



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

- 5th Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- pcab@dti.gov.ph, 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);
- 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);
- 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

5F, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City 1209, Philippines
Telephone: (632)895-4258 Telefax: (632)895-4220 E-mail: pcab@dti.gov.ph
ciap.dti.gov.ph

c. Change of Business Name & Status

- Duly accomplished application form for Change of Business Name and Status (forms are available at CIAP website: www.ciap.dti.gov.ph);
- Certified true copy of SEC Certificate of Registration under the new / status and Articles of Incorporation and By-laws showing that 70% of shares subscribed must belong to the previous owner/AMO)
- Original copy of Secretary's Certification as to the present composition of the firm's Shareholdings and Board of Directors showing the names, nationalities, shareholdings of Stockholders and directors
- Original copy (news clipping) of announcement/publication in a newspaper of general circulation (not tabloid) re Change of Business Name & Status;
- Year-end audited financial statement signed by a BOA accredited CPA;
- Bank certification as proof of cash as of financial statement date;
- Certified copy of TCT, tax declaration of newly acquired land and building assets;
- Certified copy of deeds of sale, official receipts of newly acquired transportation and construction equipment, and other assets;
- Certified copy of pertinent page of CCL (formerly SSS form R-3) submitted to SSS for the quarter immediately preceding the filing of application;
- If applicant has newly nominated technical personnel, certified copy of PRC IDs and personal appearance of the technical personnel before the PCAB or DTI Regional or Provincial office 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 **(optional)**.

d. Change of Authorized Managing Officer

- Duly accomplished application form for Change of Authorized Managing Officer (forms are available at CIAP website: www.ciap.dti.gov.ph);
- Original NBI Clearance of Filipino Authorized Managing Officer (AMO) and non-Filipino AMO who has resided in the Philippines for six (6) months or longer;
- Certified true copy of NBI Clearance Equivalent for non-Filipino AMO/RAR duly authenticated by the Phil. Embassy in the home country of the AMO/RAR;
- Original copy/certified true copy by the BID of the Alien Certificate of Registration (ACR) & valid working visa.
- Certified copy latest General Information Sheet submitted to SEC. (for corporations only)
- Completion of 40-hour Safety Seminar (Basic Occupational Safety & Health(BOSH) for Construction Site Safety Officer or Construction Safety & Health(COSH));
- Completion of 2-day AMO Seminar;
- Passed the AMO written examination;
- 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)**.

e. Upgrading of License Category

- Duly accomplished application form for Upgrading of License Category (forms are available at CIAP website: www.ciap.dti.gov.ph);
- SEC Certificate of Filing of Increase in Authorized Capital and Amended Articles of Incorporation, if applicable;
- Certified copy by the BIR of the Quarterly Income Tax Return duly filed with the BIR covering the income reported in the Audited Financial Statement submitted and official receipt evidencing payment of tax on income earned during the interim period, if applicable;
- Year-end audited financial statement signed by a BOA accredited CPA;
- Bank certification as proof of cash as of financial statement date;
- Certified copy of TCT, tax declaration of newly acquired land and building assets;
- Certified copy of deeds of sale, official receipts of newly acquired transportation and construction equipment, and other assets;
- Certified copy of pertinent page of CCL (formerly SSS form R-3) submitted to SSS for the quarter immediately preceding the filing of application;
- If applicant has newly nominated technical personnel, certified copy of PRC IDs and personal appearance of the technical personnel before the PCAB or DTI Regional or Provincial office 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 **(optional)**.

6. Fees

Additional / Revision of Classification							
	Category						
Fee Particulars	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Additional Classification Fee	2,400	1,200	240	120	72	24	12
Revision/Reissue	100	100	100	100	100	100	100
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12	12
Grand Total (P)	3,727	2,527	1,567	1,447	1,399	1,351	1,339
Upgrading of License Category							
	Category						
Fee Particulars	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
License Fee	100	100	100	100	100	100	100
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12	12
Grand Total (P)	44,927	22,927	8,527	6,127	3,727	2,527	1,327
Change of AMO / Change of Business Name / Change of Business Name & Status							
	Category						
Fee Particulars	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12	12
Grand Total (P)	1,327	1,327	1,327	1,327	1,327	1,327	1,327

- Form of Payment: Cash / Postal Money Order payable to "CIAP" / Manager's Check / Cashier's Check

7. How to Avail of the Service

Step No.	Applicant / Client's Steps (What to Do)	Agency's Action	Duration of Action (under normal circumstances)	Officer or Employee Responsible for Each Step	Office Location	Amount of Fees, if necessary	Documents to be submitted by the Client
1	Download and fill out application form at CIAP Website (www.ciap.dti.gov.ph)						
2	Submit duly accomplished application together with supporting documents	Pre-screening of submitted application	20 minutes	Pre-screener	PCAB Makati / DTI Provincial or Regional Office / CIAP Window		
3	Pay corresponding upfront fee	Receive payment and issue Official Receipt	10 minutes	Cashier	PCAB Makati / CIAP Window		
		Receive application folder and issue official reference number	5 minutes	Assigned Staff	PCAB Makati		
		Prepare evaluation report	5 working days (CBN)	Evaluator			
		Recommend for Board Action	15 working days (AC, CBS)	Division Chief / Executive Director / Board Members			
		Prepare and print License Certificate		Assigned Staff			
4	Verify result of Board Action	Upload approved application in the website	30 working days (CAMO, UP)	Frontline Officer / CIAP Helpdesk / CIAP Website			
5	Claim/wait for mailed License Certificate	Release license certificate thru counter/mail		Assigned Staff			
END OF TRANSACTION							

Total Processing Time:

5 working days (Change of Business Name (CBN))
 15 working days (Additional/Revision of Classification (AC), Change of Business Name & Status (CBS)),
 15 working days (Change of Authorized Managing Officer (CAMO)),
 30 working days (Upgrading of License Category (UP))