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**ASEAN CHARTERED PROFESSIONAL ACCOUNTANT (ASEAN CPA)**

**Process and Action Sheet**

(compiled in 2 sets)

**PRC REGIONAL OFFICE/SERVICE CENTER:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist:**

1. Duly accomplished Application Form (with letter of intent)
2. Photocopy of valid PRC Professional Identification Card
3. Certificate of No Pending Case from the PRC Legal Service
4. Certificate for ASEAN CPA Registration from the APO
5. Certificate of Completion of CPD credit units from the PRC CPD Division
6. Recent two (2) passport size pictures with name tag (in white background and coat and tie for men; blazer for women)

**Action Taken by the Receiving Officer (Regional Office):** Complete Incomplete

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Taken by the AMCPASP Secretariat (IAO):**

Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Noted by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (OIC-Director/Director, International Affairs Office)

**Action Taken by the AMCPASP**

Approved

Deferred pending compliance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disapproved due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chairman

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vice Chairman

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Member Member Member

**Note:**

1. Two (2) copies of the accomplished application forms, including copies of all supporting documents must be submitted; legal size (8 ½” x 13”) of paper shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted in ring-bound with table of contents, tabs and paged accordingly.
2. All applications must be originally-signed by the applicant and shall be filed at the nearest **PRC Regional Office/Service Center.**

***EMAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE APPLICATION FORMS WILL NOT BE ACCEPTED.***

**IAO-QRD-39 Rev. 00**

 **November 18, 2020**

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