

[GTEB MEMORANDUM NO. 00-01, January 14, 2000]

**RE-ACCREDITATION OF GARMENT MANUFACTURER-EXPORTERS
WITH THE GARMENTS & TEXTILE EXPORT BOARD (GTEB)**

1. All garment manufacturer-exporters who are interested to apply for export quotas under **critical categories** are required to apply for re-accreditation with the GTEB.
 2. For the forthcoming regular allocation of quotas for QY2000, firms are only required to comply with the 1st stage of the re-accreditation process which is the "Walk-through phase". The 2nd phase, "*On-site inspection*", will be done according to a schedule to be prepared by the independent monitors contracted by GTEB.
 3. The *Walk-through phase* is a close study and evaluation of sets of documents submitted by the garment manufacturer-exporter to the GTEB.
 4. The On-site inspection phase, on the other hand, will involve ocular visits to the actual floor shop to observe, evaluate and validate data and information declared by the firms the documents submitted. Part of the on-site inspection is the evaluation of the in-house production capacity of the applicant which should be at least 60% of the total EQ and EA awards for critical categories. In-house capacity refers to the rated capacity of the firm including that of the entity which has been registered with GTEB as an exclusive subcontractor of the said firm.
- Failure to comply with the in-house capacity requirement will result to disqualification in any future allocation and to downgrading of any CEA awards into REA.
5. To comply with the Walk-through phase, firms should submit the following set of documents to GTEB on or before 26 January 2000:

- a. Application form
- b. General Information Sheet
- c. Income Tax Return (1998)
- d. Mayor's Permit (1999)/SBMA/CDC/PEZA Registration
- e. Board of Directors' Profile
- f. SEC/DTI Registration
- g. Articles of Incorporation
- h. By-laws of Incorporation
- i. Building Inspection Report
- j. List of Subcontractors (exclusivity agreement, if applicable)
- k. List of all Satellite branches
- l. List of all Buyers
- m. SSS Certificate Contributions
- n. PAG-IBIG Certificate of Contributions
- o. Sample of Personnel 201 file