



Frontline Service : **Issuance of POCB New Registration Certificate**

Description of Service : Processing of applications for issuance of registration certificate under PD 1167

Clients : New applicants, delisted contractors or consultancy firms applying for new registration satisfying the following qualifications:

For Contractors:

- Licensed contractors with category A or higher; with continuous actual operation experience as licensed contractors for at least 5 years; and must have successfully completed during the last 5 years at least one (1) project within their specialization costing not less than Php 5M.

For Consultants:

- Consultancy firms with least 5 years experience continuous actual operation as consultancy firm; have successfully completed during the last 5 years at least 1 consultancy project not less than Php 1M and have competent/specialized technical people in the organization.

Documentary Requirements: submission of all requirements indicated in the application forms downloadable at DTI website

1. Duly accomplished POCB Forms and sworn to before a Notary Public;
2. Certified true copy of BTRCP Certificate or SEC Certificate and Articles and By-Laws for single proprietorship or Corporation, respectively;
3. Board resolution authorizing the filing of application for POCB registration and person empowered to act for and on behalf of the applicant;
4. Certified List of Stockholders indicating nationality, amount subscribed and amount paid in subscription;
5. Certified List of Directors and Officers together with their respective bio-data;
6. Certified true copy or original copy of Audited Financial Statements for the last 3 years;
7. Certified true copy or original copy of Income Tax Returns for the last 3 years and BIR Tax Payment Receipts;
8. Most recent Custom and Court Clearances; and
9. Brief history of the company.

Schedule of Service : 8:00 a.m. – 5:00 p.m. (Mondays thru Fridays)

Address and Contact Information: 5th Floor, Executive Building Center
369 Sen. Gil J. Puyat Ave., Makati City
Tel. No.: 896-1831 or 33, Telefax: 896-4569
E-mail: pocb2009@yahoo.com

Validity of Certificate : 2 Years from date of issuance

Fees: Php 20,000

How to Avail the Service:

No.	Client Steps	Agency's Action	Office/Person Responsible	Office Location
1.	Download and fill up Application Forms at www.dti.gov.ph			
2.	Submit duly accomplished application together with supporting documents	Pre-screen application for filing; complete application is issued order of payment	Frontline Officer	POCB Makati
3.	Present order of payment to CIAP cashier and pay the amount indicated	Receive payment and issue Official Receipt	CIAP Cashier	POCB Makati
		Conduct office visit to applicants	Evaluator/Division Chief/ Executive Director	POCB Makati
		Prepare evaluation report & recommendation to the Board for action	Evaluator/ Division Chief/ Executive Director	POCB Makati
		Board's approval or disapproval	POCB Board	POCB Makati
		Issue and release notice of Board Action	Executive Director; Frontline Officer	POCB Makati
5.	Claim registration certificate	Release registration certificate	Frontline Officer	POCB Makati
END OF TRANSACTION				

Total Processing Time: 15 - 20 business days