[*Company Letterhead*]

**APPLICATION FOR ACCREDITATION AS A PRE-BORDER TECHNICAL VERIFICATION TESTING, INSPECTION, AND CERTIFICATION COMPANY**

[*Date*]

To: **THE CHAIRPERSON**

Committee on Pre-border Technical Verification and

Cross-border Electronic Invoicing (CPTVCEI)

Department of Finance

DOF Bldg., BSP Complex, Roxas Blvd., Manila

Manila 1004

Dear Sir/Madame:

We, the undersigned, respectfully submit to the Committee on Pre-border Technical Verification and Cross-border Electronic Invoicing (CPTVCEI), our application for accreditation as a Pre-border Technical Verification Testing, Inspection, and Certification company in accordance with Administrative Order (AO) No. 23, series of 2024 and Joint Administrative Order (JAO) No. 001-2025.

We include with our application the:

1. Non-refundable processing fee of Fifty Thousand Pesos (Php50,000.00);
2. Undertaking to furnish a Cash Bond in an amount of Twenty Million Pesos (Php20,000,000.00) in the event that our application is approved; and
3. Undertaking to pay the one-time accreditation fee of Two Hundred Thousand Pesos (Php200,000.00), which covers the thirty-six (36) month validity period of the accreditation, once the application is approved.

We undertake, if our application is accepted, to comply with the documentary and procedural requirements of AO No. 23, series of 2024, and JAO No. 001-2025, within thirty (30) days from the date of being notified of the grant of accreditation.

We hereby accept that the CPTVCEI is not bound to approve or disapprove any application received pursuant to AO 23, and JAO No. 001-2025, and that other requirements may, however, be demanded of us in support of our application.

Yours truly,

[*Authorized Signature in full and initials*]

[*Name and Designation of Signatory*]

[Notary Public/ Philippine Consular Official]

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**Application Form for Accreditation as a Pre-border Technical Verification Testing, Inspection, and Certification Company (PTV ATICC)**

*Please fill out the form completely. The application will not be processed unless all required details and documents are provided.*

| 1. **COMPANY PROFILE** | |
| --- | --- |
| **COMPANY NAME:** | |
| **BUSINESS/TRADE NAME:** | |
| **COMPLETE PRINCIPAL OFFICE ADDRESS:** | |
| **EMAIL ADDRESS:** *(for correspondence related to this application)* | **WEBSITE/URL ADDRESS:** |
| **TELEPHONE NO.:** | **MOBILE NO.:** |
| **PARENT COMPANY:** | **PARENT COMPANY OFFICE ADDRESS:** |
| **YEAR OF INCORPORATION:** | **SEC REGISTRATION NO.:** |
| **BIR CERTIFICATE OF REGISTRATION NO.:** | **TAX IDENTIFICATION NO.:** |
| 1. **SERVICE PROFILE** | |
| **JURISDICTIONS WHERE PRESENT:** |  |
| **NUMBER OF YEARS PROVIDING PRE-BORDER TECHNICAL VERIFICATION TESTING, INSPECTION, AND CERTIFICATION SERVICES:** |  |
| **NUMBER OF EMPLOYEES WORLDWIDE:** |  |
| **NUMBER OF OFFICES WORLDWIDE**:  *(substantiated by attached list as Annex W)* |  |
| **NUMBER OF OWN LABORATORIES WORLDWIDE**:  *(substantiated by attached list as Annex X)* |  |
| 1. **AUTHORIZED REPRESENTATIVE** *(substantiated by attached Secretary’s Certificate)* | |
| **NAME:** |  |
| **POSITION:** |  |
| **CONTACT NO:** |  |
| **EMAIL ADDRESS:** |  |

The undersigned duly authorized by (Company Name) hereby declares that the foregoing are true and correct.

