



**CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY APPLICANT NGOs WHO ARE NEWLY ESTABLISHED AND ARE OPERATING FOR AT LEAST ONE (1) YEAR**

*The following documents submitted in four (4) sets organized accordingly:*

A. \_\_\_ *Accomplished application for PCNC Accreditation/Certification form (Downloadable)*

B. \_\_\_ *Accomplished organizational profile of applicant organization form (Downloadable)*

C. \_\_\_ **Organizational Documents:**

- \_\_\_ 1. Exact location/vicinity map/sketch of main office with labeled landmarks and name of street.  
*(Please be gently reminded that we do not accept location maps that are not readable and/or not functional.)*
- \_\_\_ 2. Certified True Copy of Certification, License or Accreditation by Government Agency (DSWD/DOST/DEP-ED etc.)
- \_\_\_ 3. Brochure (if any)
- \_\_\_ 4. Annual Report or List of Accomplishments for the past year
- \_\_\_ 5. 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.
- \_\_\_ 6. 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: (Submit 1 set of Original Certified True Copy by SEC and 3 sets of photocopies from the Certified True Copy.)
  - a) Explicit provisions (as per BIR RR 13-98) as follows:
    - \_\_\_ registered as a “*non-stock, non-profit*”
    - \_\_\_ 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 NOT receiving any compensation;
    - \_\_\_ level of administrative expenses not exceeding 30% of the total donations received and of total expenses for the taxable year.
    - \_\_\_ no provisions in AoI and By-Laws are contrary to the above four (4) provisions
- \_\_\_ 7. Statement of Policy on Conflict of Interest signed by BOT Chair/President and Corporate Secretary (sample, downloadable)
- \_\_\_ 8. Latest General Information Sheet duly received by SEC (Number of Trustees & Officers should be consistent with the provisions in the Articles of Incorporation & By-Laws.)

For family and corporate foundations:

  - Indicate Independent Trustee in the GIS
  - Submit Statement of Management Representation stating that the Chair/President is not related to the Treasurer by consanguinity or affinity up to the second degree.

- \_\_\_ 9. List of Key Members of the Staff indicating their designation
- \_\_\_ 10. Organizational Chart or Table of Organization
- \_\_\_ 11. Certificate of Affiliation (if a member of an NGO network)
- \_\_\_ 12. BIR Certificate of Registration (*BIR Form 2303*)
- \_\_\_ 13. Audited Financial Statements (**received by the BIR**) for the *past year*, if applicable  
 With: a) Statement of Management Responsibility for Financial Statements  
 b) Statement of Management Responsibility for Annual Income Tax Return  
 c) Sworn Statement of Sources and Usage of Funds as required by SEC  
**Note:** In case there is no Audited Financial Statements or it is more than 6 months old, submit **latest unaudited FS.**
- \_\_\_ 14. Annual Income Tax Return (BIR Form 1702), together with Account Information Form (BIR Form 1702 AIF) or Audited Financial Statements in the absence of the form 1702AIF, if applicable
- \_\_\_ 15. Copy of the Auditor's Certificate of Accreditation from the Board of Accountancy (BOA)
- \_\_\_ 16. Application for Tax Exemption received by BIR (without the attachments)
- \_\_\_ 17. Annual Information Return of Income Tax Withheld on Compensation, Expanded & Final W/holding Taxes (BIR Form 1604) with Alpha List of Employees for the past year
- \_\_\_ 18. Photocopy of the first pages of Books of Accounts registered with BIR for the last two (2) years (**Note:** *If BIR registration is manual books of accounts, posting of accounts should be done manually. PCNC conducts on-site evaluation visits and does not accept pasted books of accounts. All books of accounts should always be updated.*)  
 a. General Ledger  
 b. General Journal  
 c. Cash Receipts Book  
 d. Cash Disbursement Book
- \_\_\_ 19. If not using Manual Books of Account, BIR Permit to use:  
 a. Loose leaf system or (*Books of Accounts should be stamped "RECEIVED" by the BIR-RDO*)  
 b. Computerized Books of Accounts  
 (*whichever is applicable*)
- \_\_\_ 20. BIR Permit to use Loose-Leaf Official Receipts and/or Cash Register Machines, if applicable
- \_\_\_ 21. Sample of Official Receipts (OR) registered with and duly stamped by BIR

\_\_\_ Initial Payment of P1,000 of Application Due    \_\_\_ Full Payment of Balance of Application Due \_\_\_

**Notes: 1. Down payment of P1,000 will be forfeited if required documents are not completed within one ( 1) year.**

April 12, 2017

Reviewed for PCNC by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature Over Printed Name)