



Republic of the Philippines
Professional Regulation Commission
Manila



PROFESSIONAL REGULATORY BOARD OF ACCOUNTANCY
Resolution No. 22
Series of 2018

STREAMLINING THE PROCEDURES AND REDUCING THE DOCUMENTARY REQUIREMENTS FOR THE ACCREDITATION OF CERTIFIED PUBLIC ACCOUNTANTS (CPAs) IN: a) PUBLIC PRACTICE (FIRMS AND INDIVIDUALS), b) EDUCATION PRACTICE (ACCOUNTING TEACHER) AND c) COMMERCE AND INDUSTRY PRACTICE

WHEREAS, the Professional Regulation Commission (Commission) issued Memorandum Order No. 04 s. of 2016, on the "Streamlining of Procedures in the Preparation of Board and Commission Resolutions and other Official Issuances involving Policy Decisions and Directives, Actions and/or Decisions on Applications for the Licensure Examination, Registration without Examination, issuance of Certificates of Accreditation, Certificates of Compliances Certificates of Authority to Operate, Certificates of Registrations of Corporations and Partnerships for the Practice of Profession and other Similar Applications,"

WHEREAS, the Professional Regulatory Board of Accountancy (Board) has issued Resolution Nos. 2008-88, 2016-05, 2016-06, No. 2016-92, and 2017-61 on the documentary requirements and procedures in the accreditation of CPAs in public practice (individuals, firms and partnerships); education practice (accounting teachers) and commerce and industry practice. Further, the Board issued Board Resolution No. 2017-36 deputizing the Accredited Integrated Professional Organization (AIPO) for the accounting profession to conduct the inspection and visitation of the principal office of CPAs in public practice (individuals, firms and partnerships);

WHEREAS, in keeping with its thrust to streamline the processes of its various transactions, the Board conducted a review of the existing accreditation procedures for CPAs;

NOW THEREFORE, the Board after such review, has **RESOLVED** to introduce the following changes in the accreditation requirements and procedures for CPAs:

1. The following documentary requirements for accreditation as appearing in Resolution Nos. 2016-06 and 2016-92 shall be dispensed with:
 - 1.1. Professional Tax Receipt;
 - 1.2 National Bureau of Investigation Clearance; and
 - 1.3 Certificate of Membership of Good Standing from the current Accredited Integrated Professional Organization (AIPO).
2. In lieu of the actual office visitation by the AIPO and/or Board representative, the applicant for accreditation in Public Practice shall be required to submit pictures of its principal office and the duly accomplished Quality Accreditation Checklist prescribed in Board Resolution 2016-05. Nothing however shall prevent the Board from conducting office visitation as it may deem necessary upon due notification to the individual CPA, Firm or Partnership of CPAs in public practice.

The revised Accreditation Application Forms are hereto appended to reflect the foregoing changes/modifications.

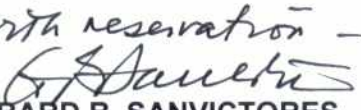
PRESCRIBING REVISED APPLICATION FORMS,
DOCUMENTARY REQUIREMENTS, AND NEW FEES
FOR THE ACCREDITATION OF CERTIFIED PUBLIC ACCOUNTANTS
(CPAs) IN: a) PUBLIC PRACTICE (FIRMS AND INDIVIDUAL PARTNER
AND STAFF MEMBER) b) EDUCATION PRACTICE (ACCOUNTING TEACHER)
AND c) COMMERCE AND INDUSTRY PRACTICE

This Resolution shall take effect immediately after its publication in any newspaper of general circulation in the country.

Done in the City of Manila, Philippines, this 23rd day of Feb. 2018.


JOEL L. TAN-TORRES
Chairman


GLORIA T. BAYSA
Vice-Chairman

with reservation -

GERARD B. SANVICTORES
Member


SAMUEL B. PADILLA
Member

ELISEO A. AURELLADO
Member


ARLYN S. VILLANUEVA
Member


GERVACIO I. PIATOR
Member

Attested


ATTY. LOVELIKA T. BAUTISTA
Chief
Secretariat to the Professional Regulatory Boards

Approved by:


