



ASEAN ARCHITECT REGISTRY - PHILIPPINES APPLICANT'S CHECKLIST

- Letter of intent (3 copies)
- Duly accomplished ASEAN Architect Registry (AAR) Form No. 15-2019 with attached Certificate/s of Employment covering a period not less than seven (7) years; Certification of Project completion
- Original Certified True Copy of Transcript of Records
- Valid PRC Professional Identification Card
- Original Certificate of No Pending Administrative Case issued by the PRC
- Original Certificate of Good Standing issued by the IAPOA
- Original Copy of valid NBI Clearance
- Original Signed Statement of Compliance with Code of Ethics (Notarized)
- Annex 1 Specialized Training relevant to the field of specialization
- Annex 2 Professional Practice, (2A - Description and 2B - Project Images)
- Annex 3 List of Continuing Professional Development (CPD) with CPD Compliance Certificate
- Annex 4 Research and Development
- Annex 5 Authorship
- Recent four (4) passport size pictures, white background with name tag (coat and tie for men; blazer for women)
- Payment: P 2,000.00 - non-refundable processing fee

Note:

1. Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; A4 size (8.27" x 11.69") of paper shall be used throughout; Color copies for Original, Black and white may be used for copies. Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in 1 ½" 3 – Ring Presentation Binder, (White color for ORIGINAL, Black for the 2 copies), Documents shall be in a clear sheet inserts, complete with table of contents/tabs.
2. All applications must be originally-signed by the applicant and shall be filed at the **PRC Regional Office** nearest applicant's residence.
3. In Annex 3 (CPD), no need to attach copies of certificates in support of the application for registration as ASEAN Architect as the submission of the CPD Compliance Certificate from the PRC Regional Office is sufficient. Kindly secure your CPD Compliance Certificate at the PRC Regional Office nearest the applicant's residence by having the applicant's CPD credit units earned assessed by the Regional Office.

***EMAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE
APPLICATION FORMS WILL NOT BE ACCEPTED***