REQUIREMENTS FOR NEW APPLICANTS

_____ 1. APPLICATION FORM [*page 2-6*]

_____ 2. COMPANY PROFILE FORM [*page 7 & 8*]

_____ 3. CERTIFICATE OF REGISTRATION
___ SEC
* *SEC Certificate of Registration*
* *Articles of Incorporation*
* *By-laws*
___ DTI
* *Business Name Certificate*

_____ 4. MAYOR'S PERMIT

_____ 5. AUDITED FINANCIAL STATEMENT

_____ 6. ORGANIZATIONAL CHART [*from top to bottom level*]

_____ 7. LIST OF OFFICE EQUIPMENT [*min. requirement: fax machine, telephone, typewriter, computer, printer, scanner, etc.*]

_____ 8. LIST OF PRODUCTION EQUIPMENTS / MACHINERIES

_____ 9. SKETCH OF OFFICE / FACTORY / SHOWROOM

.

_____ 10. BANK REFERENCE / CERTIFICATION

_____ 11. CERTIFICATION OF MEMBERSHIP WITH OTHER ASSOCIATION [*if there is any*]

_____ 12. EXPORT RECEIPTS

_____ 13. PHOTOS OF COMPANY FACILITIES

_____ 14. PHOTOS OF PRODUCT LINES

_____ 15. PHOTOS OF RAW MATERIALS USED

_____ 16. SPECIALIZATION:
___ *Home Décor*
___ *Gifts*
___ *Accessories*
___ *Occasional Furniture*
___ *Toys*

_____ 17. PROCESSING FEE OF PHP2,500 [*non-refundable*]

Note: If not applicable, please write N/A