



REQUIREMENTS FOR D.O. 174 REGISTRATION

NEW

- A. – Three (3) copies of duly accomplished Application Form
 - Proof of 5M capitalization
- B. Any of the following:
 - Certified true copy of certificate of registration from SEC with Articles of Incorporation
 - Certificate of DTI Registration or Certification
 - Certified True Copy of the Certificate of Registration from CDA
 - Certified copy of Registration from the DOLE if applicant is Union
- C. Certified true copy of License or Business Permit/Mayor's Permit Issued by the Local Government Unit where the contractor operates
- D. Copy of duly audited Financial Statement, for corporation or partnership, cooperative or union; or copy of the latest Income Tax Return (ITR), for sole proprietorship (If applicable)
- E. Sworn disclosure that the registrant, its officers and owners or principal stockholders have not been operating or previously operating as a contractor under different business name or entity; the list of clients, if any; the number of personnel assigned to each client, if any; and the services provided to the clients.
- F. Certified listing with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the job, work or service contracted out.
 - Lease Contract/Certificate of Land Title/Authority from the owner to use the office (original to be presented upon filing of the application)/ Letter of Consent/authority or Affidavit of Free Occupancy
- G. Photo of the office building (with signage) and premises where it holds office.
- H. For Private Security Agency/Security Service Contractor
 1. Certificate of Membership issued by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) or other associations recognized by the PNP-CSG-SOSIA
 2. License to Operate issued by PNP-CSG-SOSIA
- I. Php100,000.00 Registration Fee. Payment should be made thru online at www.landbank.com.

ONLINE PAYMENT PROCEDURE

- a. Go to www.landbank.com and click Landbank Link.BizPortal;
- b. Select Department of Labor and Employment Region 4A as merchant;
- c. Select transaction you wish to pay (Registration of Contractor and Sub-contractor DO174) click to continue;
- d. Select preferred Payment Gateway Option (i.e., LBP ATM and debit account; participating Banknet-member banks; cash payment option via partner collection outlets; UnionBank / RCBC / Robinsons Bank account via Paygate;
- e. Key in all the required account details, including One-Time Password (OTP) and ATM PIN;
- f. View/Print Payment confirmation;
 - For successful payment transaction, please send payment confirmation to DOLE CALABARZON through email address processingdo174ro4a@gmail.com

Note: Application shall only be processed upon submission of complete requirements.

RENEWAL

- A. Three (3) copies of duly accomplished Application
 - Proof of 5M capitalization
- B. Copies of updated supporting documentary requirements pursuant to Section 15 of D.O. 174:
 - Any of the following:
 - Certified true copy of certificate of registration from SEC with Articles of Incorporation
 - Certificate of DTI Registration or Certification
 - Certified true copy of the Certificate of Registration from CDA
 - Certified copy of Registration from the DOLE, if applicant is Union
- C. Certified true copy of License or Business Permit/Mayor's Permit Issued by the Local Government Unit where the contractor operates
- D. Copy of duly audited Financial Statement, for corporation or partnership, cooperative or union; or copy of the latest Income Tax Return (ITR), for sole proprietorship
- E. Sworn disclosure that the registrant, its officers and owners or principal stockholders have not been operating or previously operating as a contractor under different business name or entity; the list of clients, if any; the number of personnel assigned to each client, if any; and the services provided to the clients.
- F. Certificate of membership and proof of remittances of SSS, BIR, ECC, PAG-IBIG & Philhealth contributions and/or loan amortization for the last three (3) years;
- G. Certified Listing with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises, that are actually and directly used by the contractor in the performance or completion of the job, work or service contracted out.
 - Lease Contract/Certificate of Land Title/Authority from the owner to use the office (original to be presented upon filing of the application)/ Letter of Consent/authority or Affidavit of Free Occupancy
- H. Photo of the office building (with signage) and premises where it holds office.
- I. Certificate of No Pending or Pending case/s with the NLRC and DOLE

1. For Private Security Agency/Security Service Contractor
 1. Certificate of Membership issued by the Philippine Association of Detective and Protective Agency Operators, Inc. (PADPAO) or other associations recognized by the PNP-CSG-SOSIA
 2. License to Operate issued by PNP-CSG-SOSIA

- K. Copy of previous Certificate of Registration
- L. Proof of submission of Contractor's /Sub-Contractor's Semi-Annual Reports
- M. P100,000.00 Registration Fee, payment should be made thru online at www.landbank.com.

ONLINE PAYMENT PROCEDURE

- a. Go to www.landbank.com and click Landbank Link.BizPortal;
- b. Select Department of Labor and Employment Region 4A as merchant;
- c. Select transaction you wish to pay (Registration of Contractor and Sub-contractor DO174) click to continue;
- d. Select preferred Payment Gateway Option (i.e., LBP ATM and debit account; participating Banknet-member banks; cash payment option via partner collection outlets; UnionBank / RCBC / Robinsons Bank account via Paygate;
- e. Key in all the required account details, including One-Time Password (OTP) and ATM PIN;
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Note: Application shall only be processed upon submission of complete requirements.