

DOCUMENTARY REQUIREMENTS (RENEWAL):

<u>Single/Sole Proprietorship</u>		<u>Partnership or Corporation</u>	
1. []	If with changes- Duly Notarized CPRS Form for Single/Sole Proprietorship with Client Profile Registration System (CPRS) Information Sheet.	1. []	If with changes- Duly Notarized CPRS Form for Partnership/Corporation with Client Profile Registration System (CPRS) Information Sheet.
[]	If none, Duly Notarized Affidavit of No Change with Client Profile Registration System (CPRS) Information Sheet. signed by the authorized signatory who is declared in the previously submitted Owner's authorization (authorized signatory must be the principal officer, and/or responsible officer)	[]	If none, Duly Notarized Affidavit of No Change with Client Profile Registration System (CPRS) Information Sheet. signed by the authorized signatory who is declared in the previously submitted Secretary's Certificate. (authorized signatory must be the major stockholder, principal officer, and/or responsible officer)
2. []	Valid DTI Certificate of Registration	2. []	Latest SEC General Information Sheet (for corporations only)
3. []	Valid Mayor's Permit (office and factory/warehouse)	3. []	Valid Mayor's Permit (office and factory/warehouse)
4. []	Past Year's Audited Financial Statements	4. []	Past Year's Audited Financial Statements
5. []	Past Year's Income Tax Return (ITR)	5. []	Past Year's Income Tax Return (ITR)
6. []	Proof of Physical Location –(office and factory/warehouse) if changed/expired if owned: Transfer Certificate of Title (TCT) ; if leased: Copy of Lease Contract	6. []	Proof of Physical Location (office and factory/warehouse)- if changed/expired if owned: Transfer Certificate of Title (TCT) ; if leased: Copy of Lease Contract
7. []	Location map of office and factory / warehouse (2 Copies)	7. []	Location map of office and factory warehouse (2 copies)
8. []	Duly notarized Owner's Authorization 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) - if with changes in signatory; - if principal and/or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit, etc.	8. []	Duly notarized Secretary's Certificate indicating major stockholder, principal officer and/or responsible officer to sign for/in behalf of the company -if with changes in signatory; - if principal and/or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit, etc.
9. []	Hard and soft copies of the following, scanned in jpeg form and saved in separate file name/s in one CD) *Photo 2X2 and specimen signatures of principal officer and responsible officer *Company logo or letterhead -If with changes in principal and responsible officer;	9. []	Hard and soft copies of the following, scanned in jpeg form and saved in separate file name/s in one CD) *Photo 2X2 and specimen signatures of major stockholder, principal officer and responsible officer *Company logo or letterhead - If with changes in major stockholder, principal and responsible officer

10. []	Others: BMBE Certification, FDA-LTO, DENR, BFAR, PCA, SRA, BAI, BPI, FTEB, FIDA, FPA, NTA, NFA etc. -if with Import accreditation, copy of Import CPRS, AMO and/or BIR-ICC.	10.[]	Others: BMBE Certification, FDA-LTO, DENR, BFAR, PCA, SRA, BAI, BPI, FTEB, FIDA, FPA, NTA, NFA etc. -if with Import accreditation, copy of Import CPRS, AMO and/or BIR-ICC
11. []	Proof of payment of the CPRS Exporters Renewal fee (OR #)	11.[]	Proof of payment of the CPRS Exporters Renewal fee (OR #)

NOTES:

- All supporting documents 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.***

For export applicants who do not yet have a License to Operate (LTO) issued by the Food and Drug Authority (FDA), please submit any Proof of Payment of FDA-LTO e.g. copy of the Document Tracking Log.

*However, as per Administrative Order No. 2015-0038 “**Removing the Requirements of Licensing as Importers, Exporters, Manufacturers, Toll Manufacturers, Wholesalers, Distributors, Retailers, or Re-packers of Those Engage in Certain Household/Urban Hazardous Substances, and from the Requirement of Prior Registration and/ or Notification of Said Products**”, FDA- LTO shall not be required for the following products prior to their importation, exportation, manufacture, sale, distribution, retail, promotion, and offer for sale:*

- Educational set and miscellaneous chemistry set;
- Stationeries / art paper (colored and or scented);
- Polishes and Waxes (metal polish, wood polish, shoe polish);
- Bleaches;
- Cleaners;
- Disinfectant sprays;
- Detergents (bar, liquid and powder);
- Dishwashing (liquid and paste)
- Glues / Paste;
- Fabric (dyes, softeners, conditioners);
- Adhesives;
- Room Freshener/air fresheners and deodorizer;
- Paints, lacquers, varnish; and
- Solvent paint, lacquer thinner, mineral spirits.

- **For mining companies**, the following will be required:

- Mining Permit (DENR/ LGU)
- ECC -Environmental Compliance Certificate
- Mineral Production Sharing Agreement
- Ore Transport Permit (for exporter with shipments)
- MOEP -Mineral Ore Export Permit

- **For trader of minerals**, the following will be required:

- DENR Certificate of Accreditation as Trader;
- Ore Transport Permit (for exporters with shipments); and
- Mineral Ore Export Permit (MOEP).

- **For Barangay Micro Business Enterprises (BMBE) Accredited Company who intends to avail of the BMBE 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**.
- **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.

- To facilitate the review, evaluation and receipt of your CPRS applications, please 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.