



ASEAN CHARTERED PROFESSIONAL ACCOUNTANT
Process and Action Sheet
(Compiled in 2 Sets)

PRC REGIONAL OFFICE/SERVICE CENTER: \_\_\_\_\_

Name: \_\_\_\_\_

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

Checklist:

- 1. Duly accomplished Application Form (with letter of intent)
2. Photocopy of valid PRC Professional Identification Card
3. Certificate of No Pending Case from the PRC Legal Service
4. Certificate for ACPA Registration from the APO
5. Recent two (2) passport size pictures with name tag (in white background and coat and tie for men; blazer for women)
6. Processing fee of Php 1,500.00
7. Registration fee of Php 3,000.00 upon notification of approval of ACPA application

Action Taken by the Cashier:

Processing fee (P1,500.00) O.R. No.: \_\_\_\_\_ Date: \_\_\_\_\_ Cashier: \_\_\_\_\_
Registration fee (P3,000.00) O.R. No.: \_\_\_\_\_ Date: \_\_\_\_\_ Cashier: \_\_\_\_\_

Action Taken by the Receiving Officer (Regional Office):

Received by: \_\_\_\_\_ Date: \_\_\_\_\_
Noted by: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken by the AMCPASP Secretariat (IAO):

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_
Noted by: L. LOUIS P. VALERA
OIC, International Affairs Office Date: \_\_\_\_\_

Action Taken by the AMCPASP

- Approved
Deferred pending compliance: \_\_\_\_\_
Disapproved due to: \_\_\_\_\_

TEOFILO S. PILANDO, JR.
Chairman

NOE G. QUIÑANOLA
Vice Chairman

GLORIA T. BAYSA
Member

SAMUEL B. PADILLA
Member

MA. ASUNCION M. GOLEZ
Member

Note:

- 1. Two (2) copies of the accomplished application forms, including copies of all supporting documents must be submitted; legal size (8 1/2" x 13") of paper shall be used throughout; photocopies of large documents shall be reduced accordingly. Each set shall be submitted in ring-bound with table of contents and paged accordingly. The 2 copies shall be retained by PRC.
2. All applications must be originally-signed by the applicant and shall be delivered or mailed to nearest PRC Regional Office/Service Center.

EMAILED APPLICATIONS OR COMPUTER-GENERATED SIGNATURES ON THE APPLICATION FORMS WILL NOT BE ACCEPTED.