

WHAT ARE THE REQUIREMENTS? Regular Permit Under Normal Situation

For SWDA with valid license and/ or accreditation

- ✓ Application form
- ✓ Project proposal
- ✓ Notarized written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activity
- ✓ Approved and notarized board resolution or written authorization from the head of the government agency ensuring strict compliance to the standard ratio of funds utilization
- ✓ Fund utilization report (for renewal of application)
- ✓ Official receipt of payment



WHAT ARE THE REQUIREMENTS? Regular Permit Under Normal Situation

For non-government organizations/ associations



- ✓ Updated profile of the Governing Board or its equivalent in the corporation
- ✓ Project proposal
- ✓ Endorsement or Certification from agencies to undertake solicitation activity in their agency's jurisdiction
- ✓ Approved and notarized board resolution or other written authorization ensuring strict compliance to the standard ratio of funds utilization
- ✓ Fund utilization report (for renewal of application)
- ✓ Official receipt of payment
- ✓ Application form
- ✓ Certified True Copy (CTC) of Certificate of SEC Registration
- ✓ Updated Certificate of Good Standing Standing or updated Certificate of Corporate Filing/ Accomplished SEC General Information Sheet (GIS)

WHAT ARE THE REQUIREMENTS?

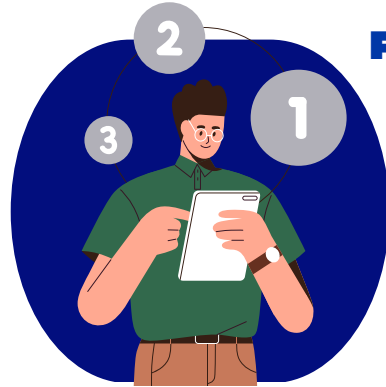
Regular Permit Under Normal Situation For Government Agencies

- ✓ Application form
- ✓ Project proposal
- ✓ Endorsement or certification from agencies to undertake solicitation activity in their agency's jurisdiction
- ✓ Written authorization from the Head of the Government Agency ensuring strict compliance to the standard ratio of funds utilization
- ✓ Fund utilization report (for renewal of application)
- ✓ Official receipt of payment



WHAT ARE THE REQUIREMENTS?

Temporary Permit During State of Emergency/ Calamity For a Person



- ✓ Two (2) valid Government Issued Identification Cards
- ✓ Endorsement from the group, the person is representing with.
- ✓ Undertaking to comply with the remaining requirements within the validity period of the issued Temporary Permit
- ✓ Application form
- ✓ Project proposal

WHAT ARE THE REQUIREMENTS?

Temporary Permit During State of Emergency/ Calamity

For Corporations, Organizations, Association or Organized Groups

- ✓ Application form
- ✓ Project proposal
- ✓ Endorsement or certification from agencies to undertake solicitation activity in their agency's jurisdiction
- ✓ Undertaking to comply with the remaining requirements within the validity period of the issued Temporary Permit



GUIDELINES IN THE PROCESSING OF REGIONAL AND NATIONAL PUBLIC SOLICITATION PERMITS

Memorandum Circular No. 5 series of 2021



WHAT IS PUBLIC SOLICITATION?

It refers to any project of activity intended to generate funds from the general public for social, public welfare, and charitable purposes. It may also be solicitation activities for persons, groups, organizations/agencies and/or communities in need, other than one's self.

For further information, you may visit the nearest **DSWD Office** or visit our website at standards.dswd.gov.ph



DSWD Building, Constitution Hills,
Batasan Complex, Quezon City, PH 1126
Phone: (632) 8951-7125/ 8355-2843 /
sb@dswd.gov.ph

Maagap at Mapagkalingang Serbisyo!

www.dswd.gov.ph

#BawatBuhayMahalagaSaDSWD



dswdserves

TYPES OF PUBLIC SOLICITATION



Local Public Solicitation

Solicitation activities conducted within the respective locality (Municipal/ City/ Provincial) shall be covered by the concerned Local Chief Executives.



Regional Fund Raising Campaign

Solicitation activities conducted regionwide shall be processed at the DSWD Field Office. The solicitation permit shall be approved by the Regional Director.



National Fund Raising Campaign

Solicitation activities conducted in more than one region or nationwide shall be processed at the DSWD Central Office. The solicitation permit shall be approved by the DSWD Secretary.

WHAT ARE THE METHODS OF PUBLIC SOLICITATION?



