

HOW TO REGISTER IN THE ONLINE REQUEST FOR CERTIFICATE OF GOOD STANDING

OPTION 1:

Login to picpasystem.com.ph

- On the left side, click “Request for Certificate of Good Standing”
- This will redirect you to a Google Form – PICPA MEMBER REQUEST, Member Request Form (MRF)

OPTION2:

- Visit the PICPA Website (picpa.com.ph)
- Look for the Members Services menu
- Other Services
- Request for electronic certificate

<p>STEP 1:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Email *</p> <p>Your email _____</p> </div>	<p>indicate your email address</p>
<p>STEP 2:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Application for *</p> <p><input type="radio"/> e Certificate of Membership in Good Standing</p> <p><input type="radio"/> Membership Certificate (e.g., Sustaining Life Membership, etc.)</p> <p><input type="radio"/> ASEAN CPA Certificate (please refer to the requirements in the PICPA website at http://picpa.com.ph)</p> </div>	<ol style="list-style-type: none"> 1. eCertificate of Membership in Good Standing (eCMGS) 2. Membership Certificate – diploma type of certificate issued during the Oathtaking, or SLM Certificate 3. ASEAN CPA Certificate
<p>STEP 3:</p> <ul style="list-style-type: none"> • Prefix • Last Name • First Name • Suffix (Jr., Sr. I, II, III, etc, leave blank if none) • Middle Name • Name to be written on the Certificate • PRC Registration Number • PRC Registration Date • Contact Number • Chapter Affiliation • Sector • Membership Type <ol style="list-style-type: none"> 1. Regular (those who regularly paid their PICPA dues) 2. SLM – Lifetime Membership 3. HLM – Honorary awardees 	

PURPOSE OF THE CERTIFICATION:

Purpose of the Certification requested *

- A. Generic (free for the 1st issuance only, with caption "for whatever legal purpose")
- B. Specific (for BIR, BOA, other countries, etc. - with P112 fee)
- C. Membership (diploma type of certificate, issued during the Oathtaking)
 Not applying for eCMGS

A. GENERIC (standard certificate, free for the first issuance, but with caption "for whatever legal purpose")

- Proceed immediately to the Privacy Notice
- Submit

Privacy Notice Agreement - see Privacy Notice *

Yes, I agree and consent

A copy of your responses will be emailed to the address you provided.

Submit

Clear form

B. SPECIFIC (all Specific type of certificate has an additional fee of P112)

If Specific eCMGS - state the purpose to be indicated in the certificate

Choose

Choose

BIR accreditation initial/renewal

SEC accreditation initial/renewal

PRC BOA accreditation initial/renewal

CDA Accreditation initial/renewal

CPA Australia/Other Countries accreditation

PRC Accreditation for Accounting Teachers initial/renewal

CIA Challenge Examination

PRC ID Renewal

If SPECIFIC – CPA AUSTRALIA/OTHER COUNTRIES ACCREDITATION

- Indicate which Country or Institution

For other Countries CPA accreditation will be processed manually
For CPA Australia or other Countries eCMGS request, please specify which country/Institution.

Your answer _____

PROCEED TO PAYMENT

SPECIFIC GUIDELINES

PICPA National Office Quality Objectives - commit to process the request if member is active and registered in the PICPA Membership & Events Learning System (MELs)

- * Generic eCMGS within five (5) working days
- * Specific/ASEAN CPA CMGS within seven (7) working days and with paid Certification fee of P112.

The PICPA NO processor will only process application for members based on the following guidelines:

- 1) Member is in the PICPA MELs as an ACTIVE (Member in Good Standing - MiGS) and for
 - * Regular Members - paid dues for FY2022-2023 and no arrears.
 - * Provincial Members (excluding Metro Manila Region) who paid through the Chapter shall request the Chapter to remit in advance to PICPA National Office.
 - * Payment of membership dues should be posted in the PICPA MELs
 - * Sustaining Life Member/Honorary Life Member - lifetime member should be registered in the PICPA MELs.
- 2) If Member is not in the PICPA MELs, please access picpasystem.com.ph
- 3) Payment instructions for membership dues, certification fee of Php112 (Specific requests) or additional copy and Mailing/ Delivery Fee of Php168, Refer to the payment instructions
[PICPA Website-Members Services menu-Online Payment Details](#)
- 5) Email address to be used should be the same email address used in the PICPA MELs. Group request done through another persons shall only be processed if member is registered in MELs.

VIA Instapay or G-Cash (App) Bank Transfer:

Log on to your InstaPay or Gcash Mobile app and indicate the following:

STEP 1: On the Dashboard, select "Bank Transfer"

STEP 2: Select "Union Bank" as Partner Bank

STEP 3: Enter Bank Transfer details:

Amount ----- Php xxxx.xx

Account Name – PHILIPPINE INSTITUTE OF CPAs

Account No. ---- 1008-4006-9691

email address --- fin_lmreyes@picpa.com.ph

STEP 4: Click "Send Money", review details then click "Confirm"

STEP 5: Scan or print screen payment slip/proof of payment

STEP 6: Email proof of payment to fin_lmreyes@picpa.com.ph, and

cc: member_request@picpa.com.ph

STEP 7: Indicate your PRC Number, Full Name, Chapter, and Payment for

You may attached your proof of payment (for membership dues, certificate fee or both)

You may attach the proof of payment here.
(For the unpaid PICPA Dues and Certificate Fee - P112)

[Add file](#)

Proceed to Privacy Notice

Click Submit

Privacy Notice Agreement - see Privacy Notice *

Yes, I agree and consent

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Submit

Clear form

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C. MEMBERSHIP (diploma type of certificate issued during the Oathtaking)

**PHILIPPINE INSTITUTE
OF CERTIFIED PUBLIC
ACCOUNTANTS**
The National Organization of Certified Public Accountants
duly accredited by the Professional Regulation Commission

This certifies that _____
holder of CPA Certificate No. _____ issued by the
Board of Accountancy on _____
is a member of the Institute.

Secretary

President

Requirement:

Must be a member in good standing.

Proceed to Privacy Notice
Click Submit

Privacy Notice Agreement - see Privacy Notice *

Yes, I agree and consent

A copy of your responses will be emailed to the address you provided.

Submit

Clear form

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END