



**1. Frontline Service with Description**

- **Issuance of New Regular License** - Processing of applications for the issuance of license certificate under R.A. 4566

**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**

- New entrants/returning delisted contractors with at least 60% Filipino equity

**5. What are the Requirements**

- Detailed checklist of requirements indicated in the application form.
  - Duly accomplished application form for new license (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
  - Integrity Pledge;
  - Latest audited financial statement, not more than six months old, signed by a BOA accredited CPA;
  - Bank certification as proof of cash as of financial statement date;
  - Certified copy of TCT, tax declaration of land and building assets;
  - Certified copy of deeds of sale, official receipts of transportation and construction equipment, and other assets;
  - Certified copies of valid PRC IDs of technical personnel;
  - Personal appearance of technical personnel before the PCAB or DTI Regional or Provincial offices or CIAP Window;
  - 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;
  - 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**).

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