



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, pcabphil@yahoo.com

4. Who May avail of the Service

- Licensed Contractors

5. What are the Requirements

- **New Special License-Joint Venture**
 - Duly accomplished application form for Special License by a Joint Venture (Forms are available at the CIAP website);
 - Duly notarized Joint Venture agreement;
 - Certified copy of Invitation to Bid.
- **Renewal of Special License-Joint Venture**
 - Duly accomplished application form for Special License by a Joint Venture (Forms are available at CIAP website);
 - Certified copy of project contract agreement / Notice of Award;
 - Copy of Joint Venture Agreement.

6. Fees

	CATEGORY						
	AAA	AA	A	B	C	D	Trade/E
New Application							
Filling Fee	600	600	600	600	600	600	600
License Fee <i>(per project basis)</i>	50	50	50	50	50	50	50
Categorization Fee <i>(per CFY basis)</i>	21,600	10,800	3,600	2,400	1,200	600	n/a
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	10	10	10	10	10	10	10
Grand Total (Php)	22,275	11,475	4,275	3,075	1,875	1,275	675
Renewal Application							
Filling Fee	600	600	600	600	600	600	600
License Fee	50	50	50	50	50	50	50
Categorization Fee	14,400	7,200	2,400	1,800	960	480	n/a
Documentary Stamp Tax	15	15	15	15	15	15	15
Legal Research Fund	10	10	10	10	10	10	10
Grand Total (Php)	15,075	7,875	3,075	2,475	1,635	1,155	675

Enabling Business, Empowering Consumers



7. How to Avail of the Service

Step No.	Applicant / Client's Steps (What to Do)	Agency's Action	Duration of Action (under normal circumstances)	Officer or Employee Responsible for Each Step	Office Location	Amount of Fees, if necessary	Documents to be submitted by the Client
1	Download and fill out application form at CIAP Website (www.ciap.dti.gov.ph)						
2	Submit duly accomplished application together with supporting documents	Pre-screening of submitted application	20 minutes	Pre-screener	PCAB Makati / DTI Provincial or Regional Office / CIAP Window		
3	Pay corresponding upfront fee	Receive payment and issue Official Receipt	10 minutes	Cashier	PCAB Makati / CIAP Window		
		Prepare evaluation report		Evaluator	PCAB Makati / CIAP Window		
		Recommend for Board Action		Division Chief / Executive Director / Board Members	PCAB Makati		
4	Verify result of Board Action	Upload approved application in the website/Issue notice of Board Action	5 business days	Frontline Officer / CIAP Helpdesk / CIAP Website	-do-		
5	Claim/wait for mailed License Certificate	Release license certificate thru mail/counter		Releasing Clerk	-do-		
END OF TRANSACTION							

Total Processing Time: 5 business days