TEOFILO S. PILANDO, Jr.
Chairman


YOLANDA D. REYES
Commissioner


JOSE Y. CUETO, JR.
Commissioner

O-CH/COMMI/COMMII/ASCOM/PRB-BOA/PRBSEC/D-LGL/SID
TSP/YDR/JYC/ATG/JLTT/LTB/ER2/ML/MH/gnet

DATE OF PUBLICATION IN
OFFICIAL (GAZETTE) : 2-24-18
DATE OF EFFECTIVITY: immediately



Professional Regulation Commission

APPLICATION FORM

ACCREDITATION AS ACCOUNTING TEACHER

☐ Initial

☐ Renewal

Date Filed: _____

Reference No: _____

Part I Personal Information:

Name of Applicant :	License Number:	Cert. of Accreditation Number (for Renewal)
Home Address:		
Tel. No./Fax Number.:	Cell Number.:	Email Address:
School where accounting degree was obtained:		Year Graduated:
Highest Degree Obtained:	Year Graduated:	School Where Obtained:

School/Educational Institution Currently Connected (Please use separate sheet if needed):

Name:	Address:
_____	_____
_____	_____
_____	_____

Subjects Handled or to be Handled:

Part II Acknowledgement:

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 Section:

(Verification of License)

Legal Section:

(Clearance of no derogatory record)

Cash Section:

Amount: _____
O.R. No. _____
Date _____
Issued by: _____

Accreditation and Compliance Section:

Process by: _____
Date: _____

Reviewed by:

Chief, Regulation Division

ACTION BY THE BOARD OF ACCOUNTANCY

☐ Approved

☐ Disapproved

Board's Focal Person

Date: _____

Assigned Accreditation No (for Initial).: _____

PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure three (3) copies of Application Form at the Accreditation and Compliance Section counter (Window 2 or download at www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Present the filled-out application form to Accreditation and Compliance Section processing window for evaluation and assessment.
- Step 4. Proceed to Registration Section for verification of License and Legal Section for notarization of application form and to secure clearance of no derogatory record.
- Step 5. Proceed to Cash Section to pay the prescribed fee of P1,500.00.
- Step 6. Submit two (2) copies of Application Form and one copy of supporting documents and copy of the official receipt to the Accreditation and Compliance Section designated window (one copy of the application form shall be the receiving copy)
- Step 7. Verify your application after 30 days from the time of submission by calling 310-1048 (Accreditation and Compliance Section)

CHECKLIST OF REQUIREMENTS *(Original and Photocopy)*

INITIAL


- ☐ Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy);
- ☐ Photocopy of CPA Board Certificate;
- ☐ Authenticated copy of diploma / transcript of records of the relevant graduate degree program (master's degree program);
- ☐ Photocopy of valid PRC ID;
- ☐ Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching;
- ☐ A sworn statement by the individual CPA that he/she has at least three (3) years of meaningful experience in any of the areas of the practice of accountancy with a detailed description of such work experience (attached documentary stamp);
- ☐ CPD Certificate/s;
- ☐ Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)- P1,500.00
- ☐ Short Brown Envelope for the Certificate of Accreditation;
- ☐ Set of documentary stamps.

RENEWAL

- ☐ Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy)
- ☐ Photocopy of the Expired Certificate of Accreditation;
- ☐ Photocopy of valid PRC ID
- ☐ Duly notarized Certificate of Employment / Appointment as Faculty Member from the educational institution the CPA applicant is currently teaching;
- ☐ CPD Certificate/s;
- ☐ Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission) – P1,500.00;
- ☐ 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 costumer service counters in Regional Offices.
2. Representative/s filing and claiming the Certificate of registration/Accreditation on behalf of the professional must present Authorization Letter and valid Identification Cards (IDs) 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.

	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: _____		
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)
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Part III Action Taken:

Registration Section: (Verification of License)	Legal Section: (Clearance of no derogatory record)
Cash Section: Amount: _____ O.R. No. _____ Date _____ Issued by: _____	Accreditation and Compliance Section: Processed by: _____ Date: _____

Reviewed by: _____

Chief, Regulation Division

ACTION BY THE BOARD OF ACCOUNTANCY

☐ Approved

☐ Disapproved

Board's Focal Person

Date: _____

Assigned Certificate No.: _____

PROCEDURE FOR ACCREDITATION AS CPA IN COMMERCE AND INDUSTRY PRACTICE

- Step 1. Secure three (3) copies Application Form at the Accreditation and Compliance Section Counter (Window 2 or download at www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Present the filled-out application form to Accreditation and Compliance Section processing window for evaluation and assessment.
- Step 4. Proceed to Registration Section for verification of License and Legal Section for notarization of application form and to secure clearance of no derogatory record.
- Step 5. Proceed to Cash Section to pay the prescribed fee of P1,500.00.
- Step 6. Submit two (2) copies of Application Form and one copy of supporting documents and copy of the official receipt to the Accreditation and Compliance Section designated window (one copy of the application form shall be the receiving copy).
- Step 7. Verify your application after 30 days from the time of submission by calling 310-1048 (Accreditation and Compliance Section)

