

Annex B. Checklist of Requirements

1. Legal Requirements	Document Format
1.1. Individual or Proprietorship	
1.1.1. Birth Certificate issued by the Philippine Statistics Authority	Original or PSA Certified Copy
1.1.2. Current Business Permit	Certified True Copy
1.1.3. Department of Trade and Industry (DTI) Registration (if applicable)	Certified True Copy
1.1.4. Special Power of Attorney to Negotiate and Enter into RE Contract with DOE (if applicable)	Original Copy
1.2. Corporation / Joint Venture / Consortium / Cooperative	
1.2.1. By-Laws (BL) and Articles of Incorporation (AOI), and BL and AOI of its corporate stockholders	Original SEC-Certified or CDA-Certified or NEA-Certified
1.2.2. Board Resolution authorizing its representative to negotiate and enter into RE Contract with DOE	Original Copy
1.2.3. Latest General Information Sheet (GIS) and latest GIS of its corporate stockholders	Certified True Copy of SEC-Received
1.2.4. Current Business Permit	Certified True Copy
1.2.5. Organizational Chart of the Company	Certified True Copy
1.3. Local Government Units	
1.3.1. Council Resolution approving the proposed project and authorizing its representative to negotiate and enter into RE Contract with DOE	Original Copy
1.4. Passport ID or any valid government-issued ID of the authorized representatives, i.e., signatory and witness under the RE Contract	Certified True Copy