



1. Frontline Service with Description

- **Issuance of Renewed Regular License** - Processing of application and issuance of renewed 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.
 - Duly accomplished application form for license renewal (forms are available at CIAP website: www.ciap.dti.gov.ph);
 - Integrity Pledge;
 - 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;
 - Completion of 2-day AMO Seminar;
 - Completion of 40-hour Safety Seminar (Basic Occupational Safety & Health (BOSH) for Construction Site Safety Officer or Construction Safety & Health (COSH));
 - 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

Renewal of Regular License Application (Early Filing / On Schedule)							
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
Grand Total (₱)	30,127	15,727	6,127	4,927	3,247	2,287	1,327
Renewal of Regular License Application (Filing After Respective Schedule)							
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
Additional Processing Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Grand Total (₱)	35,127	20,727	11,127	9,927	8,247	7,287	6,327
Renewal of Regular License Application (Filing After 30 th of June)							
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
Additional Processing Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Additional License Fee	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Surcharge	40	40	40	40	40	40	40
Grand Total (₱)	40,167	25,767	16,167	14,967	13,287	12,327	11,367

- 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	10 working days (lean months)	Evaluator			
		Recommend for Board Action		Division Chief / Executive Director / Board Members			
		Prepare and print License Certificate	30 working days (peak months)	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:
 10 working days (lean months)
 30 working days (peak months)