

- Requirements for NAMDAC Application:

DOCUMENTS
<p>Duly Accomplished NAMDAC Form 01</p> <ul style="list-style-type: none"> <li>A. General Information</li> <li>B. Product Data Sheet <ul style="list-style-type: none"> <li>-Complete list of products assembled, manufactured, imported, distributed, and/or retailed with complete information</li> </ul> </li> <li>C. List of Dealers/Branches (if applicable)</li> <li>D. List of Tools for Servicing <ul style="list-style-type: none"> <li>-Complete list of tools/equipment owned and used to perform after-sales services/repairs/installation</li> </ul> </li> <li>E. List of Facilities (eg. warehouse, stockroom, office computers, printers, etc.)</li> <li>F. List of Testing/Manufacturing Equipment (for assembler and manufacturer)</li> <li>G. List of Vehicles</li> <li>H. Declaration of After-Sales Service</li> <li>I. Documentary Requirements Checklist (<i>accomplished by the applicant</i>)</li> <li>J. Notarized Acknowledgement Form</li> <li>K. Omnibus Sworn Statement</li> </ul>
<p>Pictures of the ff.: office/s, facilities, vehicles (cover plate no.), tools, and equipment as declared in the NAMDAC Form 1</p>
<p>NAMDAC Form 02- Company Profile</p> <ul style="list-style-type: none"> <li>• Brief Company Description</li> <li>• Company Owner and Officers</li> </ul>
<p>Certified Photocopy of Certificate of Registration issued by SEC/CDA/DTI</p>
<p>Articles of Incorporation/Partnership (if applicable)</p>
<p>Authority to sign and transact</p> <ul style="list-style-type: none"> <li>• Corporation (a Board Resolution)</li> <li>• Single Proprietorship (SPA)</li> </ul>
<p>Certificate of distributorship/dealership from the suppliers (for distributor and dealer)</p>
<p>Certified Photocopy of Latest Audited Financial Statement (AFS)</p> <ul style="list-style-type: none"> <li>• Properly received by BIR</li> </ul> <p>NAMDAC Form 07- Breakdown of sales of agricultural and fisheries machinery and equipment (the same year of the submitted Latest Audited Financial Statement)</p> <ul style="list-style-type: none"> <li>• attach proof of sales (DR/ORs/Sales invoices)</li> </ul>
<p>Certified Photocopy of Income Tax Return (ITR)</p> <ul style="list-style-type: none"> <li>• <b>For the last 3 years</b></li> <li>• Properly received by BIR</li> </ul>
<p>Certified Photocopy of Certificate of Acceptance</p> <ul style="list-style-type: none"> <li>• completed agricultural and fisheries contracts with private and/or government entities for the last 3 years</li> </ul>
<p>NAMDAC Form 3- Personal Data Sheet of all technicians/technical personnel</p> <ul style="list-style-type: none"> <li>• Complete details including SSS, PHILHEALTH, PAGIBIG, TIN, thumb mark, and signature</li> </ul>
<p>NAMDAC Form 04- List of employees</p> <ul style="list-style-type: none"> <li>• Complete details including college courses if applicable, skills, and contact nos.</li> <li>• Certified by the Company Secretary/HRD</li> </ul>
<p>Agricultural and Biosystems Engineer Employee or Consultant</p> <ul style="list-style-type: none"> <li>• Shall engage services of at least one (1) Agricultural and Biosystems Engineer</li> <li>• A scanned copy of a Valid PRC ID</li> <li>• Proof of consultancy/employment</li> <li>• Accomplished NAMDAC Form 3</li> </ul>
<p>Certified Photocopy of Current Year Business Permit</p>
<p>If applying as an Importer:</p> <ul style="list-style-type: none"> <li>• NAMDAC Form 8- Volume of Importation</li> <li>• Certificate of Registration and Accreditation from the Bureau of Customs</li> </ul>