

# DOCUMENTARY REQUIREMENTS FOR ACCREDITATION TO PBWSI CCBW 1415

1. BOC's Accreditation Application Form (3 sets)
2. Letter Application with PBWSI Endorsement
3. Business Papers:
  - if corporation, SEC Articles of Incorporation / partnership and by-laws (*Certified true copy*)
  - if partnership, SEC Articles of partnership and by-laws (*Certified true copy*)
  - if sole proprietorship BDT / DTI certificate of registration (*Certified true copy*)
4. General Information Sheet (GIS) – updated
5. BOI Certificate of Registration as export producer (including terms & conditions attachments) or BETP Certificate of Accreditation
6. AMO Certificate of Accreditation – current year
7. CPRS Certificate of Registration (Import and Export)
8. BIR Certificate of Registration (BIR form 2303) – latest issued
9. Other Government Issued Certificate of Registration / Permit / License / Approval
10. Proof of Investment or Inward Remittance by Foreign Investors or Bank Certification
11. Income Tax Return of majority stockholders for the past (2) two years
12. Audited Financial Statement for the past two (2) years or Interim Balance Sheet
13. Mayor's Permit (*Certified true copy*)
14. Barangay Clearance – current year
15. Contract of Lease (*covering a period of at least three [3] years*) / Transfer certificate of Title (TCT) where the proposed CBW is located.
16. Simplified Feasibility Study
17. List of Raw Materials / Accessories to be imported
18. ITDI Formula of Conversion/Manufacture
19. Sample of Finished Products for Export or Pattern or Sketches
20. Purchase Orders / Manufacturing Agreement / Export Forecast
21. Production Capacity / Production Schedule
22. List of Available Machineries and Equipment
23. Production Flowchart
24. List of Officers / Representative with their specimen signature
25. Pictures of Majority Stockholders: with photocopies of identification papers (e.g. Driver's license, passport or ID photo)
26. Vicinity Map / Warehouse Location
27. Plant Lay-out / Warehouse layout showing and describing the following:
  - Floor plan and building structure.
  - Storage areas for raw materials, finished products and wastages.
  - Production area.
  - Office spaces for both CBW and customs personnel; and
  - Physical security feature.
28. General Services Agreement (4 sets)
29. Secretary's certificate (authorized signatories)
30. Accreditation Processing Fee (*will be discussed by the General Manager*)
  - Others:
    - a. Pictures of the Following:
      - Factory
      - Production
      - Separate storage areas for raw materials, finished goods and wastage.
    - b. For Indirect Exporters only:
      - List of Clients (with CBW #)
      - Purchase Orders or Letter of Intent

➤ **FLASH DRIVE (USB) – should contain soft/scanned copy of requirements listed above.**

➤ **All Photocopies Must Be Certified by the Applicant.**