



UNITED ARCHITECTS OF THE PHILIPPINES

THE INTEGRATED AND ACCREDITED PROFESSIONAL ORGANIZATION OF ARCHITECTS

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

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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:

I. GENERAL INSTRUCTIONS FOR NEW PASSER AND OR NEW UAP MEMBER

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 these Bylaws. (Article II, Section 1, 2009 UAP Bylaws)

I. b. NEW APPLICATION OF MEMBERSHIP WITH CHOSEN CHAPTER

Note: Applicant is required to pay the Chapter Dues and other charges as a new member of their chosen chapter .

STEP	PROCEDURES AND INSTRUCTIONS	REQUIREMENTS
01	See if you meet the minimum qualifications	a. You must be a Registered and Licensed Architect b. Your name must appear in the Registry of PRC
02	Obtain Application Form <i>You may get the UAP-IAPOA Membership Registration Form either from the UAP National Administration Office, from chosen /selected UAP Chapters or from the UAP Corporate website.</i>	
03	Fill-out the Application Form	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	Submit the Application Form <i>You may submit the UAP-IAPOA Membership Registration Form to the UAP National Administration Office or to your respective Chapter President/Chapter Treasurer. The UAP National Administration Staff or the Chapter President/Chapter Treasurer will evaluate the completeness of your application.</i>	Attached the following: a. Your current Photo (size as indicated in the form) b. Photocopy of your PRC Identification card
05	Pay the corresponding Annual Membership Fee and other required Fees and Charges, if any <i>You may pay your UAP Annual Membership Fee either:</i> a) <i>to the UAP National Administration Office, provided there is a written authorization from the Chapter President/Treasurer (see back of UAP-IAPOA Registration Form), or</i> b) <i>to your respective Chapter Treasurer.</i> <i>Kindly refer to the Table of Fees and Charges as indicated at the back of the UAP-IAPOA Membership Registration Form.</i> <i>Upon payment:</i> [1] <i>the UAP National Administration Office will issue corresponding UAP Official Receipt, or</i> [2] <i>The chapter will issue corresponding Acknowledgement Receipt. The UAP Official Receipt will be issued to the Chapter President/Treasurer once the Membership Fees are remitted to the National Administration Office</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	Receive the following documents or membership kit from the UAP National Administration Office: a) Latest Issue of UAP Post b) Membership Brochure c) Corporate Membership Certificate	
07	Claim your UAP IAPOA Membership certificate from your chapter <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.</i> <i>The IAPOA Certificate may be issued directly to the New Registrant 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.
08	Pay your Chapter Dues <i>Pay your corresponding chapter membership dues as prescribed by the chapter to the Chapter Treasurer/President. You may do so at any of the following instances:</i> a) <i>When you get the authorization from the Chapter Treasurer/President if you directly pay your UAP-IAPOA dues at the National Administration Office, or</i> b) <i>When you pay your UAP-IAPOA Membership Fees to the chapter, or</i> c) <i>When you claim your IAPOA Certificates.</i>	