



Professional Regulation Commission

ACCREDITATION OF INDIVIDUAL CPA / FIRM /
PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

☐ Initial

☐ Renewal

Date Filed: _____

Reference No.: _____

Part I Personal Information:

Name of Individual CPA/Firm/Partnership:		Cert. of Accreditation Number (for Renewal)
Complete Address of Principal Office:		
Tel. Number	Cell Number	Email Address:

Correspondent Relationship with Foreign CPA/Accounting Firms, if any:

Name of Foreign Firm	Name of Foreign Country	Nature and Extent of Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Changes in the Firm/Partnership from Last Registration:

Part II Acknowledgement:

I HEREBY CERTIFY that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented.

Signature of Applicant

Date

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20 ____ at _____, affiant Applicant exhibited to me his/her valid government issued ID _____ issued at _____ on _____.

(Notary Public)

Part III Action Taken:

Registration Division:
(Verification of License)

Legal Division:
(Clearance of no derogatory record)

Cash Division:

Amount: _____
O.R. No. _____
Date _____
Issued by: _____

Standards & Inspection Division:

Process by: _____
Date: _____

Reviewed by:

OIC, Standards & Inspection Division

ACTION BY THE BOARD OF ACCOUNTANCY

☐ Approved

☐ Disapproved

Board's Focal Person

Date: _____ Assigned Accreditation No (for Initial): _____



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PROCEDURE FOR ACCREDITATION AS ACCOUNTING TEACHER

- Step 1. Secure Application Form at the Standards and Inspection Division counter (Window 2) or download at www.prc.gov.ph
- Step 2. Fill-out Application Form
- Step 3. Proceed to Standards & Inspection processing window for evaluation and assessment.
- Step 4. Proceed to Registration Division for verification of License and Legal and Investigation Division for notarization of application and to secure clearance of no derogatory record.
- Step 5. Proceed to cashier to pay the accreditation fee of P1,500.00 for sole practitioner and P2,000.00 for Firm / Partnership
- Step 6. Submit Application Form with all the required documents and official receipt to the Standards and Inspection Division designated window.
- Step 7. Verify your application after _____ days from the time of submission by calling 310-1048 (Standards & Inspection Division)

CHECKLIST OF REQUIREMENTS (*Original and Photocopy*)

INITIAL: SOLE PRACTITIONER

- ☐ Duly accomplished Application form (**Please notarize and affix documentary stamp in the original copy**)
- ☐ Photocopy of current professional Identification card
- ☐ Duly signed Code of Good Governance of the Individual CPA
- ☐ Duly signed Copy of internal quality review procedures
- ☐ Duly signed Ethical and technical standards required of the practice of public accountancy
- ☐ Photocopy of current Professional Tax Receipt
- ☐ Sworn statement by the CPA, (**Please notarize and affix documentary stamp in the original copy**)
 - *has a meaningful participation in their respective internal quality review process;*
 - *has undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;*
 - *is of good moral character;*
 - *he/she had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices;*
 - *has at least three (3) years meaningful experience in any of the areas of public practice including taxation as defined in Section 4 Rule 4 of the IRR of R.A. 9298.*
- ☐ CPA Integrity Pledge
- ☐ Photocopy of valid National Bureau of Investigation (NBI) clearance
- ☐ Detailed description of work
- ☐ Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession
- ☐ Certificates of CPD units earned
- ☐ Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- ☐ Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency (For Government Employee only)
- ☐ Short Brown Envelope for the Certificate of Accreditation;
- ☐ Set of documentary stamps.