CHECKLIST OF REQUIREMENTS *(Original and Photocopy)*

INITIAL

- ☐ Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy);
- ☐ Sworn statement by the CPA, stating that he/she: (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 valid PRC ID;
- ☐ 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);
- ☐ CPD Certificate/s;
- ☐ Copy of CPA Integrity Pledge;
- ☐ Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)- P1,500.00
- ☐ Short Brown Envelope for the Certificate of Accreditation;
- ☐ One set documentary stamp to be affixed to the Certificate of Accreditation.

RENEWAL

- ☐ Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy);
- ☐ Copy of the Expired Certificate of Accreditation;
- ☐ Duly notarized Certificate of Employment, 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);
- ☐ Photocopy of valid PRC ID;
- ☐ CPD Certificate/s;
- ☐ 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)- P1,500.00;
- ☐ Short Brown Envelope for the Certificate of Accreditation; and
- ☐ One set of 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 of Regional Offices.
2. Representative/s filing and claiming the Certificate of Accreditation on behalf of the professional must present authorization Letter and valid Identification Cards (IDs) 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.



Professional Regulation Commission

ACCREDITATION OF INDIVIDUAL CPA / FIRM /
PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

☐ Initial

☐ Renewal

Date Filed: _____

Reference No.: _____

Part I Personal Information:

Name of Individual CPA/Firm/Partnership:

Cert. of Accreditation Number
(for Renewal)

Complete Address of Principal Office:

Tel Number:

Cell Number :

Email Address :

Correspondent Relationship with Foreign CPA/Accounting Firms, if any:

Name of Foreign Firm

Name of Foreign Country

Nature and Extent of Relationship

Changes in the Firm/Partnership from Last Registration:

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 Section:

(Verification of License)

Legal Section:

(Clearance of no derogatory record)

Cash Section:

Amount: _____

O.R. No. _____

Date _____

Issued by: _____

Accreditation and Compliance Section:

Processed by: _____

Date: _____

Reviewed by:

Chief, Regulation Division

ACTION BY THE BOARD OF ACCOUNTANCY

☐ Approved

☐ Disapproved

Board's Focal Person

Date: _____

Assigned Accreditation No (for Initial): _____

PROCEDURE

- Step 1. Secure three (3) copies Application Form at the Accreditation and Compliance Section counter (Window 2 or download at www.prc.gov.ph)
- Step 2. Fill-out Application Form
- Step 3. Present the filled-out Application Form to Accreditation and Compliance Section processing window for evaluation and assessment.
- Step 4. Proceed to Registration Section for verification of License and Legal Section for notarization of application form and to secure clearance of no derogatory record.
- Step 5. Proceed to Cash Section to pay the prescribed fee of P1,500.00 for sole practitioner and P2,000.00 for Firm /Partnership.
- Step 6. Submit two (2) copies of Application Form and one copy of supporting documents and copy of the official receipt to the Accreditation and Compliance Section designated window (one copy of the application form shall be the receiving copy).
- Step 7. Verify your application after 30 days from the time of submission by calling 310-1048 (Accreditation and Compliance Section)

CHECKLIST OF REQUIREMENTS(Original and Photocopy)

INITIAL : SOLE PRACTITIONER

- ☐ Duly accomplished and notarized Application Form (**with documentary stamp affixed in the original copy**);
- ☐ Photo copy of valid PRC ID;
- ☐ Duly signed Code of Good Governance of the Individual CPA;
- ☐ Duly signed Copy of internal quality review procedures of the individual CPA;
- ☐ Duly signed Ethical and technical standards required of the practice of public accountancy of the individual CPA;
- ☐ Sworn statement by the CPA, (**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.*
- ☐ CPA Integrity Pledge;
- ☐ CPD Certificate/s;
- ☐ Detailed description of work;
- ☐ Pictures of Principal Office;
- ☐ Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05;
- ☐ Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission) – P1,500.00;
- ☐ Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency (For Government Employee only);
- ☐ Short Brown Envelope for the Certificate of Accreditation; and
- ☐ Set of documentary stamps.

