for/in behalf of the company (if the officer declared in the CPRS form is not the owner) <b>-if principal and / or responsible officer a foreigner, copy of valid Alien Certificate of</b>	12. [ ]	<b>Duly notarized Secretary’s Certificate</b> indicating any major stockholder, principal officer or responsible officer, to sign for/in behalf of the company <b>-if principal and / or responsible officer a foreigner, copy of valid Alien Certificate of</b>

	Registration or Alien Employment Permit, etc.		Registration or Alien Employment Permit, etc.
12. [ ]	<b>Hard and soft copies of the following, scanned in jpeg form and saved in separate file name/s in one CD)</b> *Photo 2X2 and specimen signatures of principal officer and responsible officer *Logo or letterhead	13. [ ]	<b>Hard and soft copies of the following, scanned in jpeg form and saved in separate file name/s in one CD)</b> *Photo 2X2 and specimen signatures of major stockholder, principal officer and responsible officer *Logo or letterhead
13. [ ]	Others: <b>BMBE Certification, FDA-LTO, DENR, BFAR, PCA, SRA, BAI, FTEB, CAB, FIDA, FPA, NTA, NFA etc.</b> <b>-if with Import accreditation, copy of Import COR, AMO</b>	14. [ ]	Others: <b>BMBE Certification, FDA-LTO, DENR, BFAR, PCA, SRA, BAI, FTEB, CAB, FIDA, FPA, NTA, NFA etc.</b> <b>-if with Import accreditation, copy of Import COR, AMO</b>
14. [ ]	Proof of payment of the CPRS Exporters Accreditation fee (OR #)	15. [ ]	Proof of payment of the CPRS Exporters Accreditation fee (OR #)

**NOTES:**

- All supporting documents** except Item No. 12 (Single) / No. 13 (Part./Corp.) **shall be stamped “CERTIFIED TRUE COPY”** signed by the **authorized representative as declared in the submitted Secretary’s Certificate/Owner’s Authorization** (this may either be the major stockholder, principal officer, and/or responsible officer of the company or enterprise).
- Permit to Operate from the Regulatory Agency/ies (for regulated products) will be required.
- For food, drug, cosmetic and medical device exporters, License to Operate (LTO) issued by the Food and Drug Authority (FDA) is required** in accordance with Republic Act No. 9711, otherwise known as the FDA Act of 2009.  
  
*As per Republic Act 9711, Sec. 11. (k) The following acts and the causing thereof are hereby prohibited: **The manufacture, importation, exportation, sale, offering for sale, distribution, transfer, or retail of any drug, device or in-vitro diagnostic reagent; the manufacture, importation, exportation, transfer or distribution of any food, cosmetic or household/urban hazardous substance; or the operation of a radiation or pest control establishment by any natural or juridical person without the license to operate from the FDA required under this Act.***  
  
*However, as per Administrative Order No. 2015 - **Removing the requirement for licensing as importer, exporters, manufacturers, distributors, retailers, or re-packers of those engage in certain and from the requirement of prior registration and/ or notification shall not be required of the following products prior to their importation, exportation, manufacture, sale, distribution, retail, promotion, and offer for sale:***
  - a. Educational set and miscellaneous chemistry set;
  - b. Stationeries / art paper (colored and or scented);
  - c. Polishes and Waxes (metal polish, wood polish, shoe polish);
  - d. Bleaches;
  - e. Cleaners;
  - f. Disinfection sprays;
  - g. Detergents (bar, liquid and powder);
  - h. Diswashing (liquid and paste)
  - i. Glues / Paste;
  - j. Fabric (dyes, softeners, conditioners);
  - k. Adhesives;
  - l. Room freshener / air fresheners and deodorizer;
  - m. Paints, lacquers, varnish; and
  - n. Solvent paint, lacquer thinner, mineral spirits.
- For Mining companies**, the following will be required:
  - a. Mining Permit (DENR/ LGU)
  - b. ECC -Environmental Compliance Certificate
  - c. Mineral Production Sharing Agreement
  - d. Ore Transport Permit
  - e. MOEP -Mineral Ore Export Permit
  - f. Previous Export Declaration

- g. Royalty Tax Payment (5% of Gross)
- h. Excise Tax Payment (2% of sales contract)
- i. Work Permit (if alien)

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or Trading companies engaged in mining, the following will be required:

- a. DENR Accreditation as Trader
- b. Mineral Ore Export Permit (MOEP) (for exporters with shipments) and
- c. Ore Transport Permit

**Export CPRS Accreditation with the BOC e2m System through PHILEXPORT is not equivalent to PHILEXPORT Membership.**

**PHILEXPORT Membership is not a requirement for CPRS Accreditation.**

**For Barangay Micro Business Enterprises (BMBE) Accredited Company who intends to avail the P1,000 discount for Export CPRS Accreditation fee,** company should submit a **CERTIFIED TRUE COPY** of the valid BMBE Certificate of Authority by the Department of Trade and Industry.

*As per Republic Act (R.A.) 9178 otherwise known as BMBE Act of 2002, a BMBE is defined as any business enterprises engaged in production, processing or manufacturing of products including agro-processing as well as trading and services with total assets of not more than P3 Million. Such assets shall include those arising from loans but not the land on which the plant and equipment are located.*

Applications for BMBE Certificate of Authority shall be filed with the Negosyo Centers established in each province, city or municipality, or in the DTI offices where Negosyo Centers have not been set up. The procedures and requirements for BMBE registration are embodied in DTI DAO Administrative Order 16-01.

<http://businesstips.ph/how-to-register-as-a-barangay-micro-business-enterprise-bmbe-in-the-philippines/>

For companies with Broker (not In-House Representative) a copy of the **Broker's Certificate of Registration**.

To facilitate the review, evaluation and receipt of your CPRS applications, pls file the above documents in the order above, with the documents separated by a blank sheet and filed in a green pressed long folder. The CD should be attached to the front inside of the folder.