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## CHECKLIST OF DOCUMENTARY REQUIREMENTS APPLICATION FOR ACP ACCREDITATION

Name of Applicant	
Address	

- Duly accomplished and signed Application Form (ANNEX X)
- Certificate of Registration with the Securities and Exchange Commission (SEC), or the Cooperative Development Authority (CDA) or the DOLE
- Authenticated copy of the latest Articles of Incorporation in the case of a corporation, or the Articles of Cooperation in case of cooperative, or Constitution and By-laws in the case of Unions/Associations, showing the original incorporators/organizers and the Secretary's Certificate for incumbent officers, together with the
- Certificate of Filing with the SEC/Certificate of Approval by the CDA
- Audited financial reports for the past 3 years preceding the date of project implementation. For applicant which has been in operation for less than 3 years, financial reports for the years in operation and proof of previous implementation of similar projects
- List and photographs or similar projects previously completed, if any, indicating the source of funds for implementation
- Sworn affidavit of the secretary of the applicant/entity that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the official of the agency authorized to process and/or approve proposed Memorandum of Agreement (MOA), and release of funds.

### SITE VALIDATION REPORT

	Name and Signature of DOLE Staff	Date
Validated by (Focal Person)		
Endorse and Recommend for Approval (FO Head)		