
	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Classification and Accreditation of A & F Equipment and Machinery Suppliers Quality Form REQUEST FORM FOR UPDATING INFORMATION OF NAMDAC ACCREDITED AND CLASSIFIED SUPPLIERS	PCAF-PDCD-QP03-F09 Version 2
	Reference Number	
	Date:	

National Agricultural and Fisheries Machinery Assemblers, Manufacturers, Importers, Distributors and Dealers Accreditation and Classification (NAMDAC)					
ACCREDITATION No.:		<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		DATE OF REQUEST:	
NAME OF ENTITY (AS PER NAMDAC CoA):					
TYPE OF ENTERPRISE (AS PER NAMDAC CoA):					
DATE OF EXPIRATION OF NAMDAC CoA:					
<input type="checkbox"/> ASSEMBLER		<input type="checkbox"/> MANUFACTURER		<input type="checkbox"/> IMPORTER	
		<input type="checkbox"/> DISTRIBUTOR		<input type="checkbox"/> DEALER	
SIZE CLASSIFICATION: <input type="checkbox"/> SMALL <input type="checkbox"/> MEDIUM <input type="checkbox"/> LARGE					
PURPOSE (SUPPORTING DOCUMENTS* SHALL BE ATTACHED WITH THIS FORM UPON SUBMISSION):					
<input type="checkbox"/> UPDATE PRODUCT LINE/S					
<input type="checkbox"/> CHANGE IN ENTITY'S MAIN OFFICE ADDRESS NEW ADDRESS: _____					
<input type="checkbox"/> CHANGE/UPDATE TYPE OF ENTERPRISE <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> ASSEMBLER <input type="checkbox"/> MANUFACTURER <input type="checkbox"/> IMPORTER </div> <div> <input type="checkbox"/> DISTRIBUTOR <input type="checkbox"/> DEALER </div> </div>					
<input type="checkbox"/> CHANGE IN SIZE CLASSIFICATION					
<input type="checkbox"/> OTHERS (PLS SPECIFY): _____					
REQUESTED BY: _____ PRESIDENT/OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME					

Please refer to ANNEX A for the list of necessary supporting documents.

Note: This form shall be used by NAMDAC Accredited Suppliers to request for change or update of information. Any illegal use of this document will be penalized accordingly.



	<p align="center">PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</p> <p align="center">Classification and Accreditation of A & F Equipment and Machinery Suppliers</p> <p align="center">Quality Form</p> <p align="center">REQUEST FORM FOR UPDATING INFORMATION OF NAMDAC ACCREDITED AND CLASSIFIED SUPPLIERS</p>	PCAF-PDCD-QP03-F09 Version 2	
		<p align="center">ANNEX A</p>	
		Date:	

For Update of Product Line/s:

1. Updated Product Data Sheet including the additional A & F Machinery and Equipment (*use Page 2 – product data sheet of the NAMDAC Form 01*)
2. For Dealer/Distributor/Importer
 - Certificate of Dealership/Distributorship from the suppliers of the new product line/s.
 - Picture/Brochure/Catalogue of Product
3. For Manufacturer/Assembler:
 - Operational Tools and Equipment
 - Pictures of Products
4. Letter to the PCAF Executive Director stating in the reason for updating product line/s

For Update in Entity's Address

1. Current Business Permit reflecting the new address
2. Letter to the PCAF Executive Director stating in the reason for re-location

For Update of Type of Enterprise

1. Manufacturer/Assembler
 - Updated NAMDAC Form 1
 - Updated NAMDAC Form 4 to include employees skilled in manufacturing/fabrication
 - Pictures of machine shop and additional facilities
 - Pictures of testing/manufacturing tools and equipment
2. Dealer/Distributor
 - Updated NAMDAC Form 1
 - Certificate of Dealership/Distributorship
3. Importer
 - Updated NAMDAC Form 1
 - Certificate of Registration and Accreditation as Importer from the Bureau of Customs
 - Volume of Importation
 - Certification/Authorization to Distribute from the Supplier of the Imported Product
4. Letter to the PCAF Executive Director stating in the reason for the change in the type of enterprise

For Change in Size Classification

1. Audited Financial Statement signifying increased Net Worth
2. Oldest DTI/SEC/CDA registration (if the previously submitted is not the oldest)
3. Proof of operation expansion
 - a. Provincial to Regional- proof of sale transaction across provinces of other regions
 - b. Regional to National- proof of establishment of an operational branch located in another island (Luzon/Visayas/Mindanao)
4. Updated NAMDAC Form 1
5. Updated list of NAMDAC Form 4 to include additional employees for manufacturing and marketing and NAMDAC Form 3 of Additional Technical Person/s
6. Increased volume of sales as declared in the NAMDAC Form 7 (Breakdown of Sales) supported with proof of sales
7. Letter to the PCAF Executive Director stating in the reason for change in size classification

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