



CHECKLIST OF REQUIREMENTS FOR PRIVATE RECRUITMENT AND PLACEMENT AGENCY (PRPA)

NEW

FOR SINGLE PROPRIETORSHIP

- Duly accomplished and notarized application form (2 copies).
- Certified copy of the Certificate of Business Name Registration and Certification from DTI.
- Contract of Lease for two (2) years or Owner's Certificate / Title of Office location.
 - Minimum Office Floor Area of 50 sq. m.
- Updated NBI Clearance of the applicant-owner.
- Organizational Structure and list of all officers and personnel with their respective bio-data and 1 ID size picture and detailed description of their duties and responsibilities.
- Specific address, location map and picture of the office face and facilities.
- ITR for the last two (2) years, if available
- Sworn statement of assets and liabilities with a minimum net worth of P 200,000.00.
- List of all authorized representatives, if any; who must be at least high school diploma or other proof of educational attainment duly authenticated NBI clearance and Special Power of Attorney (SPA).
- Surety Bond valid for two (2) years worth P100,000.00
- Fees:
 - P1,000.00 - Filing Fee**
 - P6,000.00 - License Fee**
 - P25,000.00 - Cash Bond**

FOR CORPORATION or PARTNERSHIP

- Duly accomplished and notarized application form (2 copies).
- SEC Registration / By-Laws / Articles of Incorporation / Articles of Partnership.
 - Must have a minimum paid-up capital of P500,000.00 for corporation.
 - Must have a minimum net worth of P200,000.00 for partnership.
- Contract of Lease for two (2) years or Owner's Certificate / Title of Office location
 - Minimum Office Floor Area of 50 sq. m.
- Updated NBI Clearance of the partners in the case of partnership of all the officers and members of the Board of Directors in the case of corporation.
- Organizational Structure and list of all officers and personnel with their respective bio-data and 1 ID size picture and detailed description of duties and responsibilities.
- Specific address, location map and picture of the office façade and facilities.
- Sworn statement of assets and liabilities for partnership or duly audited financial statement for corporation as the case may be. List of all authorized representatives, if any; who must be at least high school graduate, with their corresponding bio-data, two (2) passport size ID pictures, high school diploma or other proof of educational attainment duly authenticated, NBI clearance and Special Power of Attorney (SPA).
- Surety Bond valid for two (2) years worth P100,000.00
- Fees:
 - P3,000.00 - Filing Fee**
 - P6,000.00 - License Fee**
 - P25,000.00 - Cash Bond**

RENEWAL

- Duly accomplished and notarized application form (2 copies)
- Contract of Lease for two (2) years or Owner's Certificate / Title of Office location
 - Minimum Office Floor Area of 50 sq. m.
- Updated NBI Clearance of the applicant-owner.
- Company's ITR and duly audited financial statement for the last two (2) years.
- DOLE Clearance
- Original Copy of existing License
- Proof of publication
- Surety Bond valid for two (2) years worth P100,000.00
- Fees:
 - P1,000.00 - Filing Fee**
 - P6,000.00 - License Fee**

- Duly accomplished and notarized application form (2 copies)
- Contract of Lease for two (2) years or Owner's Certificate of Office location
 - Minimum Office Floor Area of 50 sq. m.
- Updated NBI Clearance of the partners in the case of partnership or all the officers and members of the Board of Directors in the case of corporation.
- Company's ITR and duly audited financial statement for the last two (2) years.
- DOLE Clearance
- Original Copy of existing License
- Proof of publication
- Surety Bond valid for two (2) years worth of P100,000.00
- Fees:
 - P3,000.00 - Filing Fee**
 - P6,000.00 - License Fee**

- Note:
1. No application shall be accepted unless all the requirements have been complied with.
 2. Specific address and location map of the office may be required in case there is a change in office address.
 3. Recruitment and Placement Reports shall be submitted to DOLE-NCR every 5th day of the month using the prescribed Forms.
 4. Proof of Publication shall be submitted to DOLE-NCR within 15 days upon release of the license
 5. Renewal of license shall be filed 30 days before expiration
 6. Office premises maybe subjected to ocular inspection whenever necessary
 7. All fees shall be paid upon filing of application