

The Chairman  
Philippine Overseas Construction Board  
3<sup>rd</sup> Floor, Jupiter I Building  
#56 Jupiter St., Bel-Air Village  
Makati City

S I r :

On behalf of \_\_\_\_\_, I hereby request that said contractor be registered with the Philippine Overseas Construction Board.

The above-mentioned contractor is thoroughly acquainted with the provisions of Presidential Decree No. 1167 as well as of the Rules and Regulations for the implementation of the said Decree, particularly those pertaining to the registration of prospective overseas construction contractors with the Board. The said contractor is also aware that registration with the Board is not by itself the authority to bid for or undertake construction contracts overseas, nor is it the authority to avail of incentives for overseas contractors.

Attached as supporting documents for this application are the following:

- 1. Duly accomplished application form (POCB Form 01) and sworn to before a notary public
- 2. Articles of Incorporation, partnership, joint venture, etc., and by-laws
- 3. Board resolution authorizing the filing of the application before the Board and naming the person empowered to act for and on behalf of the applicant
- 4. Certificate of Registration with the SEC
- 5. Latest certified list of stockholders indicating name, nationality, amount subscribed and amount paid on subscription
- 6. Certified list of current officers and directors indicating name, nationality, position and status (whether full-time or part-time)
- 7. License to contract issued by the Philippine Contractors Accreditation Board (PCAB)
- 8. Customs clearance
- 9. Court clearance, CFI having jurisdiction over head office of firm
- 10. Audited financial statements of the applicant for the last three (3) preceding years. In case the application is filed six months after the latest calendar or fiscal year, the applicant shall also submit the firm's latest interim financial statements
- 11. Income tax returns of the applicant for the last three (3) years of its operations
- 12. List of the completed/on-going construction contracts of the applicant (POCB Forms 01-A-1, 2 & 3)
- 13. List of the principal officers and operations personnel of the applicant (POCB Form 01-B)
- 14. List of equipment currently owned (POCB Form 01-C)
- 15. Bio-data of directors, principal officers and technical staff (POCB Form 01-D)
- 16. Statement under oath to the effect that applicant has not undertaken any contract that was rescinded by the owner as a result of unsatisfactory performance by the applicant (POCB Form 01-E)
- 17. Brief history of the company

Attached also, is a check in the amount of \_\_\_\_\_  
(₱ \_\_\_\_\_) payable to CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES to cover the required application filing fee. (Manager's/Cashier's Check or Cash)

Should there be need for additional information regarding this application, please contact me or M \_\_\_\_\_ who is my authorized representative, at the following address:

\_\_\_\_\_ Tel./Fax: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name & Designation

Attached also, is a **MANAGER'S/CASHIER'S CHECK** in the amount of \_\_\_\_\_ (P\_\_\_\_\_ ) payable to **CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES** to cover the required application filing fee.

Should there be need for additional information regarding this application, please contact me or M\_\_\_\_\_ who is my authorized representative, at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel.: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Official Designation

DEPARTMENT OF TRADE AND INDUSTRY  
PHILIPPINE OVERSEAS CONSTRUCTION BOARD  
**APPLICATION FOR REGISTRATION**

REFERENCE NO.:
DATE OF APPLICATION:

NAME OF COMPANY:		ADDRESS:	
SEC REG. NO.:		DATED:	BIR CLEARANCE DATE:
CONTRACTOR'S LICENSE NO.:		DATED:	CUSTOMS CLEARANCE DATE:
CATEGORY: <input type="checkbox"/> CONSTRUCTION CONTRACTOR <input type="checkbox"/> SPECIALTY CONTRACTOR <input type="checkbox"/> SPECIAL CONSULTANCY		CLASSIFICATION:	COURT CLEARANCE DATE:
<b>WORK EXPERIENCE</b>	STARTING DATE OF EARLIEST CONTRACT:		RECORD AND JUSTIFICATION FOR RESCINDED CONTRACT (S), IF ANY:
	<b>LARGEST SINGLE CONTRACT COMPLETED TO DATE</b>		
	TITLE:		
	LOCATION		
OWNER:		CONTRACT COST:	
<b>KEY MANAGEMENT/TECHNICAL PERSONNEL EMPLOYED BY THE APPLICANT</b>			
<b>STAFFING</b>	NAME	DESIGNATION	NO. OF YEARS WITH THE COMPANY
<b>FINANCE</b>	DATE OF STATEMENTS		
	ASSETS	₱	₱
	LIABILITIES		
	NET WORTH		
	PAID-IN CAPITAL	₱	₱
<b>WORK VOLUME</b>	<b>WORK VOLUME DURING THE LAST THREE (3) YEARS</b>		AVERAGE WORK VOLUME:
	YEAR - 1	₱	₱
	YEAR - 2		
	YEAR - 3		
	3 - YEAR TOTAL	₱	
NAME AND SIGNATURE OF COMPANY REPRESENTATIVE:		DESIGNATION:	