RENEWAL: SOLE PRACTITIONER

- ☐ Duly accomplished Application Form (**Please notarize and affix documentary stamp in the original copy**)
- ☐ Photocopy of the expired Certificate of Accreditation
- ☐ Photocopy of valid professional identification card
- ☐ Photocopy of valid National Bureau of Investigation (NBI) clearance
- ☐ Photocopy of current Professional Tax Receipt
- ☐ Certificate of Membership in Good Standing from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession
- ☐ Certificates for CPD credit units earned
- ☐ Payment of accreditation fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
- ☐ Short Brown Envelope for the Certificate of Accreditation
- ☐ Set of documentary stamps



Professional Regulation Commission

ACCREDITATION OF INDIVIDUAL CPA / FIRM / PARTNERSHIP OF CPAs IN THE PRACTICE OF PUBLIC ACCOUNTANCY

INITIAL: FIRM / PARTNERSHIP

- ☐ Duly accomplished Application Form **(Please notarize and affix documentary stamp in the original copy)**
- ☐ Photocopy of valid Business Permit
- ☐ Photocopy of current professional identification cards of partners and staff members
- ☐ Code of Good Governance of CPA's Firm or Partnerships *(signed by the managing partner)*
- ☐ Copy of internal quality review procedures being implemented to ensure compliance with the professional ethical and technical standards required of the practice of public accountancy signed by the managing partner)
- ☐ Photocopy of Professional Tax Receipt (PTR) of all partners
- ☐ Sworn statement by the managing partner stating that all partners and staff members:
(Please notarize and affix metered documentary stamp to the original copy)
 - a. had a meaningful participation of their internal quality review process;
 - b. had undergone adequate and effective training (from organizations duly accredited by the Board or by its duly authorized representatives) on all the current accounting and auditing standards, code of ethics, laws and their implementing rules and regulations, circulars, memoranda, their respective codes of good governance and other related documents that are required in the practice of public accountancy to ensure professional, ethical and technical standards;
 - c. are all of good moral character;
 - d. they had not been found guilty by a competent court and/or administrative body of any case involving moral turpitude and/or unethical practices and that neither any of them is a defendant in any case of similar nature pending before any competent court and/or administrative agencies;
 - e. all partners had at least three (3) years meaningful experience in public practice including taxation as defined in Section 4 Rule 4 of the IRR
- ☐ Certificates of Continuing Professional Development (CPD) Units Earned from a duly accredited CPD Providers
- ☐ Current certificate of clearance issued by the proper court and/or National Bureau of Investigation (NBI) clearance of all partners
- ☐ Certificate of Membership in Good Standing of all partners and staff members from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession
- ☐ Detailed description of work experience of all the partners of the Partnership (data should include name of the firm partnership, position, duties and responsibilities, and date admitted to the partnership).
- ☐ Proof of Enrolment in the Quality Assurance Review (QAR) Program
- ☐ Authenticate copy of the Certificate of Registration issued by the SEC
- ☐ Authenticate copy of current Articles of Partnership
- ☐ Authenticate copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm(s) if any, including complete address & postal address, telephone number and facsimile numbers, e-mail address and website
- ☐ Sworn statement stating that: **(Please notarize and affix metered documentary to the original copy)**
 - a. the copy of the document showing the correspondent relationship membership, or business dealings with the foreign CPA is the faithful reproduction of its original copy;
 - b. the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized foreign CPAs under Section 34 and 35 of R.A. No. 9298;
 - c. the rights and obligation of the parties in specific terms
- ☐ Payment of registration fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
 - a. Single Proprietorship – P1,500.00
 - b. Partnership – P2,000.00
- ☐ Short Brown Envelope for the Certificate of Registration
- ☐ One (1) set of paper fastener for the application
- ☐ One set of metered documentary stamp be affixed to the Certificate of Registration

For government employees only:

- ☐ Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency

* If any of the partners or staff members of the firm/partnership is a defendant in a case of such nature, the applicant firm/partnership shall attach to the application for accreditation, a sworn statement by the managing partner stating that the aforementioned defendant has a valid and material defense and specify them as such accordingly in the sworn statement for the information and consideration by the Board and the Commission.



