



**1. Frontline Service with Description**

- **Issuance of Contractor's Special License-Foreign** - Processing of application & issuance of Special License-Foreign (New and Renewal) License

**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@gmail.com](mailto:ciappcab@gmail.com)

**4. Who May avail of the Service**

- New entrants/licensed contractor with 100% foreign equity

**5. What are the Requirements**

- Detailed checklist of requirements indicated in the application form.

**a. New Special License-Foreign**

- Duly accomplished application form for registration (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant;
- Board Resolution authorizing the Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;
  - Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;
- Original NBI Clearance for newly nominated Filipino AMO and for RAR who resided in the country for six (6) months and longer, or certified true copy of NBI Clearance Equivalent of RAR duly authenticated by the Phil. Embassy in the home country of the RAR;
- Affidavit of undertaking of the RAR/AMO;
- Alien Certificate of Registration and current working visa of the RAR;
- Authenticated diploma and/or transcript of records as well as PRC ID/certificate of registration or equivalent (for new RAR professional);
- Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office;
- Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;

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- Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any;
- Original or certified true copy of "Invitation to Bid" or "Invitation to Bidders" or "Notice to Bidders" or original ad/clipping of the project applied for showing the date of bidding;
- Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor;
- Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;
- Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order/ Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate Office in the country where project is located;
- Copy of Certificate of Completion/Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;
- For privately owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/ 1743.750/2307) stamped received by the BIR for each contract/subcontract;
- 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;
- For new RAR/AMO, personal appearance/interview by the Board;
- Membership with SSS, PHILHEALTH & PAG-IBIG;
- 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)**.

## b. Renewal of Special License-Joint Venture

- Duly accomplished application form for registration (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph))
- Copy of Special License previously issued by PCAB to the applicant and for which renewal is sought;
  - For a project which original completion date has lapsed, certified true copy of approved time extension reflecting new completion date;
- For new RAR/AMO, Board Resolution authorizing its new Resident Alien Representative (RAR)/Authorized Managing Officer in the Philippines to act for and in behalf of the company and defining the scope and/or limitations of his powers;
  - Copy of appointment paper/contract of employment of RAR/AMO to current position in the firm, authenticated by the Philippine Embassy in the home country of the RAR;
  - Affidavit of undertaking of the RAR/AMO;
  - Alien Certificate of Registration of the RAR;
  - Current working visa of the RAR;
- Copy of Contract or Notice of Award pertaining to the project awarded to the firm;
- Certified true copy of the Annual Income Tax Return filed with the BIR for the taxable year immediately preceding the filing of renewal application;
- Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;
- Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
- For new RAR/AMO, personal appearance/interview by the Board;
- Proof of payment of Prepaid Courier Pouch for mailing of license certificate (**optional**).

## 6. Fees

New Special License – Foreign Application							
Fee Particulars	Category						
	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Classification Fee							
Principal	4,800	2,400	480	240	144	48	nil
Other/s (chargeable for each classification)	2,400	1,200	240	120	72	24	nil
Categorization Fee	43,200	21,600	7,200	4,800	2,400	1,200	nil
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
<b>Grand Total (₱)</b>	<b>51,727</b>	<b>26,527</b>	<b>9,247</b>	<b>6,487</b>	<b>3,943</b>	<b>2,599</b>	<b>1,327</b>

Renewal of Special License – Foreign Application							
Fee Particulars	Category						
	AAA	AA	A	B	C	D	E/Trade
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Category Review	28,800	14,400	4,800	3,600	1,920	960	nil
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
<b>Grand Total (₱)</b>	<b>30,127</b>	<b>15,727</b>	<b>6,127</b>	<b>4,927</b>	<b>3,247</b>	<b>2,287</b>	<b>1,327</b>

- 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	30 working days (Special License-Foreign (New))	Evaluator			
		Recommend for Board Action		Division Chief / Executive Director / Board Members			
		Prepare and print License Certificate	10 working days (Special License-Foreign (Renewal))	Assigned Staff			
4	Verify result of Board Action	Upload approved application in the website		Frontline Officer / CIAP Helpdesk / CIAP Website			
5	Claim/wait for mailed License Certificate	Release license certificate thru counter/mail		Assigned Staff			
<b>END OF TRANSACTION</b>							

**Total Processing Time:**  
 30 working days (Special License – Foreign (New))  
 10 working days (Special License – Foreign (Renewal))