



Receiving Copy



07 August 2017

**MS. HELENE GRACE T. RAMOS**  
Director IV  
**Office for Strategy Management**  
**Civil Service Commission**  
Through  
Constitution Hills  
Batasan Pambansa Complex  
Diliman, Quezon City

Thru : **The AO 25 Secretariat**

**Dear Director Ramos:**

We are pleased to submit the Certification of Compliance (CoC) of the **Construction Industry Authority of the Philippines (CIAP)** as required under CSC MC No. 14, s. 2017. The certification contains the complied requirements of the Anti-Red Tape Act (ARTA) law including the report of improvements of the most availed frontline transactions and the actions taken to improve each transaction,.

We hope that the Citizen's Charter compliance with the ARTA law merit your favorable validation of the CIAP frontline services.

Thank you.

Very truly yours,

  
**Atty. RUTH B. CASTELO**  
Undersecretary, Competitiveness and Ease  
Of Doing Business Group (CEODBG)



*Enabling Business, Empowering Consumers*

**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**  
5<sup>TH</sup> Floor, Executive Building Center, 369 Sen. Gil Puyat Avenue, 1200 Makati City, Philippines  
Telephone (632) 895.6826: TeleFAX No. 897.9336: E-mail: [ciap@dti.gov.ph](mailto:ciap@dti.gov.ph) or [ciapdti@yahoo.com](mailto:ciapdti@yahoo.com)  
[www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph)



**CERTIFICATION of COMPLIANCE**

*Pursuant to Republic Act 9485: An Act to Improve Efficiency in the Delivery of Government Service to the Public by Reducing Bureaucratic Red Tape, Preventing Graft and Corruption, and Providing Penalties Therefor*

I, Ruth B. Castelo, Filipino, of legal age, Undersecretary for Competitiveness & Ease of Doing Business Group (CEODBG) and head of the **Construction Industry Authority of the Philippines (CIAP)**, being responsible and accountable in ensuring compliance with Section 6 of the Anti-Red Tape Act of 2007 and Rule IV of its Implementing Rules and Regulations, hereby declare and certify the following facts:

- 1) The CIAP has established its service standards known as the Citizen's Charter that enumerates the following:
  - a. Vision and mission of the agency
  - b. Frontline services offered
  - c. Step-by-step procedure in availing of frontline services
  - d. Employee responsible for each step
  - e. Time needed to complete the procedure
  - f. Amount of fees
  - g. Required documents
  - h. Procedure for filing complaints
  
- 2) The Citizen's Charter is posted as information billboards in the service offices of CIAP that deliver frontline services.
  
- 3) The Citizen's Charter is positioned at the main entrance of the office or at the most conspicuous place of all the said service offices.
  
- 4) The Citizen's Charter is written in English and published as an information material (e.g. booklet or brochure).
  
- 5) The Citizen's Charter is uploaded in the agency's website and accessible to the public.
  
- 6) The agency has undertaken self-assessment and reporting of improvements in its existing Citizen's Charter.
  
- 7) The Citizen's Charter shows the process improvements, specifically on the streamlining of procedures and shortened turnaround time, on the most availed frontline services:

Frontline Service	Process Improvement	Action Taken to Improve Process	Results/Benefits
Issuance of Contractor's License	1. Opened additional CIAP Windows as part of Decentralization (CARAGA, Region 8)		Additional window to serve contractors at the CARAGA Region and Region 8
	2. Implemented the initial/Phase I of the Information System Strategic Plan (Computerization Project) Online filing for AA & AAA for CFY 2017-2018	Continuous improvement of the system thru feedback	Automated processing and evaluation of contractor's licensing application

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**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**

5<sup>th</sup> Floor, Executive Building Center, 369 Sen. Gil Puyat Avenue, 1200 Makati City, Philippines  
 Telephone (632) 895.6826: TeleFax No. 897.9336: E-mail: [ciap@dti.gov.ph](mailto:ciap@dti.gov.ph) or [ciapdti@yahoo.com](mailto:ciapdti@yahoo.com)  
[www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph)

	3. Online examination for Authorized Managing Officers	To be implemented	Automated administration of AMO examination
Issuance of Contractor's License/Awareness Campaign for Contractors' Licensing Law	4. Intensified information dissemination and Amnesty Program for unlicensed contractors		Increase in the number of licensed contractors from 8,268 for CFY 2015-2016 to 9,673 for CFY 2016-2017

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

IN WITNESS HEREOF, I have hereunto set my hand this 07 of August, 2017 in Makati City, Philippines.



