



1. Frontline Service with Description

- **Issuance of Contractor's Special License-Foreign** - Processing of application & issuance of Special License-Foreign (New and Renewal) License

2. Schedule of Availability of Service

- 8:00 a.m. – 5:00 p.m. (Monday thru Friday)

3. Address and Contact Information of Frontline Office

- 5th Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- pcab@dti.gov.ph, ciappcab.main@gmail.com

4. Who May avail of the Service

- New entrants/licensed contractor with 100% foreign equity

5. What are the Requirements

- Detailed checklist of requirements indicated in the application form.

a. New Special License-Foreign

- Duly accomplished application form for registration (forms are available at CIAP website: www.ciap.dti.gov.ph);
- SEC Certificate of Registration, Articles of Incorporation or Partnership, showing construction as one of the primary purposes of the corporation and By-Laws and subsequent amendments thereto by the Securities and Exchange Commission (SEC) for corporate or partnership applicant;
- Board Resolution authorizing the Authorized Managing Officer (AMO)/Resident Alien Representative (RAR) in the Philippines to act for and in behalf of the company, and defining the scope and/or limitations of the powers of the RAR/AMO;
 - Copy of Appointment paper/contract of employment of RAR to current position in the firm authenticated by the Philippine Embassy in the home country of the RAR;
- Original NBI Clearance for newly nominated Filipino AMO and for RAR who resided in the country for six (6) months and longer, or certified true copy of NBI Clearance Equivalent of RAR duly authenticated by the Phil. Embassy in the home country of the RAR;
- Affidavit of undertaking of the RAR/AMO;
- Alien Certificate of Registration and current working visa of the RAR;
- Authenticated diploma and/or transcript of records as well as PRC ID/certificate of registration or equivalent (for new RAR professional);
- Board Resolution appointing and authorizing the Filipino Resident Agent to accept summons and other legal processes in behalf of the foreign contractor applicant, and authorizing PCAB, in the absence of the Filipino Resident Agent, or where such agent cannot be found at his address of record, or upon cessation of business of the foreign contractor in the Philippines, to accept summons or legal processes as if the same were made upon the firm at its home office;
- Original or certified true copy of valid Contractor's License/Permit/Authority issued by the appropriate government agency duly authenticated by the Philippine Embassy in the home country of the foreign contractor applicant;

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