

REGISTRATION	Agency Action	Responsible / Officer-in-charge	Duration
<b>About the service</b>	<p><b>REGISTRATION</b> : Stakeholder applies for its chosen category with the National Book Development Board by downloading the requirements and forms from the NBDB website, or acquiring forms from the NBDB office, and then submitting all of the required documents to NBDB.</p>		
<b>RA8047</b> Section 6. Persons and enterprises engaged in book publishing and its related activities shall register with the National Book Development Board	<p>AID requests applicant to sign the Visitors logbook, and receives application form / requirements for registration from the applicant. If mailed / forwarded, mail is opened.</p>		
<b>Clients</b>	<p>AID checks if all documents are complete.</p>		
<b>IRR RA8047</b> Section 2. All persons and enterprises engaged in book publishing in any of the following classifications shall register with the Book Board:	<p>Complete?</p> <p>NO</p> <p>YES</p> <p>New Registrant</p> <p>Renewing Registrant</p> <p>Proceed to evaluation</p>		
a. Author	<p>AID issues payment order to new applicant: P100.00 filing fee per category of registration being applied for.</p>		
b. Book Illustrator /Designer /Lay-out Artist	<p>Cashier issues Official Receipt after receiving the required amount , or after receiving a check for the correct amount, from the applicant</p>		
c. Book Importer	<p>AID gives OR to applicant and a photocopy of the OR to sign, for filing in the applicant's folder of documents</p>		
d. Book Industry Association	<p>AID records the applicant's name, registration category &amp; date of application in the AID registration logbook</p>		
e. Book Publisher	<p>Proceed to evaluation</p>		
f. Book Printer			
g. Book Seller			
h. Book Translator			
i. Book Editor			
j. Literary Agent			
k. Manufacturer of Raw Materials			
l. E-book Wholesaler / Retailer			
m. E-book Publisher			
n. E-book Importer			
o. Book Distributor			
p. Book Exporter			
q. E-book Distributor			
r. E-book Exporter			

ACCREDITATION	Agency Action	Responsible Officer	Duration
<b>Effectivity</b>	<p><b>EVALUATION:</b> NBDB AID processes the application for registration, upon receiving the documents and finding these complete.</p> <pre> graph TD     Start[ ] --&gt; Eval[EVALUATION: NBDB AID processes the application for registration, upon receiving the documents and finding these complete.]     Eval --&gt; Q1{All documents submitted in order?}     Q1 -- NO --&gt; Inform[NBDB informs applicant. Applicant may choose to resubmit requirement]     Inform --&gt; Q1     Q1 -- YES --&gt; ED[ED reviews applicant's folder of documents, and the evaluation of AID]     ED --&gt; Q2{All documents submitted in order?}     Q2 -- NO --&gt; Inform     Q2 -- YES --&gt; Q3{ED endorses application to Chair?}     Q3 -- NO --&gt; Inform     Q3 -- YES --&gt; Cert[AID prepares Certificate of Registration]     Cert --&gt; Sign[NBDB Chair signs the applicant's Certificate of Registration]     Sign --&gt; Seal[AID applies notarial seal, then dry seal, on Certificate of Registration]     Seal --&gt; Pay[Upon claiming the Certificate of Registration, The applicant shall pay Php 1000 per classification registered for. Additional fees for late filing of renewing registrants: Basic Fine: Php100 Penalty of Php5 per working day until compliance but not to exceed their regular registration fee .]           </pre>		
<p><b>RA8047</b> <b>Implementing Rules and Regulations</b> <b>Rule IV Section 3.</b></p> <p>The applicant is deemed accredited for the corresponding classification or category once he/she/it receives the Certificate of Registration from this Board.*</p>			
<b>Clients</b>	<p><b>IRR RA8047</b> Section 2. All persons and enterprises engaged in book publishing in any of the following classifications shall register with the Book Board:</p> <ul style="list-style-type: none"> <li>a. Author</li> <li>b. Book Illustrator /Designer /Lay-out Artist</li> <li>c. Book Importer</li> <li>d. Book Industry Association</li> <li>e. Book Publisher</li> <li>f. Book Printer</li> <li>g. Book Seller</li> <li>h. Book Translator</li> <li>i. Book Editor</li> <li>j. Literary Agent</li> <li>k. Manufacturer of Raw Materials</li> <li>l. E-book Wholesaler / Retailer</li> <li>m. E-book Publisher</li> <li>n. E-book Importer</li> <li>o. Book Distributor</li> <li>p. Book Exporter</li> <li>q. E-book Distributor</li> <li>r. E-book Exporter</li> </ul>		

## ACCREDITATION

**\*Guidelines on the Tax- and Duty-Free Importation and Monitoring of the Utilization of Raw Materials for Book Publishing.** Rule I. Section 1. e.

**Registration** is understood to mean the inclusion in the register or list of persons/enterprises engaged in book publishing of the NBDB.

f. **Accreditation**, on the other hand, implies qualifying to the standards set by the NBDB which shall include the production, marketing, organizational and functional capabilities in relation to the publishing or printing business, culminating in the issuance of a Certificate of Registration.