



**NATIONAL AGRICULTURAL AND FISHERIES MACHINERY ASSEMBLERS, MANUFACTURERS,  
 IMPORTERS, DISTRIBUTORS AND DEALERS ACCREDITATION AND CLASSIFICATION (NAMDAC) BOARD**

**APPLICATION FORM**

PCAF	
NAMDAC- FORM-01	
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Eff. Date	Mar. 2020

**A. GENERAL INFORMATION**

<b>APPLICATION No.:</b> <small>(TO BE FILLED OUT BY THE PROCESSING OFFICER)</small>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<b>DATE OF APPLICATION</b>	<input type="text"/> - <input type="text"/> - <input type="text"/>
<b>ACCREDITATION No.:</b> <small>(TO BE FILLED OUT BY THE PROCESSING OFFICER)</small>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<b>TYPE OF APPLICATION:</b>	<input type="checkbox"/> <b>NEW</b> <input type="checkbox"/> <b>RENEWAL</b>
<b>NAME OF FIRM: (AS PER SEC/CDA/DTI REGISTRATION)</b>			
<b>MAIN OFFICE ADDRESS:</b>			
<b>TEL. NO.:</b>	<b>E-MAIL ADDRESS:</b>	<b>WEBSITE (IF ANY)</b>	
<b>IF RENEWAL, PREVIOUS ACCREDITATION No.:</b>	<b>DATE OF EXPIRATION:</b>		
<b>SCOPE OF OPERATION:</b> <input type="checkbox"/> <b>REGIONAL</b> <input type="checkbox"/> <b>PROVINCIAL</b> <input type="checkbox"/> <b>NATIONAL</b>			
<b>TYPE OF ENTERPRISE/S APPLYING FOR (PLS. CHECK):</b>			
<input type="checkbox"/> <b>ASSEMBLER</b>	<input type="checkbox"/> <b>MANUFACTURER</b>	<input type="checkbox"/> <b>IMPORTER</b>	<input type="checkbox"/> <b>DISTRIBUTOR</b> <input type="checkbox"/> <b>DEALER</b>
<b>TYPE OF OWNERSHIP (PLS. CHECK):</b>			
<input type="checkbox"/> <b>SOLE PROPRIETORSHIP</b>	<input type="checkbox"/> <b>PARTNERSHIP/COOPERATIVE</b>	<input type="checkbox"/> <b>CORPORATION</b>	
<b>AUTHORIZED COMPANY REPRESENTATIVE:</b>			
<b>A) NAME :</b>	<b>B) DESIGNATION</b>	<b>C) AUTHORITY TO SIGN &amp; TRANSACT (PLEASE ATTACH)</b>	
<b>SEC/BUSINESS NAME REGISTRATION No.:</b>			
<b>REGISTRATION DATE:</b>		<b>EXPIRATION DATE:</b>	
<b>SSS No.:</b>		<b>TIN No.:</b>	
<b>PHILHEALTH No.:</b>		<b>PAG-IBIG No.:</b>	

*Note: This form is only for the purpose of application for the NAMDAC Certificate of Accreditation (CoA). Any illegal use of this document will be penalized accordingly.*



Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES**  
 Apacible Hall, Department of Agriculture Compound,  
 Elliptical Road, Diliman, Quezon City  
 Tel. No.: (02) 920-3995 locals 2615  
 Email address: [namdac.pcaf@gmail.com](mailto:namdac.pcaf@gmail.com)

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**B. PRODUCT DATA SHEET**

PRODUCT	DATE INTRODUCED (in the country)	BRAND	MODEL	COUNTRY OF ORIGIN*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*(Please use additional sheet if necessary)*

*\*For 'Country of Origin'- country where the product is manufactured*

**C. LIST OF DEALERS / BRANCHES (if applicable)**

COMPANY	AREA OF OPERATION (NATIONAL/ REGIONAL/ PROVINCE)	OFFICE ADDRESS	CONTACT. NO./EMAIL ADDRESS	DTI/SEC. REG. NO.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

*(Please use additional sheet if necessary)*

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**DOCUMENTARY REQUIREMENTS**

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*The listed documents shall be submitted in completion of the NAMDAC Accreditation application.*

DOCUMENTS	ACCEPTED			REMARKS
	Y	N	N/A	
<b>A. Company</b>				
Duly Accomplished and Notarized Application Form <i>(NAMDAC Form 01)</i>				
Certified Photocopy of Certificate of Registration issued by SEC/CDA/DTI				
Company Profile <i>(NAMDAC Form 02)</i>				
Articles of Incorporation/Partnership				
Authority to sign and transact <ul style="list-style-type: none"> <li>• Corporation (a Board Resolution)</li> <li>• Single Proprietorship (SPA)</li> </ul>				
Certified Photocopy of Latest Audited Financial Statement (AFS) <ul style="list-style-type: none"> <li>• Properly received by BIR</li> <li>• Breakdown of sales of agricultural and fisheries machinery and equipment</li> </ul>				
Certified Photocopy of Income Tax Return (ITR) <ul style="list-style-type: none"> <li>• For the last 3 years</li> <li>• Properly received by BIR</li> </ul>				
Certificate of distributorship/dealership (authorized) <ul style="list-style-type: none"> <li>• Issued by suppliers</li> </ul>				
Certified Photocopy of Certificate of Acceptance <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>				
Personal Data Sheet of all technicians/technical personnel <i>(NAMDAC Form 03)</i>				
List of employees <i>(NAMDAC Form 04)</i> <ul style="list-style-type: none"> <li>• Certified by the Company Secretary/HRD</li> <li>• Shall engage services of at least one (1) Agricultural and Biosystems Engineer (w/ scanned copy of PRC ID and/or proof of consultancy)</li> </ul>				
Certified Photocopy of Current Year Business Permit				
List of Operational Equipment Present (include office facilities, company/service vehicles, tools for repair, tools and equipment for manufacturing)				
<b>B. Products</b>				
List of products assembled, manufactured, imported, distributed and/or retailed <i>(NAMDAC Form 01)</i> <ul style="list-style-type: none"> <li>• Include the following information: Date of introduction (in the country), brand, model, country of origin</li> <li>• Include certificate of dealership/distributorship, if applicable</li> </ul>				
List of Dealers, if applicable <i>(NAMDAC Form 01)</i>				

