
Republic of the Philippines
Professional Regulation Commission
Manila

BOARD OF ACCOUNTANCY

**CHECKLIST OF REQUIREMENTS FOR REGISTRATION OF ACCOUNTING FIRMS/PARTNERSHIPS
IN ACCORDANCE WITH RESOLUTION NO. 69 SERIES OF 2002**

1. BACC Form No. 02, duly accomplished in three (3) copies and properly notarized with the required documentary stamp.
 2. Payment of One Thousand Pesos (P1,000.00) registration fee (in Cash, Postal Money Order, Manager's Check or Bank payable to the Professional Regulation Commission)
 3. Short Brown Envelope for the Certificate of Registration
 4. Documentary stamp worth Fifteen Pesos (P15.00) - to be affixed to the Certificate of Registration.
 5. Xerox copy of CPA Certificate(s) and updated professional identification card(s) of individual CPA, sole proprietor, partners and staff member(s).
 6. Certified copy of the Code of Good Governance of the Individual CPA, Firm or Partnership.
 7. Sworn statement by the Individual CPA, sole proprietor of the Firm and managing partner of the Partnership stating that the Individual CPA and staff member (s), the sole proprietor and staff member(s) of the Firm, and all the partners and staff member(s) of the Partnership, as the case maybe:
 - a. had a meaningful participation of their respective internal quality review process; and
 - 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, circular, 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, supported with certified copies of certificate(s) of attendance or any proof of meaningful participation in, and proof of adequacy and effectiveness of such training.
 8. For first-time applicant:
 - a. Sworn statement of at least three (3) years of meaningful experience in the scope of work covered in the practice of public accountancy.
 - b. Detailed description of such work experience of the individual CPA, sole proprietorship of the Firm and all the partners of the Partnership to be attached to the sworn statement.
 9. Sworn Statement by the Individual CPA, sole proprietorship of the Firm and managing partner of the partnership stating that the Individual CPA and all his/her staff member(s), sole proprietorship and all the staff member(s) of the Firm, and all partners and staff member(s) of the Partnership:
 - a. are all of good moral character
 - b. he/she or they had not been found guilty by a competent court and/or administrative body of any case involving
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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 supported by a certificate of clearance issued by the proper court, administrative agencies.

10. Ethical and technical Standards

11. Additional Requirements:

A. For Partnership

1. Certified copy of the Certificate of Registration issued by the SEC
2. Certified copy of current Articles of Partnership (for registered/unregistered partnership) including information sheet filed with SEC.
3. Certified copy of the documents showing the correspondent relationship, membership or business dealings with the foreign CPA firm(s) including complete address & postal address, telephone number and facsimile numbers, e-mail address and website.
4. Sworn statement stating that:
 - 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 the foreign reciprocity provision of Section 23, Article III of P.D. No. 692 and
 - c. the rights and obligation of the parties in specific terms.

B. For Sole Proprietorship

1. Certified copy of the certificate of registration of Firm name from the Department of Trade and Industry (DTI) (if the applicant prefer to use business name other than his registered name with PRC) or Sworn Statement stating the specific reasons for non-compliance of the document.
2. Certified copies of all business permits issued by the local and/or national government.

**ALL NOTARIZED DOCUMENTS SHOULD HAVE DOCUMENTARY STAMPS
WORTH FIFTEEN PESOS (P15.00)
APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED**
