



Republic of the Philippines Professional Regulation Commission Manila

REGISTRATION OF FIRM, COMPANY, PARTNERSHIP, CORPORATION OR ASSOCIATION FOR THE PRACTICE OF ARCHITECTURE IN THE PHILIPPINES IN ACCORDANCE WITH THE RULES AND REGULATIONS IMPLEMENTING THE PROVISIONS OF SECTION 37, ARTICLE IV, OF REPUBLIC ACT NO. 9266 KNOWN AS THE "ARCHITECTURE ACT OF 2004."

CHECKLIST / EVALUATION SHEET

- _____ 1. One (1) original and two (2) copies of PRB-ARC Form No. 01 (Application Form), duly accomplished and properly notarized with metered documentary stamps with face value of fifteen pesos (P15.00) in the original copy.
- _____ 2. Photo copy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnership, and all members of the association.
- _____ 3. Photo copy/ies of PRC current professional identification card(s) of sole practitioner, all partners of the partnership, and all members of the association.
- _____ 4. Photo copy/ies of current PTR of sole practitioner, all partners of the partnership, and all members of the association issued by the local government unit.
- _____ 5. Certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI). (*For sole practitioner*).
- _____ 6. Certified true copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC). (*For Partnership and Association*).
- _____ 7. Certified true copy of current Articles of Partnership/Corporation, By-Laws, and General Incorporation Sheet (GIS) filed with the Securities and Exchange Commission (SEC). (*For Partnership/Corporation*).
- _____ 8. Original and Photo copy of the Current Business Permit of the firm/company, partnership, corporation or association.
- _____ 9. Original and Photo copy of the Tax Identification Number of the firm/company, partnership, corporation or association.
- _____ 10. Original copy of Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file the application.
- _____ 11. Copy of firm's current organizational chart and *plantilla*/ listing of registered and licensed Architects (and their respective positions) and staff.
- _____ 12. Payment of registration fee in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission.
 - a. Initial Registration - P2,500.00
 - b. Renewal - 1,500.00
- _____ 13. One (1) short brown envelope for the Certificate of Registration.
- _____ 14. One (1) legal folder with fastener.
- _____ 15. One set advanced metered documentary stamp with face value of Fifteen Pesos (P15.00) to be affixed to the Certificate of Registration.

IMPORTANT:

1. Applications with incomplete documents will not be accepted.
2. Certificate of Registration may be claimed by the sole practitioner, in 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, valid identification card of the owner and the authorized representative..



Republic of the Philippines
Professional Regulation Commission
Manila
STANDARDS AND INSPECTION DIVISION

PROCESS AND ACTION SHEET

Date Filed _____ Ref. No. _____
 Registration Division _____ Legal Division _____
 (Verification of Registration) (No Pending Case Clearance)

To be accomplished by the Standards and Inspection Division:

Name of Architectural Firm/Company/Partnership/Corporation/Association: (Abbreviated Name) _____

Address _____

Category: Sole Proprietorship Partnership Company/Corporation Association

Tel. No. _____ Fax. No. _____ E-Mail: _____

Full Name of Individual Practitioner/
Partner/s (for Partnership)

Member/s, Directors (for Association) (Registered and Licensed Architects)	Position in the Firm	PRC Registration Number	Validity Date (Expiry)	PTR Number and Date Issued
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Full Name of Individual Practitioner/
Partner/s (for Partnership)

Member/s, Directors (for Association) (Non- Architects)	Position in the Firm	PRC Registration Number	Validity Date (Expiry)	PTR Number and Date Issued
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DTI Certificate of Business Name Registration No. _____
(for sole practitioner)

SEC Certificate of Registration No. _____
(for partnership / corporation / association)

Payment: P _____ O. R. No. _____ Date _____ Cash Section _____

Processed by: _____ Verified by: _____

Reviewed by:

LORD LOUIS P. VALERA
OIC, Standards and Inspection Division

ACTION BY THE BOARD OF ARCHITECTURE

Approved Registration Hold Registration Disapproved Registration

ARMANDO N. ALLI
Chairman

ANGELINE T. CHUA CHIACO
Member

MARIETTA B. SEGOVIA
Member

Date: _____

Assigned Certificate No.: _____



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APPLICATION FORM

New Application

Change in Ownership & Management

1A. **Full Name** of Architectural Firm:

1B. **Abbreviated Name** of Architectural Firm:

2. Category: Sole Proprietorship Partnership Corporation Association

3A. Full Name of Individual Practitioner / Partners / Directors (Registered and Licensed Architects)	Architect Certificate of Registration Number	Professional Identification Card (PIC) Expiry Date	Position in Firm
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(Note: Additional sheets, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.)

3B. Full Name of Partners / Directors (Non- Architects)	Profession / Certificate of Registration Number	Professional Identification Card (PIC) Expiry Date	Position in Firm
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(Note: Additional sheets, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.)

4A. SEC Certificate of Registration No. and Date (for Partnership and Corporation):

4B. DTI Certificate of Registration No. and Date (for Sole Proprietorship):

5. TIN: _____

6. Business Permit No. and Date _____

7. Complete and Current Address of Principal Office:

8. Tel/s: _____ Fax/es: _____

E-mail/s: _____

Website/s or URL/s: _____

9. Name/Address of Branch(es) Sub-Office(s), if any:

10. Statement as to the exact nature of relationship/s with other local or foreign architectural or other professional, consulting, constructing or development firms (*if any and as applicable*)

11. Complete and current / updated postal address/es, telephone/ telefax numbers, e-mail address/es, and website/s (if any) of such other related firms, office/s, branch/es or sub-offices as applicable;

CERTIFICATION:

This certifies that the foregoing entries/ information are true and correct on my own knowledge.

Signature over Printed Name of Applicant or Duly-Authorized Representative of Applicant Firm

Position of Representative of Applicant Firm

Date Signed

(Attach the Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file this application)

ACKNOWLEDGEMENT

Republic of the Philippines) s.s.
City of _____)

Personally appearing before me is _____ with his/ her
Community Tax Certificate No. _____ issued at _____ on
_____, known to me to be the same person who executed the foregoing instrument
and acknowledges the same to be his/her free voluntary act and deed.

PRC Administering Officer
Notary Public
Date of Expiry of License
IBP Card No. _____
PTR No. _____

NOTE:

1. The following must be attached and signed or initiated by the duly authorized representative;
- a. Copies of Certificates/Articles of Partnership of Incorporation/DTI Registration Certificate, current General incorporation Sheet (GIS) and authorizations.

Notes: 1. The following must be attached and signed or initialed by the duly authorized representative;

- a. Copies of Certificates/ Articles of Partnership or Incorporation / DTI Registration Certificate, current General Incorporation Sheet (GIS) and authorizations,
 - b. The firm's current organizational chart and *plantilla*/ listing of Registered and Licensed Architects (and their respective positions) and staff,
- 2) Additional sheet/s, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.

Date of Receipt of Application: _____

PRBoA Action:

Approve Registration Hold Registration Disapprove Registration

ARMANDO N. ALLÍ
Chairman

Date:

ANGELINE T. CHUA CHIACO
Member
Date:

MARIETTA B. SEGOVIA
Member
Date: