



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, pcabphil@yahoo.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);
 - 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)**

Enabling Business, Empowering Consumers



PHILIPPINE CONTRACTORS ACCREDITATION BOARD
5F, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City 1209, Philippines
Telephone: (632)895-4258 Telefax: (632)895-4220 E-mail: pcab@dti.gov.ph
ciap.dti.gov.ph

6. Fees

		CATEGORY						
		AAA	AA	A	B	C	D	E/Trade
Filing Fee		600	600	600	600	600	600	600
Category Review		14,400	7,200	2,400	1,800	960	480	n/a
License Renewal 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
GRAND TOTAL (Php)		15,075	7,875	3,075	2,475	1,635	1,155	675
Late Renewal	Additional Processing Fee (filing after the respective schedule)	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	Additional License Fee (filing after 30 June)	5,000	5,000	5,000	5,000	5,000	5,000	5,000
	Surcharge	20	20	20	20	20	20	20

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		
		Prepare evaluation report	10 business days (lean months) 30 business days (peak months)	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	10 business days (lean months) 30 business days (peak months)	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:
10 business days (lean months)
30 business days (peak months)