

**REQUIREMENTS FOR ASC ACCREDITATION**

1. Letter of Intent
2. Company Profile
3. Table of Organization / Organizational Chart
4. Office & Shop Location Map
5. 3R photo of the following:
  - 5.1 Office Frontage
  - 5.2 Inside Office
  - 5.3 Shop
6. Office and Shop Lay-out
7. Scan Copies of Service Forms used
  - 7.1 Service Call Report/Service Job Report
  - 7.2 Service Invoice with BIR permit no. and TIN no.
  - 7.3 Official Receipt with BIR permit no. and TIN no.
  - 7.4 Pull-out Receipt
  - 7.5 Delivery Receipt
  - 7.6 Installation Survey Form
  - 7.7 Start-up Checklist
8. Scan Copies of the following documents:
  - 8.1 Business Permit for the Year
  - 8.2 Certificate of Registration from
    - Department of Trade and Industry (DTI) for Sole Proprietorship
    - Securities and Exchange Commission (SEC) for Partnership and Corp. with Articles of Partnership / Incorporation.
  - 8.3 Latest Certificate of Accreditation from Department of Trade and Industry
  - 8.4 TESDA National Competency Certificate of Technician
  - 8.5 BIR Certificate of Registration (BIR form 2303)
  - 8.6 Certificate of Good Credit Standing from at least one active major bank (Bank Certificate)
  - 8.7 Fire Safety Inspection Certificate for Fire Extinguisher
9. List of Office Equipment
10. List of Owned Tools, Equipment, Machines and Vehicle
11. Fast and reliable Internet Connection
12. Must have a "Current Bank Account"
13. Surety Bond of Php10,000.00
  - 13.1 50% shall be paid upon ocular inspection
  - 13.2 remaining balance shall be paid after the training and orientation

**NOTE:** When completed, submit all hard copies bind in a long expandable folder with expandable envelope. Kindly submit & addressed to:

Ms. Richel Hicban  
Service Accounting Assistant Supervisor  
1854 Santa Rita Street,  
Guadalupe Nuevo, Makati City  
Tel. 851-2711, 12 or 15, loc.309 or 310  
svcacctg@kolinphil.com.ph

**REMINDERS:**

1. The application should be completed by all applicant seeking accreditation as service provider. This however does not guarantee business with KOLIN Philippines Int'l., Inc.
2. All the required supporting documents must be submitted together with the ASC Accreditation Form.
3. KOLIN Philippines Int'l., Inc. reserves the right to reject any incomplete Application Form accompanied by insufficient information.
4. KOLIN Philippines Int'l., Inc. reserves the right to accept or reject any application without being obliged to give any reasons in this respect.
5. All applicants information will be treated with strict confidentiality.
6. The completion of ASC Accreditation Form is compulsory. Failure to complete this section will result in your application not being considered.
7. KOLIN Philippines Int'l., Inc. reserves the right to validate the accuracy of information presented. Any misinterpretation of facts will lead to disqualification and potentially being restricted to do business with us.
8. Faxed and e-mail documents will not be accepted.