



REAL ESTATE BROKER ACCREDITATION FORM

COMPANY ACCREDITED REAL ESTATE BROKERAGE FIRM:

BROKERAGE FIRM REGISTERED: _____

PRC LICENSE #: _____ VALID UNTIL: _____

EMAIL ADDRESS: _____ CONTACT #: _____

BIRTHDATE: _____

Required Attachments:

1. PRC ID
2. DTI Registration/ SEC
3. Business Permit
4. Certificate of Registration/BIR/ARF
5. Official Receipt
6. DHSUD Registration Certificate (updated)
7. Sworn Declaration (*Notarized and Stamped "RECEIVED" by the BIR*)
8. List of Accredited RES (Real Estate Salesperson)
 - ✓ PRC Accreditation/PRC ID
 - ✓ RES DHSUD Registration OCT/PTR (updated)

I. Procedure Requirements

1. Required Documents
 - a. PRC Broker's ID
 - b. SEC Registration/ DTI (photocopy)
 - c. Photocopy of Business Permit
 - d. Certificate of Registration/BIR/ARF (photocopy)
 - e. Photocopy of Official Receipt
 - f. Updated DHSUD Registration Certificate
 - g. BIR Sworn Declaration (*Notarized and Stamped "RECEIVED" by the BIR*)
-If gross receipts will **not exceed Three Million Pesos (₱3,000,000.00) and a non-VAT registered taxpayer for the current year to avail of lower withholding rate.**
 - h. List of Accredited RES (Real Estate Salesperson)
 - ✓ PRC Accreditation/PRC ID
 - ✓ RES DHSUD Registration OCT/PTR (updated)
2. Fill out **REAL ESTATE BROKER ACCREDITATION FORM**
3. Attend to **PRODUCT KNOWLEDGE SEMINAR (PKS)**

II. Renewal of Accreditation

1. Required Documents (Please refer above)