



Republic of the Philippines  
Professional Regulation Commission  
Manila

Professional Regulatory Board of Accountancy  
Resolution No. 06  
Series of 2016

**PRESCRIBING THE APPLICATION FORMS FOR THE: (1) ACCREDITATION OF CERTIFIED PUBLIC ACCOUNTANTS (CPAs) IN PUBLIC PRACTICE (INITIAL AND RENEWAL); (2) ACCREDITATION OF ACCOUNTING TEACHERS (INITIAL AND RENEWAL); AND (3) ACCREDITATION OF CPAs IN COMMERCE AND INDUSTRY PRACTICE**

**WHEREAS**, Section 9 Article II of Republic Act No. 9298, otherwise known as the Philippine Accountancy Act of 2004, enumerates as one of the powers and functions of the Professional Regulatory Board of Accountancy (Board): [T]o supervise the registration, licensure and practice of accountancy in the Philippines;

**WHEREAS**, pursuant to this mandate, the Board issued Resolution No. 24, Series of 2007, prescribing a new set of documentary requirements for the renewal of accreditation of Individual CPAs, Firms and Partnerships of CPAs engaged in the practice of public accountancy;

**WHEREAS**, the Board further issued Resolution No. 88, Series of 2008, on the rules and regulations for the accreditation of accounting teachers;

**WHEREAS**, the Board furthermore issued Resolution No. 03, Series of 2016, entitled "Requiring the Submission of Certificate by the Responsible Certified Public Accountants on the Compilation Services for the Preparation of Financial Statements and Notes Thereto" requiring all CPAs in commerce and industry practice to apply for accreditation with the Board and the Commission;

**WHEREAS**, for purposes of implementing Board Resolution No. 2016-03, there is a need to prescribe the necessary forms, including the Application Forms and documentary checklist;

**WHEREAS**, upon revisiting the existing Application Forms being used in the accreditation of Individual CPAs, Firms and Partnerships of CPAs in Public Practice and Accounting Teachers, the Board finds the need to revise them as well, with a view of adding thereto other relevant requirements and in order to conform also to the requirements of the Quality Management System (QMS) being implemented by the Professional Regulation Commission (Commission);

**NOW THEREFORE**, upon these considerations, the Board has **RESOLVED**, as it so **RESOLVES**, to prescribe the Application Forms for: (1) Initial Application for Accreditation of CPAs in Public Practice (**Annex "A"**) and its Renewal (**Annex "B"**); (2) Initial Application for Accreditation of Accounting Teachers (**Annex "C"**) and its Renewal (**Annex "D"**); and (3) Application for Accreditation of CPAs in Commerce and Industry Practice (**Annex "E"**), subject to the approval of the Commission.

This Resolution shall take effect immediately upon its approval.

Let a copy hereof be furnished the Board, Office of the Board Secretary, Standards and Inspection Division, all Regional Offices and other involved divisions/units of the Commission.

Done in the City of Manila this 5th day of February, 2016.



**JOEL L. TAN-TORRES**  
Chairman

  
**GLORIA T. BAYSA**  
Vice-Chairperson

**ELISEO A. AURELLADO**  
Member

**CONCORDIO S. QUISAOT**  
Member

  
**ARLYN S. VILLANUEVA**  
Member

  
**SAMUEL B. PADILLA**  
Member  
  
**GERARD B. SANVICTORES**  
Member

PRESCRIBING THE APPLICATION FORMS FOR THE: (1) ACCREDITATION OF CERTIFIED PUBLIC ACCOUNTANTS (CPAs) IN PUBLIC PRACTICE; (2) ACCREDITATION OF ACCOUNTING TEACHERS; AND (3) ACCREDITATION OF CPAs IN COMMERCE AND INDUSTRY PRACTICE

ATTESTED BY:

*Luisi T. Bautista*

**ATTY. LOVELIKA T. BAUTISTA**

Officer-in-Charge

Office of the Secretary to the Professional Regulatory Boards

APPROVED BY:

(VACANT)  
Chairperson

*Angelina T. Chua Chiaco*

**ANGELINE T. CHUA CHIACO**

Acting Chairperson

*Yolanda D. Reyes*  
**YOLANDA D. REYES**  
Commissioner



Professional Regulation Commission

**APPLICATION FORM**  
**RENEWAL OF ACCREDITATION OF INDIVIDUAL CPA / FIRM /**  
**PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY**

Date Filed: \_\_\_\_\_  
 Reference No.: \_\_\_\_\_

**Part I Personal Information:**

Name of Individual CPA/Firm/Partnership:

Full Name/s of Sole Practitioner/Partners:	CPA Certificate Number	Position in the Firm/Partnership:
_____	_____	_____
_____	_____	_____
_____	_____	_____

