



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:		License Number:	
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.

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 and 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: _____ Approved**ACTION BY THE BOARD OF ACCOUNTANCY** Disapproved_____
BOARD FOCAL PERSON

Date :

PROCEDURE IN APPLYING OF ACCREDITATION AS CPA IN COMMERCE AND INDUSTRY

- Step 1. Secure Application Form at the Regulation Division of the nearest PRC Regional Office or download at www.prc.gov.ph;
- Step 2. Fill-out Application Form then 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 Accreditation fee of P1,500.00;
- Step 6. Submit Application Form with all the required documents and official receipt to the Regulation Division designated window;
- Step 7. Verify your application after _____ days from the time of submission.

CHECKLIST OF REQUIREMENTS

- Duly accomplished Application Form;
- Sworn statement by the CPA, stating that he/she:
 - *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 of 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 Professional Identification Card;
- Duly notarized Certificate of Employment;
- 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);
- Certificates for CPD credit units earned;
- Photocopy 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; and
- Four (4) pcs. documentary stamps to be affixed to the Certificate of Accreditation.

RENEWAL

- Duly accomplished Application Form;
- Copy of the expired Certificate of Accreditation;
- Duly notarized Certificate of Employment;
- 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);
- Photocopy of current Professional Identification Card (PIC);
- Certificates of CPD credit units earned;
- Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission); and
- Four (4) pcs. documentary stamps 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 claiming the Certificate of Accreditation on behalf of the professional must present Authorization letter and valid proof of identification of the professional and the representative.
3. Any discrepancy/ies or inconsistency/ies in the documents submitted in support to the application shall be supported by an Affidavit of Discrepancy.