

**PRO-FORMA APPLICATION FOR INITIAL ACCREDITATION**  
(Partnership/Audit Firm)

\_\_\_\_\_  
Cooperative Development Authority  
\_\_\_\_\_  
Extension Office  
\_\_\_\_\_

Dear Sir/Madam:

Our Partnership/Audit Firm would like to apply for accreditation as a Cooperative External Auditor pursuant to CDA Memorandum Circular on the Revised Guidelines on the Accreditation of Cooperative External Auditors.

In compliance to the said Memorandum and in behalf of \_\_\_\_\_ (name of firm), I am attaching herewith the following documents:

- i. Profile of the Firm/Partnership;
- ii. Profile of the signing partners with 2 X 2 colored ID picture;
- iii. SEC Registration Certificate of Partnership;
- iv. Articles of Partnership;
- v. Partnership's Valid Certificate of Accreditation with the PRC BOA;
- vi. PTR of individual signing partner/s;
- vii. Valid Certificate of Membership in Good Standing with PICPA of the signing partners;
- viii. Certificate of Attendance to training of signing partner/s equivalent to a minimum of 24 hours of required training as provided in Section 4 of the Revised Guidelines; and
- ix. Other necessary documents.

Thank you very much.

Very truly yours,

\_\_\_\_\_  
Managing Partner