SEC Certificate of Registration No. (if a registered partnership):

Complete Address of Principal Office:

Tel. No.	Cell No.	Fax No.
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Full Names of Staff members	CPA Certificate Number	Position in the Firm/Partnership
_____	_____	_____
_____	_____	_____
_____	_____	_____

Full Name of Principal, if any	CPA Certificate Number	Position in the Firm/Partnership
_____	_____	_____
_____	_____	_____

**Correspondent Relationship with Foreign CPA/Accounting Firms, if any:**

Name of Foreign Firm	Name of Foreign Country	Nature and Extent of Relationship
_____	_____	_____
_____	_____	_____

Changes in the Firm/Partnership from Last Registration:

Internal Quality Review Procedures:

**Part II Acknowledgment:**

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_, affiant Applicant exhibited to me his/her valid government issued ID \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

(Notary Public)

**Part III Action Taken:**

**Registration Division:**  
 (Verification of License)

**Legal Division:**  
 (Clearance of no derogatory record)

**Cash Division:**  
 Amount: \_\_\_\_\_  
 O.R. No. \_\_\_\_\_  
 Date \_\_\_\_\_  
 Issued by: \_\_\_\_\_

**Standards & Inspection Division:**  
 Processed by: \_\_\_\_\_  
 Date: \_\_\_\_\_

*[Handwritten signatures]*



Professional Regulation Commission

**ACTION SHEET**  
RENEWAL OF ACCREDITATION OF INDIVIDUAL CPA / FIRM /  
PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

Name of Individual CPA/Firm/Partnership:

Reviewed by:

ATTY. MARIA LIZA M. HERNANDEZ  
OIC, Standards & Inspection Division

ACTION BY THE BOARD OF ACCOUNTANCY

Approved

Disapproved

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Date: \_\_\_\_\_

Assigned Certificate No.: \_\_\_\_\_

*[Handwritten signatures and initials]*

**PROCEDURE FOR RENEWAL OF ACCREDITATION AS INDIVIDUAL CPA / FIRM  
/PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY**

- Step 1 Secure Application Form at the Standards and Inspection Division counter (Window 2) or download at [www.prc.gov.ph](http://www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3 Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application form and to secure clearance of no derogatory record.
- Step 4. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 5. Proceed to cashier to pay the accreditation fee.
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after \_\_\_\_\_ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

**CHECKLIST OF REQUIREMENTS (Original and Photocopy)**

**RENEWAL**

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy)
- Photocopy of the Expired BOA Certificate of Accreditation;
- Photocopy of current professional identification card(s);
- Business permit for Partnership;
- Photocopy of Current Professional Tax Receipt (Sole, All Staff and Partners)
- Photocopy of current National Bureau of Investigation (NBI) clearance;
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Certificates of CPD units earned;
- Payment of accreditation fee. (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)

**Sole Proprietor** P 1, 500.00

**For Partnership or Firm**

2-3 partners	P 2, 000.00
4-8 partners	P 4, 000.00
9-15 partners	P 8, 000.00
16-20 partners	P 12, 000.00
More than 20 partners	P 20, 000.00

**For Staff**

1 member	P 300.00
2-4 members	P 600.00
5-10 members	P 1, 000.00
11-15 members	P 2, 000.00
16-20 members	P 3, 000.00
More than 20 members	P 5, 000.00

**For Additional Partner/s**

Per partner P 1,000.00

- Short Brown Envelope for the Certificate of Accreditation.
- One set of documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Accreditation.


**Additional Requirements for Partnership:**

- Certified copy** of the Certificate of Registration issued by the SEC;
- Certified copy** of current Articles of Partnership (Should correspond with the application form);
- Certified copy** of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s) if any, including complete address & postal address, telephone number and facsimile numbers, e-mail address and website;
- Sworn statement stating that: **(Please notarize and affix documentary to the original copy)**
  - a. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA is the faithful reproduction of its original copy
  - b. the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized foreign CPAs under Section 34 and 35 of R.A. No. 9298; and
  - c. the rights and obligation of the parties in specific terms.

*Handwritten signatures and initials in blue ink.*

**Note:**

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.