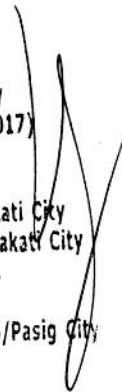
**Atty. RUTH B. CASTELO**  
Undersecretary, CEODBG

SUBSCRIBED AND SWORN to before me this 10 of AUG 2017 2017 in CITY OF MAKATI, Philippines, with affiant exhibiting to me his/her DTI- ID NO. 5248 issued on \_\_\_\_\_ at MAKATI CITY.

NOTARY PUBLIC

Doc. No. 383  
Page No. 18  
Book No. 22  
Series of 2017

**YOLANDA Y. VILLANUEVA**  
Notary Public for Makati City  
Appointment No. M-48 (2016-2017)  
Until December 31, 2017  
2<sup>nd</sup> Floor DTI Building  
361 Sen. Gil J. Puyat Avenue, Makati City  
PTR No. MKI 5329882/1-12-2016/Makati City  
Roll of Attorney No. 55493  
IBP Lifetime No. 09175  
MCLE No. V-0016654/March 28, 2016/Pasig City





**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), [ciappcab.main@gmail.com](mailto: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](http://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
<b>Grand Total (P)</b>	<b>51,727</b>	<b>26,527</b>	<b>9,247</b>	<b>6,487</b>	<b>3,943</b>	<b>2,599</b>	<b>1,327</b>

- 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			
<b>END OF TRANSACTION</b>							

**Total Processing Time: 15 working days (lean months)**



**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**

- 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), [ciappcab.main@gmail.com](mailto: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](http://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

<b>Renewal of Regular License Application (Early Filing / On Schedule)</b>							
<b>Fee Particulars</b>	<b>Category</b>						
	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
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
<b>Grand Total (₱)</b>	<b>30,127</b>	<b>15,727</b>	<b>6,127</b>	<b>4,927</b>	<b>3,247</b>	<b>2,287</b>	<b>1,327</b>
<b>Renewal of Regular License Application (Filing After Respective Schedule)</b>							
<b>Fee Particulars</b>	<b>Category</b>						
	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
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
<b>Grand Total (₱)</b>	<b>35,127</b>	<b>20,727</b>	<b>11,127</b>	<b>9,927</b>	<b>8,247</b>	<b>7,287</b>	<b>6,327</b>
<b>Renewal of Regular License Application (Filing After 30<sup>th</sup> of June)</b>							
<b>Fee Particulars</b>	<b>Category</b>						
	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
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
<b>Grand Total (₱)</b>	<b>40,167</b>	<b>25,767</b>	<b>16,167</b>	<b>14,967</b>	<b>13,287</b>	<b>12,327</b>	<b>11,367</b>

- 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			
<b>END OF TRANSACTION</b>							

**Total Processing Time:**  
 10 working days (lean months)  
 30 working days (peak months)



**1. Frontline Service with Description**

- **Issuance of Contractor's Special License-Joint Venture** - Processing of application & issuance of Special License-Joint Venture (New and Renewal) License

**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), [ciappcab.main@gmail.com](mailto: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.

**a. New Special License-Joint Venture**

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Duly notarized Joint Venture agreement;
- Certified copy of Invitation to Bid.

**b. Renewal of Special License-Joint Venture**

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified copy of project contract agreement / Notice of Award;
- Copy of Joint Venture Agreement.

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6. Fees

<b>Special License – Joint Venture / Consortium (New)</b>							
<b>Fee Particulars</b>	<b>Category</b>						
	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee (per project basis)	100	100	100	100	100	100	100
Categorization Fee (per CFY basis)	43,200	21,600	7,200	4,800	2,400	1,200	nil
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12	12
<b>Grand Total (P)</b>	<b>44,527</b>	<b>22,927</b>	<b>8,527</b>	<b>6,127</b>	<b>3,727</b>	<b>2,527</b>	<b>1,327</b>
<b>Special License – Joint Venture / Consortium (Renewal)</b>							
<b>Fee Particulars</b>	<b>Category</b>						
	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
License Fee	100	100	100	100	100	100	100
Categorization Fee	28,800	14,400	4,800	3,600	1,920	960	nil
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12	12
<b>Grand Total (P)</b>	<b>30,127</b>	<b>15,727</b>	<b>6,127</b>	<b>4,927</b>	<b>3,247</b>	<b>2,287</b>	<b>1,327</b>

