

**CHECKLIST FOR INDONESIAN INTERIOR DESIGNERS APPLYING FOR
REGISTRATION AS REGISTERED FOREIGN INDONESIA – PHILIPPINES
INTERIOR DESIGNER (RFIPID)**

1	Duly accomplished Application form for Authority to Practice by a Foreigner (The form is available at the https://www.prc.gov.ph/special-temporary-permits)
2	Photocopy of valid passport as proof of citizenship (The validity of the passport must be within the duration of the practice of profession.)
3	<p>An official document showing that the applicant is legally qualified to practice the profession in his/her own country as evidenced by competent documents presented, which include Certificate/s of Training/Competency in the discipline of area of specialization for which the foreign professional is to be engaged in the Philippines with official English translation thereof where necessary. Please see asterisk at the bottom of this page on the legalization of the document.)</p> <p>Note: The validity/expiration date must be reflected on the professional license or certificate and it must not be expired during the practice of profession in the Philippines. In the absence of the validity period, an updated Certificate indicating that a foreigner is legally qualified to practice as a professional should be submitted, as well. Please see asterisk at the bottom of this page on the legalization of the document.)</p>
4	At least one (1) Filipino Professional counterpart for every foreign professional whose services will be engaged in the Philippines who shall be employed for the same duration as the foreigner's tenure with the company or firm; indicate the name of counterpart in the letter request supported by a contract of employment of counterpart with a photocopy of current PRC Professional I.D. Card (The validity of the Professional ID. Card must be within the duration of the practice of profession of the foreigner.) The counterpart must be in continuous practice of interior design for at least ten (10) years).
5	Two (2) pieces passport size I.D. picture with complete name tag in white background
6	<p><u>For Foreign professionals who are to be engaged as consultants in foreign-funded, joint venture or foreign assisted projects of the government:</u> Letter request addressed to the PRB Chairperson requesting for the issuance of STP to foreign professional to be engaged as a consultant in foreign-funded, joint venture or foreign-assisted projects of the government indicating the following in bullet points the date and venue of the undertaking and name of Filipino professional counterpart with current roles and responsibilities in the company to qualify as counterpart and provide with narratives of the detailed expertise, skills and competencies of foreign applicant that will be transferred to the counterpart for the duration of the undertaking of foreign applicant;</p> <p><u>For Foreign professionals who are to be employed by local or foreign private firms or institutions:</u> Letter request addressed to the PRB Chairperson requesting for the issuance of the STP to the foreign professional to be employed by the local or foreign private firms or institutions indicating the following in bullet points the date and venue of the undertaking and name of Filipino professional counterpart with current roles and responsibilities in the company to qualify as counterpart and provide with narratives of the detailed expertise, skills and competencies of foreign applicant that will be transferred to the counterpart for the duration of the undertaking of foreign applicant; if a foreigner is a teacher, please also include the following information on the letter: year level and subjects to be taught.</p>

	7	A copy of the Contract of Employment or Services, or Memorandum of Agreement between the private firm or institution and the foreign professional, indicating the terms of reference, nature of engagement, scope, duration and other project or contract details
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Please Note:

The firm or institution engaging the services of the foreign professional must establish that the latter's expertise is unique, useful to the local industry and will redound to the transfer of information and technology as well as the establishment of international standards in the field of interior design. The Employment Contract Service or Service Agreement must also contain an express stipulation that the foreign and Filipino interior designers working jointly on a special project shall divide the professional fees and other charges from said project equitably, according to their participation in or professional services rendered to the project. It must also provide that all documentation expenses, taxes and other liabilities incurred on the shared project shall also be borne equitably by both foreign and Filipino interior designers. Further, it must also state that the foreigner working jointly with Filipino interior designers shall sign contracts, designs and other credits together with his/her Filipino counterpart, and which fact must at all times be acknowledged in all marketing and promotional materials and reportorial compliance for the project, whether prepared and/or submitted locally or abroad. All residual earnings shall also be equitably shared between foreign and Filipino interior designers.

**** Apostille Certification or e-Apostille (electronic copy) issued by the foreign competent authority responsible for the implementation of the Apostille Convention will be sufficient. While foreign documents issued in non-member countries including Germany, shall have notarial (i.e., acknowledgement and jurat) with authentication from the Philippine Embassies and Consulates. The document must be accompanied by an official English translation, if applicable.*