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

☐ **Initial** ☐ **Renewal**

Date Filed: _____
Reference No.: _____

Part I Personal Information:		
Name of Applicant/Partner:		Cert. of Accreditation Number (For Renewal)
Name of Firm/Partnership		Cert. of Accreditation Number:(Partnership/Firm)
Complete Address of Principal Office:		
Cert. of Registration Number:	Contact Number:	Email Address:
_____ _____ _____	_____ _____	_____ _____ _____

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.

I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto.

_____ _____
Signature over printed name Date

Part III Action Taken:

Registration Section: (Verification of License)	**Legal Service – Hearing & Investigation Division** (Clearance of no derogatory record)
Cash Section: Amount: _____ O.R. No. _____ Date _____ Issued by: _____	**Regulation Division:** Processed by: _____ Date: _____

Reviewed by:

_____
Chief, Regulation Division, Region: ____

ACTION BY THE BOARD OF ACCOUNTANCY

_____
BOARD FOCAL PERSON

Date: _____ Assigned Accreditation No. (for Initial) _____

PROCEDURES IN APPLYING FOR ACCREDITATION OF INDIVIDUAL PARTNER OF FIRM / PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

Step1. Secure Application Form at the Regulation Division of the nearest PRC Office or download at www.prc.gov.ph;
Step 2. Proceed to Regulation Division processing window for evaluation and assessment;
Step 3. Proceed to Registration Section for verification of License/s;
Step 4. Proceed to Legal Service – Hearing and Investigation Division for clearance of no derogatory record;
Step 5. Proceed to Cash Section for payment of the accreditation fee of P1,500;
Step 6. Submit Application Form with all the required documents and official receipt to the Regulation Division designated window and
Step 7. Verify your application after thirty (30) days from the time of submission.

CHECKLIST OF REQUIREMENTS

INITIAL:

- ☐ Duly accomplished Application Form;
- ☐ Certified true copy of the Certificate of Registration as a CPA
- ☐ Photocopy of valid Professional Identification Card (PIC);
- ☐ Sworn statement by the CPA; **(Please notarize and affix documentary stamp on 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 of meaningful experience in any of the areas of public practice including taxation as defined in Section 28 (A), Rule 4 of the IRR of R. A. 9298;
- ☐ Detailed description of work experience (data to include name of company, position, duties and responsibilities and date of employment);
- ☐ Certificates of CPD units earned;
  Certificate of Membership in Good Standing from the APO/AIPO;
- ☐ 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 and
- ☐ Documentary stamp worth P30.00 (for Certificate of Accreditation)

RENEWAL:

- ☐ Duly accomplished Application Form;
- ☐ Photocopy of the Certificate of Accreditation;
- ☐ Photocopy of valid Professional Identification Card (PIC);
- ☐ Certificates for CPD credit units earned;
- ☐ Certificate of Membership in Good Standing from the APO/AIPO;
- ☐ 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 and
- ☐ Documentary stamp worth P30.00 (for Certificate of Accreditation)

For government employees:
- ☐ Original copy of authority to practice issued by employer printed in the official letter head of the institution / agency

Note:
1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters in PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of Accreditation on behalf of the professional must present an Authorization Letter and valid Identification Cards (IDs) of the professional and the representative.
3. Any discrepancy/ies or inconsistency/ies in documents submitted in support to the application shall be supported by an affidavit of discrepancy.