



# 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:

### III. GENERAL INSTRUCTIONS FOR THE TRANSFER OF MEMBERSHIP TO ANOTHER CHAPTER

Transfer of membership to another chapter is allowed under the UAP By-Laws by reason of transfer of residence or place of work, or for personal reasons. If the member is coming from a small chapter, instead of transferring, he/she may, however, opt for fostering especially if the transfer of residence or place of work is only temporary (see Guidelines on Fostering).

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 Chapter Transfer Form, Application Form and Billing Statement</b> <i>(You may get the UAP-IAPOA Transfer Form and UAP-IAPOA Membership Registration Form either from the UAP National Administration Office, from UAP Chapters or download from the UAP Corporate website.</i>	
03	<b>Fill-out the Transfer form and Application Form</b>  <b>Validate Transfer Form from Originating Chapter</b> a) <i>Present Transfer Form and Billing Statement of UAP-IAPOA Membership Dues to Originating Chapter President/Treasurer.</i> b) <i>Pay corresponding chapter dues and charges, if any.</i>	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 Transfer Form, Application Form and Billing Statement</b> <i>Submit the Chapter Transfer Form, UAP-IAPOA Membership Registration Form and the Billing Statement of your UAP-IAPOA Membership Dues to:</i> a) <i>The UAP National Administration Office (see Step 5-b), or</i> b) <i>your New Chapter</i>	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 the Treasurer of your new chapter, 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 President/Treasurer of your new chapter (see back of UAP-IAPOA Registration Form).</i>  Note: Once payment is received by the National Administration Office, the database of the member will be correspondingly changed.	Payment must be made in: a. Cash, or b. Check payable to the UAP (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 UAP (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 new 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.