



Memorandum Circular No. 2013-001
Series of 2013

**Subject: REVISED CRITERIA AND DOCUMENTARY REQUIREMENTS
FOR THE ACCREDITATION OF INVENTORS'
ORGANIZATION**

**Purpose: Prescribe the criteria and documentary requirements for
effective and efficient implementation of the provision of Section
8.b, Article IV of Republic Act No. 7459 otherwise known as
"Inventors and Invention Incentives Act of the Philippines".**

I. Application for Accreditation

A. Accreditation Criteria

The accreditation criteria for Inventors' organizations are hereby prescribed as follows:

1. The organization must have a de jure (in law) or de facto (in fact) existence for at least one (1) year.
2. It must have at least 5 members with active Patents/ Utility Model/ Industrial Design registration.
3. The members whose Patents/Utility Model/Industrial Design registration are submitted for criteria no. 2 can no longer be used by another inventors organization where he/she may also belong in applying for accreditation.
4. No member can be elected Officer and/or hold key position in more than one organization at the same time except for their own umbrella organizations.

B. Documentary Requirements for Accreditation

1. Letter of request for accreditation to be submitted to TAPI;
2. Copy of SEC/ CDA registration papers if any or from any government regulatory body (e.g. DOLE, DTI, etc.);
3. Certified copy of patent/ utility model / industrial design registration of at least five members;

4. Roster of active members to include information on:
 - a. Name of member
 - b. Residence Address, Tel./ Cellphone no.
 - c. Office Address, Tel./ Cellphone no.
 - d. Title of invention
 - e. Patent/ Utility Model/ Industrial Design No./s
 - f. Date Granted
5. Barangay Certification of organization's existence;
6. Certificate of participation in any inventor-related activities to support the organization's de facto existence from any government, non-government agencies or private entities; *and*
7. List of current officers/ board of directors (if applicable) and their terms of office including their brief bio-data.
8. Organizational Profile

II. Renewal for Accreditation

Renewal of accreditation shall be made three (3) years from the date of issuance of accreditation. Request for renewal must be submitted to TAPI three (3) months before expiration.

A. Criteria

1. Must be registered with SEC or CDA and complies with all current requirements (for de facto organization only);
2. Increase in membership with active or pending patent/ utility model/ industrial design application; *and*
3. Must participate in any inventor-related activities (local and international).

B. Documentary Requirements

1. Copy of certification from SEC/ CDA that the organization has complied with all requirements for the current period and General Information Sheet (GIS) for the current year;
2. Amendments in the Articles of Incorporation, if applicable;
3. Certified copy of patent/ utility model/ Industrial design registration for new member(s);
4. Updated roster of active members;

5. Annual Report of the organization's participation or involvement in any government or private organized inventors' activities (local or international);
6. List of members provided assistance by TAPI and DOST system, if any; Audited Financial Statements for the current year; *and*
7. List of members with pending account with TAPI and DOST system, if any.

III. Grounds for Suspension of Accreditation

1. Non-compliance of any of the requirements;
2. Involvement in fraudulent activities; *and*
3. Unsettled liabilities in any government agencies or instrumentalities

IV. Grounds for Revocation

1. Failure to renew accreditation within the prescribe period; *and*
2. Conviction of any crime involving moral turpitude.

This Circular shall take effect fifteen days after its publication in the Official Gazette or newspaper of general circulation.


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Director