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|  | **Professional Regulation Commission** |
| **APPLICATION FORM**  **ISSUANCE OF CERTIFICATE OF COMPLIANCE** |
| **Mechanical Engineering Electrical Engineering** |

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

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

**Initial Renewal**

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| **Part I. General Information** | | | | | | |
| Name of Firm/Company/Corporation/Works, Project, Plants, etc..: | | | | | | |
| Address: | | | | | | |
| Tel. No. | | Contact Person: | | | | |
| Email Address: | | Fax No. | | | | |
| No. of Shift/s: ONE (1) TWO (2) THREE (3) | | | | | | |
| Service Load for : Building Power Plant Sugar Mill Food Processing/Oil Mill Beverage/Bottling Plants  Glass/Steel Smelter Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Part II. NAME OF Prof. / Registered Mech. Engr/s or Prof./Registered Elect. Engr/s** (Pls. use additional sheet, if necessary) | | | | | | |
| Name | | | Registration No. | | Date of  Registration | Expiry Date |
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| **Part III-A. For Mechanical Only List of Machineries (Please use separate sheet and have it notarized)** | | | | | | |
| Description of Machineries | Type Driven | | | Kilowatt | | |
|  |  | | |  | | |
| **Part III-B. For Electrical Only (Please use separate sheet and have it notarized)** | | | | | | |
| 1. Generation/Substation Rated Capacity or Total Connected Load \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_KVA  2. Primary Voltage supply : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volts, \_\_\_\_\_\_\_\_\_\_\_\_ Phase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hertz | | | | | | |
| **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 III 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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Name of Firm/Company/Corporation/Works, Project, Plants:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **ACTION BY THE BOARD**  Approved Disapproved  For Inspection Remarks:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Chairman  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Member Member  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PROCEDURE IN APPLYING FOR ISSUANCE OF CERTIFICATE OF COMPLIANCE** |

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 then proceed to Regulation Division processing window for evaluation and assessment;

Step 3. Proceed to Registration Section for verification of PRC License/s;

Step 4. Proceed to Legal Service – Hearing and Investigation Division for clearance of no derogatory record;

Step 5. Proceed to Cash Section for the payment of prescribed fee of P2,000.00;

Step 6. 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 7. Verify your application after \_\_\_\_\_\_ days from the time of submission.

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

[ ] Duly accomplished application form;

[ ] Duly accomplished and notarized Affidavit/s of Professional/Registered Mechanical Engineer/s or Professional /Registered Electrical Engineer/s;

[ ] Photocopy/ies of the valid Professional Identification Card(s) of Professional/Registered Mechanical Engineer/s or Professional/Registered Electrical Engineer/s;

[ ] Photocopy/ies of valid Professional Tax Receipt (PTR) issued by the city/province where the principal office is located;

[ ] Long folder with fastener;

[ ] One (1) short brown envelope;

[ ] Two (2) pcs. documentary stamps per affidavit; and two (2) pcs. documentary stamps for Certificate of Compliance.

**Important:** **Representative/s filing and claiming the Certificate of Compliance in behalf of the firm/company must present Special Power of Attorney and valid identification card of the representative.**