

QUALIFICATIONS FOR APPLICATION/RENEWAL OF PRPA LICENSE

1. Must be Filipino citizen for single proprietorship. For corporation or partnership, at least 75% of the authorized capital stock must be owned and controlled by Filipino citizens;
2. Must have a minimum net worth of P200,000.00 for single proprietorship and partnership. For corporation, must have a minimum paid-up capital of P500,000.00
3. the owner, partners or the officers of the corporation must be of good moral character and not otherwise disqualified by law; and
4. Must have an office space with a minimum floor area of 50 square meters.

REQUIREMENTS FOR APPLICATION/RENEWAL OF PRPA LICENSE

1. Filing fee of P1,000.00 for single proprietor and P3,000.00 for corporation or partnership;
2. Certified copy of the Certificate of Registration of firm or business name from the DTI for single proprietorship or certified copy of the Articles of Partnership or Incorporation duly registered with SEC for corporation or partnership;
3. A sworn statement of assets and liabilities and/or a duly audited financial statement;
4. Owner's certificate/title of office location or contract of lease of office space for at least 2 years;
5. NBI clearance of the applicant, or the partners in the case of partnership or all the officers and members of the Board of Directors in the case of corporation;
6. Income Tax Returns for the last 2 years;
7. A verified undertaking that the applicant shall:
 - a. not engage in the recruitment of minors below 15 years of age or place minors below 18 years of age in hazardous occupation in accordance with Republic Act No. 7610 as amended by Republic Act No. 7658 and other related laws;
 - b. assume full responsibility for all claims and liabilities which may arise in connection with the use of the license.

8. Organizational structure and list of all officers and personnel with their respective bio-data, 2 passport-size ID pictures and a detailed description of their duties and responsibilities;
9. Specific address and location map of the office/proposed office; and
10. List of all authorized representatives, if any, who must be at least high school graduate, with their corresponding bio-data, 2 passport-size ID pictures, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA).

NOTE: *NO APPLICATIONS SHALL BE ACCEPTED, UNLESS ALL THE REQUIREMENTS HAVE BEEN COMPLIED WITH*

CASH AND SURETY BOND AND LICENSE FEE

Prior to the approval of the license, the applicant shall:

1. Post cash bond of P25,000.00 valid for 2 years
2. Post surety bond of P100,000.00 valid for 2 years
3. License fee of P6,000.00 valid for 2 years
4. P600.00 for lost of license (a certified copy of the license shall be issued upon presentation of proof of loss)

NOTE: *Bonds shall answer for all valid and legal claims arising from the illegal use of the license and shall likewise guarantee compliance with the provisions of the Labor Code and its Implementing Rules.*

REQUIREMENTS IN THE GRANTING/RENEWAL OF AUTHORITY TO RECRUIT

1. Letter request by the agency;
2. Copy of the current license;
3. Certification under oath of licensee of the proposed recruitment activities of the representative;
4. NBI clearance and bio-data of the representative with 2 ID pictures;
5. Clearance from previous agency, if applicable;
6. Previous Authority to Recruit, in case of renewal; and
7. Payment of P1,500.00 fee per representative

REQUIREMENTS IN THE ESTABLISHMENT OF BRANCH OFFICE/RENEWAL OF AUTHORITY TO OPERATE BRANCH OFFICE

1. Filing fee of P1,000.00;
2. Certified copy of the current license;
3. Organizational structure of the branch office, including duly notarized appointments;
4. NBI clearance, bio-data and 2 passport-size ID pictures of the branch manager and staff members;
5. Certification that the licensee has no pending case with the Regional Office issuing the license or where it has established branch office; and
6. List of all authorized representatives, if any, who must be at least high school graduate, with their corresponding bio-data, 2 passport-size ID pictures; high school diploma or other proof of educational attainment, NBI clearance and Special Power of Attorney (SPA) issued by the licensee.