

**CHECKLIST OF DOCUMENTARY REQUIREMENTS  
FOR ACCREDITATION AS MARKETER/AGENT**

Name to be Registered as Marketer: \_\_\_\_\_

**1) General Requirements to Become a PRA Marketer**

- Application Form / Marketer Information Sheet
- NBI Clearance *for* authorized representatives  
Police Clearance *for* overseas authorized representatives \*
- Contract with PRA
- Accreditation Fee of US\$ 300.00

**A. Additional Requirements for Sole Proprietor**

- Business Name and Permit issued by DTI

**B. Additional Requirements for Partnership / Corporation**

- Business Name and Permit issued by SEC
- Board Resolution/Secretary's Certificate recognizing the application for PRA accreditation

**C. Additional Requirements for Lawyers / Law Firms**

- IBP License and PTR Number

**D. Additional Requirements for PRC Members**

- PRC License ID

**E. Additional Requirements for Overseas Filipino Workers**

- Photocopy of current OEC issued by the POEA

**F. Additional Requirements for Foreign Nationals**

- Photocopy of passport showing SRR Visa, and PRA ID Card
- Photocopy of passport showing valid visa in the Philippines

**G. Additional Requirements for Foreign-based Companies**

- Business License authenticated by Philippine Embassy / Consulate

**2.) Renewal Requirements**

- Updated* Marketer Information Sheet
- Updated* NBI Clearance *for* authorized representatives  
*Updated* Police Clearance *for* overseas authorized representatives \*
- Updated* Contract with PRA
- Renewal Fee of US\$ 150.00

*\* Police Clearance for overseas authorized representatives must be authenticated by the Philippine Embassy/ Consulate, and translated to English if necessary.*