

**ACCOUNTING DIVISION - FINANCE DEPARTMENT  
CAAP Central Office**

**ISSUANCE OF ACCOUNTING CERTIFICATE FOR DE-REGISTRATION AND  
TRANSFER OF REGISTRATION**

**Schedule of Availability of Service:**  
Monday – Friday (8:00 AM to 5:00 PM)  
No Noon Break

**Who may avail of this Service:**  
Airline Operators, and Groundhandlers

**What are the requirements:**

**DE-REGISTRATION AND TRANSFER OF REGISTRATION**

1. Letter request Note : Both the seller and the buyer are required to apply for Accounting Certificate
2. Deed of sale or Contract of Lease

**HOW TO AVAIL OF THE SERVICE:**


Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to Accounting Division;  Submit the requirements	1. Check completeness of documents;			3 min	Receiving Officer
		2. Request form all 12 Area Center respective Statements of Accounts			1 day	Account Officer
		3. Completion of Statements of Account from 12 area centers			3 days	Area Centers
		4. Reconciliation			2 days	Accounting

		of Accounts				Personnel
2	Receive the Accounting Certificate and proceed to FSIS	5. Release the Certificate and De-Registration & Transfer of Registration			5 min	Accounting Personnel
<b>TOTAL DURATION OF ACTIVITY</b>					<b>6 days 8 mins</b>	

Prepared by:

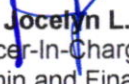
  
for **Insirah G. Micawayan**  
Accountant II

Noted by:

  
**Ms. Aida S. Romulo**  
Chairperson, Citizen's Charter Team

Approved by:

  
**Kevin D. Almerido**  
OIC, Accounting Division

  
**Ms. Jocelyn L. Ching**  
Officer-In-Charge  
Admin and Finance Service