PROPOSED CHECKLIST OF ACCREDITATION REQUIREMENTS TO COMPLY 
September 7, 2005

ACCREDITATION REQUIREMENTS FOR REGISTRATION OF CPAS IN 
PUBLIC PRACTICE

FOR ALL NEW REGISTRANTS:

1. Three (3) copies of duly accomplished and notarized (with the required 
documentary stamp) BACC Form No. 02. (same as previous checklist)
2. Official receipt to show payment of the registration fee. (A photocopy, 
authenticated by the PRC cashier who received such payment, must accompany 
BACC Form No. 02). (same as previous checklist)
3. One (1) short brown envelope for the Certificate of Registration. (same as 
previous checklist)
4. Documentary stamp worth Twenty Pesos (P20.00) to be affixed to the Certificate 
of Registration. (same as previous checklist)
5. Certification from the Accredited Professional Organization that the applicant/s 
is/are a member/s in good standing. (new)
6. Photo copy/ies of the respective updated PRC professional ID/s of the single 
practitioner and all partners of the professional partnerships must be attached to 
the application for accreditation. (No. 5 in previous checklist)
7. Certified copy of the Code of Good Governance surrounding the practice of the 
single practitioner and the professional partnership. (You may use the Code of 
Good Governance prepared by the PRC for Filipino professionals. Pro-forma 
copies are available at the PRC for a token fee.) (No. 6 in previous checklist)
8. Sworn statement by the single practitioner or the Chairman / managing partner of 
the partnership stating, among others, that he and the members of the firm (other 
CPAs and non-CPAs), as the case maybe: (Pro-forma copies are available at the 
PRC for a token fee.)
   a. had at least three (3) years of meaningful experience in the scope of work 
covered in the practice of accountancy (detailed description of such work 
experience to be attached to the sworn statement); (No. 8a & 8b in 
previous checklist)
   b. had a meaningful participation of their respective internal quality review 
process; (No. 7a in previous checklist)
   c. had undergone adequate and effective training (from organization/s duly 
accredited by the PRC/BOA) on accounting and auditing standards in 
effect during the time of their application for registration, related laws and 
their respective implementing rules and regulations, their own code of 
good governance and other related documents that are required in the 
practice of public accountancy to ensure professional, ethical and technical 
standards, preferably supported with certified copies of certificate/s of 
attendance or any proof of meaningful participation and proof of adequacy 
and effectiveness of such training; (No. 7b in previous checklist)
d. are all of good moral character; and, (No. 9a in previous checklist)
e. they have 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; (No. 9b in previous statement)

9. Certified photo copy/ies of updated NBI clearance/s for the single practitioner and all the partners for the professional partnership.

ADDITIONAL REQUIREMENTS FOR FIRMS WITH CORRESPONDENT RELATIONSHIP WITH FOREIGN CPA FIRM/S

1. Certified copy of the documents showing the correspondent relationship, membership or business dealings with foreign CPA firm/s including the complete address and postal address, e-mail address and website and telephone and facsimile number/s. (No. 11A4a in previous checklist)

2. A sworn statement stating among others that no foreign CPA is directly or indirectly (through the Filipino CPAs) 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 PD No. 692 and amended by RA 9298 and the rights and obligation of the parties in specific terms. (No. 11A4b in previous checklist)

3. If during the effectivity of the accreditation, the firm enters into a correspondent relationship with a foreign CPA firm/s, it must submit the above (Nos. 1 and 2) requirements at least 60 days from the effectivity of the relationship. (New requirement)

ADDITIONAL REQUIREMENTS FOR PROFESSIONAL PARTNERHSIPS

1. Certified copy of the Certificate of Registration issued by the SEC and the current Articles of Partnership, including the information sheet filed with the SEC. (No. 11A1a and b in previous checklist; Note: unregistered professional partnership will no longer be allowed to practice)

FOR RENEWALS:

1. Same as No. 1 above
2. Same as No. 2 above
3. Same as No. 3 above
4. Same as No. 4 above
5. Only the updated PRC professional ID/s of the single practitioner and all partners of the firm must be submitted. However, for any admittance or withdrawal of partner/s, the PRC/BOA must be informed accordingly within 60 days upon admittance or withdrawal of the partner/s and the new Articles of Partnership must be submitted upon renewal of the accreditation.
6. Updated correspondent relationship documents of CPA firms with foreign correspondent relationship, if any, must be submitted upon renewal.

NOTE:

1. ALL NOTARIZED DOCUMENTS SHOULD HAVE METERED DOCUMENTARY STAMPS WORTH TWENTY PESOS (P20.00) EACH
2. APPLICATION WITH INCOMPLETE DOCUMENTS WILL NOT BE ACCEPTED
3. ALL CERTIFICATE OF ACCREDITATION MUST BE RENEWED EVERY THREE (3) CALENDAR YEARS.
   
   a. For the initial accreditation, the effectively will be up to December 31 of the third year after its issue. That is, if the initial accreditation is granted on any date during the year 2004, the same is valid up to December 31, 2006.
   b. Subsequent renewal of the accreditation must be made on or before September 30 of the third year after its issue. In (3a) above, the request for renewal must be submitted/received by September 30, 2006 so as to give the BOA/PRC ample time to review and issue the Certificate of Accreditation by December 31, 2006.
   c. There is no guarantee that the requests for renewal received after September 30 will be completed and the Certificate of Accreditations released before December 31. In (3a) above, the CPA/s will no longer be accredited for the following year until the Certificate/s of Accreditation is/are granted. However, the date of expiration of the Certificate of Accreditation issued for requests received after September 30, 2006 and issued in 2007 will be December 31, 2009.
PROPOSED SWORN STATEMENT FOR ACCREDITATION REQUIREMENT OF RA 9298