	<p><b>Professional Regulation Commission</b></p> <p><b>APPLICATION FORM</b></p> <p><b>ACCREDITATION AS ACCOUNTING TEACHER</b></p>
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Initial     Provisional  
 Full

Date Filed: \_\_\_\_\_  
 Reference No: \_\_\_\_\_

**Part I Personal Information:**

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Tel. No./Fax No.:	Cell No.:	Email Address:
CPA Certificate Number :	Year Issued:	
PRC ID Number:	Expiry Date:	
Highest Degree Obtained:	Year Graduated:	School Where Obtained:
School/Educational Institution Currently Connected with Name:		Address:
Tel. No./Fax No.:	Email Address:	Period of Employment:

Subjects Handled or to be Handled: \_\_\_\_\_

**Part II Acknowledgment:**

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 ____ at _____, affiant Applicant exhibited to me his/her valid government issued ID _____ issued at _____ on _____
_____ Signature of Applicant	_____ Date
_____ (Notary Public)	

**Part III Action Taken:**

<b>Registration Division:</b> (Verification of License)	<b>Legal Division:</b> (Clearance of no derogatory record)
<b>Cash Division:</b> Amount: _____ O.R. No. _____ Date _____ Issued by: _____	<b>Standards &amp; Inspection Division:</b> Processed by: _____ Date: _____

Reviewed by:

**ATTY. MARIA LIZA M. HERNANDEZ**  
OIC, Standards & Inspection Division

**ACTION BY THE BOARD OF ACCOUNTANCY**

Approved
  Disapproved

_____ Chairman	_____ Vice Chairman
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member

Date: \_\_\_\_\_ Assigned Certificate No.: \_\_\_\_\_




## PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 2) or download at [www.prc.gov.ph](http://www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application form and to secure clearance of no derogatory record.
- Step 4. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 5. Proceed to cashier to pay the accreditation fee of P1,500.00.
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after \_\_\_\_\_ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

## CHECKLIST OF REQUIREMENTS (Original and Photocopy)

### INITIAL ( 2016 Application Only)

- Duly accomplished Application Form (Please notarize, with documentary stamp affixed in the original copy);
- Duly notarized Certificate of Employment as Faculty Member from the educational institution where the CPA applicant is currently teaching or plans to teach;
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Photocopy of current Professional Tax Receipt
- Affidavit of Undertaking if CPD units are insufficient at the time of filing the application;
- Payment of accreditation fee in the amount Php1,500.00 (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate of Accreditation;
- One set of documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Registration;

### INITIAL/FULL ( 2017- onwards)

- Duly accomplished Application Form ((Please notarize, with documentary stamp affixed in the original copy);
- Photocopy of CPA Board Certificate
- Photocopy of valid PRC Identification Card;
- Photocopy of current National Bureau of Investigation (NBI) clearance;
- Certified copy of diploma / transcript of records of the relevant graduate degree program;
- Certificate of Employment / Appointment as Faculty Member from the educational institution where the CPA applicant is currently teaching or plans to teach;
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- A sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy, with a detailed description of such work experience attached (documentary stamp must be affixed to the document);
- Photocopy of current Professional Tax Receipt
- Certificate of CPD units earned;
- Payment of accreditation fee in the amount Php1,500.00 (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate of Accreditation;
- One set of documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Registration;

### Note:

1. Any tenured / full time/ full load faculty member who does not meet the requirements for accreditation may be issued a Provisional Accreditation which will be valid for a period not exceeding three (3) years unless earlier withdrawn, revoked, or cancelled for cause by the Board of Accountancy. Provisional Accreditation may be issued only once and is not renewable.
2. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters and PRC Regional Offices.
3. Representative/s filing and claiming the Certificate of Registration/Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.

*[Handwritten signatures and initials]*

	<p><b>Professional Regulation Commission</b></p> <p><b>APPLICATION FORM</b></p> <p><b>RENEWAL OF ACCREDITATION AS ACCOUNTING TEACHER</b></p>
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Date Filed: \_\_\_\_\_  
 Reference No: \_\_\_\_\_

<b>Part I Personal Information:</b>		
Name of Applicant: _____		
Home Address: _____		
Tel. No./Fax No.: _____	Cell No.: _____	Email Address: _____
CPA Certificate Number : _____		Year Issued: _____
PRC ID Number: _____		Expiry Date: _____
Highest Degree Obtained: _____	Year Graduated: _____	School Where Obtained: _____
School/Educational Institution Currently Connected with Name: _____		Address: _____
Tel. No./Fax No.: _____	Email Address: _____	Period of Employment: _____
Subjects Handled or to be Handled: _____		

<b>Part II Acknowledgment:</b>	
I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.	SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 ____ at _____, affiant Applicant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.  _____ (Notary Public)
Signature of Applicant _____	Date _____

<b>Part III Action Taken:</b>	
<b>Registration Division:</b> (Verification of License)	<b>Legal Division:</b> (Clearance of no derogatory record)
<b>Cash Division:</b> Amount: _____ O.R. No. _____ Date _____ Issued by: _____	<b>Standards &amp; Inspection Division:</b>  Processed by: _____ Date: _____

**Reviewed by:**

**ATTY. MARIA LIZA M. HERNANDEZ**  
 OIC, Standards & Inspection Division

<b><u>ACTION BY THE BOARD OF ACCOUNTANCY</u></b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____ Chairman	_____ Vice Chairman
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member

