



**1. Frontline Service with Description**

- **Issuance of Renewed Regular License** - Processing of application and issuance of renewed regular license certificate

**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**

- 5<sup>th</sup> Floor, Executive Building Center, 369 Sen. Gil J. Puyat Ave., Makati City
- Tel. No.: 895-4258, Telefax: 895-4220
- [pcab@dti.gov.ph](mailto:pcab@dti.gov.ph), [ciappcab.main@gmail.com](mailto: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.
  - Duly accomplished application form for license renewal (forms are available at CIAP website: [www.ciap.dti.gov.ph](http://www.ciap.dti.gov.ph));
  - Integrity Pledge;
  - Year-end audited financial statement signed by a BOA accredited CPA;
  - Bank certification as proof of cash as of financial statement date;
  - Certified copy of TCT, tax declaration of newly acquired land and building assets;
  - Certified copy of deeds of sale, official receipts of newly acquired transportation and construction equipment, and other assets;
  - Certified copy of pertinent page of CCL (formerly SSS form R-3) submitted to SSS for the quarter immediately preceding the filing of application;
  - If applicant has newly nominated technical personnel, certified copy of PRC IDs and personal appearance of the technical personnel before the PCAB or DTI Regional or Provincial office or CIAP Window;
  - Completion of 2-day AMO Seminar;
  - Completion of 40-hour Safety Seminar (Basic Occupational Safety & Health (BOSH) for Construction Site Safety Officer or Construction Safety & Health (COSH));
  - Membership with SSS, PHILHEALTH & PAG-IBIG;
  - E-mail Address;
  - Original signature of AMO on each and every page of the application forms including supporting documents;
  - Self-stamped envelopes for verification of supporting documents (One self-stamped envelope per supporting document);
  - Proof of payment of Prepaid Courier Pouch for mailing of license certificate (**optional**)

*Enabling Business, Empowering Consumers*