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_,  
AFFIANT EXHIBITING TO ME HIS/HER RESIDENCE CERTIFICATE NO. A- \_\_\_\_\_,  
ISSUED AT \_\_\_\_\_ ON \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

INSTRUCTIONS FOR ACCOMPLISHING THE APPLICATION FOR REGISTRATION  
(POCB Form 01)

Prepare the form and have it notarized before a Notary Public.

In filling up the data, please take note of the following:

- 2.1 Reference Number: Do not fill this up. This will be assigned by POCB.
- 2.2 Date of Application: Write the date when form is being prepared.
- 2.3 Name of Company: Indicate the complete name of the company to be registered.
- 2.4 Address: Write the present address or location of the company's main office.
- 2.5 SEC Registration: Write the applicant's SEC Registration Number and the date of the Certificate of Registration.
- 2.6 Contractor's License No.: Write the contractor's License No. (issued by the Philippine Contractors Accreditation Board, formerly Philippine Licensing Board) and the date of issue of license. Also write the category and classification of company as indicated in the Contractor's License.
- 2.7 BIR Clearance; Customs Clearance; Court Clearance: Write the date when the aforementioned clearance were issued.
- 2.8 Work Experience:
  - 2.8.1 Indicate the date when earliest construction contract started.
  - 2.8.2 Indicate the title, location, owner and the cost of the largest single contract completed to date.
  - 2.8.3 If there are any rescinded contracts, enter the title of contract and justifications.
- 2.9 Staffing: From List of Principal Officers and Operations Personnel (POCB Form 01-B), enter the names of key technical and management personnel with their corresponding designation and number of years with the company.
- 2.10 Finance: From the company's audited financial statements for the last three (3) years, indicate in the application form the following information:
  - 2.10.1 Date of each financial statements
  - 2.10.2 Assets for each year
  - 2.10.3 Liabilities for each year
  - 2.10.4 Networth for each year
  - 2.10.5 Paid in capital for each year
- 2.11 Work Volume: Entries in this portion should be compatible with your entries in POCB Form 01-A.
  - 2.11.1 Write the annual work volume for each of the last three (3) years of operations of the applicant.
  - 2.11.2 Sum of the work volume for three years.
  - 2.11.3 Divide the three (3)-year total by 3. This is the average work volume.



## INSTRUCTIONS ON FILLING-UP POCB FORM 01-A-1

### A. Project Title/Location

Project title should be written out on the upper line and the project's location on the lower line. Only projects dealing with construction and undertaken during the last 5-years and on-going projects should be included.

### B. Client/Authorized Representative

Indicate name of contractor's client on the upper line and the client's representative (Contractor's contact man) on the lower line from whom OCB can obtain additional information regarding general performance, if necessary.

### C. Project Type (Projects during the last 5-years only)

Choose a code from the following:

#### I. Horizontal Construction -

- B - Bridges (Steel and Concrete)
- C - Communication Facilities: transmission towers, radars, antennae, other electro-facilities
- D - Dams, Reservoirs, Diversion Works
- E - Roads, Highways and Airfields
- I - Irrigation Canals, Drainage and Attendant Structures
- S - Sitework/Site Development (includes minor roads, drainage, etc. as in subdivisions or human settlements)
- PG - Power Generating Plants
- PL - Power Transmission/Distribution Lines
- PW - Portworks/Piers/Wharves/Harbors
- W - Waterworks/Sewerage System

#### II. Vertical Construction

- BL - Low-rise (5-storey and below) building
- BH - High-rise (6-storey and above) buildings
- H - Housing structures

#### III. Others

- IP - Industrial plant's processes, pipings, conveyors, and the like
- FE - Fabrication/Assembly/Erection of steel and/or concrete structures
- EL - Electrical Interior
- AC - Heating, Ventilating and Air Conditioning (HVAC)
- FP - Plumbing and Fire Protection
- MF - Mine Facilities
- F - Foundation
- EQ - Earthmoving/Quarrying
- X - Others, please specify

### D. Extent of Involvement

This consists of a two digit code made up of the following:

#### I. Contact Involvement

- A - Main Contractor
- B - Sub-Contractor
- C - Joint Venture

#### II. Service Description

1. General Construction (Labor and Materials)
2. Manpower Supply (without responsibility)
3. Labor contract (with responsibility)
4. Equipment Supply/Installation
5. Fabrication/Assembly/Erection
6. Inspection/Testing
7. Repair and Maintenance Work
8. Construction Management

### E. Project Cost

This refers to overall project construction contract cost (exclusive of Professional Engineering Fees)

### F. Amount of Contract

Amount of Contract handled by Contractor; it could be less than the project cost for sub-contractor.

