

CHECKLIST FOR ISSUANCE OF CERTIFICATE OF REGISTRATION PURSUANT TO

DEPARTMENT ORDER No. 18-A

(Job Contractor/Sub-Contractor)

CORPORATION SINGLE PROPRIETORSHIP PARTNERSHIP COOPERATIVE

<u>NEW</u>	<u>RENEWAL</u>
<p>A. Three (3) copies of duly accomplished Application Form (TIN required) With attached Proof of compliance with substantial capital requirement as defined in Section 3 (L)</p> <p>B. Any of the following:</p> <p><input type="checkbox"/> Certified True Copy of the Certificate of Registration from SEC, along with the Articles of Incorporation;</p> <p><input type="checkbox"/> Certified Copy of DTI Registration Certificate and DTI Certification;</p> <p><input type="checkbox"/> Certified True Copy of the Certificate of Registration from the CDA.</p> <p><input type="checkbox"/> Certified copy of Registration from the DOLE if the applicant is a union.</p> <p>C. Certified True Copy of License or Business Permit / Mayor's Permit issued by the Local Government Unit where the contractors operates.</p> <p>D. Copy of duly audited financial statement, for Corporation or Partnership, Cooperative or Union; or copy of the latest Income Tax Return (ITR), for sole proprietorship.</p> <p>E. Sworn disclosure that the registrant, its Officers and Owners or principal stockholders has not been operating or previously operating as a contractor under different business name or entity; the list of clients, if any, the number of personnel assigned to each client, if any, and the services provided to the client</p> <p>F. Certified Listing with proof of ownership or lease contract of facilities, tools, equipment, premises implements, machineries and work premises</p> <p>G. Photo of the office and premises where the contractor holds office.</p> <p>H. Certificate of Attendance to Orientation Seminar.</p>	<p><input type="checkbox"/> Three (3) copies of duly accomplished Application Form (TIN required).</p> <p><input type="checkbox"/> Copies of updated supporting documentary requirements pursuant to Section 15 of DO 18A (B to E of this checklist) shall be attached including the following:</p> <ul style="list-style-type: none"> • Certificate of membership and proof of SSS, BIR, ECC, Pag-ibig payments and contributions for the last three (3) years; • Certificate of No Pending or No Pending Labor Standard violation case/s with the NLRC and **DOLE <p><i>**DOLE Clearance (Certificate of no pending case)</i></p> <ul style="list-style-type: none"> • Application for Clearance/ Request Form or letter request indicating the purpose. • Identification Card of the requesting party. <p><input type="checkbox"/> Copy of previous Certificate of Registration.</p> <p><input type="checkbox"/> Proof of submission of Contractor's/Sub-Contractor's semi-annual reports.</p>

NOTE: SUBMIT THREE (3) SETS OF REQUIREMENTS FASTENED IN A FOLDER

**APPLICATION WITH INCOMPLETE REQUIREMENTS
WILL NOT BE ACCEPTED**