



### 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), [pcabphil@yahoo.com](mailto:pcabphil@yahoo.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);
  - 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**).

*Enabling Business, Empowering Consumers*



**PHILIPPINE CONTRACTORS ACCREDITATION BOARD**  
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## 6. Fees

		CATEGORY						
		AAA	AA	A	B	C	D	E/Trade
Filing Fee		600	600	600	600	600	600	600
Classification Fee	Principal	2,400	1,200	240	120	72	24	n/a
	Other/s (chargeable for each classification)	1,200	600	120	60	36	12	n/a
Categorization Fee		21,600	10,800	3,600	2,400	1,200	600	n/a
License Fee		50	50	50	50	50	50	50
Documentary Stamp Tax		15	15	15	15	15	15	15
Legal Research Fund		10	10	10	10	10	10	10
<b>Grand Total (Php)</b>		<b>25,875</b>	<b>13,275</b>	<b>4,635</b>	<b>3,255</b>	<b>1,983</b>	<b>1,311</b>	<b>675</b>

## 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 ( <a href="http://www.ciap.dti.gov.ph">www.ciap.dti.gov.ph</a> )						
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		
		Prepare evaluation report		Evaluator	PCAB Makati / CIAP Window		
		Recommend for Board Action		Division Chief / Executive Director / Board Members	PCAB Makati		
4	Verify result of Board Action	Upload approved application in the website/Issue notice of Board Action	30 business days	Frontline Officer / CIAP Helpdesk / CIAP Website	-do-		

5	Claim/wait for mailed License Certificate	Release license certificate thru mail/counter		Releasing Clerk	-do-		
END OF TRANSACTION							

**Total Processing Time:** 30 business days