



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

- 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

- 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);
 - 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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6. Fees

New Regular License 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
Grand Total (₱)	51,727	26,527	9,247	6,487	3,943	2,599	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	15 working days (lean months)	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			
END OF TRANSACTION							

Total Processing Time: 15 working days (lean months)