



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

PCAF	
NAMDAC- FORM-09	
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Revision	01
Eff. Date	Jan 2022

**REQUEST FORM FOR UPDATING INFORMATION OF NAMDAC ACCREDITED AND CLASSIFIED
SUPPLIERS**

ACCREDITATION No.:	<input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	DATE OF REQUEST:		
NAME OF ENTITY (AS PER NAMDAC CoA):				
TYPE OF ENTERPRISE (AS PER NAMDAC CoA):				
DATE OF EXPIRATION OF NAMDAC CoA:				
<input type="checkbox"/> ASSEMBLER	<input type="checkbox"/> MANUFACTURER	<input type="checkbox"/> IMPORTER	<input type="checkbox"/> DISTRIBUTOR	<input type="checkbox"/> DEALER
SIZE CLASSIFICATION: <input type="checkbox"/> SMALL			<input type="checkbox"/> MEDIUM	<input type="checkbox"/> LARGE
PURPOSE (SUPPORTING DOCUMENTS* SHALL BE ATTACHED WITH THIS FORM UPON SUBMISSION):				
<input type="checkbox"/>	UPDATE PRODUCT LINE/S			
<input type="checkbox"/>	CHANGE IN ENTITY'S MAIN OFFICE ADDRESS			
	NEW ADDRESS: _____			
<input type="checkbox"/>	CHANGE/UPDATE TYPE OF ENTERPRISE			
	___ ASSEMBLER		___ DISTRIBUTOR	
	___ MANUFACTURER		___ DEALER	
	___ IMPORTER			
<input type="checkbox"/>	CHANGE IN SIZE CLASSIFICATION			
<input type="checkbox"/>	OTHERS (PLS SPECIFY): _____			
REQUESTED BY:				
	_____ PRESIDENT/OWNER/AUTHORIZED REPRESENTATIVE SIGNATURE OVER PRINTED NAME			

*Supporting Documents- Please refer to ANNEX A.



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For Update of Product Line/s:

1. Updated Product Data Sheet including the additional A & F Machinery and Equipment (*use Page 2 – product data sheet of the NAMDAC Form 01*)
2. For Dealer/Distributor
 - Certificate of Dealership/Distributorship from the suppliers of the new product line/s.
 - Picture/Brochure/Catalogue of Product
3. For Manufacturer/Assembler:
 - Operational Tools and Equipment
 - Pictures of Products
4. Letter to the PCAF Executive Director stating in the reason for updating product line/s

For Change in Entity's Address

1. Current Business Permit reflecting the new address
2. Letter to the PCAF Executive Director stating in the reason for re-location

For Change/Update Type of Enterprise

1. Manufacturer/Assembler
 - Updated NAMDAC Form 1
 - Updated NAMDAC Form 4 to include employees skilled in manufacturing/fabrication
 - Pictures of machine shop and additional facilities
 - Pictures of testing/manufacturing tools and equipment
2. Dealer/Distributor
 - Updated NAMDAC Form 1
 - Certificate of Dealership/Distributorship
3. Importer
 - Updated NAMDAC Form 1
 - Certificate of Registration and Accreditation as Importer from the Bureau of Customs
 - Volume of Importation
 - Certification/Authorization to Distribute from the Supplier of the Imported Product
4. Letter to the PCAF Executive Director stating in the reason for the change in the type of enterprise

For Change in Size Classification

1. Audited Financial Statement signifying increased Net Worth
2. Oldest DTI/SEC/CDA registration (if the previously submitted is not the oldest)
3. Proof of operation expansion
 - a. Provincial to Regional- proof of sale transaction across provinces of other regions
 - b. Regional to National- proof of establishment of an operational branch located in another island (Luzon/Visayas/Mindanao)
4. Updated NAMDAC Form 1
5. Updated list of NAMDAC Form 4 to include additional employees for manufacturing and marketing and NAMDAC Form 3 of Additional Technical Person/s
6. Increased volume of sales as declared in the NAMDAC Form 7 (Breakdown of Sales) supported with proof of sales
7. Letter to the PCAF Executive Director stating in the reason for change in size classification