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**Signature over Printed Name Position Date**

*[Notary Public/ Philippine Consular Official]*

**CHECKLIST OF REQUIRED DOCUMENTS**

The following documents must be submitted with equivalent tab (Annex) together with the Application form for Accreditation:

|  | **Documents** | | **Annex** |
| --- | --- | --- | --- |
|  | Application Form (duly accomplished); | | A |
|  | Secretary’s Certificate, Special Power of Attorney, or any equivalent document (stating the authorized signatories and representatives of the company); | | B |
|  | Proof of payment for the application fee (non-refundable) Php50,000.00.  Note: An Order of Payment shall be secured first from the CPTVCEI Secretariat; | | C |
|  | Proof of appointment by any foreign government for a minimum of seven (7) Product Conformity Assessment programs or Technical Verification programs which have already been implemented and are still valid; | | D |
|  | List of offices capable of verifying goods in countries of origin; | | E |
|  | List of laboratories equipped to test goods exported to the Philippines; | | F |
|  | Proof of competence and capability to conduct quantitative and qualitative analysis of goods traded internationally (attach certificates); | | G |
|  | Proof of ability to issue digital Certificates of Conformity and Discrepancy Report. Kindly include a sample output certificate; | | H |
|  | Proof of capacity to issue cryptographic digital certificates, qualified or not, for electronic signatures. Kindly include sample output certificate; | | I |
|  | Certification under oath by a responsible official of the company that it has not been blacklisted or its services by Government of the Philippines or international entity on the grounds of poor performance and/or irregularity in dealings in any country three (3) years immediately preceding the application. *If there is a pending case, the applicant shall state the nature and current status of the case;* | | J |
|  | Undertaking to be signed by a duly authorized responsible official  or representative of the company to provide a comprehensive Capacity Building Program (Please see Undertaking Form below); | | K |
|  | List of existing branches in the Philippines; and | | L |
|  | List of Goods imported into the Philippines for which the company is currently providing goods verification services. | | M |
| **Class A Legal Documents:** | | | |
|  | Certified True Copy of Company Registration Certificate with Articles of Incorporation and By-Laws, and updated General Information Sheet; | | N |
|  | Certified True Copy of Business Registration Certificate or Mayor’s Permit or similar for Principal Place of Business; | | O |
|  | Certified True Copy of Tax Certificate of Registration which contains the Taxpayer’s Identification Number and VAT Registration Number; | | P |
|  | Statement under oath attesting that the applicant corporation, joint venture or consortium is not listed in the Government Procurement Policy Board (GPPB) Consolidated Blacklisting Report as blacklisted entity; and | | Q |
|  | Certification under oath that each of the Class A legal documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction of the original, complete, and that all statements and information provided therein are true and correct. | | R |
| **Class A Technical Documents:** | | | |
|  | Company profile with names and designations of the company’s Board of Directors or partners; | | S |
|  | List of the company’s principals and key staff with their qualifications, technical competence, experience and other related expertise; | | T |
|  | List of Product Conformity Assessment contracts or Technical Verification contracts for imported goods which have already been implemented by foreign governments and are still valid. Kindly indicate the validity of the contracts; | | U |
|  | Certified copies of ISO 17020 and 17065 accreditations; | | V |
|  | List of applicant’s international network of inspecting offices capable of conducting inspections in all countries of origin to the Philippines; | | W |
|  | List of applicant’s international network of laboratories equipped to test goods exported to the Philippines; and | | X |
|  | Certificate of Membership of the good and reputable standing in the Testing, Inspection, and Certification (TIC Council) or any other similar organization generally recognized and accepted in international commerce. | | Y |
| **Class A Financial Documents:** | | | |
|  | Certified true copies of the Audited Annual Financial Statements of the applicant for the last three (3) taxable years evidencing proven financial capacity submitted to the Securities and Exchange Commission, Bureau of Internal Revenue or equivalent office. | | Z |
| **Class B Documents:** | | | |
|  | Letter authorizing the Committee or its duly authorized representative/s to verify any or all of the documents submitted for eligibility check. The letter should be signed by the company’s President or those with equivalent authority; and | | AA |
|  | Written declaration of any conflict of interest on the part of the applicant. | | BB |
| **Treatment of Joint Ventures and Consortiums** | | | |
| The following shall apply when the applicant is a member- company of a joint venture and consortium:  Applications will be considered from single entities, joint ventures and consortiums. The qualifications outlined in the other documentary requirements may be fulfilled collectively by all of the member companies in a joint venture or consortium.  All member companies must, however, submit: | | | |
|  | 1. Each of the “Class A” legal documents listed above; | | CC |
|  | 1. Signed nomination form for one (1) member as the ‘Lead Member’ for the purpose of representing the consortium or joint venture with respect to all processes in the accreditation of PTV ATICCs; | | DD |
|  | 1. Special Power of Attorney for the nomination, signed by all other members of the consortium or joint venture; and | | EE |
|  | 1. Certified true copy of the valid joint venture or consortium agreement, in case of a joint venture or consortium. | | FF |
| A member of a particular consortium or joint venture cannot be a member of any other consortium applying for accreditation. Also, such member/s cannot apply independently for accreditation. | | | |

**Please note:** All documents, including the Application Form, obtained abroad must comply with the Apostille Convention and must also be certified by the appropriate and relevant Philippine Consular Office before they can be accepted by the CPTVCEI. **All documents must also be scanned to a USB and be submitted together with application requirements.**

The undersigned duly authorized by (Company Name) hereby declares that the foregoing are true and correct.

