

List of Requirements

Provide original copies of the following:

1. Letter of Intent (LOI)
2. Financial Documentation
 - For Existing Businesses: Audited Financial Statement (AFS)
 - For New Businesses: Proof of Financial Capability (e.g.: Verifiable bank certification from universal bank)
3. Properly Filled-up and Notarized Project Evaluation Form (PEF)
4. Company Profile
5. Board Resolution of Duly Authorized Representative/Signatory
6. Certified True Copy of Business Registration
 - 2 certified true copies of original SEC papers
 - SEC Minimum Requirements:
 - SEC Registration
 - Articles of Incorporation (AOI)
 - Amendment of AOI (if applicable)
 - By Laws
 - General Information Sheet (GIS)
 - Pertinent Licenses, Franchises, Permits, Certifications, etc.
7. Resume and Copies of Passports of Stockholders and Key Management Officers
8. BIR Documents
 - BIR Tax Clearance
 - Certificate of Registration
 - Duly registered receipts, sales, or commercial invoice and/or authority to print # for ORs/invoices
 - Point of Sale (POS) / Cash Register Machine (CRM) Permit # if applicable invoice and/or authority to
9. All Applicable CDC Permits
 - Environmental Compliance Certificate
 - Fire Safety Certificate
 - Occupancy Permit
 - Sanitary Permit
 - Authority to Operate
10. Gender and Development Activities and Programs
11. Proposed Site Development Plan and Location Plan, if applicable
12. Production Process Flow Chart, if applicable
13. Brochures, if available