



### 1. Frontline Service with Description

- **Issuance of Amended Contractor's License (Additional/Revision of Classification, Change of Business Name, Change of Business Name & Status, Change of Authorized Managing Officer, Upgrading of Category)** - Processing of application and issuance of amended regular license certificate.

### 2. Schedule of Availability of Service

- 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

### 3. Address and Contact Information of Frontline Office

- 5<sup>th</sup> Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- [pcab@dti.gov.ph](mailto:pcab@dti.gov.ph), [ciappcab.main@gmail.com](mailto:ciappcab.main@gmail.com)

### 4. Who May avail of the Service

- Licensed Contractors

### 5. What are the Requirements

- Detailed checklist of requirements indicated in the application form.

#### a. **Additional/Revision of Classification**

- Duly accomplished application form for Additional/Revision of Classification (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified copies of PRC IDs of technical personnel;
- Personal appearance of technical personnel before the PCAB or DTI Regional or Provincial offices or CIAP Window;
- E-mail Address;
- Original signature of AMO on each and every page of the application forms including supporting documents;
- Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
- Proof of payment of Prepaid Courier Pouch for mailing of license certificate.

#### b. **Change of Business Name**

- Duly accomplished application form for Change of Business Name (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified true copy of Business Name Registration Certificate (for sole proprietorship) / Certified true copy of SEC Certificate of Registration and Amended Articles of Incorporation and By-Laws (for corporation), showing the new name of the firm;
- Original copy of Affidavit from the Proprietor/Authorized Managing Officer (AMO) containing the reason for the change of business name and that the construction firm has no pending case;
- Original copy (news clipping) of announcement/publication in a newspaper of general circulation (not tabloid) re Change of Business Name;
- E-mail Address;
- Original signature of AMO on each and every page of the application forms including supporting documents;
- Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
- Proof of payment of Prepaid Courier Pouch for mailing of license certificate (**optional**).

*Enabling Business, Empowering Consumers*



**PHILIPPINE CONTRACTORS ACCREDITATION BOARD**  
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