

Professional Regulation Commission

APPLICATION FORM CERTIFICATE OF AUTHORITY TO OPERATE CHEMICAL LABORATORIES

Initial	enewal	Date F		
Part I General Information:		Reference No:		
ame of Chemical Laboratory				
ddress				
ame of the President/General N	Manager/Corporate Manage	٠r٠		
			E mail Address.	
ontact Person:	Contact Nu		E-mail Address:	
pe of Business: ☐ Corporation ature of Business	☐ Partnership ☐ Sole F	Proprietorship	estitution	
 ☐ Chemical Laboratory ☐ Quality Control Laboratory ☐ Testing Laboratory 	☐ Chemistry Store	ning Laboratory e/Stockroom	nemical Supplier/Distributor	
st of safety devices, facilities, la lated establishment (use separ		re, utilities, equipment and ancil	laries used in the chemical laboratory or	
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·		6		
Do you have a Safety Manual Do you provide Hazard Pay fo Do you provide Health Insuran	or chemists and laboratory to		No □ No □ No □	
ist of the Employed Chemist/s	and Chemical Technician/s	(use separate sheet, it necessa	ry):	
HEMISTS:				
NAMES	REGISTRATION NUMBER	POSITION IN THE COMPANY	SCOPE OF WORK	
HEMICAL TECHNICIANS: NAMES	REGISTRATION NUMBER	POSITION IN THE COMPANY	SCOPE OF WORK	
knowledge and belief the documents preser	. I further authorize Plated. rivacy Notice and give	RC and other agencies to	ue and correct to the best of my investigate the authenticity of all on and processing of my personal	
Signature over	printed name	Date	_	
Registration Section: Verification of Licenses)		Legal Service – Hea	ring and Investigation Division: ry record)	
ash Section: mount: D.R. No. late ssued by:		Processed by: Date:	:	
Reviewed by:		l		

AC	TION BY THE BOARD OF CHEMISTRY		
NAME OF CHEMICAL LABORATORY OR ESTABLISHMENT:			
INSPECTION OF THE APPLICANT'S CHEMICAL LABORATORY OR ESTABLISHMENT			
DATE OF THE INSPECTION:			
FINDINGS:			
Approved	☐ Dis	approved	
	Board Focal Person		

PROCEDURE IN APPLYING FOR THE ISSUANCE OF THE AUTHORITY TO OPERATE CHEMICAL LABORATORIES OR RELATED ESTABLISHMENTS

- Step 1. Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at www.prc.gov.ph;
- Step 2. Proceed to Regulation Division processing window for evaluation and assessment;
- Step 3. Proceed to Registration Section for verification of PRC License/s No.;
- Step 4. Proceed to Legal Service Hearing and Investigation Division for clearance of no derogatory record;
- Step 5. Proceed to Cash Section for payment of processing fee of P4,500.00 and inspection fee of P2,000.00;
- Step 6. Submit Application Form with all the required documents and official receipt to the Regulation Division designated window.
- Step 7. Notice of Inspection will be issued at least two (2) weeks before the conduct of the inspection.
- Step 8. Verify the status of application after _____ days from the completion of inspection.

CHECKLIST OF REQUIREMENTS				
[]	Duly accomplished Application Form;			
[]	Authenticated copy of Certificate of Registration, Articles of Incorporation/Partnership and By Laws issued by the Securities and Exchange Commission (SEC) for corporation or partnership; or authenticated copy of Certificate of Registration from Department of Trade and Industries (DTI) for sole proprietorship;			
[]	Pictures of the storage area or room where hazardous, toxic, and flammable chemicals are stored;			
[]	Pictures of the entire laboratory;			
[]	Valid Professional Identification Cards (PICs) of the Chemists and Registered Chemical Technicians employed			
[]	Payment of accreditation fee and Inspection Fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)			
[]	Short Brown Envelope for the Certificate;			
[]	Four (4) pcs. documentary stamps.			

Note:

- 1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the Customer service counters of the PRC Central Office and Regional Offices.
- 2. Representative/s filing and claiming the Certificate of Authority to Operate Chemical Laboratory or related Entity on behalf of the applicant must present Special Power of Attorney (SPA) and valid proof of identification.