



**1. Frontline Service with Description**

- **Issuance of Contractor's Special License-Joint Venture** - Processing of application & issuance of Special License-Joint Venture (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.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. New Special License-Joint Venture**

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Duly notarized Joint Venture agreement;
- Certified copy of Invitation to Bid.

**b. Renewal of Special License-Joint Venture**

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified copy of project contract agreement / Notice of Award;
- Copy of Joint Venture Agreement.

6. Fees

Special License – Joint Venture / Consortium (New)							
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
License Fee (per project basis)	100	100	100	100	100	100	100
Categorization Fee (per CFY basis)	43,200	21,600	7,200	4,800	2,400	1,200	nil
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>44,527</b>	<b>22,927</b>	<b>8,527</b>	<b>6,127</b>	<b>3,727</b>	<b>2,527</b>	<b>1,327</b>
Special License – Joint Venture / Consortium (Renewal)							
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
License Fee	100	100	100	100	100	100	100
Categorization Fee	28,800	14,400	4,800	3,600	1,920	960	nil
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	5 working days	Evaluator			
		Recommend for Board Action		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		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: 5 working days**