

Name of CSO Applicant: _____

Registered Address: _____

No.	CHECKLIST OF REQUIREMENTS	SUBMITTED	REMARKS
DOCUMENTARY REQUIREMENTS			
1	Accomplished and notarized data sheet with organizational set-up		
2	Certification of good standing from Local Chief Executive or Head of a local religious organization, or Certification/ Endorsement from the AFC where the program/project will be implemented;		
3	Valid mayor's permit and BIR registration		
4	Certificate of Registration from SEC, CDA, DOLE-BRW or NCIP;		
5	<p>Certificate of Good Standing or Good Performance issued by any government agency where the CSO applicant had implemented projects or programs;</p> <p>Or</p> <p>Certification from the Chairperson that they did not receive any intervention, projects or programs from any government agency shall be issued [If the CSO applicant did not receive any government fund and support]</p>		
6	<p>Notarized Omnibus Sworn Statement</p> <p>a. Certification that:</p> <ul style="list-style-type: none"> • The CSO has authorized the application for accreditation; • All supporting documents are authentic, true and correct; • The CSO is not in default or delay in liquidating public funds received from any government agency; • The CSO or any of its member(s) has not been blacklisted by any government agency; or convicted in any case, or is currently a defendant/ accused/ respondent in any pending case, related to the use of public funds; • Its incorporators, organizers, directors or official is not an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the implementing agency; • The CSO is aware of, understand, and agrees to abide by the guidelines for accreditation of CSOs; and <p>b. Declaration of Other businesses of the CSO and its key personnel.</p>		

7	Copy of Biodata with recent photo of current President/Chairman and latest amended Articles of Incorporation/Cooperation and by-laws , showing the original incorporators/organizers and the notarized Secretary's Certificate for incumbent officers .		
FINANCIAL AND OTHER RELATED DOCUMENTS			
8	AUDITED FINANCIAL STATEMENT for two (2) comparative years - [for CSOs in operation more > 3 years]		
9	AUDITED FINANCIAL REPORT for the year that they have been in operation and ACCOMPLISHMENT REPORT or any equivalent proof that it had previously implemented similar projects certified by the President and the Secretary. [for CSOs in operation < 3 years]		
10	Report on Grants or Assistance Received and Liquidated for the last 3 years and a Statement with positive Net Cash Flow . - [for Non profit organizations/Foundations]		
11	Board Resolution clearly stating their commitment to serve the purpose of being accredited with specific business or action plan [for start-up CSOs]		