### G. Duration

Completion date of contractor's work on the project in the format YYMO in the lower line and the start of the job on the upper line.

### H. Remarks

If joint venture, indicate name of joint venture firm and the collaborating firm(s), indicate extent of equity participation in %.

If sub-contractor, indicate principal contractor.

If project not completed, indicate reason for non-completion.



## INSTRUCTIONS ON FILLING-UP POCB FORM 01-A-2

### A. Project Title/Location

Project title should be written out on the upper line and the project's location on the lower line. Only projects dealing with construction and undertaken during the last 5-years and on-going projects should be included.

### B. Client/Authorized Representative

Indicate name of contractor's client on the upper line and the client's representative (Contractor's contact man) on the lower line from whom OCB can obtain additional information regarding general performance, if necessary.

### C. Project Type (Projects during the last 5-years only)

Choose a code from the following:

#### I. Horizontal Construction -

- B - Bridges (Steel and Concrete)
- C - Communication Facilities: transmission towers, radars, antennae, other electro-facilities
- D - Dams, Reservoirs, Diversion Works
- E - Roads, Highways and Airfields
- I - Irrigation Canals, Drainage and Attendant Structures
- S - Sitework/Site Development (includes minor roads, drainage, etc. as in subdivisions or human settlements)
- PG - Power Generating Plants
- PL - Power Transmission/Distribution Lines
- PW - Portworks/Piers/Wharves/Harbors
- W - Waterworks/Sewerage System

#### II. Vertical Construction

- BL - Low-rise (5-storey and below) building
- BH - High-rise (6-storey and above) buildings
- H - Housing structures

#### III. Others

- IP - Industrial plant's processes, pipings, conveyors, and the like
- FE - Fabrication/Assembly/Erection of steel and/or concrete structures
- EL - Electrical Interior
- AC - Heating, Ventilating and Air Conditioning (HVAC)
- FP - Plumbing and Fire Protection
- MF - Mine Facilities
- F - Foundation
- EQ - Earthmoving/Quarrying
- X - Others, please specify

### D. Extent of Involvement

This consists of a two-digit code made up of the following:

#### I. Contact Involvement

- A - Main Contractor
- B - Sub-Contractor
- C - Joint Venture

#### II. Service Description

1. General Construction (Labor and Materials)
2. Manpower Supply (without responsibility)
3. Labor contract (with responsibility)
4. Equipment Supply/Installation
5. Fabrication/Assembly/Erection
6. Inspection/Testing
7. Repair and Maintenance Work
8. Construction Management

### E. Project Cost

This refers to overall project construction contract cost (exclusive of Professional Engineering Fees)

### F. Amount of Contract

Amount of Contract handled by Contractor; it could be less than the project cost for sub-contractor.

### G. Duration

Completion date of contractor's work on the project in the format YYMO in the lower line and the start of the job on the upper line.

### H. Percentage of Accomplishment

Physical accomplishment (actual) should be as of the date this form is filled. Accomplishment on local projects owned by the Philippine government should be supported by latest approved billings.

### I. Remarks

If joint venture, indicate name of joint venture firm and the collaborating firm(s), indicate extent of equity participation in %. If sub-contractor, indicate principal contractor.





## INSTRUCTIONS FOR FILLING UP POCB FORM 01-B

### General:

Key personnel are classified into two categories - management and technical. Items A to F are applicable to management personnel. However, if the management staff have some construction experience also, items H to J may be filled up for them. Enumerate management personnel first before technical staff. Management personnel includes the President, Executive Vice President, General Manager, all Vice Presidents, In-charge of Administration/Personnel, In-charge of Marketing, In-charge of Operations, In-charge of Finance, Chief Accountant, Internal Auditor, and other key management staff.

#### A. Individual's Name

Write down individual's full name in the order last, first and middle initial; names separated by commas.

#### B. Latest Date of Data

Indicate year and month for which the following information for the individual is valid.

#### C. Year of Birth

#### D. Education Attainment

Indicate level of schooling completed:

- |                                |  |
|--------------------------------|--|
| 1. Post-graduate degree holder | 4. High school graduate                |
| 2. College degree holder       | 5. High school student, non-graduate   |
| 3. College credits, no degree  | 6. Elementary school graduate or lower |

If level is 1 or 2, indicate degree held.

