

RULES AND GUIDELINES ON THE ACCREDITATION OF SERVICE PROVIDERS AT THE FREEPORT AREA OF BATAAN

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This is with regards to the public consultation held last 14 January 2014 concerning the rules and guidelines on the accreditation of service providers.

Please be advised that starting 01 April 2014, said guidelines (as herewith attached) will be fully implemented.

For further questions and clarifications, contact the FAB Enterprise Department - Registration Division at 935-4006.

Please be guided accordingly.

(SGD) DEOGRACIAS G.P. CUSTODIO
Chairman and Administrator

Attachment:

RULES AND GUIDELINES ON THE ACCREDITATION OF SERVICE PROVIDERS AT THE FREEPORT AREA OF BATAAN

I. RATIONALE and OBJECTIVES

One of the objectives of the Authority of the Freeport Area of Bataan (AFAB) is to establish mechanisms that will ensure transparency and accountability in all business activities between locators and non-locators. The accreditation process is one of its instruments in ensuring that registered enterprises acquire legitimate services from companies engaged in different activities.

The AFAB aims to provide an even playing field and encourage more service providers, especially reputable and responsible firms, to participate in the business arena. As part of AFAB's programs to foster sound regulatory frameworks and encourage stable growth among registered enterprises, the Registration Division (RD) stresses that performance and compliance with requirements and regulations serve as bases for renewal of accreditation for all service providers.

II. GENERAL PROVISIONS

A. Coverage

The following rules and guidelines shall apply to Service Providers seeking accreditation with the AFAB.

B. Definition of Terms

- Service Providers - include all customs brokers, freight forwarders, couriers, truckers, haulers, waste management services, scrap buyers, manpower agencies, security agencies, contractors, insurance agencies accredited and recognized under existing Philippine laws and engaged in business activities within the Freeport Area of Bataan (FAB) and authorized by the AFAB.

- FAB Enterprises - companies operating inside the FAB and is recognized and registered by the AFAB.

III. ACCREDITATION

A. Who may file request

All FAB Service Providers

Service providers under the following categories are required to file for accreditation with the Authority of the Freeport Area of Bataan:

- Customs Brokerage;
- Freight Forwarding;
- Courier Services;
- Trucking/Hauling;
- Waste Management;
- Scrap Buying;
- Security Agency;
- Manpower Agency;
- Insurance Agency;
- Contractor; and
- Banks.

Notwithstanding the above provision, the following companies may opt not to file for accreditation:

- Service contractors such as those involved in machinery and equipment maintenance and the like who visit the FAB on an occasional basis.

The following service providers do not need to file for accreditation with the AFAB:

- Banks who have internal arrangements with FAB Enterprises;
- Insurance agencies that do not have any transaction nor maintain business offices in the Freeport Area of Bataan.

Provided, that each and every time these service providers enter the FAB premises, their client's company sends a letter to the AFAB endorsing their entry to the FAB premises.

B. When and Where to file request

All requests for accreditation must be filed to the FAB Enterprise Department-Registration Division, Ground Floor, AFAB Administration Building, Freeport Area of Bataan after the necessary documents have been completed.

C. Validity of Certificates

All Certificates of Accreditation issued by the AFAB is valid until the end of each calendar year which is 31 December. All service providers are required to file for renewal before the expiration date.

D. Accreditation Process (Chart Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City)

E. Renewal of Accreditation Process (Chart Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City)

F. Fines & Penalties for Non-Compliance

1. Minor Violations

TYPE OF VIOLATION

FINE

1. Late Renewal of Accreditation

P1,125.00 per quarter

2. Non-posting/display of Accreditation Permit in a conspicuous place in the premises

P450.00 per violation

3. Setting up of tables/chairs/benches from designated allowable area

P225.00 per violation

2. Major Violations

TYPE OF VIOLATION

FINE

1. Operating without Accreditation

First violation

P18,000.00; advised to apply for accreditation

Second Violation

Blacklisted from doing business within FAB

2. Peddling or selling or displaying of goods outside their designated area

First Violation

P1,125.00

Second Violation

P2,250.00

Third Violation

Suspended until all fines and penalties are paid

3. Hiring or employment by FAB registered companies of non-accredited entities

First Violation

P22,500.00 for the one hiring

P18,000.00 for the one hired

Second Violation

Cancellation of COR

IV. EFFECTIVITY

These rules and guidelines shall take effect on 01 April 2014.

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