- 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	5 working days	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			
<b>END OF TRANSACTION</b>							

**Total Processing Time: 5 working days**



**1. Frontline Service with Description**

- **Issuance of Contractor's Special License-Foreign** - Processing of application & issuance of Special License-Foreign (New and Renewal) License

**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), [ciappcab.main@gmail.com](mailto:ciappcab.main@gmail.com)

**4. Who May avail of the Service**

- New entrants/licensed contractor with 100% foreign equity

**5. What are the Requirements**

- Detailed checklist of requirements indicated in the application form.

**a. New Special License-Foreign**

- Duly accomplished application form for registration (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant;
- Board Resolution authorizing the Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;
  - Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;
- Original NBI Clearance for newly nominated Filipino AMO and for RAR who resided in the country for six (6) months and longer, or certified true copy of NBI Clearance Equivalent of RAR duly authenticated by the Phil. Embassy in the home country of the RAR;
- Affidavit of undertaking of the RAR/AMO;
- Alien Certificate of Registration and current working visa of the RAR;
- Authenticated diploma and/or transcript of records as well as PRC ID/certificate of registration or equivalent (for new RAR professional);
- Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office;
- Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;

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- Certification from the appropriate Tendering Agency that the project is foreign financed/internationally funded and that international bidding is required, or the participation of foreign contractors is allowed under the terms of the Bilateral Agreement entered into by and between the Philippine Government and the Foreign/International Financing Institution; or Certification that the project is to be implemented in accordance with the Expanded BOT Law or RA 7718, or other laws of similar nature, and that other requirements, under existing laws, have been waived in the loan agreement, if any;
- Original or certified true copy of "Invitation to Bid" or "Invitation to Bidders" or "Notice to Bidders" or original ad/clipping of the project applied for showing the date of bidding;
- Back-to-back guarantee from the parent company if the applicant is a subsidiary of a foreign contractor;
- Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;
- Copy of single largest relevant construction contract or subcontract agreement completed and/or Change Order/ Supplemental Agreement, if any, certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside of the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate Office in the country where project is located;
- Copy of Certificate of Completion/Acceptance certified true by the Project Owner or Prime Contractor for sub-contract work. If project was undertaken outside the Philippines, the aforesaid documents must be duly authenticated by the Philippine Embassy or Consulate office in the country where project is located;
- For privately owned projects only: Certified True Copy of Certificate of Creditable Income Tax Withheld (Form 1743.1/ 1743.750/2307) stamped received by the BIR for each contract/subcontract;
- 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;
- For new RAR/AMO, personal appearance/interview by the Board;
- 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)**.

## **b. Renewal of Special License-Joint Venture**

- Duly accomplished application form for registration (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph))
- Copy of Special License previously issued by PCAB to the applicant and for which renewal is sought;
  - For a project which original completion date has lapsed, certified true copy of approved time extension reflecting new completion date;
- For new RAR/AMO, Board Resolution authorizing its new Resident Alien Representative (RAR)/Authorized Managing Officer in the Philippines to act for and in behalf of the company and defining the scope and/or limitations of his powers;
  - Copy of appointment paper/contract of employment of RAR/AMO to current position in the firm, authenticated by the Philippine Embassy in the home country of the RAR;
  - Affidavit of undertaking of the RAR/AMO;
  - Alien Certificate of Registration of the RAR;
  - Current working visa of the RAR;
- Copy of Contract or Notice of Award pertaining to the project awarded to the firm;
- Certified true copy of the Annual Income Tax Return filed with the BIR for the taxable year immediately preceding the filing of renewal application;
- Financial Statement as of the end of taxable year immediately preceding the filing of application immediately preceding the filing of application;
- Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
- For new RAR/AMO, personal appearance/interview by the Board;
- Proof of payment of Prepaid Courier Pouch for mailing of license certificate **(optional)**.

