

NEW (Importer-Requirements)

	Application Form (notarized and completely filled) signed all pages by the applicant and must be printed or typewritten
	BCOR evidencing payment of application fee (green copy)
	Corporate Secretary Certificate (Corp.) / Affidavit (Sole) / Partnership Resolution for designated signatories in the Import entries (with sample original signatures)
	Original copy of NBI Clearance of Applicant (issued within <u>three (3) months</u> prior to the date of Application)
	For Sole Proprietor - Income Tax Return (ITR) of the owner if NEW and ITR of the business if RENEWAL
	Two (2) valid government issued IDs (with picture) of Applicant, President, principal, responsible officers and authorized signatories (Clear Copy)
	Latest General Information Sheet / DTI (Sole) / Articles of Partnership (Partnership)/ Cooperative Development Authority (Cooperative)
	Personal Profile of Applicant, President, principal, responsible officers and authorized signatories (w/ 2x2 pictures-used photo paper)
	Company Profile with pictures of (Office and warehouse) premises w/ proper signage
	Printed CPRS profile of applicant and updated email notification of "STORED" CPRS Profile
	Previous Certificate of Accreditation (For Renewal)
	License/permit/Accreditation from concerned agency, when applicable, i.e., food (FDA), drugs (BFAD), meat (NMIS), rice(NFA) and sugar (SRA), etc.
	Indorsement from the Collector, if applicable
	Bring Special Power of Attorney (SPA) or Authorization Letter – signed by the President(Corp), Proprietor(Sole)

2ID	Applicant	Personal Profile	Employment History