



1. Frontline Service with Description

- **Issuance of Contractor's Special License-Joint Venture** - Processing of application & issuance of Special License-Joint Venture (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

- Licensed Contractors

5. What are the Requirements

- Detailed checklist of requirements indicated in the application form.

a. New Special License-Joint Venture

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: www.ciap.dti.gov.ph);
- Duly notarized Joint Venture agreement;
- Certified copy of Invitation to Bid.

b. Renewal of Special License-Joint Venture

- Duly accomplished application form for Special License by a Joint Venture (forms are available at CIAP website: www.ciap.dti.gov.ph);
- Certified copy of project contract agreement / Notice of Award;
- Copy of Joint Venture Agreement.

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