

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

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 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
- 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 and affix documentary stamp in the original copy);
- Duly notarized Certificate of Employment which includes among others a statement that he or she has submitted his/her NBI Clearance, Diploma, Professional Tax Receipt (PTR) and Transcript of Records and in its custody;
- Detailed description of work experience (which includes a statement that the applicant is also responsible for the preparation of FS for other companies related to his/her employer's company indicating the name/s and address/es of the company/es, if any);
- Photocopy of updated 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);
- 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

- Duly accomplished Application Form (Properly notarized, with documentary stamp affixed in the original copy);
- Copy of the Expired Certificate of Accreditation;
- Duly notarized Certificate of Employment which includes among others a statement that the applicant has submitted his/her NBI Clearance, Professional Tax Receipt (PTR) Diploma, Transcript of Records to his/her employer and in its custody, if any changes in employer;
- Detailed description of work experience, if any changes in employer (which includes a statement that the applicant is also responsible for the preparation of FS for other companies related to his/her employer's company indicating the name/s and address/es of the company/es, if any);
- Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession;
- Photocopy of Updated PRC ID;
- Certificates of 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
- One set of documentary stamp to be affixed to the Certificate of Accreditation.

INITIAL (2017 - onwards)

- 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 Updated PRC ID;
- Duly notarized Certificate of Employment which includes among others a statement that the applicant has submitted his/her NBI Clearance, Professional Tax Receipt (PTR) Diploma and Transcript of Records and in its custody;
- Detailed description of work experience (which includes a statement that the applicant is also responsible for the preparation of FS for other companies related to his/her employer's company indicating the name/s and address/es of the company/es, if any)
- 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;
- One set documentary stamp to be affixed to the Certificate of Accreditation.

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.