



# Republic of the Philippines Professional Regulation Commission Manila

**REGISTRATION OF FIRM, COMPANY, PARTNERSHIP, CORPORATION OR ASSOCIATION  
FOR THE PRACTICE OF ARCHITECTURE IN THE PHILIPPINES IN ACCORDANCE WITH THE  
RULES AND REGULATIONS IMPLEMENTING THE PROVISIONS OF SECTION 37, ARTICLE  
IV, OF REPUBLIC ACT NO. 9266  
KNOWN AS THE "ARCHITECTURE ACT OF 2004."**

## **CHECKLIST / EVALUATION SHEET**

- \_\_\_\_\_ 1. One (1) original and two (2) copies of PRB-ARC Form No. 01 (Application Form), duly accomplished and properly notarized with metered documentary stamps with face value of fifteen pesos (P15.00) in the original copy.
- \_\_\_\_\_ 2. Photo copy/ies of PRC Certificate of Registration of sole practitioner, all partners of the partnership, and all members of the association.
- \_\_\_\_\_ 3. Photo copy/ies of PRC current professional identification card(s) of sole practitioner, all partners of the partnership, and all members of the association.
- \_\_\_\_\_ 4. Photo copy/ies of current PTR of sole practitioner, all partners of the partnership, and all members of the association issued by the local government unit.
- \_\_\_\_\_ 5. Certified true copy of Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI). (*For sole practitioner*).
- \_\_\_\_\_ 6. Certified true copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC). (*For Partnership and Association*).
- \_\_\_\_\_ 7. Certified true copy of current Articles of Partnership/Corporation, By-Laws, and General Incorporation Sheet (GIS) filed with the Securities and Exchange Commission (SEC). (*For Partnership/Corporation*).
- \_\_\_\_\_ 8. Original and Photo copy of the Current Business Permit of the firm/company, partnership, corporation or association.
- \_\_\_\_\_ 9. Original and Photo copy of the Tax Identification Number of the firm/company, partnership, corporation or association.
- \_\_\_\_\_ 10. Original copy of Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file the application.
- \_\_\_\_\_ 11. Copy of firm's current organizational chart and *plantilla*/ listing of registered and licensed Architects (and their respective positions) and staff.
- \_\_\_\_\_ 12. Payment of registration fee in cash, postal money order, manager's check or bank draft payable to the Professional Regulation Commission.
  - a. Initial Registration - P2,500.00
  - b. Renewal - 1,500.00
- \_\_\_\_\_ 13. One (1) short brown envelope for the Certificate of Registration.
- \_\_\_\_\_ 14. One (1) legal folder with fastener.
- \_\_\_\_\_ 15. One set advanced metered documentary stamp with face value of Fifteen Pesos (P15.00) to be affixed to the Certificate of Registration.

### **IMPORTANT:**

- 1. Applications with incomplete documents will not be accepted.**
- 2. Certificate of Registration may be claimed by the sole practitioner, in case of firm; by the managing partner, in case of partnership; by the president of the association, in case of association; or by any authorized representative upon presentation of Special Power of Attorney, valid identification card of the owner and the authorized representative..**



**Republic of the Philippines**  
**Professional Regulation Commission**  
**Manila**  
**STANDARDS AND INSPECTION DIVISION**

**PROCESS AND ACTION SHEET**

Date Filed \_\_\_\_\_ Ref. No. \_\_\_\_\_  
Registration Division \_\_\_\_\_ Legal Division \_\_\_\_\_  
(Verification of Registration) (No Pending Case Clearance)

**To be accomplished by the Standards and Inspection Division:**

Name of Architectural Firm/Company/Partnership/Corporation/Association: (Abbreviated Name)

Address \_\_\_\_\_

Category:  Sole Proprietorship  Partnership  Company/Corporation  Association

Tel. No. \_\_\_\_\_ Fax. No. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Full Name of Individual Practitioner/  
Partner/s (for Partnership)

Member/s, Directors (for Association)  
(Registered and Licensed Architects)

Position in the  
Firm

PRC Registration  
Number

Validity Date  
(Expiry)

PTR Number and  
Date Issued

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Full Name of Individual Practitioner/  
Partner/s (for Partnership)

Member/s, Directors (for Association)  
(Non- Architects)

Position in the  
Firm

PRC Registration  
Number

Validity Date  
(Expiry)

PTR Number and  
Date Issued

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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DTI Certificate of Business Name Registration No.  
(for sole practitioner)

SEC Certificate of Registration No.  
(for partnership / corporation / association)

Payment: P \_\_\_\_\_ O. R. No. \_\_\_\_\_ Date \_\_\_\_\_ Cash Section \_\_\_\_\_

Processed by: \_\_\_\_\_ Verified by: \_\_\_\_\_

Reviewed by:

**LORD LOUIS P. VALERA**  
OIC, Standards and Inspection Division

**ACTION BY THE BOARD OF ARCHITECTURE**

Approved Registration  Hold Registration  Disapproved Registration

**ARMANDO N. ALLI**  
Chairman

**ANGELINE T. CHUA CHIACO**  
Member

**MARIETTA B. SEGOVIA**  
Member

Date: \_\_\_\_\_

Assigned Certificate No.: \_\_\_\_\_



## Republic of the Philippines Professional Regulation Commission Manila

**REGISTRATION OF FIRM, COMPANY, PARTNERSHIP, CORPORATION OR ASSOCIATION FOR THE PRACTICE OF ARCHITECTURE IN THE PHILIPPINES IN ACCORDANCE WITH THE RULES AND REGULATIONS IMPLEMENTING THE PROVISIONS OF SECTION 37, ARTICLE IV, OF REPUBLIC ACT NO. 9266 KNOWN AS THE "ARCHITECTURE ACT OF 2004."**

### APPLICATION FORM

*New Application*

*Change in Ownership & Management*

1A. **Full Name** of Architectural Firm:

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1B. **Abbreviated Name** of Architectural Firm:

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2. Category:     Sole Proprietorship     Partnership     Corporation     Association

3A. Full Name of Individual Practitioner / Partners / Directors (Registered and Licensed Architects)	Architect Certificate of Registration Number	Professional Identification Card (PIC) Expiry Date	Position in Firm
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**(Note: Additional sheets, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.)**

3B. Full Name of Partners / Directors (Non- Architects)	Profession / Certificate of Registration Number	Professional Identification Card (PIC) Expiry Date	Position in Firm
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**(Note: Additional sheets, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.)**

4A. SEC Certificate of Registration No. and Date (for Partnership and Corporation):

\_\_\_\_\_

4B. DTI Certificate of Registration No. and Date (for Sole Proprietorship):

\_\_\_\_\_

5. TIN: \_\_\_\_\_

6. Business Permit No. and Date \_\_\_\_\_

7. Complete and Current Address of Principal Office:

\_\_\_\_\_

8. Tel/s: \_\_\_\_\_ Fax/es: \_\_\_\_\_

E-mail/s: \_\_\_\_\_

Website/s or URL/s: \_\_\_\_\_

9. Name/Address of Branch(es) Sub-Office(s), if any:

\_\_\_\_\_

10. Statement as to the exact nature of relationship/s with other local or foreign architectural or other professional, consulting, constructing or development firms (*if any and as applicable*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Complete and current / updated postal address/es, telephone/ telefax numbers, e-mail address/es, and website/s (if any) of such other related firms, office/s, branch/es or sub-offices as applicable;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION:**

*This certifies that the foregoing entries/ information are true and correct on my own knowledge.*

\_\_\_\_\_  
*Signature over Printed Name of Applicant or Duly-Authorized Representative of Applicant Firm*

\_\_\_\_\_  
*Position of Representative of Applicant Firm*

\_\_\_\_\_  
*Date Signed*

**(Attach the Board Resolution or Secretary's Certificate (as applicable) appointing representative of Architectural Firm to file this application)**

### ACKNOWLEDGEMENT

Republic of the Philippines) s.s.  
City of \_\_\_\_\_ )

Personally appearing before me is \_\_\_\_\_ with his/ her  
Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_, known to me to be the same person who executed the foregoing instrument  
and acknowledges the same to be his/her free voluntary act and deed.

\_\_\_\_\_  
*PRC Administering Officer*  
*Notary Public*  
*Date of Expiry of License*  
*IBP Card No. \_\_\_\_\_*  
*PTR No. \_\_\_\_\_*

**NOTE:**

1. The following must be attached and signed or initiated by the duly authorized representative;
- a. Copies of Certificates/Articles of Partnership of Incorporation/DTI Registration Certificate, current General incorporation Sheet (GIS) and authorizations.

Notes: 1. The following must be attached and signed or initialed by the duly authorized representative;

- a. Copies of Certificates/ Articles of Partnership or Incorporation / DTI Registration Certificate, current General Incorporation Sheet (GIS) and authorizations,
  - b. The firm's current organizational chart and *plantilla*/ listing of Registered and Licensed Architects (and their respective positions) and staff,
- 2) Additional sheet/s, if needed, must all be signed or initialed by the duly authorized representative and certified as true and correct.

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Date of Receipt of Application: \_\_\_\_\_

**PRBoA Action:**

Approve Registration       Hold Registration       Disapprove Registration

**ARMANDO N. ALLÍ**

Chairman

Date:

**ANGELINE T. CHUA CHIACO**

Member

Date:

**MARIETTA B. SEGOVIA**

Member

Date: