

DOCUMENTARY REQUIREMENTS FOR REGISTRATION OF SWDAS

1. Duly Accomplished and Notarized Application Form
2. Updated Copy of Certificate of Registration with the Securities and Exchange Commission (SEC), and latest Articles of Incorporation and by-laws wherein the applicant's primary purpose/s is/are within the purview of social welfare and development.
3. One (1) Copy of any of the following:
 - 3.1. Handbook or Manual Operations of its programs policies and procedures to attain its purposes
 - 3.2. Brochure
 - 3.3. Duly signed Work and Financial Plan for at least two (2) years by the Head of Agency