

	Professional Regulation Commission
APPLICATION FORM ACCREDITATION OF INDIVIDUAL PARTNER/ STAFF OF FIRMS/ PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY	

 Initial **Renewal**
Date Filed: _____

Reference No.: _____

Part I Personal Information :		
Name of Individual Partner / Staff :	License Number :	Cert. of Accreditation Number (for Renewal)
Name of Individual CPA / Firm / Partnership:	Accreditation Number :	Position in the Firm :
Complete Address of Principal Office :		
Tel. No. / Fax Number :	Cell Number :	Email address:

Part II Acknowledgment :	
<p>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.</p> <p>_____</p> <p style="text-align: center;">Signature of Applicant Date</p>	<p>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 _____.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">(Notary Public)</p>

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 _____

Reviewed by: ATTY. MARIA LIZA M. HERNANDEZ OIC, Standards & Inspection Division
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<u>ACTION BY THE BOARD OF ACCOUNTANCY</u>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____ Chairman	_____ Vice Chairman
_____ Member	_____ Member
_____ Member	_____ Member
_____ Member	_____ Member
Date : _____	Assigned Accreditation No (for Initial). : _____

PROCEDURE FOR ACCREDITATION OF INDIVIDUAL PARTNER/ STAFF OF FIRMS/ 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.
- Step 2. Fill-out Application Form.
- Step 3. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 4. 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 5. Proceed to cashier to pay the accreditation fee of P1, 500 for individual partner and P300 per staff member.
- 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 and Inspection Division).

CHECKLIST OF REQUIREMENTS (Original and Photocopy)

INITIAL : INDIVIDUAL PARTNER

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy)
- Photocopy of CPA Board Certificate
- Photocopy of current PRC ID;
- Code of Good Governance of CPA Firm or Partnerships (Duly signed by the Managing Partner)
- Copy of internal quality review procedures (Duly signed by the Managing Partner)
- Ethical and technical standards required of the practice of public accountancy
- Sworn statement by the CPA, stating that he/she: (Please notarize and affix documentary stamp in the original copy)
 - *has a meaningful participation in their respective internal quality review process;*
 - *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 that are required in the practice of public accountancy to ensure professional, ethical and technical standards;*
 - *is of good moral character;*
 - *he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices;*
 - *has at least three (3) years meaningful experience in any of the areas of public practice including taxation as defined in Section 4 Rule 4 of the IRR of R. A. 9298*
- Sworn statement from the Managing Partner which includes among others a statement that a partner has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR), Transcript of Records to the Firm and those are in custody of the latter (for Partners other than the managing partner);
- 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;
- Certificates for CPD credit units earned (Affidavit of Undertaking is required for those with insufficient number of CPD units earned, however must satisfy the required number of units on or before June 30, 2016)
- Copy of CPA Integrity Pledge;
- Payment of accreditation fee. (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;
- Set of documentary stamps.

NOTE : Additional requirements for Managing Partner only: NBI Clearance and Professional Tax Receipt (PTR)

RENEWAL : INDIVIDUAL PARTNER

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy)
- Photocopy of the expired Certificate of Accreditation
- Photocopy current PRC ID
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Certificates for CPD credit units earned;
- Copy of CPA Integrity Pledge;
- Payment of accreditation fee. (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;
- Set of documentary stamps.

NOTE : Additional requirements for Managing Partner only: NBI Clearance and Professional Tax Receipt (PTR)

INITIAL : STAFF MEMBER

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy);
- Photocopy of CPA Board Certificate;
- Photocopy of current PRC ID;
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Certificates for CPD credit units earned (Affidavit of Undertaking is required for those with insufficient number of CPD units earned however must satisfy the required number of units on or before June 30, 2016);
- Duly notarized Certificate of Employment which includes among others a statement that a staff member has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records to his/her employer and those are in custody of the latter;
- Copy of CPA Integrity Pledge;
- Payment of accreditation fee. (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;
- Set of documentary stamps.

RENEWAL : STAFF MEMBER

- Duly accomplished Application Form (Please notarize and affix documentary stamp in the original copy)
- Photocopy of current PRC ID
- Photocopy of expired Certificate of Accreditation
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Certificates for CPD credit units earned
- Copy of CPA Integrity Pledge;
- Payment of accreditation fee. (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;
- Set of documentary stamps.

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.