

## Client Profile Registration System (CPRS)

### DOCUMENTARY REQUIREMENTS (RENEWAL - For companies who renew every year)

#### A.CHECKLIST

| <u>Single/Sole Proprietorship</u> |   | <u>Partnership or Corporation</u> |  |
|-----------------------------------|---|-----------------------------------|--|
| 1. [ ]                            | If with changes- <b>Duly Notarized CPRS Form for Single/Sole Proprietorship with Client Profile Registration System (CPRS) Information Sheet and Data Privacy Disclaimer.</b>   | 1. [ ]                            | If with changes- <b>Duly Notarized CPRS Form for Partnership/Corporation with Client Profile Registration System (CPRS) Information Sheet and Data Privacy Disclaimer.</b>   |
| [ ]                               | If none, <b>Duly Notarized Affidavit of No Change with Client Profile Registration System (CPRS) Information Sheet and Data Privacy Disclaimer</b> 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, <b>Duly Notarized Affidavit of No Change with Client Profile Registration System (CPRS) Information Sheet and Data Privacy Disclaimer</b> 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. [ ]                            | <b>Valid DTI Certificate of Registration (if expired)</b>   | 2. [ ]                            | <b>Valid Mayor's Permit (office and factory/warehouse)</b>   |
| 3. [ ]                            | <b>Valid Mayor's Permit (office and factory/warehouse)</b>  | 2. [ ]                            | <b>Valid Mayor's Permit (office and factory/warehouse)</b>   |
| 4. [ ]                            | <b>Past Year's Audited Balance Sheet (1 page)</b>   | 3. [ ]                            | <b>Past Year's Audited Balance Sheet (1 page)</b>  |
| 5. [ ]                            | Proof of Physical Location –(office and factory/warehouse) <b>if changed/expired</b> if owned: <b>Transfer Certificate of Title (TCT)</b> ; if leased: <b>Copy of Lease Contract</b><br>Other: Notarized documents  | 4. [ ]                            | Proof of Physical Location (office and factory/warehouse)- <b>if changed/expired</b> if owned: <b>Transfer Certificate of Title (TCT)</b> ; if leased: <b>Copy of Lease Contract</b><br>Other: Notarized documents   |
| 6. [ ]                            | <b>Location map</b> of office and factory warehouse <b>(if with changes</b> in address/es)  | 5. [ ]                            | <b>Location map</b> of office and factory warehouse <b>(if with changes</b> in address/es)   |
| 7. [ ]                            | <b>Duly Notarized Owner's Authorization</b> 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)<br>- <b>if with changes</b> in signatory/ies;<br>- if principal and/or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit, etc. | 6. [ ]                            | <b>Duly Notarized Secretary's Certificate</b> indicating major stockholder, principal officer and/or responsible officer to sign for/in behalf of the company<br>- <b>if with changes</b> in signatory/ies;<br>- if principal and/or responsible officer a foreigner, copy of valid Alien Certificate of Registration or Alien Employment Permit, etc.         |
| 8. [ ]                            | <b>(If with changes in major stockholder, Principal, responsible officer and company logo)</b><br>Soft copies:<br>*Photo 2X2 and specimen signatures of major stockholder, principal officer and responsible officer<br>*Company logo or letterhead   | 7. [ ]                            | <b>(If with changes in major stockholder, Principal, responsible officer and company logo)</b><br>Soft copies:<br>*Photo 2X2 and specimen signatures of major stockholder, principal officer and responsible officer<br>*Company logo or letterhead  |
| 9. [ ]                            | Pictures of plant/office/products using "GPS Camera" or "GPS Map Camera" applications.<br><br>a. Outside and inside pictures of the CPRS company's office and warehouse with the  | 8. [ ]                            | Pictures of plant/office/products using "GPS Camera" or "GPS Map Camera" applications.<br><br>a. Outside and inside pictures of the CPRS company's office and warehouse with the   |

|         |  |         |  |
|---------|--|---------|--|
|         | company's signage.<br>b. Pictures of CPRS company's products.<br>c. Wall-posted Government permits. (eg. Mayor's Permit, BIR 2303, SEC Registration, DTI Registration, etc.)<br>The pictures should have the date and specific location imprint. |         | company's signage.<br>b. Pictures of CPRS company's products.<br>c. Wall-posted Government permits. (eg. Mayor's Permit, BIR 2303, SEC Registration, DTI Registration, etc.)<br>The pictures should have the date and specific location imprint. |
| 10. [ ] | Others: <b>BMBE Certification, FDA-LTO as Exporter, DENR, BFAR, PCA, SRA, BAI, BPI, FTEB, CAB, FIDA, FPA, NTA, etc. (if expired)</b><br>-if with Import accreditation, copy of Import CPRS, AMO and/or BIR-ICC.                                  | 9. [ ]  | Others: <b>BMBE Certification, FDA-LTO as Exporter, DENR, BFAR, PCA, SRA, BAI, BPI, FTEB, CAB, FIDA, FPA,NTA, etc. (if expired)</b><br>-if with Import accreditation, copy of Import CPRS and or AMO   |
| 11. [ ] | <b>If PHILEXPORT Member Updated membership application form downloadable at <a href="http://www.philexport.ph/web/philexp/memapp">http://www.philexport.ph/web/philexp/memapp</a></b>  | 10. [ ] | <b>If PHILEXPORT Member Updated membership application form downloadable at <a href="http://www.philexport.ph/web/philexp/memapp">http://www.philexport.ph/web/philexp/memapp</a></b>  |

#### NOTES:

For companies who did not renew for two (2) years or more, the documentary requirements are the same as the requirements for new application.

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**All supporting documents** except Item No. 7 (Single) / No. 6 (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.***

**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)

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**For Scrap Metal Exporters:**

- 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.