

**[DTI DEPARTMENT ADMINISTRATIVE ORDER NO.
6, S. 1999, July 14, 1999]**

**PRESCRIBING A REVISED SCHEDULE OF FEES AND CHARGES,
AND FOR OTHER PURPOSES**

Pursuant to Section 54, Book IV of the Administrative Code of 1987, Executive Order No. 159 , Series of 1994 as implemented by DOF-DBM Joint Circular No. 2-94, directing the Department of Trade and Industry, among others, to revise its fees and charges at just and reasonable rates sufficient to recover at least the full cost of services rendered, the following revised schedule of fees and charges is hereby prescribed and promulgated for the information, guidance and compliance of all concerned:

Article I
Scope

Section 1. This Order covers fees and charges relative to:

A) ACCREDITATION OF SERVICE AND REPAIR ENTERPRISES AND THEIR TECHNICAL EMPLOYEES under Presidential Decree 1572 as implemented by Ministry Order No. 32, Series of 1985 R.A 7394, otherwise known as the Consumer Act of the Philippines as implemented by Department Administrative Order No. 2, Series of 1993 as amended by Department Order No. 69, Series of 1993;

B) REGISTRATION OF BUSINESS NAMES AND STYLES as provided under Act No. 3883 as amended by Act No. 4147 and Republic Act No. 863, as implemented by Domestic Trade Administrative Order No. 80, Series of 1982 as amended;

C) ISSUANCE OF LICENSES AND/OR PERMITS TO REAL ESTATE BROKERS, SALESMEN, APPRAISERS, CONSULTANTS, REALTY ORGANIZATIONS, SHIP AGENTS AND MERCHANDISE BROKERS (under Act No. 2728 as amended by Acts 3715 and 3969, and as implemented by Commerce Administrative Order No. 3, Series of 1933; Commerce Administrative Order No. 2, Series of 1956; Department Administrative Order No. 1, Series of 1975 as amended by Department Administrative Order No. 1-A, Series of 1977 and Department Administrative Order No. 1-B, Series of 1982, Ministry Order No. 39, Series of 1985; Department Order No. 22, Series of 1987; and Department Administrative Order No. 2, Series of 1988);

D) ISSUANCE OF LICENSES TO MANUFACTURERS, IMPORTERS, WHOLESALERS, RETAILERS, SALESMEN, SERVICE FIRMS, TECHNICIANS OF FIRE EXTINGUISHERS under Presidential Decree 1185 as implemented by Department Administrative Order No. 2, Series of 1979, as well as Letter of Instructions No. 727, creating the National Fire Safety Council;

E) ISSUANCE OF LICENSES/PERMITS TO BONDED WAREHOUSES under Act No. 3893 as amended by Republic Act No. 247, commonly known as the "General Bonded Warehouse Law";

Article II Accreditation of Service and Repair Enterprises

Section 1. Fees.- The fees for accreditation of service and repair enterprises for Electronics, Electrical, Air-conditioning, Refrigeration, Motor Vehicles, Heavy Equipment, Engine and Engineering Works, Right-Hand Drive Vehicles, Office Machine, Data Processing Equipment and Medical/Dental Equipment shall be as follows:

CLASSIFICATION	Filing fees	ORIGINAL / Accreditation fees	RENEWAL
a. One(1) — Star	P50.00	P350.00	P350.00
b. Two(2) — Star	50.00	400.00	400.00
c. Three(3) — Star	50.00	425.00	425.00
d. Four(4) — Star	50.00	450.00	450.00
e. Five(5) — Star	50.00	500.00	500.00
f. Medical/Dental	50.00	350.00	350.00

Section 2. Life Of The Certificate; Renewal. — The Certificate of Accreditation shall be good for one (1) year from the date of its original registration. The application for renewal shall be made on or before the 31st of January every year. An applicant who filed his application for renewal after the date referred to shall pay a surcharge equivalent to twenty-five percent (25%) of the annual fee in addition to the annual fee.

Section 3. Other Fees/Charges.

- (a) For Certification; Replacement of a lost/destroyed Certificate - P50.00
- (b) For Listing of Accredited Enterprises - P20.00 for the 1st 5 pages & P3.00/page per succeeding page
- (c) For Listing of Accredited Enterprises (in diskette) - P5.00/Accredited - Enterprise

Article III Registration of Business Names

Section 1. Registration Fee. — To cover the costs of research, processing and other miscellaneous expenses for each Business Name, Firm Name or Style registered, a Registration Fee shall be collected as follows

- a. For Sole Proprietorships P300.00
- b. For Partnerships/Corporations 500.00

Section 2. Life Of The Certificate; Renewal. — The Certificate of Registration shall be good for Five (5) years from the date of its original registration. The application for

renewal may be filed within three (3) months from the expiration of the five (5)-year period, without surcharge.

Section 3. Surcharge. — If the application for renewal is filed after the said period of three (3) months, it shall be subject to a surcharge to be added to the Registration Fee. The amount of surcharge for late renewal shall be ONE HUNDRED PESOS (P100.00)

Section 4. Reckoning Period. — In case of renewal, the five (5)-year life of the certificate of registration shall be reckoned from the date of its approval.

Section 5. Other Fees/Charges.

a. For Certification

e.g. (Negative Certification, Change of address, Additional line of business, Increase or decrease in Capital) P50.00

b. For Credit Investigation 50.00/BN

c. For Listing of Registered Business Name

20.00/page for 1st

5 pages & P3.00 per

succeeding page

d. For Listing of Registered Business Name (in diskette) P5.00/BN

Article IV Business Licensing/Permission

Section 1. Real Estate Examination Fee. — Subject to other qualification, requirements imposed under applicable laws, rules and regulations, any person who desires to engage in real estate practice, such as, salesman, broker, appraiser and consultant, must take and pass the required qualifying examination and pay the corresponding Examination Fee in the amount of TWO HUNDRED AND FIFTY PESOS (P250.00).

Section 2. Realty Practice. — For purposes of issuing the required license and in addition to all other requirements under the law, there shall be collected, license fees and/or charges for the following:

a) Real Estate Salesman P200.00

b) Real Estate Broker 350.00

c) Real Estate Appraiser 400.00

d) Real Estate Consultant 500.00