

Client Profile Registration System (CPRS)

DOCUMENTARY REQUIREMENTS (RENEWAL - For companies who did not renew for two (2) years or more)

A.CHECKLIST

<u>Single/Sole Proprietorship</u>		<u>Partnership or Corporation</u>	
1. []	Duly Notarized CPRS Form for Single / Sole Proprietorship with attached Client Profile Registration System (CPRS) Information and Data Privacy Disclaimer – duly accomplished, signed and saved in separate filename in CD together with requirements in Item 10.	1.[]	Duly Notarized CPRS Form for Partnership and Corporation with attached Client Profile Registration System (CPRS) Information and Data Privacy Disclaimer - duly accomplished , signed and saved in separate filename in CD together with requirements in Item 10.
2. []	Valid DTI Certificate of Registration	2. []	SEC Registration and Articles of Incorporation: For Partnership: SEC Articles of Partnership and By-laws and Joint Solidarity Undertaking [] For Corporation: SEC/CDA Articles of Incorporation and By-laws [] For Foreign Corporations: License to Transact Business in the Philippines
3. []	Mayor's Permit (office and factory/ warehouse)	3. []	Mayor's Permit (office and factory/ warehouse)
4. []	Updated BIR Certificate of Registration (Form No. 2303)	4. []	Updated BIR Certificate of Registration (Form No. 2303)
5. []	Past Year's Audited Balance Sheet (1 page)	5. []	Past Year's Audited Balance Sheet (1 page)
6. []	Proof of Physical Location (office and factory/ warehouse) if owned: Transfer Certificate of Title (TCT) ; if leased: Copy of Lease Contract Other: Notarized documents	6. []	Proof of Physical Location -(office and factory/ warehouse) if owned: Transfer Certificate of Title (TCT) ; if leased: Copy of Lease Contract Other: Notarized documents
7. []	Location map of office and factory/ warehouse (2 Copies)	7. []	Location map of office and factory warehouse (2 copies)
8. []	Product list and Product brochure	8. []	Product list and Product brochure
9. []	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 principal and / or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit, etc.	9. []	Duly Notarized Secretary's Certificate indicating any major stockholder, principal officer or responsible officer, to sign for/in behalf of the company -if principal and / or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit,etc.
10. []	Soft copies of the following, scanned in jpeg form and saved in separate file name/s *Photo 2X2 and specimen signatures of principal officer and responsible officer *Logo or letterhead	10.[]	Soft copies of the following, scanned in jpeg form and saved in separate file name/s *Photo 2X2 and specimen signatures of major stockholder, principal officer and responsible officer *Logo or letterhead

11. []	Pictures of plant/office/products using "GPS Camera" or "GPS Map Camera" applications. a. Outside and inside pictures of the CPRS company's office and warehouse with the company's signage. b. Pictures of CPRS company's products. c. Wall-posted Government permits. (eg. Mayor's Permit. BIR 2303, SEC Registration, DTI Registration, etc.) The pictures should have the date and specific location imprint.	11.[]	Pictures of plant/office/products using "GPS Camera" or "GPS Map Camera" applications. a. Outside and inside pictures of the CPRS company's office and warehouse with the company's signage. b. Pictures of CPRS company's products. c. Wall-posted Government permits. (eg. Mayor's Permit. BIR 2303, SEC Registration, DTI Registration, etc.) The pictures should have the date and specific location imprint.
11. []	Others: BMBE Certification, FDA-LTO as Exporter, DENR, BFAR, PCA, SRA, B AI, FTEB, CAB, FIDA, FPA, NTA, etc. -if with Import accreditation, copy of Import COR, AMO	11.[]	Others: BMBE Certification, FDA-LTO as Exporter, DENR, BFAR, PCA, SRA, BAI, FTEB, CAB, FIDA, FPA, NTA, NFA etc. -if with Import accreditation, copy of Import COR, AMO
12. []	If PHILEXPORT Member Updated membership application form downloadable at http://www.philexport.ph/web/philexp/memapp	12. []	If PHILEXPORT Member Updated membership application form downloadable at http://www.philexport.ph/web/philexp/memapp

NOTES:

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All supporting documents except Item No.9 (Single) / No.9 (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).

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Permit to Operate from the Regulatory Agency/ies (for regulated products) will be required.

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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.***

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For Mining companies, the following will be required:

- Mining Permit (DENR/ LGU)
- ECC -Environmental Compliance Certificate
- Mineral Production Sharing Agreement (MPSA)
- Mineral Ore Export Permit (MOEP)
- Ore Transport Permit (OTP)

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

- DENR Accreditation as Trader
- Mineral Ore Export Permi (MOEP)
- Ore Transport Permit (OTP)

☐ **For Scrap Metal Exporters:**

- a. Affidavit of Undertaking

☐ **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 **CERTIFIEDTRUE 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.