

**Annex 9. Undertaking for GAs/Corporations/Organizations  
During State of Emergency/Calamity**

**UNDERTAKING TO COMPLY WITH THE REQUIREMENTS ON  
PUBLIC SOLICITATION PERMIT**

I/We \_\_\_\_\_ (name/s), \_\_\_\_\_ (designation) of  
(Name of Corporation/Organization) with postal address \_\_\_\_\_,  
\_\_\_\_\_ , that for and in consideration of my/our  
application to solicit or receive contributions for charitable and public welfare purposes during  
state of national emergency or calamity, hereby undertake to comply with the following  
Department of Social Welfare and Development (DSWD) requirements, to wit:

- One (1) Certified True Copy of Certificate of Registration and Articles of Incorporation and By-laws with the SEC or other regulatory government agency which has jurisdiction to regulate the applicant, if new application. **(This must be certified true and correct by the agency/authority who issued the registration certificate and related documents)**

*\*Not applicable to Government Agencies*

- One (1) Photocopy of Updated Certificate of Good Standing, or Updated Certificate of Corporate Filing/Accomplished General Information Sheet (GIS) from SEC or any government regulatory agencies that has jurisdiction to regulate the applicant organization or agency. Required if the date of registration with the concerned regulatory agency is more than five (5) years prior to application. *\*Not applicable to Government Agencies*

- One (1) Original Copy of Profile of Current Governing Board Members/Directors/Trustees or its equivalent in the corporation, certified by the Corporate Secretary or any equivalent officer. *\*Not applicable to Government Agencies*

- One (1) Original Copy of Endorsement or Certification from any but not limited to the following agencies that allow/s applicant to undertake solicitation activities in their agency's jurisdiction, as applicable: Director of Private Schools, Schools Superintendent of Public School, Head or authorized representative of National Government Agencies (NGAs), Head or authorized representative of Local Government Unit (LGU), Bishop/Parish Priest/Minister or Head of Sect or Denomination, others *as applicable*

- One (1) Original Copy of Fund Utilization Report (Annex 12), of proceeds and expenditures duly certified by the corporation's auditor or bookkeeper, if applying for renewal of permit/authority.

- Sample of additional specific requirements for each methodology to be used, such as: Ticket, Ballots, Cards and similar forms; Donation Boxes, Coin Banks and other similar forms; Benefits show such as fashion show, concert and similar activities; Photo or Painting Exhibits and similar activities; Written request such as envelops, letters of appeal, greeting cards and similar forms ; text messages and other types of solicitation using electronic

