1. General Requirements

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|[ ]   | Duly accomplished Application for Registration Form (POCB-F-SVD-002) and sworn to before a notary public |
| [ ]  |  | For Corporations, board resolution authorizing the filing of the application before the Board and naming the person empowered to act for and on behalf of the applicant |
|  |  | For Single Proprietorship, authorization letter |
| [ ]  |  | For Corporations, SEC-General Information Sheet, SEC Certificate of Registration, Article of Incorporation and By-Laws |
|  |  | For Single Proprietorship, DTI Certificate of Registration |
| [ ]  |  | Certified True Copy of Philippine Contractors Accreditation Board (PCAB) License |
| [ ]  |  | For new registration, duly accomplished Domestic Project Information (POCB-F-SVD-003b) for the last five (5) years |
|  |  | For renewal, duly accomplished Overseas Project Information (POCB-F-SVD-003a) for the last two (2) years |
| [ ]  |  | Brief history of the company |

1. Additional Requirements for consultancy groups **without PCAB License:**

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| [ ]  |  | Duly accomplished Biodata of Key Technical Personnel (POCB-F-SVD-004) |
| [ ]  | 2. | Audited financial statements of the applicant for the last three (3) preceding years |
| [ ]  | 3. | Income tax returns of the applicant for the last three (3) years of its operations |

Note: Accepted payment includes cash or Manager’s/Cashier’s Check payable to **CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**.