



## ASEAN ARCHITECT REGISTRY - PHILIPPINES APPLICANT'S CHECKLIST

- Letter of intent ( 3 copies )
- Duly accomplished ASEAN Architect Registry (AAR) Form No. 001-2014 with attached Certificate/s of Employment covering a period not less than seven (7) years; Certification of Project completion
- CPD Certificate of Credits Units earned
- Copy of Diploma
- Original Certified True Copy of Transcript of Records
- CHED Certificate of Equivalency (when applicable)
- PRC Certificate of Registration
- Copy of valid PRC Professional Identification Card
- Original Certificate of No Pending Administrative Case issued by the PRC
- Certificate of Good Standing issued by the IAPOA
- Original Copy of valid NBI Clearance
- Original Signed Statement of Compliance with Code of Ethics (Notarized)
- Annex 1 Specialized Training relevant to the field of specialization.
- Annex 2 Professional Practice, (2A - Description and 2B - Project Images)
- Annex 3 Continuing Professional Development (CPD)
- Annex 4 Research and Development
- Annex 5 Authorship
- Recent four (4) passport size pictures, white background with name tag (coat and tie for men; blazer for women)
- **Payment:** Php 2,000.00 non-refundable processing fee

### Note:

1. Three sets of the accomplished application forms, including copies of all supporting documents must be submitted; A4 size ( 8.27" x 11.69" ) of paper shall be used throughout; Color copies for Original, Black and white may be used for copies. Photocopies of large documents shall be reduced accordingly. Each set shall be submitted in 1 ½" 3 – Ring Presentation Binder, (White color for ORIGINAL, Black for the 2 copies), Documents shall be in a clear sheet inserts, complete with table of contents/tabs.
2. All applications must be originally-signed by the applicant and shall be delivered to nearest **PRC Regional Office**.

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