

MEMBERSHIP RENEWAL PROCEDURES

1. Member company fills up Letter of No Changes (link to [template](#)) or Letter with Changes (link to [template](#))
2. Member company emails the filled-up Letter to Membership Department at membership@philexport.ph
3. Membership Account Officer acknowledges and advises member company through email if there are membership documentary requirements that need to be updated (eg. expired DTI registration).

If none, Membership Account Officer advises member company that they can proceed to payment of the membership dues.

MEMBERSHIP RENEWAL PROCEDURES

1. Company fills up Letter of No Changes or Letter With Changes and email to Membership Department at membership@philexport.ph
2. Checks with any of the following Membership Account Officers of documentary requirements that need to be updated (e.g. Expired DTI Registration)

Membership Account Officers (MAO)

Gerlie Bonayon

Geraldine Jaromahum

Bernadette Rase

Rowena Segundo

Mobile Number# 0943.708.0754

Email Address: membership@philexport.ph

3. Payment of Annual Fee