Written Request



Mass Media Campaign through Radio, TV or Newspaper



Tickets, Ballots, Cards and Similar Forms



Concerts and other Benefits Show



Photo or Painting Exhibits



Sale of goods such as Rummage Sale, Garage Sale



Donation Box / Coin Box and other similar forms

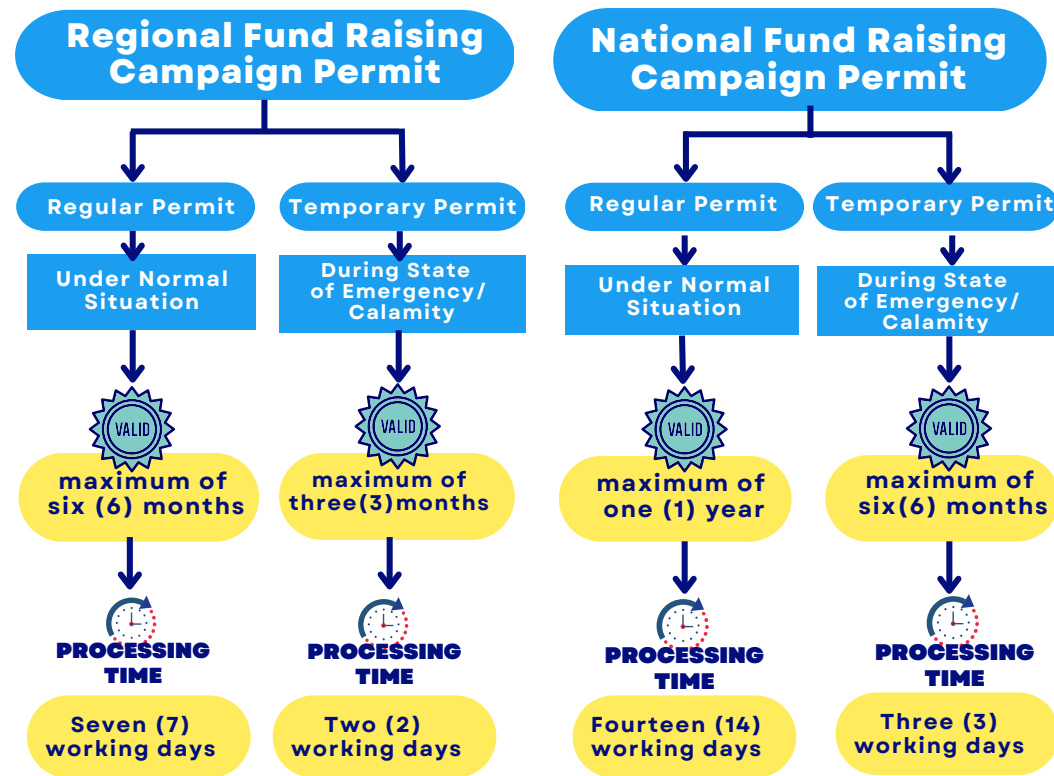


Text Messages/ digital platform



Fun run, marathon, cycling and other forms of sports activities

ISSUANCE AND VALIDITY OF SOLICITATION PERMIT



WHAT ARE THE REQUIREMENTS?

Regular Permit Under Normal Situation



For a Person/ Individual Endorsed by SWA

- ✓ Endorsement from Licensed and Accredited SWDA to solicit under their name
- ✓ Medical Certificate/ Abstract
- ✓ Social case study report
- ✓ Approved and notarized board resolution or written authorization from the head of the government agency ensuring strict compliance to the standard ratio of funds utilization
- ✓ Fund utilization report (for renewal of application)
- ✓ Official receipt of payment

✓ Application form

✓ Project proposal

✓ Notarized written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activity

WHO MAY APPLY?



Individuals



SWDA with valid license and/or accreditation



Non- Government Organizations/ Civil Society Organizations, Associations and Corporations



National Government Agencies

WHY SECURE A PERMIT?

- ✓ Safeguard the public from scams and illegal schemes
- ✓ Promote accountability and transparency
- ✓ Ensure efficient facilitation of funds
- ✓ Avoid penalties/ sanction



WHAT ARE THE REQUIREMENTS?

Regular Permit Under Normal Situation

For a Person/ Individual Endorsed by LGU

- ✓ Application form
- ✓ Notarized written agreement or any similar document signifying the intended beneficiary/ies concurrence as recipient of the fundraising activity
- ✓ Social case study report
- ✓ Medical Certificate/ Abstract
- ✓ Signed Memorandum of Agreement (MOA) between the DSWD and the C/MSWDO of the concerned LGU stating their commitment to monitor the applicant's solicitation activities and to submit post- reportorial requirements.
- ✓ Approved and notarized board resolution or written authorization from the head of the government agency ensuring strict compliance to the standard ratio of funds utilization
- ✓ Fund utilization report (for renewal of application)
- ✓ Official receipt of payment



WHERE TO SUBMIT APPLICATIONS?



DSWD Official Email



Mail or Courier



Walk-in or Physical Submission

HOW MUCH IS THE PROCESSING FEES ?



PHP 500 FOR REGIONAL FUND DRIVE

PHP1,000 FOR NATIONAL FUND DRIVE