I, (name of person), single practitioner or Chairman / Managing Partner of (name of the partnership), single/married/separated, of legal age and residing at (address of the affiant), having been duly sworn in accordance with law, depose and say:

That, I, as a single practitioner or Chairman / Managing Partner and all my / our staff members both CPAs and non-CPAs and partners (in case of a partnership), have:

1. I / we had three (3) years of meaningful experience in the scope of work covered in the practice of public accountancy (detailed description of work experience to be attached to the sworn statement);
2. I / we had a meaningful participation of our respective internal quality review process;
3. I / we had undergone adequate and effective training from organizations duly accredited by the Board of Accountancy or its duly authorized representatives on all current accounting and auditing standards, Code of Ethics, laws and its 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;
4. I / we are all of good moral character; and,
5. I / we 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 I / any of us is a defendant in any case of similar nature pending before any competent court and / or administrative agencies.

That, this affidavit is in compliance with requirement No. 8 of the amended list of requirement issued by the PRC / BOA for accreditation to practice public accountancy;

That, I, as a single practitioner or Chairman / Managing Partner of (name of the partnership), am executing this affidavit in support to my / our application to practice public accountancy in the Philippines;

That, I, as a single practitioner or Chairman / Managing Partner of (name of the partnership), know fully well that any false statement in this affidavit will lead to the cancellation of the accreditation being sought for and / or the filing of charges against me / the partnership.
WITNESS MY HAND on this _____ day of _______________, 20__ in ________________, Philippines.

AFFIANT

SIGNED IN THE PRESENCE OF:

____________________________
____________________________
____________________________

SUBSCRIBED AND SWORN tome before this ______________, 20__, the affiant exhibited to me his Community Tax No. ______________ issued on ______.

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COMMITMENT TO PUBLIC INTEREST, OBJECTIVITY AND TRANSPARENCY

As Certified Public Accountants, we shall always remember that we do not live for ourselves and our family alone. We are part of society to which we owe definite responsibilities. Therefore, we shall always uphold the public interest over and above personal interest.

In the performance of our profession, we shall maintain objectivity and shall make decisions and actions solely based on merit. We shall remain open and transparent about all the decisions and actions that we take. We should give reasons for our decisions and restrict information only when the wider public interest clearly demands it.

INTEGRITY, ACCOUNTABILITY AND IMPARTIALITY

We shall bear the unassailable stamp of integrity. We shall do our utmost to abide by the provisions of the Code of Professional Ethics for Certified Public Accountants. We shall, at all times, practice the highest standards of good morals in order to effectively discharge our function as professionals. We shall, likewise, practice integrity and honesty, in order to preserve and protect the interest and the good name of the profession. We shall value our honor as we value our life. We shall, therefore, denounce all forms of nefarious activities that impinge upon the integrity of the profession.

We shall fully assume responsibility for the decisions and actions we take in the course of our practice, and live up to the
consequences that flow from them including submitting ourselves to whatever public scrutiny is appropriate to our work.

We shall never discriminate against anyone and extend service to every citizen in need of our services, specially the underprivileged. We shall be just, charitable and courteous but dignified in our dealing with the public.

PROFESSIONAL COMPETENCE

We shall strive to attain the highest level of efficiency, effectiveness, and economy in our service. We shall commit ourselves to the highest degree of professional competence, both in the technical and ethical sense, through empowerment and continuing self-development. We shall commit ourselves to change, reform and innovation, where needed, in order to continually enhance the quality of service. We shall continuously update ourselves on new frontiers of professionalism and respond to developments affecting the profession.

SERVICE TO CLIENTS AND OTHER PUBLICS

We exist to serve primarily the clients and the public. We shall accord them the dignity and comfort that they deserve. We must adhere to a focused, efficient and committed service to the public. Service must be a measure of our professionalism, and we shall, therefore, always extend prompt, courteous and quality service to the public.

We shall also attend to others who may want to avail of our services and we must, at all times, act promptly and expeditiously on the publics’ needs for service.
POSITIVE WORK ETHIC

We shall develop positive work ethic, always loving our calling and working cheerfully, thoroughly and well. Striving to be efficient at all times, we shall not leave for tomorrow what we can do today. Corollary to this, we shall always bear in mind that we have a job to perform and as such is duty bound to perform well. We shall discharge our duties and responsibilities with honesty and dedication to our individual work, no matter how humble and lowly the task may be.

SOLIDARITY AND TEAMWORK

We shall work in unison and collectively always mindful that in cooperation, there is strength, and in disunity, there is weakness. We shall, therefore, work towards the development of a culture of unity, cooperation and empowerment. We shall at all times respect the rights of our employees and peers, reaching out the hand of friendship to one another and endeavor to promote an atmosphere of good feeling, ample confidence, mutual respect and cooperation.

SOCIAL RESPONSIBILITY

We shall contribute to the welfare of society and promote social justice. In so doing, we must imbibe the professional’s vital role and significance to the accountancy practice, the government and the society as a whole. We shall assume responsibility for each and everyone’s role in sustaining and uplifting the standards of competence of the Filipino Certified Public Accountants. We shall at all times be mindful of the consequences on society of any of our acts and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. We shall perform our tasks with utmost consideration of the consequences it may incur on public interest and welfare.
NATIONALISM AND PATRIOTISM

We shall, at all times, be loyal and dedicated to the national interest. We shall be ready at times to sacrifice for the country. We shall respect the Constitution which is the expression of the sovereign will. We shall, at all times, push for the protection and promotion of Filipino Certified Public Accountants to guaranty their competitive edge in the global arena. We shall also use and develop local resources and conserve them for posterity.

Signed and adopted this ____ day of _____________________, 200_.