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**Signature over Printed Name Position Date**

[*Company Letterhead*]

[*Date*]

**THE CHAIRPERSON**

Committee on Pre-border Technical Verification and

Cross-border Electronic Invoicing (CPTVCEI)

Department of Finance

DOF Bldg., BSP Complex, Roxas Blvd., Manila

Manila 1004

**UNDERTAKING TO PROVIDE COMPREHENSIVE**

**CAPACITY BUILDING PROGRAM**

*Pursuant to Section 16 of Joint Administrative Order No. 001-2025*

We, [*Name of TICC* ] (hereafter referred to as the “Company”), a Company organized and existing under the laws of [*Country*], and having its registered office at [*Address*], do hereby confirm that we shall arrange a comprehensive capacity building program within the period of our accreditation and provide adequate training facilities for Bureau of Customs officials and other government officials on the above courses and for such period as specified above.

{*Name and Designation of Authorized Signatory*]

[Declaration to bear the stamp and authorized signatories of

Authorized Officer for Oaths

Notary Public

Philippine Consular Official]

[*Company Letterhead*]

[*Date*]

**THE CHAIRPERSON**

Committee on Pre-border Technical Verification and

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Department of Finance

DOF Bldg., BSP Complex, Roxas Blvd., Manila

Manila 1004

**STATEMENT ON CASES BEFORE A COURT IN THE PHILIPPINES**

Dear Sir/Madame:

We, [*Name of TICC*], a company organized and existing under the laws of [*Country*] and having its registered office at [*address*], do hereby declare under oath that we have no pending administrative, civil or criminal case in any court or venue in the Philippines.

Yours truly,

[Name of *Authorized Signatory and Designation*]

[Declaration to bear the stamp and authorized signatories of

Authorized Officer for Oaths

Notary Public

Philippine Consular Official]

[*Company Letterhead*]

[*Date*]

**THE CHAIRPERSON**

Committee on Pre-border Technical Verification and

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Manila 1004

**STATEMENT ON BLACKLISTING/TERMINATION**

*Pursuant to Section 16(b) of Joint Administrative Order No. 001-2025*

Dear Sir/Madame:

We, [*Name of TICC*], a company organized and existing under the laws of [*Country*] and having its registered office at [*address*], do hereby declare under oath that we have not been blacklisted nor our services terminated by any Government or international entity on the grounds of poor performance and/or irregularity in dealings in the three (3) years immediately preceding the date of our application for accreditation by the Committee on Pre-border Technical Verification and Cross-border Electronic Invoicing pursuant to Administrative Order No. 23 and Joint Administrative Order No. 001-2025.

Yours truly,

[*Name*  of *Authorized Signatory and Designation*]

[Declaration to bear the stamp and authorized signatories of

Authorized Officer for Oaths

Notary Public

Philippine Consular Official]

[*Company Letterhead*]

[*Date*]

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Manila 1004

**UNDERTAKING TO PAY THE ONE-TIME ACCREDITATION FEE**

*Pursuant to Section 19 of Joint Administrative Order No. 001-2025*

Dear Sir/Madame:

We, [*Name of TICC*], a company organized and existing under the laws of [*Country*] and having its registered office at [*address*], do hereby declare under oath that once our application for accreditation is approved, we commit to pay the one-time accreditation fee of Two Hundred Thousand Pesos (Php200,000.00), which covers the thirty-six (36) month validity period of the accreditation for Pre-border Technical Verification and Cross-border Electronic Invoicing pursuant to Administrative Order No. 23 and Joint Administrative Order No. 001-2025.

Yours truly,

[*Name*  of *Authorized Signatory and Designation*]

[Declaration to bear the stamp and authorized signatories of

Authorized Officer for Oaths

Notary Public

Philippine Consular Official]