

**CHECKLIST OF REQUIREMENTS FOR PREQUALIFICATION
UNDER REPUBLIC ACT NO. 8762: RETAIL TRADE LIBERALIZATION ACT OF 2000**

1. Formal Letter of Application for Prequalification signed and acknowledged under oath by an authorized officer of the foreign retailer.
2. Latest Audited Financial Statements (AFS) of the parent retail trading company
 - a. Category B – minimum of US\$ 200 Million Net Worth
 - b. Category D – minimum of US\$ 50 Million Net Worth
3. Proof of inclusion in the list of foreign retailers selling high-end or luxury goods if applying as Category D retailer.
4. Certification of responsible officer of the applicant foreign retailers attesting that:
 - a. It has been engaged in retailing for the past five (5) years; and
 - b. Has at least five (5) retailing branches anywhere in the world, **OR** at least one branch capitalized at a minimum of US\$ 25 Million.
5. Certification from the responsible officer of the applicant of the existence of franchise/licensing agreements if the applicant fails to meet the preceding requirement of at least five (5) retailing branches.
6. Certification by the proper official of the home state of the applicant foreign retailer **OR** the local embassy/consulate of the home country of the said applicant-foreign retailers that the laws of such state allows/permits reciprocal rights to Filipino citizens and enterprises together with the extent of participation allowed.
7. Payment of filing fee: Php 15,000.00 upon official acceptance of the complete requirements.

Note: ALL OF THE ABOVE-ENUMERATED DOCUMENTS AND CORRESPONDING ATTACHMENTS SHALL BE DULY AUTHENTICATED BY THE PHILIPPINE EMBASSY/CONSULATE STATIONED IN THE APPLICANT'S HOME COUNTRY. IF ISSUED IN THE PHILIPPINES, THE CERTIFICATE MUST BE NOTARIZED.