RENEWAL : SOLE PRACTITIONER

- ☐ Duly accomplished and notarized Application Form (**with documentary stamp affixed in the original copy**);
- ☐ Photocopy of the expired Certificate of Accreditation;
- ☐ Photocopy of valid PRC ID;
- ☐ CPD Certificates;
- ☐ Pictures of Principal Office;
- ☐ Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05;
- ☐ Payment of prescribed fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission) – P1,500.00;
- ☐ Short Brown Envelope for the Certificate of Accreditation; and
- ☐ Set of documentary stamps

INITIAL : FIRM / PARTNERSHIP

- ☐] Duly accomplished and notarized Application Form (**with documentary stamp affixed in the original copy**)
- ☐] Photocopy of valid Business Permit
- ☐] Photocopy of CPA's Board Certificates of partners and staff members
- ☐] Photocopy of valid PRC IDs of partners and staff members
- ☐] Code of Good Governance of CPA's Firm or Partnerships (*signed by the managing partner*)
- ☐] Copy of internal quality review procedures being implemented to ensure compliance with the professional ethical and technical standards required of the practice of public accountancy signed by the managing partner
- ☐] Sworn statement by the managing partner stating that all partners and staff members:
(**Please notarize and affix metered documentary stamp to the original copy**)
 - a. had a meaningful participation of their internal quality review process;
 - b. had 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;
 - c. are all of good moral character;
 - * d. they had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices and that neither any of them is a defendant in any case of similar nature pending before any competent court and/or administrative agencies;
 - e. all partners had at least three (3) years meaningful experience in public practice including taxation as defined in Section 4 Rule 4 of the IRR
- ☐] CPD Certificate/s
- ☐] Pictures of Principal Office
- ☐] Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05
- ☐] Detailed description of work experience of all the partners of the Partnership (data should include name of the firm partnership, position, duties and responsibilities, and date admitted to the partnership).
- ☐] Authenticate copy of the Certificate of Registration issued by the SEC
- ☐] Authenticate copy of current Articles of Partnership
- ☐] Authenticate copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s) if any, including complete address & postal address, telephone number and facsimile numbers, e-mail address and website
- ☐] Sworn statement stating that: (**affix documentary stamp in the original copy**)
 - a. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA is the faithful reproduction of its original copy;
 - b. the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized foreign CPAs under Section 34 and 35 of R.A. No. 9298;
 - c. the rights and obligation of the parties in specific terms
- ☐] Payment of prescribed fee (in Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission) - P2,000.00
- ☐] Short Brown Envelope for the Certificate of Registration
- ☐] One (1) set of paper fastener for the application
- ☐] One set of metered documentary stamp be affixed to the Certificate of Registration

For government employees only:

- ☐] Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency

* If any of the partners or staff members of the firm/partnership is a defendant in a case of such nature, the applicant firm/partnership shall attach to the application for accreditation, a sworn statement by the managing partner stating that the aforementioned defendant has a valid and material defense and specify them as such accordingly in the sworn statement for the information and consideration by the Board and the Commission.

RENEWAL: FIRM / PARTNERSHIP

[] Duly accomplished and notarized Application Form (with documentary stamp affixed in the original copy)

- [] Photocopy of expired Certificate of Accreditation
- [] Photocopy of valid PRC IDs of all partners and staff members
- [] Photocopy valid business permit
- [] CPD Certificate/s
- [] Authenticate copy of current Articles of Partnership issued by the SEC must be submitted in case of addition/withdrawal of partner/s
- [] Pictures of Principal Office
- [] Duly accomplished Quality Accreditation Checklist prescribed in Board Resolution No. 2016-05
- [] Those which are member, associated, or correspondent firms of international CPA firms must submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s:
 - A. Certified copy of documents, showing the correspondent relationship, membership, or business dealings with foreign CPA firm(s), if any, including complete address & postal address, telephone number facsimile numbers, e-mail address, and website, and
 - B. Duly notarized sworn statement with metered documentary stamps, stating that:
 - b.1. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA, is the faithful reproduction of its original copy;
 - b.2 the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized CPAs under Sections 34 and 35, Article IV of R.A. No. 9298, and
 - b.3. the rights and obligations of the parties are in specific terms
- [] Payment of prescribed fee in cash, postal money order, manager's check or Bank draft payable to the Professional Regulation Commission, - P2, 000.00
- [] Short Brown Envelope for the Certificate of Accreditation
- [] One (1) set of paper fastener for the application
- [] One (1) set of metered documentary stamp to be affixed to the Certificate of Registration

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 a 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 discrepancy.