



**Professional Regulation Commission**

**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.

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 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date:

\_\_\_\_\_  
(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 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](http://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.