



FAIR TRADE ENFORCEMENT BUREAU (FTEB)
Business Licensing and Accreditation Division (BLAD)
Accreditation of Private Emission Testing Center

Checklist of Documentary Requirements

1. Duly notarized application form signed by the authorized signatory.
 - a. If the applicant is a single proprietor BUT is not the signatory in the Application Form, the owner/proprietor of the PETC should execute an undertaking indicating the name of the authorized signatory (who should be an Officer of the company) and the extent of the authority granted (e.g. sign the application form and all the documentary requirements and act on behalf of the proprietor on matters relating to PETC accreditation).
 - b. If the applicant is a corporation, partnership or cooperative, it should attach copy of Board or Partners Resolution or Agreement as the case may be, authorizing the corporation/cooperative/partnership to apply for accreditation with the DTI as PETC and indicating the name of the authorized signatory (who should be an Officer of the company) and the extent of the authority granted (e.g. sign the application form and all the documentary requirements and act on behalf of the corporation/partnership on matters relating to the PETC accreditation).
2. Certified true copy of any of the following: Note: *Original copy must be presented.*
 - a. Valid DTI Certificate of Business Name Registration for sole proprietorship;
 - b. SEC Certificate of Registration and Articles of Incorporation/Partnership, for corporation/partnership;
 - c. Cooperative Development Authority Certificate of Registration and Articles of Cooperation, for cooperatives
3. Valid Business Permit with Official Receipt (OR) issued by the local government unit (LGU) where the PETC is located. The nature of business indicated should be emission testing.
4. BIR Registration Certificate and TIN. The nature of business should be emission testing.
5. SSS Membership Certificate.
6. Audited Financial Statement for the last two (2) years stamped received by the BIR or audited pre-operating Balance Sheet (for newly established company).
7. Location Map of the center showing proximity to the nearest LTO District Office, and layout of the center including dimensions.
8. Organizational Chart showing (a) its personnel and their functions and (b) the relationship between the center and other operations of the firm, if applicable.
9. List of personnel indicating their positions and their job descriptions/responsibilities including:
 - a. Bio-data (in prescribed form);
 - b. Valid TESDA Certificate of Competency as Motor Vehicle Emission Control Technician (MVECT) or Automotive Servicing NC IV; and
 - c. Authorization from PETC for its specific personnel to perform particular sampling, tests, issue test report, give opinion and interpretations and to operate the emission testing equipment.
10. List of all test equipment with their corresponding brand, model, and serial number including the following:
 - a. Certificate of conformance issued by the DENR for each equipment;
 - b. Valid calibration certificate including manuals of the test procedures; and
 - c. Reference materials for the calibration and tests and softwares, if available.
11. Complaints Handling Procedure and copy of complaint form.
12. Copy of PETC Operations Manual or equivalent documents pertaining to PETC operations.
13. Housekeeping Policy (to be presented and validated during assessment).
14. Proof of Bond in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) valid for three (3) years, with OR to be submitted before the release of the Certificate of Accreditation.
15. Oath of undertaking (notarized) containing the PETC's commitment to comply with the provisions of the latest version of PNS ISO/IEC 17025 to be submitted before the release of Certificate of Accreditation.

For Renewal of Application

1. Items #1-3, 6-10 except 10.c above.
2. Copy of latest DTI certificate of accreditation and DOTr Authorization (both for Center and MVECT).
3. Certificate of Compliance with the latest version of PNS ISO/IEC 17025.
4. Proof of Bond valid for three (3) years with OR in the amount of One Hundred Thousand Pesos (Php100,000.00) in favor of Department of Trade and Industry (DTI) to be submitted before the release of the Certificate of Accreditation.

Fees and Charges (in Philippine Peso)

Fees & Charges	Small	Medium	Large
Application fee* (payable upon filing of application)	P 300.00	P 300.00	P 300.00
Assessment fee* (payable within 15 day after the assessment)	P 8,000.00	P 16,000.00	P 24,000.00
Reassessment fee (applicable only in cases of verification visit)	P 4,000.00	P 8,000.00	P 12,000.00
Accreditation Certificate Fee	P 3,000.00	P 4,000.00	P 5,000.00
Annual Accreditation Fee	P 1,000.00	P 2,000.00	P 3,000.00
Other Fees: Certified true copy of certificate/other certifications	P 500/P100	P 500/P100	P 500/P100

*Non-transferrable (Assets) Small (<P15M); Medium - (P15-100M); Large - (>P100M)
 Payment may be in cash, or check (Manager's or Cashier's) payable to Department of Trade and Industry (DTI) only.

It is understood that the application will not be accepted if incomplete and/or inaccurate.

Account Officer & Date

Applicant's Representative & Date

Downloadable Forms: <http://www.dti.gov.ph/dti/index.php/resources/listings>
 For inquiries, call telephone no. 890-4892; or e-mail: ftfeb_blad@dti.gov.ph