



CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT ORGANIZATION

- A. ___ Accomplished application for PCNC Accreditation/Certification form**
B. ___ Accomplished organizational profile of applicant organization form
C. The following documents submitted in four (4) sets organized accordingly

For NGOs operating for two (2) years or more	For newly established NGOs operating for at least one (1) year
<p>___ 1. Brochure (if any)</p> <p>___ 2. Annual Report or List of Accomplishments <i>for the last two (2) years</i></p> <p>___ 3. Organizational Chart</p> <p>___ 4. SEC Certified True Copy of Articles of Incorporation (AoI) & By-Laws (from the first filing & all amendments, if any) that include, as required by BIR:</p> <p>a) ___ Registered as a “non-stock, non-profit”</p> <p>b) Explicit provisions (as per BIR RR 13-98) as follows:</p> <ul style="list-style-type: none"> • ___ distribution of assets upon dissolution to another accredited NGO of similar purpose or to the government (for complete text, refer to BIR RR 13-98 Sec. 3, 2, iii); • ___ no part of the property or income shall inure to the benefit of any member, officer, organizer or any individual person; • ___ members of the Board <u>NOT</u> receiving any compensation; • ___ level of administrative expenses not exceeding 30% of the total donations received and of total expenses for the taxable year. • ___ <i>no provisions in AoI and By-Laws are contrary to the above four (4) provisions</i> <p>___ 5. Statement of Policy on Conflict of Interest signed by BOT Chair/President and Corp. Secretary (sample available upon request)</p> <p>___ 6. List of Current Board Members & Officers with Contact Addresses</p> <p>___ 7. List of Key Members of the Staff</p> <p>___ 8. BIR Certificate of Registration (BIR Form 2303)</p> <p>___ 9. Audited Financial Statements (received by BIR) for <i>the last two (2) years</i></p> <p>___ 10. Copy of the Auditor’s Certificate of Accreditation from the Board of Accountancy (BOA)</p>	<p>___ 1. Brochure (if any)</p> <p>___ 2. Organizational Chart or Table of Organization</p> <p>___ 3. List of Activities and accomplishments for the past year</p> <p>___ 4. SEC Certified True Copy of Articles of Incorporation (AoI) & By-Laws (from the first filing & all amendments, if any) that include, as required by BIR:</p> <p>a) ___ Registered as a “non-stock, non-profit”</p> <p>b) Explicit provisions (as per BIR RR 13-98) as follows:</p> <ul style="list-style-type: none"> • ___ distribution of assets upon dissolution to another accredited NGO of similar purpose or to the government (for complete text, refer to BIR RR 13-98 Sec. 3, 2, iii); • ___ no part of the property or income shall inure to the benefit of any member, officer, organizer or any individual person; • ___ members of the Board <u>NOT</u> receiving any compensation; • ___ level of administrative expenses not exceeding 30% of the total donations received and of total expenses for the taxable year. • ___ <i>no provisions in AoI/By-Laws are contrary to the above four (4) provisions]</i> <p>___ 5. A Statement of Policy on Conflict of Interest signed by BOT Chair/President and Corp. Secretary (sample available upon request)</p> <p>___ 6. List of Current Board Members & Officers with Contact Addresses</p> <p>___ 7. List of Key Members of the Staff</p> <p>___ 8. BIR Certificate of Registration (BIR Form 2303)</p> <p>___ 9. Audited Financial Statement (received by the BIR) <i>for the past year</i></p> <p>___ 10. Copy of the Auditor’s Certificate of Accreditation from the Board of</p>

<p>___ 11. BIR Certificate of Tax Exemption or Application for Tax Exemption received by BIR.</p> <p>___ 12. Certified True Copy of Certification, License or Accreditation by Government Agency (DSWD/DOST/DEP-ED etc.)</p> <p>___ 13. Certificate of Affiliation (if a member of an NGO network)</p> <p>___ 14. Photocopy of the Applicant's Withholding Tax Remittances for the last six (6) months (BIR Form 1601)</p> <p>___ 15. Annual Information Return of Income Tax Withheld on Compensation, Expanded & Final W/holding Taxes (BIR Form 1604) with Alpha List of Employees for the last two (2) years</p> <p>___ 16. Annual Income Tax Return (BIR Form 1702), together with Account Information Form (BIR Form 1702 AIF) or Audited Financial Statements <i>in the absence of the form 1702AIF for the last two (2) years</i></p> <p>___ 17. Photocopy of the first pages of Books of Accounts registered with BIR for the last two (2) years</p> <p style="padding-left: 20px;">a. General Ledger b. General Journal c. Cash Receipts Book d. Cash Disbursement Book</p> <p>___ 18. If not using Manual Books of Account, BIR Permit to use:</p> <p style="padding-left: 20px;">a. Loose leaf system or b. Computerized Books of Accounts (whichever is applicable)</p> <p>___ 19. BIR Permit to use Loose-Leaf Official Receipts and/or Cash Register Machines, <i>if applicable</i></p> <p>___ 20. Sample of Official Receipts (OR) registered with and duly stamped by BIR</p> <p>___ 21. Exact location/vicinity map/sketch of main office with labeled landmarks and name of street.</p> <hr/> <p>___ Initial Payment of ₱1,000 of Application Due</p> <p>___ Full Payment of Balance of Application due</p>	<p style="text-align: center;">Accountancy (BOA).</p> <p>___ 11. Application for Tax Exemption received by BIR</p> <p>___ 12. Certified True Copy of Certification, License or Accreditation by Government Agency (DSWD/DOST/DEP-ED etc.)</p> <p>___ 13. Certificate of Affiliation (if a member of a NGO network/s)</p> <p>___ 14. Photocopy of the Applicant's Withholding Tax Remittances for the last six (6) months (BIR Form 1601)</p> <p>___ 15. Annual Information Return of Income Tax Withheld on Compensation, Expanded & Final W/holding Taxes (BIR Form 1604) with Alpha List of Employees</p> <p>___ 16. Annual Income Tax Return (BIR Form 1702), together with Account Information Form (BIR Form 1702 AIF) or Audited Financial Statements <i>in the absence of the form 1702AIFI</i></p> <p>___ 17. Photocopy of the first pages of Books of Accounts registered with BIR for the last two (2) years</p> <p style="padding-left: 20px;">a. General Ledger b. General Journal c. Cash Receipts Book d. Cash Disbursement Book</p> <p>___ 18. If not using Manual Books of Account, BIR Permit to use:</p> <p style="padding-left: 20px;">a. Loose leaf system or b. Computerized Books of Accounts (whichever is applicable)</p> <p>___ 19. BIR Permit to use Loose-Leaf Official Receipts and/or Cash Register Machines, <i>if applicable</i></p> <p>___ 20. Sample of Official Receipts (OR) registered with and duly stamped by BIR</p> <p>___ 21. Exact location map/sketch of main office with labeled landmarks and name of street</p> <p>___ 22. Affidavit of Modus Operandi showing the purpose of the organization, list of proposed projects/activities for the next two (2) years; target funds & sources; and other facts deemed relevant to qualification as donee institution.</p>
--	---

Reviewed for PCNC by: _____ Date: _____

Feb. 29, 2016