## 6. Fees

New Special License – Foreign 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
<b>Grand Total (P)</b>	<b>51,727</b>	<b>26,527</b>	<b>9,247</b>	<b>6,487</b>	<b>3,943</b>	<b>2,599</b>	<b>1,327</b>

Renewal of Special License – Foreign 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
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
<b>Grand Total (P)</b>	<b>30,127</b>	<b>15,727</b>	<b>6,127</b>	<b>4,927</b>	<b>3,247</b>	<b>2,287</b>	<b>1,327</b>

- 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	30 working days (Special License – Foreign (New))	Evaluator			
		Recommend for Board Action		Division Chief / Executive Director / Board Members			
Prepare and print License Certificate	10 working days (Special License – Foreign (Renewal))	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			
<b>END OF TRANSACTION</b>							

**Total Processing Time:**  
 30 working days (Special License – Foreign (New))  
 10 working days (Special License – Foreign (Renewal))



### 1. Frontline Service with Description

- Issuance of Amended Contractor's License (Additional/Revision of Classification, Change of Business Name, Change of Business Name & Status, Change of Authorized Managing Officer, Upgrading of Category) - Processing of application and issuance of amended 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

- 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), [ciappcab.main@gmail.com](mailto: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.

#### a. **Additional/Revision of Classification**

- Duly accomplished application form for Additional/Revision of Classification (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified copies of PRC IDs of technical personnel;
- Personal appearance of technical personnel before the PCAB or DTI Regional or Provincial offices or CIAP Window;
- 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.

#### b. **Change of Business Name**

- Duly accomplished application form for Change of Business Name (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified true copy of Business Name Registration Certificate (for sole proprietorship) / Certified true copy of SEC Certificate of Registration and Amended Articles of Incorporation and By-Laws (for corporation), showing the new name of the firm;
- Original copy of Affidavit from the Proprietor/Authorized Managing Officer (AMO) containing the reason for the change of business name and that the construction firm has no pending case;
- Original copy (news clipping) of announcement/publication in a newspaper of general circulation (not tabloid) re Change of Business Name;
- 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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### **c. Change of Business Name & Status**

- Duly accomplished application form for Change of Business Name and Status (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Certified true copy of SEC Certificate of Registration under the new / status and Articles of Incorporation and By-laws showing that 70% of shares subscribed must belong to the previous owner/AMO)
- Original copy of Secretary's Certification as to the present composition of the firm's Shareholdings and Board of Directors showing the names, nationalities, shareholdings of Stockholders and directors
- Original copy (news clipping) of announcement/publication in a newspaper of general circulation (not tabloid) re Change of Business Name & Status;
- 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
- 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)**.

### **d. Change of Authorized Managing Officer**

- Duly accomplished application form for Change of Authorized Managing Officer (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- Original NBI Clearance of Filipino Authorized Managing Officer (AMO) and non-Filipino AMO who has resided in the Philippines for six (6) months or longer;
- Certified true copy of NBI Clearance Equivalent for non-Filipino AMO/RAR duly authenticated by the Phil. Embassy in the home country of the AMO/RAR;
- Original copy/certified true copy by the BID of the Alien Certificate of Registration (ACR) & valid working visa.
- Certified copy latest General Information Sheet submitted to SEC. (for corporations only)
- 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;
- 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)**.

#### e. Upgrading of License Category

- Duly accomplished application form for Upgrading of License Category (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
- SEC Certificate of Filing of Increase in Authorized Capital and Amended Articles of Incorporation, if applicable;
- Certified copy by the BIR of the Quarterly Income Tax Return duly filed with the BIR covering the income reported in the Audited Financial Statement submitted and official receipt evidencing payment of tax on income earned during the interim period, if applicable;
- 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
- 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)**.

6. Fees

<b>Additional / Revision of Classification</b>							
	<b>Category</b>						
<b>Fee Particulars</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Additional Classification Fee	2,400	1,200	240	120	72	24	12
Revision/Reissue	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
<b>Grand Total (P)</b>	<b>3,727</b>	<b>2,527</b>	<b>1,567</b>	<b>1,447</b>	<b>1,399</b>	<b>1,351</b>	<b>1,339</b>
<b>Upgrading of License Category</b>							
	<b>Category</b>						
<b>Fee Particulars</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Categorization Fee	43,600	21,600	7,200	4,800	2,400	1,200	n.a.
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
<b>Grand Total (P)</b>	<b>44,927</b>	<b>22,927</b>	<b>8,527</b>	<b>6,127</b>	<b>3,727</b>	<b>2,527</b>	<b>1,327</b>
<b>Change of AMO / Change of Business Name / Change of Business Name &amp; Status</b>							
	<b>Category</b>						
<b>Fee Particulars</b>	<b>AAA</b>	<b>AA</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E/Trade</b>
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200	1,200
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
<b>Grand Total (P)</b>	<b>1,327</b>	<b>1,327</b>	<b>1,327</b>	<b>1,327</b>	<b>1,327</b>	<b>1,327</b>	<b>1,327</b>

