**Annex H.**

**Requirements for Amendment of Certificate of Registration and License to Operate (CRLTO) and Certificate of Accreditation**

| **Amendments** | **Documentary Requirements** | **Processing Fee** | **Processing Days** | **Remarks** |
| --- | --- | --- | --- | --- |
| 1. **Change of name and/or client category** | * 1. Amended SEC Certificate or Articles of Incorporation, if applicable   2. Amended Constitution and By-Laws, if applicable   3. E-copy of the issued CRLTO or Certificate of Accreditation;   4. Board resolution for change of name and/or client category, if applicable | ₽1,000.00 | Three (3) working days upon receipt of complete and compliant documents |  |
| **B. Typographical Error** | 1. E-copy of the issued CRLTO or Certificate of Accreditation | None | Three (3) working days upon receipt of complete and compliant documents |  |
| **C. Voluntary cessation of some areas of operation and/or programs and services** | 1. Copy of Board Resolution that contains the following information: 2. Areas to be closed; 3. Programs and Services; 4. Beneficiary Category, Reason for Closure and Plan of Action for the Beneficiary; 5. E-copy of the Issued Certificate of RLTO and Accreditation. | ₽1,000.00 | Seven (7) working days upon receipt of complete and compliant documents.  The DSWD SB shall conduct a validation assessment visit to the area/s to be closed. | * Applicable for those SWDAs operating in more than one (1) region. * The DSWD SB shall conduct a validation assessment visit to the area/s to be closed. |
| **D. Expansion of Operation and/or Areas of Coverage** | Documentary requirements for registration and licensing set under this guidelines | Php 2,000.00 | Seven (7) working days upon receipt of complete and compliant documents. | Public SWAs must apply for a certificate of accreditation for its new facility/ operations. |
| **E. Transfer of Operation or Facility** | | | |  |
| 1. **Transfer of Facilities / Operations within One (1) Region** | Documentary requirements for registration and licensing set under this guidelines | Php 2,000.00 | Seven (7) working days upon receipt of complete and compliant documents. | Public SWAs must apply for a certificate of accreditation for its new facility/ operations. |
| 1. **Transfer of Operation from One (1) Region to Another Region** | 1. Documentary requirements for registration and licensing set under this guidelines  2. E-copy of the CRLTO | Php 2,000.00. | Seven (7) working days upon receipt of complete and compliant documents | For the Private Residential-Based and Center-Based, no inter-regional transfer of operation of their beneficiaries shall take place. Transfer of operation, if ever, must be done within the region.  However, if there is no available facility within the region, the SWDA must provide a notarized self-certification that they have exhausted all efforts to transfer the residents within the region. |