



Republic of the Philippines
 Department of Justice
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION

Date Received: _____
 Application No. : _____
 O.R. No. _____
 Certificate of Accreditation No.: _____
 Date Issued: _____

To be accomplished by OADR Personnel only

OADR Form No. 001
APPLICATION FOR ACCREDITATION
 Private ADR Provider Organization (APO)

This application is hereby made for accreditation as a Private ADR Provider Organization (APO) pursuant to the Accreditation Guidelines and Training Standards of the Office for Alternative Dispute Resolution (OADR).

Note: Please check the appropriate box(es) as applicable and fill-in the required information.

TYPE OF APPLICATION	
<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal

ORGANIZATIONAL INFORMATION			
Name:			
Nature of Office:	<input type="checkbox"/> Law Firm	<input type="checkbox"/> Partnership/ Corporation	<input type="checkbox"/> Others <i>(Please specify):</i>
Address:		Fax No.:	
Email Address:		Website Address:	

ADR FIELD APPLYING FOR ACCREDITATION			
<input type="checkbox"/> Mediation	<input type="checkbox"/> Arbitration	<input type="checkbox"/> Conciliation	<input type="checkbox"/> Negotiation
<input type="checkbox"/> Early Neutral Evaluation	<input type="checkbox"/> Mediation-Arbitration (Med-Arb)		<input type="checkbox"/> Mini-Trial

AUTHORIZED REPRESENTATIVE INFORMATION		
Name:		
Position:	Contact No.:	Email Address:

ACCREDITATION REQUIREMENTS

(Please submit original print-out copy and electronic copy saved in a USB flash drive or e-mailed to acd.oadr.doj@gmail.com).

- Two copies of notarized application form (OADR Form No. 001), signed by a duly authorized senior officer of the applicant-APO and supported by the corresponding board resolution where applicable;
- Certificate of Registration from the Securities and Exchange Commission (SEC) or other relevant regulatory agencies;
- Website address of the Private APO, which shall contain, at a minimum, the following information:
 - a. Basic information about the private APO
 - Company profile, including its track record
 - Statement defining the private APO's mission and objectives
 - List of officers and directors
 - Contract information (office address, telephone, tax numbers and e-mail address)

b. ADR Services Offered

- List and description of each ADR process offered
- Process flow for each of these processes
- Rules of procedure adopted for each ADR process
- Enforcement mechanism for ADR outcomes

c. Roster of Neutrals and Fees

- Roster of accredited neutrals, with their corresponding professional resumes/curriculum vitae
- Schedule of Fees
- Qualification standards for neutrals

d. Ethical Standard/Recourse Mechanisms

- Code of ethics/ethical rules adopted
- Recourse mechanism for parties, in the event of complaints against neutrals;

- Complete printout (in letter-sized paper) of all the information contained in the website at the time the application is filed;
- Duly accomplished and notarized Commitment Form (OADR Form No. 002) re: OADR's Statement of Principles for ADR Provider Organizations and OADR's Training Standards for ADR Practitioners;
- Copy of proposed training program that complies with Sections 23 to 28 of DOJ Circular No. 049, s. 2012 (if the APO intends to offer ADR training to government agencies); and
- Proof of payment of application fee.

OADR PRIVACY STATEMENT

The required and submitted information shall be processed, stored and/or disposed in accordance with R.A. No. 9285 (ADR Act of 2004), its Implementing Rules and Regulations, DOJ Circular No. 049, s. 2012 and other relevant laws, rule and regulations; and shall be accessed/documentated/used by authorized personnel for the following purposes only:

1. Processing and evaluation of accreditation/certification applications;
2. Publication/public information/online posting of roster of accredited ADR providers;
3. Compliance monitoring; and
4. ADR research and policy development.

Date Signed

Signature over Printed Name of Authorized Representative

REPUBLIC OF THE PHILIPPINES)
) S.S.

SUBSCRIBED AND SWORN to before me this ___ day of _____, 20___, at _____, Philippines. Affiant personally appeared and exhibited to me his/her _____, with his/her photograph and signature appearing thereon, with no. _____, issued on _____ at _____, Philippines.

Doc No. _____ :
Page No. _____ :
Book No. _____ :
Series No. _____ :