



# UNITED ARCHITECTS OF THE PHILIPPINES

THE INTEGRATED AND ACCREDITED PROFESSIONAL ORGANIZATION OF ARCHITECTS

3-TIME PRC's MOST OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION AWARDEE

UAP CORPORATE CENTER, 53 SCOUT RALLOS ST., DILIMAN, QUEZON CITY

TEL. NOS. (632) 4126403 • 4126364 • 4123312 • 4126374 • FAX NO. (632) 3721796

EMAIL: [uapnational@yahoo.com](mailto:uapnational@yahoo.com) • WEBSITE: [www.united-architects.org](http://www.united-architects.org)

## UAP-IAPOA MEMBERSHIP REGISTRATION PROCEDURES

Welcome to UAP! Joining the United Architects of the Philippines builds on the strength of thousands of your peers. It also enables you to tap into a network of knowledge; experience and vision that will help your professional career grow. As UAP Member, you have access to knowledge and resources, a supportive network of colleagues, and a reputation built on more than 35 years of service to the architecture profession. To guide you with the registration process, kindly read the policy and procedures:

### II. GENERAL INSTRUCTIONS FOR INACTIVE MEMBERS WHO WANT TO ACTIVATE THEIR RECORDS

**Policy:** All registered and licensed architects whose names appear in the Registry of Professional Regulation Commission (PRC) are automatically members of the UAP and shall continue to be one except in the following: a. Those who are deceased; and, b. Those members whose membership was terminated pursuant to the provisions of the UAP Bylaws. (*Article II, Section 1, 2009 UAP Bylaws*)

Step	Procedures and Instructions	Requirements
01	<b>See if you meet the minimum qualifications</b>	a. You must be a Registered and Licensed Architect b. Your name must appear in the Registry of PRC
02	<b>Verify Billing Statement of UAP- IAPOA Membership Dues</b> <i>Verify and acquire your Billing Statement for the IAPOA Dues at the UAP National Administration Office.</i>  <b>Obtain Application Form</b> <i>You may get the UAP-IAPOA Membership Registration Form either from the UAP National Administration Office, UAP Chapters or download from the UAP Corporate website.</i>	
03	<b>Fill-out the Application Form</b>	a. The form must be legible and completed in ink. b. The forms must have original signature and must be signed in black c. All spaces must be filled in (kindly indicate N/A if not applicable).
04	<b>Submit the Application Form and Billing Statement</b> <i>You may submit the UAP-IAPOA Membership Registration Form and the Billing Statement of your UAP-IAPOA Membership Dues to:</i> a) the UAP National Administration Office, or b) your respective Chapter Treasurer	Attached the following: a. Your current Photo (size as indicated in the form) b. Photocopy of your PRC Identification card
05	<b>Pay the corresponding Annual Membership Fee indicated in the Billing statement and other required Fees and Charges, if any</b>  a. <i>You may pay your UAP Annual Membership Fee to your respective Chapter Treasurer, together with corresponding chapter dues and charges, or</i>  b. <i>You may pay your UAP Annual Membership Fee to the UAP National Office provided there is a written authorization from the Chapter President/Treasurer (see back of UAP-IAPOA Registration Form).</i>	Payment must be made in: a. Cash, or b. Check payable to the United Architects of the Philippines (subject to clearing),  If payment is made thru the Chapter, the Chapter Treasurer will remit to the UAP National Administration Office the payments in: a. Cash, or b. Check payable to the United Architects of the Philippines (subject to clearing), or c. Postal Money Order payable to the United Architects of the Philippines, or d. Bank to Bank (through UAP Official Bank Account; If paying thru Bank accomplish 3 deposit slips, have them validated, and then attach 1 validated slip to your application.
06	<b>Claim your UAP IAPOA Membership certificate from your chapter</b> <i>All IAPOA Certificates will be issued ONLY to respective Chapter Presidents. The Chapter may withhold issuance of IAPOA certificates pending payment of necessary chapter dues and charges.</i>  <i>The IAPOA Certificate may be issued directly to the Member provided there is a written authorization from the Chapter President/Treasurer.</i>  <i>If payment was done thru the Chapter, claim your UAP Official Receipt also from the Chapter President/Treasurer.</i>	To request for a duplicate IAPOA Certificate from the National Administration Office, present a written authorization from the Chapter President/Treasurer.