- 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
<b>1</b>	Download and fill out application form at CIAP Website (www.ciap.dti.gov.ph)						
<b>2</b>	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		
<b>3</b>	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	5 working days (CBN)	Evaluator			
		Recommend for Board Action		Division Chief / Executive Director / Board Members			
		Prepare and print License Certificate	15 working days (AC, CBS)	Assigned Staff			
<b>4</b>	Verify result of Board Action	Upload approved application in the website	30 working days (CAMO, UP)	Frontline Officer / CIAP Helpdesk / CIAP Website			
<b>5</b>	Claim/wait for mailed License Certificate	Release license certificate thru counter/mail		Assigned Staff			
<b>END OF TRANSACTION</b>							

**Total Processing Time:**

- 5 working days (Change of Business Name (CBN))
- 15 working days (Additional/Revision of Classification (AC), Change of Business Name & Status (CBS)),
- 15 working days (Change of Authorized Managing Officer (CAMO)),
- 30 working days (Upgrading of License Category (UP))



**1. Frontline Service with Description**

- **Issuance of Registration for Government Infrastructure Project (New, Re-registration, Upgrading of Size Range, Additional Project Type)** - Processing of application & issuance of Registration for Government Infrastructure Projects

**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), [ciappcab.main@gmail.com](mailto:ciappcab.main@gmail.com)

**4. Who May avail of the Service**

- Licensed contractors with at least 75% Filipino equity participation

**5. What are the Requirements**

- Detailed checklist of requirements indicated in the application form.
  - Duly accomplished application form for registration (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph))
  - Certified copy of contract agreement and certificate of completion or acceptance of the single largest project undertaken for the project type applied for.
  - If a private project or sub-contract, certified copy of withholding tax for the project.

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## 6. Fees

Registration for Government Infrastructure Projects (New Registration & Re-registration)			
Fee Particulars	Size Range		
	Large A/B	Medium A/B	Small A/B
Filing Fee	1,200	1,200	1,200
Project Kind Fee			
First Project Kind	7,200	4,800	2,400
Succeeding Project Kind/s (if any)	1,200	1,200	1,200
Documentary Stamp Tax	15	15	15
Legal Research Fund	12	12	12
<b>Grand Total (P)</b>	<b>9,627</b>	<b>7,227</b>	<b>4,827</b>

Registration for Government Infrastructure Projects (Additional Project Kind)					
Fee Particulars	Large A/B & presently with all Medium A/B	Medium A/B & presently with all Medium A/B	Large A/B & presently with all Small A/B	Medium A/B & presently with all Small A/B	Small A/B & presently with all Small A/B
Filing Fee	1,200	1,200	1,200	1,200	1,200
Project Kind Fee					
First Project Kind	2,400	1,200	4,800	2,400	1,200
Succeeding Project Kind/s	1,200	1,200	1,200	1,200	1,200
Documentary Stamp Tax	15	15	15	15	15
Legal Research Fund	12	12	12	12	12
<b>Grand Total (P)</b>	<b>4,827</b>	<b>3,627</b>	<b>7,227</b>	<b>4,827</b>	<b>3,627</b>

Registration for Government Infrastructure Projects (Upgrading)						
Fee Particulars	Large A to Large B	Medium A/B to Large A/B	Medium A to Medium B	Small A/B to Large A/B	Small A/B to Medium A/B	Small A to Small B
Filing Fee	1,200	1,200	1,200	1,200	1,200	1,200
Upgrading of Size Range	nil	2,400	nil	4,800	2,400	nil
Documentary Stamp Tax	15	15	15	15	15	15
Legal Research Fund	12	12	12	12	12	12
<b>Grand Total (P)</b>	<b>1,227</b>	<b>3,627</b>	<b>1,227</b>	<b>6,027</b>	<b>3,627</b>	<b>1,227</b>

- 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	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			
<b>END OF TRANSACTION</b>							

**Total Processing Time: 10 working days**