

General Guidelines: PHILEXPORT Client Profile Registration System (CPRS) Accreditation For Exporters

Accreditation Fee

- New Applicant/Member Renewal O.R. no.: _____
 Non-Member Renewal CCN no.: _____

A. List of Documentary Requirements

- 1. Duly accomplished, signed and notarized application form for CPRS accreditation.
- 2. Business registration papers
 - if Corporation: SEC Articles of Incorporation and By-laws
 - if Partnership: SEC Articles of Partnership and By-laws, and Statement of Joint Solidary Undertaking
 - if Single Proprietorship: DTI Certificate of Registration
- 3. Latest SEC General Information Sheet
- 4. Duly notarized Secretary's Certificate of major stockholders, principal officers and responsible Officers
- 5. Photo (2 x 2), Company Logo, and specimen signature of major stockholders, principal officers and responsible officers (scanned in jpeg form, must be saved in separate file name to a CD)
- 6a.) If Corporation: Secretary's Certificate authorizing the company officer to sign and act for the company (in company letterhead)
- b.) If Sole/Single Proprietorship: Duly notarized Owner's Authorization letter appointing an authorized representative to sign and act for the Enterprise (in company letterhead)
- 7. Audited financial statements for the last 3 years or Interim Balance Sheet for newly established firms.
- 8. Income Tax Return for the last 3 years
- 9. BIR Certificate of Registration Form No. 2303
- 10. Mayor's Permit (office and factory/warehouse)
- 11. Location map of office, factory warehouse
- 12. For Sole Proprietorship: Certificate of Ownership / TCT / Lease Contract (as applicable)
- 13. Product list
- 14. Product brochure or pictures of products
- 15. Proof of payment of the CPRS Exporters Accreditation fee

NOTE: All documents submitted shall be **CERTIFIED TRUE COPIES**.

B. CPRS Exporters Annual Accreditation Fee

Classification	New	Renewal
PHILEXPORT member companies	P 4,000.00	P 3,000.00
Non-PHILEXPORT member companies	P 5,000.00	P 4,000.00

C. CPRS Accreditation

1. CPRS Exporters Accreditation is annual.
2. Plant visits will be conducted to all CPRS applicants.
 - For out of town inspections that would require air travel and staff accommodations expenses shall be to the account of the company.
3. CPRS applications shall be approved by the CPRS Accreditation Committee prior to Encoding in the system.