



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
- Certificate of CPD Compliance issued by the PRC Regional Office
- Original Certified True Copy of Transcript of Records
- Valid/Updated PRC Professional Identification Card
- Certification from PRC of no record of serious violation for the practice of Architecture
** Certification is subject to internal verification of PRC records of the applicant, no need for a separate submission by the applicant.*
- Original 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 List of Continuing Professional Development (CPD) with CPD Compliance Certificate
- Annex 4 Research and Development
- Annex 5 Authorship o 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
- Recent four (4) passport size pictures, white background with name tag (coat and tie for men; blazer for women)
- Payment: P 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