



Bureau of Plant Industry
Plant Product Safety Services Division
Accreditation and Inspection Section
(02) 8524-0708; ais.bpipssd@gmail.com
**APPLICATION FOR ACCREDITATION AS TRAINING
SERVICE PROVIDER**

Document No.: BPI-QMS-PPSSD-F39

Effectivity Date: February 07, 2022

Revision No.: 0

Page 1 of 4

Application No: _____

Date Filed: _____

I. General Information	
Name of Service Provider:	
Office Address:	
SEC Registration No:	Accreditation No: <i>(for renewal)</i>
Telephone No:	Fax No:
Email Address:	Website:
II. Officers <i>(Please use additional sheet, if necessary)</i>	
Name	Position
III. Speakers/Training Facilitators <i>(Please use additional sheet, if necessary)</i>	
Name	Profession
IV. Acknowledgement	
<p>I hereby certify under oath that all information and attached documents regarding this application is true and correct and I expressly agree that any materials or misrepresentations of facts in this application shall be the basis for denial/cancellation.</p>	
_____	_____
Owner/President/Manager Signature above printed name	Date



ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES) S.S.
 _____)

BEFORE ME, a Notary Public for and in the above jurisdiction, this day of

_____, 20____, personally appeared
 Mr./Ms.

_____ of _____,
 (Name of Company Representative) (Name of Company) \

Affiant exhibiting to me his/her _____ bearing
 (Type of Identification i.e. Passport, Driver's License, SSS)

No. _____ issued on _____, 20____ and expiring on
 _____, 20____.

Known to me and by me known to be the same person who executed the foregoing application for accreditation consisting of one (1) page where this acknowledgement is hereto attached.

WITNESS MY HAND AND NOTARIAL SEAL on the date and at the place first above written.

NOTARY PUBLIC

Doc. No. _____
 Page No. _____
 Book No. _____
 Series of _____

AUTHORIZED REPRESENTATIVES	CONTACT NUMBERS

Please indicate your preference in claiming the Certificate of Accreditation:
 Pick-up Through Courier Services



To be filled up by the concerned Food Safety Regulatory Agency (FSRA):

Application Received/Verified by:

Food Safety Regulatory Agency (FSRA):

(Signature over Printed Name and Position)

(Agency)

(Date)

Payment of Fees:

Particulars	OR No.	Date	Amount
Accreditation Fee			
Mailing/Courier Services			

INSTRUCTIONS IN THE ACCOMPLISHMENT OF APPLICATION FORM

1. Properly fill in all blanks with accurate information. Application forms with incomplete information shall **not** be accepted by the Food Safety Regulatory Agency concerned.
2. Documentary requirements specified below should be attached with the Application form. Likewise, Applications with incomplete documentary requirements shall **not** be accepted and immediately return to the applicant for compliance.

DOCUMENTARY REQUIREMENTS:

New Applicant

1. Letter of Intent
2. Application Form accomplished by the applicant, together with attached latest 2x2 colored picture (white background) of the owner and representative/s;
3. Certificate of Registration from the concerned Philippine Government Agency;
4. Articles of Incorporation and Bylaws where providing training services is one of its objectives and purposes;
5. Business Permit;
6. Organizational profile;
 - a. Basic Information (Name/address/contact details);
 - b. List of programs and services;
 - c. Historical profile of training conducted;
 - d. List of Key Officers and Staff; and,
 - e. List of Trainers with their individual profile/bio-data
7. Tax Identification Number of the Corporation/Organization/Sole Proprietorship; and
8. Audited Financial Statement for the previous year (CTC) except for the following business:



- a. Newly established business which is less than one year in its operation; or
- b. Other entities or bodies which are explicitly exempted under the law, agreement or other similar legal instruments.

Renewal Application

1. Letter of Application for renewal
2. Updated list of Trainors
3. Reports of Training conducted
4. List of Participants per training conducted
5. Modules of Training Conducted
6. Copy of Annual Report of the institution covering all its activities, programs and undertakings and
7. New Business Permit