



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)

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

**Document Checklist**

Company:

	DOCUMENTS	ACCEPTED			REMARKS
		Y	N	N/A	
1.	Duly Accomplished NAMDAC Form 01 A. General Information B. Product Data Sheet -Complete list of products assembled, manufactured, imported, distributed and/or retailed with complete information C. List of Dealers/Branches (if applicable) D. List of Tools for Servicing -Complete list of tools/equipment owned and used to perform after-sales services/repairs/installation E. List of Facilities (eg. warehouse,stockroom, office computers, printers, etc.) F. List of Testing/Manufacturing Equipment (for assembler and manufacturer) G. List of Vehicles H. Declaration of After Sales Service I. Documentary Requirements Checklist ( <i>accomplished by the applicant</i> ) J. Notarized Acknowledgement Form K. Omnibus Sworn Statement				
2	Pictures of the ff: office/s, facilities, vehicles (cover plate no.), tools and equipment as declared in the NAMDAC Form 1				
3	NAMDAC Form 02- Company Profile <ul style="list-style-type: none"> <li>● Brief Company Description</li> <li>● Company Owner and Officers</li> </ul>				
4	Certified Photocopy of Certificate of Registration issued by SEC/CDA/DTI				
5	Articles of Incorporation/Partnership (if applicable)				
6	Authority to sign and transact <ul style="list-style-type: none"> <li>● Corporation (a Board Resolution)</li> <li>● Single Proprietorship (SPA)</li> </ul>				
7	Certificate of distributorship/dealership from the suppliers (for distributor and dealer)				
8	Certified Photocopy of Latest Audited Financial Statement (AFS) <ul style="list-style-type: none"> <li>● Properly received by BIR</li> </ul>				
9	NAMDAC Form 07- Breakdown of sales of agricultural and fisheries machinery and equipment (same year of the submitted Latest Audited Financial Statement) <ul style="list-style-type: none"> <li>● attach proof of sales (DR/ORs/Sales invoices)</li> </ul>				
10	Certified Photocopy of Income Tax Return (ITR) <ul style="list-style-type: none"> <li>● <b>For the last 3 years</b></li> <li>● Properly received by BIR</li> </ul>				
11	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>				
12	NAMDAC Form 3- Personal Data Sheet of all technicians/technical personnel <ul style="list-style-type: none"> <li>● Complete details including SSS, PHILHEALTH, PAGIBIG, TIN, thumb mark and                signature</li> </ul>				
13	NAMDAC Form 04- List of employees <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>				
14	Agricultural and Biosystems Engineer Employee or Consultant <ul style="list-style-type: none"> <li>● Shall engage services of at least one (1) Agricultural and Biosystems Engineer</li> <li>● Scanned copy of Valid PRC ID</li> <li>● Proof of consultancy/employment</li> <li>● Accomplished NAMDAC Form 3</li> </ul>				
15	Certified Photocopy of Current Year Business Permit				
16	If applying as Importer: <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>				

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



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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 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 6
  - ✓ 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-email:**

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 6
  - ✓ 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.

### **NAMDAC APPLICATION – FILING FORMAT**



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COVER PAGE  
(RING-BOUND)

A4/LEGAL SIZE

DOCUMENTS  
INSIDE