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RENEWAL: FIRM / PARTNERSHIP

- [] Photocopy of expired Certificate of Accreditation
 - [] Photocopy of current professional identification cards of all partners and staff members
 - [] Photocopy of valid Business Permit
 - [] Current professional tax receipts (PTR) of all partners
 - [] Certificates of Continuing Professional Development (CPD) Units Earned from a duly accredited CPD Providers
 - [] Photocopy of current NBI Clearance of all partners
 - [] Authentic copy of current Articles of Partnership issued by the SEC must be submitted in case of addition/withdrawal of partner/s
 - [] Certificate of Membership in Good Standing of all partners and staff members from the current Accredited Integrated Professional Organization (AIPO) for the accountancy profession
 - [] Those which are member, associated, or correspondent firms of international CPA firms must submit the following for any change of correspondent foreign CPA firms, or change of information of the foreign CPA firm/s:
 - A. Certified copy of documents, showing the correspondent relationship, membership, or business dealings with the foreign CPA firm(s), if any, including complete address & postal address, telephone number, facsimile numbers, e-mail address, and website, and
 - B. Duly notarized sworn statement with metered documentary stamps, stating that:
 - b.1 the copy of the document showing the correspondent relationship membership, or business dealings with the foreign Cpa, is the faithful reproduction of its original copy;
 - b.2 the foreign CPA is not directly or indirectly (through the Filipino CPA) engaged in the practice of public accountancy in the Philippines, except the authorized CPAs under Sections 34 and 35, Article IV of R.A. No. 9298, and
 - b.3 the rights and obligations of the parties are in specific terms
 - [] Payment of registration fee (In Cash, Postal Money Order, Manager's Check or Bank Draft payable to the Professional Regulation Commission)
 - a. Single Proprietorship – P1,500.00
 - b. Partnership – P2,000.00
 - [] Short Brown Envelope for the Certificate of Registration
 - [] One (1) set of paper fastener for the application
 - [] One set of metered documentary stamp be affixed to the Certificate of Registration
- For government employees only:**
- [] Original copy of authority to practice profession issued by employer, printed in the official letter head of the institution/agency

Note:

1. Applications with incomplete documents will not be accepted. Documentary stamps are available at the PRC customer service counters and PRC Regional Offices.
2. Representative/s filing and claiming the Certificate of registration/Accreditation on behalf of the professional must present Special Power of Attorney (SPA) and valid proof of identification of the professional and the representative.
3. Any discrepancy/ies or inconsistency/ies in the documents submitted in support to the application shall be supported by an affidavit discrepancy.

Professional Regulation Commission
Board of Accountancy
Quality Accreditation Checklist
Pursuant of PRB Resolution No. _____

ANNEX A

Date assigned to PICPA:	_____
Assigned to Verifier:	_____
Date submitted back to BOA:	_____

A. Background Information

- 1. Name of CPA in public practice to be visited _____
- 2. No. of years in practice _____ Name of Partnership's / Affiliation _____
- 3. No. of professional staff 3.1 CPAs _____ 3.2 Non-CPAs _____
- 4. Name of Managers / Supervisor _____
- 5. No. of Staff auditors _____
- 6. No. of administrative staff _____
- 7. No. of audit opinions issued last year for the period _____ to _____ : _____
- 8. Estimate of Professional fee allocation for the period _____ to _____

<u>Service</u>	<u>% of Fees</u>
7.1 Audit	_____
7.2 Tax	_____
7.3 Consulting	_____
7.4 Others	_____
TOTAL	100%

9. Computer software in use

<u>TYPE</u>	<u>DESCRIPTION</u>
9.1 Office	_____
9.2 Audit Methodology	_____
9.3 Account Management	_____

10. Office equipment (check if available & indicate number of equipment & description)

10.1 Computers	_____	10.4 Photocopy	_____
10.2 Printers	_____	10.5 Others	_____
10.3 Projectors	_____		

11. Knowledge base / research / sources (check if available & indicate description)

	<u>DESCRIPTION</u>
11.1 Electronic	_____
11.2 Publications	_____

12. Quality / Risk Management Manual (Description of manual & name quality / risk officer in charge) (use separate sheet)