#### E. Position in the Company

Indicate all positions concurrently held

#### F. Year Joined the Company/Tie-up with the Company

Indicate year of joining on the upper line

Tie-up with the company is either of the following codes:

- RP - Regular personnel of the firm (full-time personnel of the firm)
- CP - Contractual personnel (employed only a project-to-project basis)
- RB - Consultation basis only (retainer basis)

#### G. Total No. of Years Experience in the Construction

Indicate the personnel's total number of years experience in the field of construction.

#### H. Project Type

Indicate the type of project (field of specialization) where personnel have been involved. Refer to POCB Form 01-A (detailed project information) for the code corresponding to each project type (i.e., B for Bridges, PG for Power Generating Plants, etc.)

#### I. Years of Construction Experience

Indicate the number of years the personnel has experience for each project type listed in Item H.

#### J. Role in Each Project Type

Indicate the role or degree of involvement of the personnel in each project type listed in Item H (e.g., Project Manager, Project Engineer, Foreman, etc.)

### Brief Definition of Construction Key Technical Staff's Responsibility

1. Construction Superintendent or General Foreman is full-time at the project site and is in-charge of the over-all direction of the labor force of a construction outfit including Specialty Foreman. He is directly responsible to the Resident Project Engineer.
2. Resident Project Engineer; Deputy Project Manager; Assistant Project Manager is full-time at the site and is in-charge of the over-all management of the project and makes the day-to-day (routine) minor decisions such as labor and materials requisitions. Major decisions such as change orders, change in schedules, are elevated to Project Manager. Makes also major decisions in the absence of the PJ Manager.
3. Resident Field Engineers, Staff Engineers - these are full-time graduate engineers to assist the Resident Project Engineer in the planning, scheduling, materials and equipment purchasing/leasing, cost and quantity estimating, cost control, progress monitoring, etc. These are essentially staff-functions directly reporting to the Resident Engineer.
4. Project Manager - may not be full-time at the project site as he may handle a number of projects at any given period. He is however over-all in-charge of the project. He represents construction outfit and communicates directly with the clients and the subcontractors. Makes the major decision for the construction outfit.



INSTRUCTIONS FOR FILLING UP POCB FORM 01-C

LIST OF CONSTRUCTION EQUIPMENT CURRENTLY OWNED \*

A. Equipment Number

Equipment code number as taken from the company's equipment inventory report

B. Description/Size/Capacity

Description should give the equipment's common name or its main functional use. Size/capacity should describe further the equipment by giving its functional horsepower, rated capacity, etc.

C. Brand/Model/Series

Describes the equipment's brand/model/series number as specified by the equipment's manufacturer.

D. Years of Service

Number of years the equipment has been used.

E. Present Condition

State 1. Good - if equipment is in good running condition

Down - if equipment is not running or it need to be replaced/reconditioned.

F. Book Value

G. Equipment's Present Location

\* Note: Include only those equipment owned or expected to be owned (as in lease/purchase arrangement, etc.) by your company.

**BIO-DATA OF KEY PERSONNEL**

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_

SSS NO.: \_\_\_\_\_ TIN: \_\_\_\_\_

EDUCATIONAL ATTAINMENT: \_\_\_\_\_

SCHOOL/UNIVERSITY ATTENDED: \_\_\_\_\_

YEAR GRADUATED: \_\_\_\_\_

PROFESSIONAL LICENSE IF ANY AND

YEAR ACQUIRED: \_\_\_\_\_

\_\_\_\_\_

**HISTORY OF WORK EXPERIENCE (PRESENT TO PREVIOUS)**

INCLUSIVE DATES (MONTH & YEAR)	NAME & ADDRESS OF EMPLOYER	POSITION(S)	JOB DESCRIPTION

**MAJOR PROJECTS HANDLED**

NAME OF PROJECT/ OWNER	LOCATION	PROJECT COST	IN WHAT CAPACITY IN THE PROJECT

DATE: \_\_\_\_\_

ATTESTED BY:

PREPARED BY:

\_\_\_\_\_  
Name & Signature of the Company's  
Administrative Officer

\_\_\_\_\_  
Name & Signature of Employee

**CERTIFICATION**

To Whom It May Concern:

With reference to our application for registration with the Philippine Overseas Construction Board, we hereby certify that, as of this date, \_\_\_\_\_, our company \_\_\_\_\_:

\_\_\_\_\_ Has not undertaken any construction contract that was rescinded for any reason by the owner.

\_\_\_\_\_ Undertook the following contract(s) that was (were) rescinded by the owner(s) for reasons indicated herein:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Official Designation)

(Additional sheets may be used should the space provided herein not be sufficient).

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_ affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)