



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON ELECTIONS**

Intramuros, Manila



**Survey Firm Registration Form**  
*Commission on Elections*  
Annex A to COMELEC Resolution No. \_\_\_\_\_

**Submission Instructions**

1. Please read carefully.
2. Complete and duly signed forms should be made under oath before a Notary Public or any official authorized to administer oath, COMELEC officials are NOT authorized to administer oat.
3. Please submit this Form, along with all required attachments, should be submitted to the Political Finance and Affairs Department (PFAD) of COMELEC.
4. The Commission must be notified within ten (10) days for any material changes in the information contained in the accomplished form.

Submissions shall be made by electronic mail to the following address:

Political Finance and Affairs Department (PFAD) - [pfad@comelec.gov.ph](mailto:pfad@comelec.gov.ph)

**Section A: General Information**

1. Name of Survey Firm: - Full legal name of the organization.	
2. Business Address: - Complete physical address, including city, province, and postal code.	
3. Contact Information: - Telephone number(s):	
- Email address:	
- Website (if applicable):	
4. Date of Establishment: - DD/MM/YYYY	
5. Type of Organization:	- <input type="checkbox"/> Sole Proprietorship - <input type="checkbox"/> Partnership - <input type="checkbox"/> Corporation - <input type="checkbox"/> Other (please specify): _____

**Section B: Organizational Profile**

6. Brief History and Background: - Provide a summary of the firm's history, mission, and experience in conducting surveys.	
7. Services Offered: - List all types of survey and research services provided by the firm.	
8. Key Personnel: - Provide names, positions, and brief biographies of principal officers and senior researchers.	

9. Professional Affiliations: - List any memberships in professional organizations or associations related to survey research.	
<b>Section C: Technical Capability</b>	
10. Research Methodologies: - Describe the primary research methods employed (e.g., face-to-face interviews, telephone surveys, online surveys).	
11. Quality Control Measures: - Outline procedures in place to ensure data accuracy and reliability.	
12. Previous Experience: - Provide details of past election-related surveys conducted, including clients, scope, and outcomes.	
<b>Section D: Legal and Financial Information</b>	
13. Business Registration Details: - Attach copies of business registration certificates and permits.	
14. Tax Identification Number (TIN): - Provide the firm's TIN.	
15. Legal Compliance: - Disclose any past or pending legal issues related to the firm's operations.	
<b>Section E: Declaration</b>	
I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements or omissions may result in the denial or revocation of accreditation.	
Name of Authorized Representative: Position: Signature: Date:	

IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_\_\_, affiant exhibiting to me his/her competent evidence of identity, with Identification Card No. \_\_\_\_\_ issued by: \_\_\_\_\_ on: \_\_\_\_\_.

NOTARY PUBLIC.

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