

GUIDELINES ON TRANSFER OF ACCREDITATION OF LANDBASED PRINCIPAL

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In order to rationalize and further streamline the procedures and requirements on transfer of accreditation of landbased employers/principals, the following guidelines shall be adopted:

I. Requirements for Transfer of Accreditation

1. Revocation by the employer/principal of the Special Power of Attorney (SPA) granted to the former agent.
2. Notice of the employer/principal to the previous agent of such revocation.
3. Application of the new agent for the transfer of accreditation.
4. Affidavit of assumption of responsibility by the transferee agent.

II. Action on the Application for Transfer of Accreditation

1. Upon receipt of application for the transfer of accreditation, the Administration shall notify the previous agency of such application.
2. The Administration shall act on the request for transfer of accreditation upon submission of all requirements by the new transferee agency.
3. All actions on the applications for transfer shall be without prejudice to any actions, administrative or otherwise, that may be instituted by the former agent against the principal.

All issuances inconsistent herewith including those issued for special markets are hereby modified or superseded accordingly.

For strict compliance.

Adopted: 13 Nov. 1998

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