



**Professional Regulation Commission**

**CHECKLIST OF REQUIREMENTS FOR RENEWAL OF ACCREDITATION OF INDIVIDUAL CPAS/ PARTNERSHIPS OF CPAS ENGAGED IN THE PRACTICE OF PUBLIC ACCOUNTANCY IN ACCORDANCE WITH RESOLUTION NO. 59 SERIES OF 2012**

- \_\_\_\_\_ 8. Those which are member, associated, or correspondent firms of international CPA firms must submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s:
- \_\_\_\_\_ A. Certified copy of 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, and
- \_\_\_\_\_ B. Duly notarized sworn statement with metered documentary stamps, stating that:
- \_\_\_\_\_ b.1. 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.2 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 CPAs under Sections 34 and 35, Article IV of R.A. No. 9298, and
- \_\_\_\_\_ b.3. the rights and obligations of the parties are in specific terms.
- \_\_\_\_\_ 9. For government employee, original copy of authority to practice issued by employer, printed in the official letterhead of the institution / agency.

**Other Requirements:**

- \_\_\_\_\_ 10. Payment of accreditation fee in cash, postal money order, manager's check or Bank draft payable to the Professional Regulation Commission,
- a. Single Proprietorship - P1,500.00  
        b. Partnership - P2,000.00
- \_\_\_\_\_ 11. Short Brown Envelope for the Certificate of Accreditation.
- \_\_\_\_\_ 12. One (1) set of paper fastener for the application.
- \_\_\_\_\_ 13. One (1) set of metered documentary stamp worth Twenty-One Pesos (P21.00) to be affixed to the Certificate of Registration.

**ALL NOTARIZED DOCUMENTS SHOULD HAVE DOCUMENTARY STAMPS WORTH TWENTY-ONE PESOS (P21.00)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**

**DOCUMENTARY STAMP IS AVAILABLE AT PRC CUSTOMER SERVICE COUNTERS AND PRC REGIONAL OFFICES**

**Note: Representatives/s filling and claiming the Certificate of Registration/ Accreditation in behalf of the professional must present **Special Power of Attorney** and **valid identification of the professional and the representative.****