

## **ACCREDITATION OF PROFESSIONAL ORGANIZATION**

Commission Resolution No. 2004-178, Series of 2004, entitled “Rules Governing the Status of the Present Accredited Professional Organizations (APOs), Accreditation of New/future Professional Organizations, the Renewal of the Certificates of Accreditation, and their Cancellation/Suspension”, provides for the requirements for accreditation of APOs.

### **Requirements for accreditation of Professional Organization (initial)**

1. Notarized Petition signed by the President of the professional organization stating among others, that the organization was established for the benefit and for the advancement of the profession. (affix documentary stamp)
2. List of officers of the professional organization.
3. List of members indicating their respective Certificate of Registration/Professional Identification Card numbers and dates of registration.
4. Original copy of latest certificate of registration issued by the Securities and Exchange Commission (SEC).
5. Original copy of the professional organization’s Constitution and By-laws.
6. SEC certification of current registration and compliance with SEC rules.
7. Latest audited financial statements including its chapter organizations.
8. Payment of the prescribed fee of P3,000.00

### **Requirements for the renewal of accreditation of Professional Organization**

1. Notarized Petition signed by the President for the renewal of the certificate of accreditation stating, among others, a) that the professional organization continues to maintain the purpose for which it was established, i.e., for the benefit and the advancement of the profession; and b) that the membership of the accredited professional organization does not fall below 50% of those who have been issued their cards for the current year, provided that, if the APO is an accredited integrated national organization pursuant to the professional regulatory law, this membership requirement shall not be applicable. (affix documentary stamp)
2. List of current officers of the national organization including its chapters.
3. Original copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC).
4. Copy of amended Articles of Incorporation and By-laws, if any.
5. Copy of Financial Statement submitted to the SEC covering the period of three (3) years prior to the renewal.
6. Complete list of members indicating their PRC registration numbers and dates of registration.
7. Report on significant achievements as a corporate body in attaining the objectives of the organization, in the enhancement of the welfare of its members and the stature/prestige of the profession to be signed by the Board of Directors/Trustees.
8. Proof of payment of the prescribed renewal fee of P 3,000.00.