13. Results of random interview with _____ ; (use separate sheet, if necessary)

14. Training (Indicate details of training for partner / staff for the period _____ to _____)

<u>Name of Training</u>	<u>No. of partners / staff trained</u>	<u>No. of hours of training</u>	<u>Conducted by</u>
_____	_____	_____	_____

B. Results of Office Verification

- 1. Address of principal office _____
- 2. Address of branch / extension office _____
- 3. Area of office space (in square meters) _____
- 4. Description and sketch / diagram of principal office _____
- 5. Description of filing and storage location of working papers _____
- 6. Description of filing and storage of working papers _____
- 7. Business Permit No. _____
- 8. TIN / Accreditation # SEC / BIR / CDA / BSP _____
- 9. Inspected by: _____
- 10. Date of Inspection and Inclusive time _____
- 11. Remarks (use additional sheet) _____
- 12. Attach picture of principal office _____

INTEGRITY PLEDGE for CERTIFIED PUBLIC ACCOUNTANTS (CPAs)

WITH THE FIRM BELIEF that corruption has been one of the biggest impediments to economic growth and prosperity in the Philippines and has been eroding the moral fiber of this society;

WITH FULLACKNOWLEDGMENT AS A CERTIFIED PUBLIC ACCOUNTANT that the Accountancy Profession's responsibility to lead by example in the fight against corruption and to exercise the practice of our profession ethically and with integrity;

WITH FULL REALIZATION that government initiatives for reducing corruption cannot succeed without individual and collective commitment from businesses and professions to level the playing field and to build integrity in the business and professional environment;

I HEREBY PLEDGE MYSELF TO THE FOLLOWING:

- I will prohibit bribery in any form in all activities under my control and ensure that my charitable and political contributions, business gifts, and sponsorships are transparent and will not be for the purpose of attempting to influence the recipient, whether government or private, into an improper exercise of functions, duties, or judgment;
- I will comply with the Code of Good Governance for the Profession in the Philippines and the Code of Ethics for CPAs in the Accountancy Profession towards ethical and accountable behavior at all times, and will apply appropriate sanctions for violations of the Code;
- I will comply and implement appropriate internal systems and controls in my workplace to prevent unethical conduct, to ensure good governance, and institutionalize the values of integrity and accountability in business and professional practice;
- I will maintain appropriate financial reporting mechanisms that are accurate and transparent;
- I will support the entering into integrity pacts with other business, professionals and government agencies when dealing with procedures related to the bidding and procurement of supplies, materials, equipment, and construction.
- I will refrain from engaging in business with parties who have demonstrated unethical business practices.

To ensure collective action among business enterprises and professionals to foster ethical, clean, and transparent business transactions in the Philippines, I commit to:

- Support a nationwide initiative intended to create fair market conditions, transparency in business transactions, and ensure good corporate governance;
- Share "best practices", tools and concepts which are intended to be used by all participating entities to achieve the goals of the nationwide initiative;
- Assist and contribute ideas to develop a unified "Business Code of Conduct" acceptable to all participating entities;
- Participate in the creation of key measures and control activities intended to ensure transparency, integrity and ethical business practice;
- Support the development of an adult and certification program that will offer a toolbox for enterprises to introduce and implement ethical practices in their business processes; and institutionalize the whole process to promote sustainability of the Integrity Initiative.

I IMPOSE THE FOLLOWING OBLIGATIONS ON MYSELF WITHOUT MENTAL RESERVATION OR PURPOSE OF EVASION. SO HELP ME GOD.

Name of Signatory: _____

Position: _____

Company: _____

Sector in Accountancy Profession: _____

Date Signed: _____

Signature: _____