Republic of the Philippines
Professional Regulation Commission
Manila

BOARD OF ACCOUNTANCY

CHECKLIST OF REQUIREMENTS FOR RENEWAL OF ACCREDITATION OF INDIVIDUAL CPAS/PARTNERSHIPS OF CPAS ENGAGED IN THE PRACTICE OF PUBLIC ACCOUNTANCY IN ACCORDANCE WITH RESOLUTION NO.24 SERIES OF 2007 AMENDING ANNEX "B" OF BOARD RES. No.71 SERIES of 2004

Accreditation No. _____ Date Accredited _____ Ref. No. _____

Name of Individual CPA/Firm/Partnerships _____

_____

New list of documents shall include, but no limited to, the following:

_____ 1. BACC Form No. 02, duly accomplished in three (3) copies and properly notarized with metered documentary stamp in the original copy.

_____ 2. Photocopy of expired Certificate of Registration/Accreditation to practice public accountancy.

_____ 3. Photo copy of current of professional identification card(s) of individual CPA, and partners for partnerships.

_____ 4. Certified copies of all present business permits, current professional tax receipts (PTR) of all CPAs staff and partners issued by the local and/or National Government.

_____ 5. Certification of Continuing Professional Education (CPE) Units Earned from accredited CPE Providers issued by the Philippine Institute of Certified Public Accountants through the PICPA CPE Council or

Certificate(s) of Attendance or other proofs of meaningful participation in other CPE Programs as approved by the PRC CPE Council upon recommendation of the PICPA CPE Council

of

the individual CPA and CPA staff members and all the partners and staff member(s) of the partnerships and CPA staff members for the immediate past three years provided that a minimum of 15 CPE units shall be earned in each year prior to renewal of accreditation.

Required Credit Units	Topics	Credit Units Earned	Total
15 CU	Updates on Philippine Financial Reporting Standards (PFRS) including interpretations thereof		
10 CU	Updates on Philippine Standards on Auditing (PSA)		
4 CU	Taxation		
4 CU	Professional Ethics		
27 CU	Relevant laws recently issued affecting business including recent SEC rulings, or other subject areas relevant to the practice of accountancy or as provided for in the IRR to R.A. 9298 Annex C.		
60 CU	**TOTAL**		

_____ 6. Photo copy of current NBI Clearance for the individual CPA and the partners of the partnerships.

Additional requirements for Partnerships:

_____ 7. Certified copy of current Articles of Partnerships issued by the SEC must be submitted in case of addition/withdrawal of partner/s

_____ 8. 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 relationships, 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, and

_____ B. Duly notarized sworn statement wit 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.

Other Requirements:

_____ 9. Payment of accreditation 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

_____ 10. Short Brown Envelope for the Certificate of Accreditation.

_____ 11. One set of metered documentary stamp worth Twenty-One Pesos (P21.00) to be affixed to the Certificate of Registration.

ALL NOTARIZED DOCUMENTS SHOULD HAVE <u>METERED</u> DOCUMENTARY STAMPS WORTH TWENTY-ONE PESOS (P21.00)

<u>APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED</u>

METERED DOCUMENTARY STAMP IS AVAILABLE AT PRC COSTUMER SERVICE COUNTERS AND PRC REGIONAL OFFICES

Note: Representative/s filling and claiming the Certificate of Registration/Accreditation in behalf of the professional must present **Special Power of Attorney** and **valid identification of the professional** and the **representative**.