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|  | **Professional Regulation Commission** |
| **APPLICATION FORM****REGISTRATION OF FIRM/PARTNERSHIP / ASSOCIATION FOR THE PRACTICE** **OF CIVIL ENGINEERING**  |

**Date Filed**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Initial Renewal**

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| **Part I A. General Information (for Head Office)** |
| Name of Firm/ Partnership / Association: |
| Category Firm Partnership Association |
| Complete Address: |
| Telephone No./ Cell Phone No. |
| Email Address: | Fax No.:  |
| SEC Certificate of Registration No. (For Partnership / Association) |
| **Part 1 B. Complete Address / Telephone No. / Fax No. / Email of Branches or Sub – Offices, if any:** (Please use additional sheet if necessary) |
| Complete Address: |
|  Telephone No. /Cellphone No. |
| Email Address: | Fax No.: |
| **Part II. FULL NAME OF SOLE PRACTITIONER/ PARTNER/S (for partnership) / MEMBERS (for association)** (Pls. use additional sheet, if necessary) |
| FULL NAME OF SOLE PRACTITIONER /PARTNERSHIP(for Partnership)/Member/s (for Association) | Profession | Position in the Firms/Partnership / Association | Registration No.  | Date of Registration | PTR No. / Date |
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| **Part III. Changes in the Firm / Partnership / Association from last registration:** |
| **Part IV. 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. I agree to the PRC Privacy Notice and give my consent to the collection and processing of my personal data in accordance thereto. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exact Title or Designation |
| **Part V. Action Taken:** |
| **Registration Section:**(Verification of License of each Engineer listed above) | **Legal Service – Hearing and Investigation Division:**(Clearance of no derogatory record of each of each Engineer listed above) |
| **Cash Section:**Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_O.R. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Issued by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  **Regulation Division:**Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Reviewed by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chief, Regulation Division, Region: \_\_\_\_\_ |

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|  | **Professional Regulation Commission** |
| **APPLICATION FORM****REGISTRATION OF FIRM/PARTNERSHIP / ASSOCIATION FOR THE PRACTICE** **OF CIVIL ENGINEERING**  |

Name of Firm / Partnership / Association:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  **ACTION BY THE BOARD** Approved Disapproved For Inspection Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member MemberDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROCEDURE IN APPLYING FOR REGISTRATION OF FIRM/PARTNERSHIP / ASSOCIATION FOR THE PRACTICE OF CIVIL ENGINEERING** |

Step 1. Secure Application Form at the Regulation Division of the nearest PRC Regional Office 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 Regulation Division processing window for evaluation and assessment.

Step 4 Proceed to Registration Section for verification of License/s.

Step 5. Proceed to Legal Service – Hearing and Investigation Division to secure clearance of no derogatory record.

Step 6. Proceed to Cash Section to pay the prescribed fee (In Cash, Postal Money Order, Manager’s Check or Bank Draft payable to the Professional Regulation Commission);

 a. Initial Registration - P5,000.00

 b. Renewal - 3,000.00

 c. Reinstatement - 5,000.00

Step 7. Submit two (2) copies of Application Form, one copy of supporting documents and photocopy of the official receipt to the Regulation Division designated window (one copy of the application form shall be the receiving copy).

Step 8. Verify your application after 30 days from the time of submission.

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| **CHECKLIST OF REQUIREMENTS*(Original and Photocopy)*** |

[ ] Duly accomplished application form;

[ ] Photocopy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnerships, and all members of the association;

[ ] Photocopy/ies of current Professional Identification Card(s) of sole practitioner, all partners of the partnership, and all members of the association;

[ ] Photocopy/ies of current PTR of sole practitioner, all partners of the Partnership, and all members of the association issued by the City/Province where the principal office is locate;.

[ ] Authenticated copy of Certificate of Registration, issued by Securities and Exchange Commission (SEC); (For Partnership and Association)

[ ] Authenticated copy of Articles of Partnership and B-Laws issued by Securities and Exchange Commission (SEC); (For Partnership and Association)

[ ] Long folder with fastener;

[ ] Short brown envelope;

[ ] Four (4) documentary stamps.

**IMPORTANT:**

**1. Applications with incomplete documents will not be accepted.**

**2. Certificate of Registration may be claimed by the sole practitioner, inc case of firm; by the managing partner , in case of partnership; by the president of the association, in case of association; or by any authorized representative upon presentation of Special Power of Attorney and valid identification card.**