Date: \_\_\_\_\_ Assigned Certificate No.: \_\_\_\_\_





## PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 2) or download at [www.prc.gov.ph](http://www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application form and to secure clearance of no derogatory record.
- Step 4. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 5. Proceed to cashier to pay the accreditation fee of P1,500.00.
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after \_\_\_\_\_ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

## CHECKLIST OF REQUIREMENTS (Original and Photocopy)

### RENEWAL

- Duly accomplished Application Form (Please notarized and affix documentary stamp in the original copy)
- Photocopy of the Expired Certificate of Accreditation;
- Photocopy of valid PRC Identification Card;
- Photocopy of current National Bureau of Investigation (NBI) clearance;
- Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching or plans to teach;
- A sworn statement by the individual CPA that he has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience attached (documentary stamp must be affixed to the document);
- Photocopy of current Professional Tax Receipt;
- Certificate of CPD units earned;
- Payment of accreditation fee in the Php1,500.00 (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission);
- Short Brown Envelope for the Certificate of Accreditation;
- One set of documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Registration.

### Note:

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at PRC customer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of registration/Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.



**Professional Regulation Commission**  
**APPLICATION FORM**  
**ACCREDITATION AS CPA IN COMMERCE AND INDUSTRY**

Initial       Renewal

Date Filed: \_\_\_\_\_  
 Reference No: \_\_\_\_\_

**Part I Personal Information:**

Name of Applicant: \_\_\_\_\_

Name of Employer or Company (where the applicant is currently employed or contracted): \_\_\_\_\_

Complete Address of the Office: \_\_\_\_\_

Position in the Company or Organization: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**Part II Acknowledgment:**

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_, affiant Applicant exhibited to me his/her valid government issued ID \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**Part III Action Taken:**

<b>Registration Division:</b> (Verification of License)	<b>Legal Division:</b> (Clearance of no derogatory record)
<b>Cash Division:</b> Amount: _____ O.R. No. _____ Date _____ Issued by: _____	<b>Standards &amp; Inspection Division:</b> Processed by: _____ Date: _____

Reviewed by:  
 align="center">**ATTY. MARIA LIZA M. HERNANDEZ**  
 OIC, Standards & Inspection Division

**ACTION BY THE BOARD OF ACCOUNTANCY**

Approved       Disapproved

_____ Chairman	_____ Vice Chairman
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member

Date: \_\_\_\_\_ Assigned Certificate No.: \_\_\_\_\_

*Handwritten signatures and initials*

**PROCEDURE FOR ACCREDITATION AS CPA IN COMMERCE AND INDUSTRY PRACTICE**

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 2) or download at [www.prc.gov.ph](http://www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application form and to secure clearance of no derogatory record.
- Step 4. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 5. Proceed to cashier to pay the accreditation fee P2,000.00.
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after \_\_\_\_\_ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

**CHECKLIST OF REQUIREMENTS (Original and Photocopy)**

**INITIAL**

- Duly accomplished Application Form (Properly notarized, with documentary stamp affixed in the original copy);
- Sworn statement by the CPA, stating that he/she: (Properly notarized, with documentary stamp affixed in the original copy)
  - *Has undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda their respective codes of good governance and other related documents to ensure professional, ethical and technical standards;*
  - *Is of good moral character; and*
  - *Has not been found guilty by any competent court and/or administrative body of an offense involving moral turpitude and/or any act constituting unethical practices.*
- Photocopy of current National Bureau of Investigation (NBI) clearance;
- Certificate of Employment issued by the current employer;
- Detailed description of work experience (data should include name of company, position, duties and responsibilities and date of employment)
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Photocopy of current Professional Tax Receipt
- Certificates of CPD units earned;
- Payment of accreditation fee in the amount of Two Thousand Pesos (Php2,000.00) (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- Short Brown Envelope for the Certificate of Accreditation
- One set documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Registration.

**RENEWAL**

- Duly accomplished Application Form (Properly notarized, with documentary stamp affixed in the original copy);
- Copy of the Expired Certificate of Accreditation;
- Current National Bureau of Investigation (NBI) clearance;
- Certificate of Employment issued by the current employer;
- Detailed description of work experience (data should include name of company, position, duties and responsibilities and date of employment);
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Photocopy of current Professional Tax Receipt;
- Certificates of CPD units earned;
- Payment of accreditation fee in the amount of Two Thousand Pesos (Php2,000.00) (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission);
- Short Brown Envelope for the Certificate of Accreditation
- One set of documentary stamp worth Twenty-One Pesos (Php21.00) to be affixed to the Certificate of Registration.

**Note:**

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.

*Handwritten signatures and initials in blue ink.*