



## REGISTRATION APPLICATION CHECKLIST

POCB-F-SVD-001 || Rev. 01 || 28/02/2019

### A. General Requirements

<input type="checkbox"/>	1.	Duly accomplished Application for Registration Form (POCB-F-SVD-002) and sworn to before a notary public
<input type="checkbox"/>	2.	For Corporations, board resolution authorizing the filing of the application before the Board and naming the person empowered to act for and on behalf of the applicant For Single Proprietorship, authorization letter
<input type="checkbox"/>	3.	For Corporations, SEC-General Information Sheet, SEC Certificate of Registration, Article of Incorporation and By-Laws For Single Proprietorship, DTI Certificate of Registration
<input type="checkbox"/>	4.	Certified True Copy of Philippine Contractors Accreditation Board (PCAB) License
<input type="checkbox"/>	5.	For new registration, duly accomplished Domestic Project Information (POCB-F-SVD-003b) for the last five (5) years For renewal, duly accomplished Overseas Project Information (POCB-F-SVD-003a) for the last two (2) years
<input type="checkbox"/>	6.	Brief history of the company

### B. Additional Requirements for consultancy groups **without PCAB License:**

<input type="checkbox"/>	1.	Duly accomplished Biodata of Key Technical Personnel (POCB-F-SVD-004)
<input type="checkbox"/>	2.	Audited financial statements of the applicant for the last three (3) preceding years
<input type="checkbox"/>	3.	Income tax returns of the applicant for the last three (3) years of its operations

Note: Accepted payment includes cash or Manager's/Cashier's Check payable to **CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**.