

## PHILIPPINE RETIREMENT AUTHORITY

### PROCEDURE:

ACCREDITATION OF MERCHANT PARTNERS (SERVICE PROVIDER) AND RETIREMENT FACILITIES

### SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday 8:00 am – 5:00 pm

### WHO MAY APPLY:

1. Accommodation (Hotels, Condominiums)
2. Wellness (Hospitals, Medical Clinics, Spa, Laboratory Services)
3. Recreation (Golf/Country Clubs, Resort, Restaurants, Travel Agency)
4. Other related services

### DOCUMENTARY REQUIREMENTS:

#### I. For Merchant Partners

- Accomplished Application Form
- Accomplished Information Sheet
- Company Profile
- DTI Registration (for sole proprietorship)  
SEC Registration and Articles of Incorporation and By-Laws (for partnership or corporation)
- Mayor's Permit
- BIR Certificate of Registration
- Memorandum of Agreement (pro-forma provided by PRA)

Additional requirements, only if applicable:

- DOH Accreditation (for hospital, clinic, laboratory, or HMO)
- IC Accreditation (for insurance company)
- IBP membership receipt (for law firm)
- Authorization Letter or Secretary's Certificate (for authorized representative)

## II. For Retirement Facility

- Accomplished Application Form
- Accomplished Information Form
- Retirement Facility Profile
- Mayor's Permit
- HLURB License to Sell
- SEC Registration and Articles of Incorporation with By-Laws
- Audited Financial Statements for last 3 years
- Income Tax Returns for the last 3 years
- Pro-forma Contract to Sell / Lease
- BIR Certificate of Registration

Accreditation Fee (applicable for Ready-for-Occupancy facilities only):

- Initial – US\$ 250.00
- Renewal – US\$ 125.00

Additional requirements:

- Feasibility Study (for pre-selling projects)
- Occupancy Permit (for ready-for-occupancy facilities)
- Authorization Letter or Secretary's Certificate (for authorized representative)

### DURATION OF ACTIVITY:

15 to 20 Working Days

### PROCESS FLOW 1.A – ACCREDITATION OF MERCHANT PARTNERS:

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
1		Orient business owners/representative applying for accreditation, provide applicant accreditation kit	Planning Officer		<ul style="list-style-type: none"><li>• List of Requirements</li><li>• Application Form</li><li>• Information Kit</li></ul>
2	Submit requirements	Evaluate documents submitted	Planning Officer		
3		Conduct ocular inspection, prepare report	Planning Officer / Div. Chief - CorPlan		Ocular Inspection Report

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
		<i>(Schedule 2-3 days after the complete requirements were submitted)</i>			
4		Prepare endorsement memo for the General Manager	Planning Officer		
5		Review documents/requirements. Affix signature/initial	Div. Chief – CorPlan and Dept. Manager – Management Services Office		
6		Review application and approves accreditation	General Manager		
7		Prepare certificate of accreditation	Planning Officer		Certificate of Accreditation
8		Affix initial, forward to the GM for signing	Div. Chief – CorPlan and Dept. Manager – Management Services Office		
9		Sign certificate of accreditation	General Manager		
10		Notarize signed Memorandum of Agreement	Planning Officer		
11		Inform business owner on the approved accreditation thru email/phone call	Planning Officer		
12	Pick up certificate of accreditation, MOA, and official sticker	Release certificate of accreditation, MOA, and official sticker	Planning Officer		
13	Provide PRA marketing collaterals	Display marketing collateral received and post information/services on the website	Planning Officer		
END OF TRANSACTION					

**PROCESS FLOW 1.B – ACCREDITATION OF RETIREMENT FACILITIES:**

STEP	APPLICANT	SERVICE PROVIDER	PERSON IN CHARGE	FEES	PRA FORM / DOCUMENTS
1		Orient facility owners/representative applying for accreditation, provide applicant accreditation kit	Planning Officer		<ul style="list-style-type: none"> <li>List of Requirements</li> <li>Application Form</li> <li>Information Kit</li> </ul>
2	Submit requirements	Evaluate documents submitted	Planning Officer		
3		Conduct ocular inspection, prepare report <i>(Schedule 2-3 days after the complete requirements were submitted)</i>	Planning Officer / Div. Chief - CorPlan		Ocular Inspection Report
4		Prepare endorsement memo for the General Manager	Planning Officer		
5		Review documents/ requirements. Affix signature/initial	Div. Chief – CorPlan and Dept. Manager – Management Services Office		
6		Review application and approves accreditation	General Manager		
7		Prepare certificate of accreditation	Planning Officer		Certificate of Accreditation
8		Affix initial, forward to the GM for signing	Div. Chief – CorPlan and Dept. Manager – Management Services Office		
9		Sign certificate of accreditation	General Manager		
10		Inform business owner on the approved accreditation thru email/ phone call	Planning Officer		
11	Visit PRA office	Issue Billing Statement <i>(applicable for RFO facilities only)</i>	Planning Officer	Accreditation Fee - US\$ 250.00 (new) - US\$ 125.00 (renewal)	
12	Pay accreditation fee at the	Receive payment and issue Official	Cashier		Official Receipt

<b>STEP</b>	<b>APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>	<b>PRA FORM / DOCUMENTS</b>
	Cashier booth	Receipt			
13	Present OR to Planning Officer	Check payment	Planning Officer		
14	Release certificate of accreditation and official sticker	Release certificate of accreditation, MOA, and official sticker	Planning Officer		
15	Provide PRA marketing collaterals	Display marketing collateral received and post information/services on the website	Planning Officer		
END OF TRANSACTION					