



Frontline Service : Issuance of POCB Renewal Registration Certificate

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

Clients : POCB registered contractors or consultancy firms with expired registration

Requirements : Submission of the following requirements indicated in the application forms (downloadable at DTI website):

1. Certified List of Current Stockholders indicating nationality, amount subscribed and amount paid in subscription;
2. Certified List of current Directors and Officers together with their respective bio-data;
3. Audited Financial Statements for the last 2 years prior to application;
4. Income Tax Returns and BIR Tax Payment Receipts for the last 2 years prior to application;
5. Copy of valid Contractor's License; and
6. Most recent Custom and Court Clearances.

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

Validity of Certificate: 2 Years

Fees: Php 10,000

How to Avail of the Service:

No.	Client Steps	Agency's Action	Office/Person Responsible	Office Location
1.	Download & fill up Application Forms at www.dti.gov.ph			
2.	Submit duly accomplished application together with supporting documents	Pre-screen & receive applications; issue order of payment for complete applications	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
		Prepare evaluation report & on the Board for action	Evaluator & Executive Director	POCB Makati
		Board's approval or disapproval	POCB Board	POCB Makati
		Issue Notice of Board Action	Executive Director; Frontline Officer	POCB Makati
4.	Claim registration renewal certificate	Release registration renewal certificate	Frontline Officer	POCB Makati
END OF TRANSACTION				

Total Processing Time: 15 - 20 business days