



ANIMATION COUNCIL  
OF THE PHILIPPINES, INC.

## ACPI MEMBERSHIP APPLICATION CRITERIA

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- Membership is open to companies or organizations whose primary and/or secondary purpose falls under any of the following:
  - Animation production:
    - 2D traditional animation
    - 3D animation
    - Interactive animation and e-learning
    - Game development
    - Web/online animation
    - Special effects
    - Stop motion animation
  - Animation-related services:
    - Animated TV/Film distribution/producers
    - Animation/Cartoon Character/Product Licensing
    - Animation-oriented Sound/Video/Film recording and editing
    - Animation-related marketing and business consultancy
  - Schools and Training institutions offering:
    - 2D/3D/Flash and other animation-related short courses
    - Animation related Degrees
    - Animation-related workshops
  - Animation-related hardware/software distribution/sales
- Membership in an individual or personal capacity will not be entertained.
- Applying organization must have been operating for at least one (1) year.

**Animation Council of the Philippines, Inc.**

5th Floor, C2 Building, Bonifacio High Street Central, 7th Avenue cor. 28th Street, Bonifacio Global City, Taguig City, 1634, Philippines  
(T) +632-8172727 loc. 108 | (DL) +632.211.9277 | (ACPI) 0917.8750443



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- The applicant must provide proof of operation by submitting the following documents:
  - DTI business registration document (Partnership/sole proprietorships) or SEC registration documents (Corporations/non-profit)
  - Business permit
  - Barangay Clearance
  - BIR registration number
  - Annual FS/BIR annual returns
  - Bank Account Certification
  - Three (3) Client and/or Supplier References
- The applying company must be willing to undergo:
  - Ocular inspection of his office/studio premises
  - Background investigation to validate information provided to ACPI
- The applying organization agrees to the payment of a joining and annual membership fee upon approval of its membership application.

Joining Fee	Php 10,000.00
Annual Membership	10,000.00
Total payment	<b>**Php 20,000.00**</b>

*\*\*Initial Payment upon approval of the membership application\*\**

- ACPI reserves the right to accept or deny membership to an applying organization subject to the criteria provided above.



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## Steps/process for membership application

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- 1) Fill out application form online OR obtain application form from ACPI office via email, fax, or personal appearance.
- 2) ACPI office will contact applicant regarding application and notify them of additional documentary requirements that they need to submit to ACPI office through a standard email letter (possible to develop this as an auto-responder once form has been filled up):
  - a) Company Profile
  - b) DTI business registration document (Partnership/sole proprietorships) or SEC registration documents (Corporations/non-profit)
  - c) Business permit
  - d) Certificate of BIR registration (BIR registration number)
  - e) Annual FS or BIR annual returns
  - f) Bank Account Certification
  - g) Three (3) Client and/or Supplier References
- 3) ACPI Office provides a summary of application to the membership committee which would include the following:
  - a) Copy of the Filled-up Online Form
  - b) Checklist of Documentary Requirements (which ones are missing, incomplete, etc.)
  - c) Company Profile
- 4) Membership Committee evaluates based on the Membership Application Criteria and provides one of three possible recommendations:
  - a) Approved – Applicant fits the criteria and has submitted sufficient documentary requirements.

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- b) Conditional approval – Insufficient proof that applicant fits the criteria and is subject to:
  - i. Site Visit/Reference Check by ACPI Office to confirm claims in application form/documents submitted.
  - ii. Submission of missing documentary requirements
- c) Disapproved – Applicant fails to confirm with the set criteria and/or has failed to submit sufficient documentary requirements even after notice to do so (see conditional approval).
  - i. Submission of formal letter to applying organization stating reason for disapproval.
- 5) Once recommended for membership approval, the applicant shall submit the rest of the requirements:
  - a) Assign an official representative for ACPI meetings and events
  - b) Soft copy of company logo
  - c) Number of Regular and Contractual Employees
  - d) Summarized version of company nature and services for ACPI Website
  - e) Payment of a one-time joining fee amounting to Php 10,000.00 in full upon acceptance as member.
  - f) Payment of annual membership dues amounting to Php 10,000.00 (with a payment option that's payable in six months for very/small companies. Issuance of postdated checks is required for this option.
  - g) If the company joined during the last quarter of the year, it shall only pay the joining fee, while the payment of annual membership dues will commence on the next calendar year.