*(Final validation of this form shall be done by the Secretariat of the NAMDAC Board.)*

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**LIST OF TOOLS FOR REPAIR**

	<b>Name of Tool</b>	<b>Date of Purchase</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

**LIST OF FUNCTIONAL OFFICE FACILITIES**

	<b>Name of Equipment / Tool / Vehicle</b>	<b>Date of Purchase</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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16		
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19		
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**LIST OF VEHICLES**

	Name of Vehicle	Date of Purchase
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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18		
19		
20		

**DECLARATION OF AFTER-SALES SERVICE**

Parameters	
1. Warranty	<input type="checkbox"/> Parts and Services with warranty from the distributor/manufacturer <input type="checkbox"/> Parts, Services and full in-house warranty
2. Availability of Mechanics and vehicle	<input type="checkbox"/> Availability of field mechanic/s with vehicle <input type="checkbox"/> Availability of in-house(store) and field mechanic/s with vehicle
3. Response Time for services (in hours)	<input type="text"/> hours

**Sworn Declaration:** I declare under the penalties of perjury, that this application and all its attached documentary requirements has been made in good faith, verified by me and to the best of my knowledge and belief, is true and correct. Further, I give my consent to the processing of information as contemplated under the "Data Privacy Act of 2012 (R.A. 10173) for legitimate and lawful purposes.

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**SIGNATURE OVER PRINTED NAME OF APPLICANT  
 OR AUTHORIZED REPRESENTATIVE**

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**IMPORTANT REMINDERS**

**For submissions thru the PCAF Office:**

1. The listed documentary requirements shall be completely and properly filled out. Do not leave any item blank. If any item is not applicable, write "N/A".
2. The recommended paper size in printing NAMDAC-Forms-01 to -04 is 8.27" x 11.69" (A4 size).  
**Whole Application shall be ring-bound.**
3. All pages of submitted forms and documentary requirements shall be signed by the Authorized Company Representative.
4. The application forms submitted should be:
  - ✓ Arranged according to Form No. and Page No.
  - ✓ Fastened in a long size brown folder
5. Documentary requirements submitted shall be:
  - ✓ Arranged according to how it is enumerated in NAMDAC-Form-01, Page 3
  - ✓ Fastened in a separate long size brown folder
6. Incomplete documents submitted will not be accepted and will be immediately returned to the Applicant for completion.
7. Only the Authorized Company Representative is allowed to transact with the PCAF regarding the applications submitted.
8. Filing/submission of applications not following the proper format will not be accepted by the NAMDAC Secretariat.  
**Please check attached sample of "NAMDAC APPLICATION-FILING FORMAT"**
9. All NAMDAC forms are NOT for sale.
10. Application forms can be downloaded at [www.pcaf.da.gov.ph](http://www.pcaf.da.gov.ph), the PCAF website.
11. For further inquiries and clarifications, please contact us thru email or thru contact numbers indicated in the header.

**For submissions thru e-mail:**

1. The listed documentary requirements shall be completely and properly filled out. Do not leave any item blank. If any item is not applicable, write "N/A".
2. Only submissions through [namdac.pcaf@gmail.com](mailto:namdac.pcaf@gmail.com) shall be considered by the PCAF.
3. All scanned pages of submitted forms and documentary requirements shall be signed by the Authorized Company Representative.
4. The application forms submitted should be:
  - ✓ PDF file format (.pdf)
  - ✓ Each pdf file should only contain one (1) form; properly labeled
5. Documentary requirements submitted shall be:
  - ✓ Arranged according to how it is enumerated in NAMDAC-Form-01, Page 3
  - ✓ PDF file format (.pdf) – for multiple-page documents; JPEG shall only be allowed for single-page documents
  - ✓ Each pdf file should only contain one (1) document; properly labeled
6. Incomplete documents submitted will not be accepted. The PCAF will notify (thru email) regarding lacking requirements.
7. Only the Authorized Company Representative is allowed to transact with the PCAF regarding the applications submitted.
8. Filing/submission of applications not following the proper format will not be accepted by the NAMDAC Secretariat.
9. The NAMDAC Secretariat may still ask for hard copies of the documents submitted.

**This page is not included in the submission of application. For reference only.**

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## NAMDAC APPLICATION – FILING FORMAT

COVER PAGE  
(RING-BOUND)

A4 PAPER SIZE

DOCUMENTS  
INSIDE

\*Note: Documents inside should be placed according to the listing in Page 3 of 6— NAMDAC Form 1

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